INDIANA DEPARTMENT OF TRANSPORTATION

LOCAL PUBLIC AGENCY
PROJECT DEVELOPMENT PROCESS

For

LPA Consultant Selection Toolkit For Local Federal Aid Projects

Standard LPA Projects and Local Bridge Inspections

Last Revision – February 2023

This document is a toolkit for Local Public Agencies (LPA) to use to understand the Request for Proposals (RFP) process. Most of the processes are the same between the LPA Consultant Selection for Standard LPA projects and for Countywide Bridge Inspections. It will be noted where the processes or contact persons are different.

The LPA can advertise one RFP for the Preliminary Engineering (PE), Right-of-Way (R/W) Engineering, R/W Services or R/W Acquisition phases. The LPA also has the option to advertise these phases separately to contract with firms who specialize in specific types of work.

Federal Highway requires that the Construction Inspection (CI / CE) phase be advertised separate from any other phase. This means INDOT cannot accept an RFP for all phases. The Construction Inspection (CI / CE) Phase **must** be advertised separately. Exception: This RFP may also include Utility Construction Inspection (CI / CE).

If no Federal dollars are used to pay for professional services and the cost of services will not be for federal project construction funds, the selection portion of this chapter does not apply, even if Federal dollars are to be used for the construction itself

Selection Procedures – Applicable Policy Reference

See Chapter 5 – Consulting Contracting in INDOT's LPA Process Guidance Document for Local Federal-Aid Projects.

Selection Procedures – Submittals

1. The contact persons for all LPA consultant selection submittals and questions concerning these procedures are:
    a. Standard LPA Projects (Standard) – The District Program Director (District PD) from the District where the project is located.
    b. Countywide Bridge Inspections (CWBI) – The Central Office Local Program Manager (CO LPM).

2. All submittals should be electronically emailed. Do not submit originals of documentation, they will not be returned. Originals must remain in the LPAs files and be available for audit for a minimum of 5 years beyond closeout of construction.
    a. RFP's must be submitted as email attachments in Word format.
    b. LPA Selection Review Checklist (Standard) or the LPA Selection Review Checklist for Bridge Inspections must be submitted as email attachments in PDF format.

Selection Procedures - Prepare & Post the Request for Proposal (RFP)

The steps for preparation of an RFP to be posted for advertisement:

1. Contact the District PD (Standard) or the CO LPM (CWBI) for the project DES Number if you do not already know what it is.

2. If pre-screening for interviews will be used, the details must be stipulated in the advertised RFP. In this instance, use the Request for Proposal – Two-Step Template.

3. Request the Disadvantaged Business Enterprise (DBE) Goal from INDOT's Equal Opportunity Division (EOD). Once you click inside the DBE Goal Request Form, you will be guided through obtaining the DBE goal.
    a. Link for the DBE Goal Request Form can be found here: https://www.in.gov/indot/doing-business-with-indot/local-public-agency-programs/lpa-consultant-selection/local-public-agency-program-consultant-information/

4. Prepare the RFP by editing a copy of the RFP template. Links for the following RFP templates can be found here: https://www.in.gov/indot/doing-business-with-indot/local-public-agency-programs/lpa-consultant-selection/local-public-agency-program-consultant-information/

    a. Request for Proposal - Standard Template
    b. Request for Proposal - Two Step Template
    c. Request for Proposal - Bridge Inspection Template

Download a new copy of the RFP each time because the templates are subject to revision.

Submit the RFP to the District PD (Standard) or the CO LPM (CWBI) for posting along with a copy of the email from EOD setting the DBE Goal. The email from EOD is required even if the Goal is set at 0%.

Completing the RFP Template:

5. Posting Date: The date, determined by the LPA, to post the RFP on INDOTs website.
    a. The typical advertisement period for an RFP is one (1) month; advertisements less than 14 days are not allowed.
    b. Whenever the LPA perceives there is a risk that fewer than three (3) Letters of Interest (LOI) may be received, the LPA should undertake recruitment efforts beyond basic Website advertisement to obtain competition.
        - Recruitment efforts may include sending letters or making phone calls to firms who are qualified to do the work but may not submit a LOI due to the size of the project.
        - Before you solicit for LOI's, ensure the firms you contact are prequalified with INDOT.
        - Remember to document your recruitment efforts in case the minimum of three (3) LOI is not met.
    c. If fewer than three (3) LOI are received, documentation will be required that demonstrates the LPA made significant recruitment efforts beyond advertisement to create a competitive selection process.
    d. If significant recruitment efforts are not documented, the LPA will be required to re-advertise the RFP and make additional efforts to obtain competition.

