

**Posting Date:** January 17, 2018

## **REQUEST FOR PROPOSALS NOTIFICATION**

**Project:** Construction Engineering: SR 127 Multi-Use Path (Phase II) from CR 300 N to Pokagon State Park

**Response due date and time:** February 20, 2018 at 8:30 AM

This Request for Proposals is official notification of needed professional services for construction engineering. This RFP is being issued to solicit a Letter of Interest (LOI) and other documents from firms qualified to perform construction engineering work. A submittal does not guarantee the firm will be contracted to perform any services but only serves notice the firm desires to be considered.

**Contact for Questions:** Jennifer Sharkey, PE, County Engineer  
1900 N 200 W  
Angola, IN 46703  
260-668-1000 x 3600  
jsharkey@mediacombb.net

### **Submittal Requirements:**

1. Letter of Interest – Four Copies (required content, format and instructions follow)
2. Compensation Proposal – One copy in separate sealed envelope

**Submit to:** Jennifer Sharkey, PE, County Engineer  
1900 N 200 W  
Angola, IN 46703  
260-668-1000 x 3600  
jsharkey@mediacombb.net

## **SELECTION PROCEDURES**

Consultants will be selected for work further described herein, based on the evaluation of the Letter of Interest (LOI) and other required documents. Final selection ranking will be determined by the weighted score totals with the highest score being the top ranked firm.

Proposals will be reviewed and scored by a selection committee, with a consultant's final score being the average of each individual reviewer's score for that firm, except for the compensation component.

The individual score each reviewer assigns to each proposal will not be released. The aggregate score of all reviewers for each firm's proposal may be released to that firm upon request.

Following selection of the highest rated Consultant, the County will negotiate contractual terms, level of effort and scope of services, and upon successful negotiations an award recommendation will be made to the Board of County Commissioners. Contract award will be made to the Consultant whose proposal best complies with the RFP and will be the most advantageous to the County.

The RFP and the accepted Consultant's proposal will become part of the contract. In the event of any conflict between the RFP and the proposal, the RFP will govern. The Consultant is expected to enter into a contract with the County.

The letter of interest shall be signed by a person authorized to submit and sign a proposal and include the firm name, address, telephone number, the name of the person authorized to submit/sign the proposal, and his/her title, telephone number and e-mail address.

Proposals received after the designated time may be rejected from the selection process. The County reserves the right to accept or reject any or all proposals and to waive informalities or irregularities in the selection process.

If it becomes necessary to revise any part of the Request for Proposal (RFP) or otherwise provide additional information, an addendum will be issued by the County and posted on the Steuben County Government website (<http://www.co.steuben.in.us/>).

The County will not be liable for any costs incurred by the respondents in replying to this RFP. The County is not liable for any costs for work or services performed by the selected consultant prior to a written Notice to Proceed.

Requests for further information or questions regarding this Request for Proposal should be addressed only to the individual listed above. UNAUTHORIZED CONTACT REGARDING THIS REQUEST FOR PROPOSAL WITH ANY COUNTY EMPLOYEE MAY RESULT IN DISQUALIFICATION. Any oral communication will be considered unofficial and non-binding. Proposers shall rely only on written addenda.

## **PROPOSAL EVALUATION CRITERIA**

The following information must be included in each proposal and will form the basis of the evaluation. The point number is the weight of each criterion.

### **Project Manager and Key Personnel – 30 Points**

- 1) Provide the name and qualifications of the Project Manager (PM) to be assigned to this project. Include the following:
  - Educational background: Universities attended, dates attended, and degree(s) earned.
  - Professional registration(s).
  - Similar project experience as an engineer: include project description, duties, project construction cost, date or anticipated date of completion, and client name. Denote which projects were with current firm.
  - Similar project experience as project manager: include project description, duties, project construction cost, date or anticipated date of completion, and client name. Denote which projects were with current firm.

For any projects listed include the name and phone number of the owner's representative in charge of the project.

