



Posting Date: March 20, 2017

Request for Proposals Notification

Title: City of Noblesville - Professional Services for Survey, Utility Coordination and Geotechnical Engineering, which includes property survey and title research and the location of utilities within the the Pleasant Street Corridor from S.R. 37 west to the intersection of S.R. 32 and Hague Road.

Response Due Date & Time: April 7, 2017 before 4:30 PM Local Time

This Request for Proposals (RFP) is official notification of needed professional services. This RFP is being issued to solicit a letter of Interest (LOI) and other documents from firms qualified to perform engineering work on federal aid projects. 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: John Beery, City Engineer
16. South 10th Street, Suite 155
Noblesville, Indiana 46060
(317) 776-6330
jbeery@noblesville.in.us

Submittal Requirements:

1. Letter of Interest – 5 Copies (required content and instructions follow)
2. One (1) signed Affirmative Action Certification and associated required documents for all items if the DBE goal is greater than 0%.

Submit To: John Beery, City Engineer
16. South 10th Street, Suite 155
Noblesville, Indiana 46060
(317) 776-6330
jbeery@noblesville.in.us



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. The Consultant Selection Rating Form used to evaluate and score the submittals is included for your reference. Final selection ranking will be determined by:

- The weighted score totals with the highest score being the top ranked firm
- Rank totals with the lowest rank total being the top ranked firm

Requirements for Letters of Interest (LOI)

A. General instructions for preparing and submitting a Letter of Interest (LOI).

1. Provide the information, as stated in Item B below, in the same order listed and signed by an officer of the firm. Signed and scanned documents, or electronically applied signatures are acceptable. Do not send additional forms, resumes, brochures, or other material unless otherwise noted in the item description.
2. LOI's shall be limited to twelve (12) 8 ½" x 11" pages that include Identification, Qualifications, Key Staff, and Project Approach.
3. LOI's must be received no later than the "Response Due Date and Time"; as shown in the RFP header above. Responses received after this deadline will not be considered. Submittals must include all required attachments to be considered for selection.

B. Letter of Interest Content

1. Identification, Qualifications and Key Staff

- a. Provide the firm name, address of the responsible office from which the work will be performed and the name and email address of the contact person authorized to negotiate for the associated work.
- b. List the Project Manager and other key staff members, including key sub consultant staff, and the percent of time the project manager will be committed for the contract, if selected. Include project engineers for important disciplines and staff members responsible for the work. Address the experience of the key staff members on similar projects and the staff qualifications relative to the required item qualifications.
- c. Describe the capacity of consultant staff and their ability to perform the work in a timely manner relative to present workload.



2. Project Approach

- a. Provide a description of your project approach relative to the advertised services. For project specific items confirm the firm has visited the project site. For all items address your firm's technical understanding of the project or services, cost containment practices, innovative ideas and any other relevant information concerning your firm's qualifications for the project.

Work item details:

Local Public Agency: City of Noblesville

Project Location: Pleasant St. (From S.R. 37 to the Intersection of S.R. 32 and Hague Road)

Project Description: Pleasant Street Corridor Topographic and Route Survey, Utility Coordination and Geotechnical Investigation. The corridor is defined as In Hamilton County Study Completed October of 2015 and located online for reference at: http://www.cityofnoblesville.org/egov/documents/1486407553_71203.pdf. Other specific information is also presently available online on the Engineering Department's page through the City's website.

Phases Included: Route and Topographic Survey for Preliminary Alignment, Utility Coordination and Geotechnical Investigation, including preliminary property and title research and utility location.

Estimated Construction Amount: Not Applicable

Funding: Local Funds Appropriated

Term of Contract: 12 months (Estimated)

DBE goal: Not applicable for this project.

Required Prequalification Categories:

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| <input type="checkbox"/> 5.2 Environmental Document Preparation - CE | <input type="checkbox"/> 12.1 Project Management for Acquisition Services |
| <input checked="" type="checkbox"/> 6.1 Topographical Survey Data Collection | <input checked="" type="checkbox"/> 12.2 Title Search |
| <input type="checkbox"/> 8.1 Non-Complex Roadway Design | <input type="checkbox"/> 12.4 Appraisal |
| <input type="checkbox"/> 9.1 Level 1 Bridge Design | <input type="checkbox"/> 12.5 Appraisal Review |
| <input checked="" type="checkbox"/> 11.1 Right of Way Plan Development | <input type="checkbox"/> 13.1 Construction Inspection |

Additional Categories Listed Below:

Geotechnical Investigation
Utility Coordination