6. Enter LPA Name: The name of your local public agency.
7. Project Description & Location: Enter a short services description and location of the project you are advertising.
8. Des #: Enter the Des Number(s) assigned to the project you are advertising.
9. District Name: Enter the name of the INDOT District that is overseeing the project.
10. Response Due Date & Time:
    a. Due Date & Time: The due date and time you want all Letters of Interest submitted to your LPA.
11. Contact Questions: Complete with your LPA's information and the contact person for your LPA.
12. Submittal Requirements: Complete all fields that apply to your requirements of submittal.
13. Submit To: Complete with your LPA's information and the contact person for your LPA.
14. Selection Procedures: Choose the final selection ranking you want to use.
15. Scroll down to the 'Work Item Details' page of the template.
16. Local Public Agency: The name of your local public agency.
17. Project Location: Location of your project.
18. Project Description: Description of the work advertising.
19. INDOT Des #: Enter the Des Number(s) assigned to the project you are advertising.
20. Phases Included: Enter the phase(s) you are advertising.

“Preliminary Engineering” – includes Environmental Services, Topographic Survey, Design, Utility and Railroad Coordination and Right of Way Engineering (abstracting & right of way plans).

21. Estimated Construction Amount: Enter the estimated amount.
22. Funding: Enter the Federal funding involved or 100% local funds.
23. Term of Contract: Enter contract duration (e.g., 2 years) or ‘Until Project Completion’.
24. DEB Goal: Enter the DBE Goal percentage.
25. Required Prequalification Categories: Click all that apply to this advertisement or click the link to add additional categories.
    b. Suggested RFP prequalification requirements for various project types are included in Attachment A below, or:
    c. http://www.in.gov/dot/div/legal/rfp/consultants/CPQM.pdf (See: H. Prequalification Categories, Descriptions, Requirements, and Submittals.)
26. Save the template in your files.
27. Email a copy of the completed RFP template to:
    a. Standard LPA Projects (Standard) – The District Program Director (District PD) from the District where the project is located.
    b. Countywide Bridge Inspections (CWBI) – The Central Office Local Program Manager (CO LPM).
28. The LPA will be notified via email when the RFP has been posted.
    a. LPA will download a copy of the advertised RFP for their records.
        - Only the final advertised version of the RFP is applicable. All prior versions are drafts and therefore irrelevant.
    b. Click the *RFP Title* at the bottom of the email notification to go directly to the posted RFP.
    c. Click on the words *LPA – RFP Current Advertisements* see all RFPs advertised.

LPA RFPs that have expired response dates are no longer kept on INDOT’s LPA website. If the due date has expired and you do not have a copy of the RFP, contact the District PD (Standard) or the CO LPM (CWBI), to see if they can obtain a copy of the RFP.

Selection Procedures – Review LOIs and Scoring Process

The steps once the RFPs Response Due Date & Time has expired:

1. Review the Letters of Interest submitted.
    a. If less than three (3) Letters of Interest (LOI) are received, refer to the section five (5) above for instructions. Remember:
        - If fewer than three (3) LOI are received, documentation will be required that demonstrates the LPA made significant recruitment efforts beyond advertisement to create a competitive selection process.
        - If significant recruitment efforts are not documented, the LPA will be required to re-advertise the RFP and make additional efforts to obtain competition.
2. Request Past Performance Data and Verify Prequalification of Submitting Firms *once the* Response Due Date & Time specified on the advertised RFP have expired:
    a. Email the District PD (Standard) or by submitting a list of all lead firms (**use full names**) who have submitted a LOI for the RFP.

   b. *Countywide Bridge Inspections do not have Past Performance Data available so you will not have to contact the CO LPM.*
   c. *CWBI Past Performance Data will be 'zero'.*

3. Verify that the submitting consultant firms/teams meet the advertised prequalification requirements using the List of Prequalified Consultants**.**
   a. The lead firm must be prequalified in at least one (1) INDOT prequalification category.
   b. This can be any prequalification category, whether advertised in the RFP or not.
   c. All the advertised prequalification categories must be covered by at least one (1) member of the consultant team (lead or a sub).
   d. Be sure to keep copies of all documentation showing that the consultant firms/teams that submitted a LOI were prequalified at the time of their submittal.