- 2) Provide the identity and qualifications of Key Personnel to work on this project, including the adequacy and appropriateness of their credentials and capabilities, expected project assignments, the extent of their project participation, and the relevance of their prior experience. Identify proposed sub-consultants, listing the name of the firm, names of key personnel, and scope of proposed services on this project.
- 3) Provide a hierarchy of the proposed project team and the level of involvement of each team member.

### **Project Understanding and Approach – 30 points**

- 1) A statement of project understanding. This is the consultant's opportunity to demonstrate their level of understanding of the project and the underlying goals. .
- 2) Project Approach. Provide a sequence of activities and anticipated goals of each activity (i.e. kickoff meeting, preconstruction meeting, etc). Describe the methods and means of providing daily on-site inspection, goals for communication throughout the project, utilization of sub-consultants, and material testing objectives. Highlight any value-added activities as part of this project.

**Overall Qualifications Of Firm/Team – 30 Points**

Provide a brief description of the overall qualifications of your firm/team.

Provide examples (not more than three) of similar projects completed by your firm within the last five years. The examples should include the nature of the project, your involvement in the project, any special environmental, political or technical problems involved in the project, how the problems were resolved, the name and phone number of the owner's representative in charge of the project, the fee for the project, the total project cost, and when the project was completed.

**Compensation Requirements – 10 Points**

Present a **separate sealed package** with the proposal that is plainly marked, "Compensation Proposal." The Compensation Proposal shall include all items required to complete the proposed scope of services, including any sub-consultant items. All incidental costs such as mileage, postage, and reproduction shall be included in the lump sum fee included in the submitted Compensation Proposal. Points will be awarded based on a ranking of the compensation requirements with the lowest fee proposal receiving 20 points, and the highest fee receiving 0. Firms between these limits will receive points proportional to their fee as compared to the total range of fees received.

Certified hourly rates shall be included in the compensation proposal as supporting documentation as well as a fee justification with associated hours and position classification.

Billing is expected to be on a monthly basis, based on percentage of task completed.

**GENERAL FORMAT**

All proposals shall contain concise written material and illustrations. Legibility, clarity, and completeness are essential. All submittals must use 8-1/2" by 11" paper, but may be supplemented with 11" by 17" illustrations. All submittals must have the following sections:

- Project Manager/Key Personnel, (5 page maximum)
- Project Approach (5 page maximum)
- Overall Qualifications of Firm/Team (5 page maximum)

And in a second, sealed package:

- Compensation Proposal

## **PROJECT DESCRIPTION**

### **SR 127 Multi-Use Path – Steuben County Trail – Phase II**

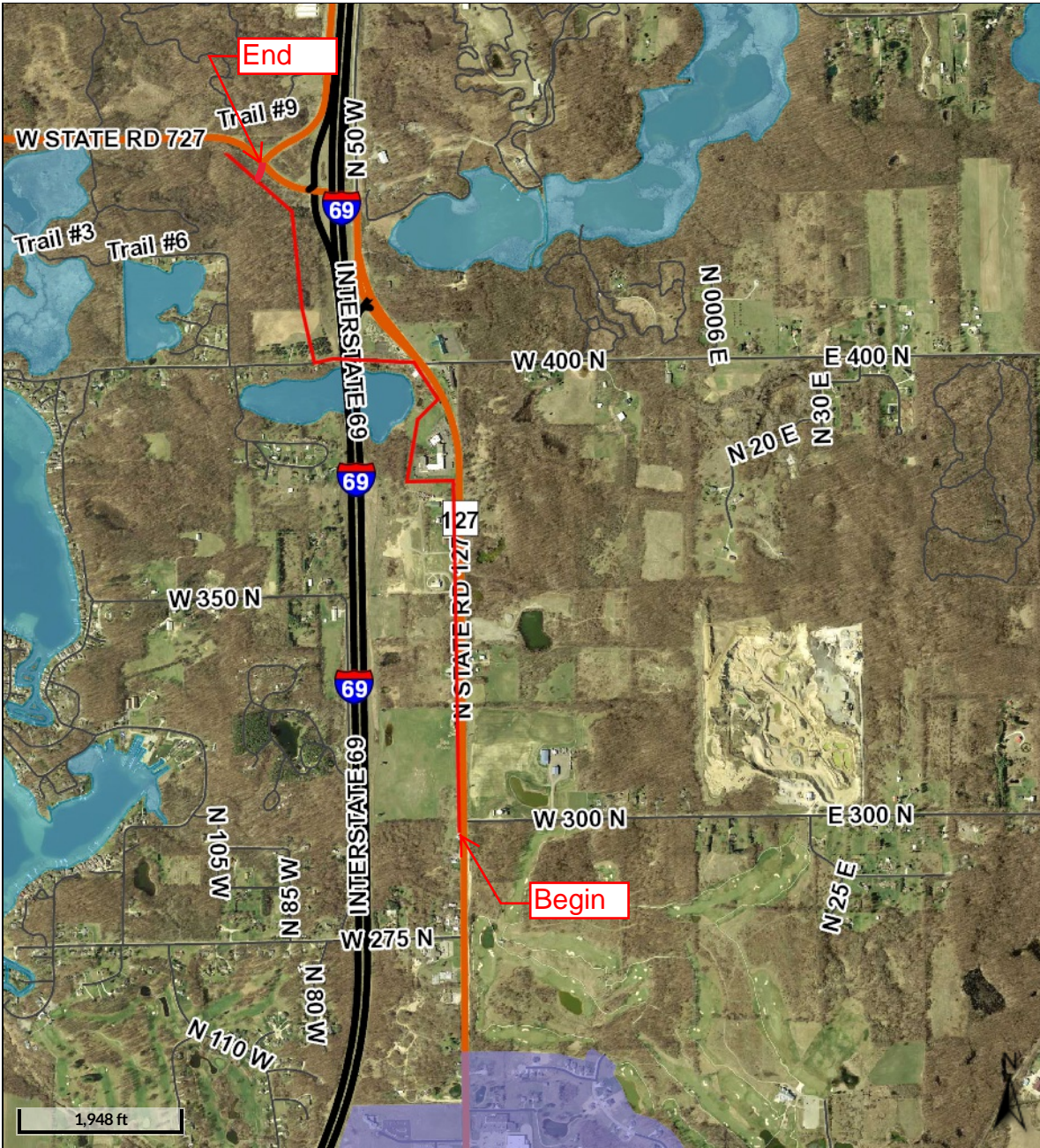
Steuben County is seeking an engineering firm to provide construction inspection services for a multi-use path from the terminus of the path on the west side of SR 127 across from CR 300 N, to the Pokagon State Park limits just north of CR 400 N in Steuben County, Indiana. The 10-foot wide asphalt paved path is expected to follow the west side of SR 127 then travel west along the south edge of the Ramada Inn property line. The path will then travel north along the back side of the Ramada Inn where a large culvert crossing will traverse the terrain. The path will then travel east where it will continue north along the west side of SR 127. A 195-foot long wooden boardwalk is proposed along the west side of SR 127 just south of CR 400 N. At CR 400 N, the path will then travel west along the north side of CR 400 N and utilize the existing concrete pedestrian path constructed along the north side of the I-69 overpass bridge. Upon crossing, the path will turn north and meander through the Pokagon State Park property along the east edge of the property line near the limited access right-of-way for I-69. The path will terminate at the three-way stop intersection of SR 727 and SR 127. The total estimated length of this path is approximately 1.82 miles. See attached Project Location Map. Draft plans are available upon request.

This project is locally funded and will be bid locally as a Steuben County project administered by the County Highway Department.

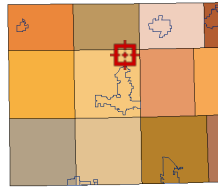
#### **Expected Schedule:**

February 2018	Bid packages ready for bidders
March 2018	Bid opening
May 2018	Pre-construction meeting
June 2018	Construction

Project Location Map  
 SR 127 Multi-Use Path from CR 300 N to Pokagon State Park



Overview



Legend

- Lakes
- Subdivisions
- Corporate Limits
- Angola
- Ashley
- Clear Lake
- Fremont
- Hamilton
- Hudson
- Orland
- Centerlines

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 The Schneider Corporation