4. Scoring may begin upon receipt of Past Performance data from the District PD (Standard).
   a. If pre-screening for interviews is used, it must be done in accordance with the process stipulated in the advertised RFP.
   b. If pre-screening was used in the RFP for Countywide Bridge Inspections, the process is the same.
   c. *Submit scoring documentation for pre-screening to the District PD (Standard) or the CO LPM (CWBI) for approval before proceeding with interviews.*

5. A team of scorers comprised of no less than three (3) individuals should evaluate the LOI; with one (1) of the individuals acting as the leader of the team. The scorers should be familiar with the proposed project and must be capable of providing unbiased reviews of the qualifications of the submitting consultants.

6. Scoring must be done using the version of the LPA Consultant Selection Rating Sheet that was included in the advertised RFP.

   a. The evaluation factors must result in the scoring and ranking of firms in order from highest to lowest qualified for the specific RFP.
   b. If a scoring tie exists among the highest ranked firms, the selecting official shall determine which of the tied firms is to be treated as the most qualified firm and shall provide a documented explanation of the basis for the decision.
   c. Links for the following LPA Consultant Selection Rating Sheet templates can be found here: https://www.in.gov/indot/doing-business-with-indot/local-public-agency-programs/lpa-consultant-selection/local-public-agency-program-consultant-information/
      - LPA Consultant Selection Rating Sheet for Bridge Inspection
      - LPA Consultant Selection Rating Sheet for Standard and Two Step RFP Template
      - *NOTE: No other version of the Rating Sheet is acceptable.*
   d. Make copies of the LPA Consultant Selection Rating Sheet (Standard) or the LPA Consultant Selection Rating Sheet for Bridge Inspections from the advertised RFP.
   e. It is recommended that you fill in the header information and Past Performance scores before making copies for scorers.
      - *Note currently, there are no past performance scores for Countywide Bridge Inspections.*
   f. Each Scorer is to have a complete set of these forms (one form for each consultant).
   g. Each Scorer **must** score all consultant teams meeting the prequalification requirements.
   h. For final scoring after pre-screening and interviews, each scorer **must** score all consultant teams interviewed.

7. Download a copy of the LPA Consultant Selection Scoring Tabulation Sheet (Scores ranked by sum of score totals) or if preferred, the LPA Consultant Selection Scoring Tabulation Sheet (Optional form totaling by rank).
   a. Refer to your RFP, Selection Procedures section to see what form you selected would be used.
   b. Links for the following LPA Consultant Selection Scoring Tabulation Sheet can be found here: https://www.in.gov/indot/doing-business-with-indot/local-public-agency-programs/lpa-consultant-selection/local-public-agency-program-consultant-information/
      - LPA Consultant Selection Scoring Tabulation Sheet (Optional form totaling by rank)
      - LPA Consultant Selection Scoring Tabulation Sheet (Scores ranked by sum of score totals)

- The same forms are also used for Countywide Bridge Inspections.

c. Fill in the header information.

d. If pre-screening is not used, list the names of the lead firms of all the consultant teams meeting advertised prequalification requirements.

e. If pre-screening is used, make two (2) copies of the Tabulation form.
   - On the copy for pre-screening, list the names of the lead firms of all the consultant teams meeting advertised prequalification requirements.
   - On the copy for final scoring, list the names of the lead firms of all the consultant teams interviewed. Detailed instructions for Scorers and the Scoring Team Leader can be found in Attachment B.

8. Ties and DBE Verification - When scoring and tabulation are complete:
   a. If there is a tie for the #1, #2 or #3 ranked positions, contact the District PD (Standard) or the CO LPM (CWBI) for further instructions.
   b. Obtain confirmation from INDOT's EOD that the DBE Goal is being met by the #1 ranked consultant, if required, you must complete a DBE Goal Met E-mail Form. Go to the following link to complete the form: https://www.in.gov/indot/doing-business-with-indot/local-public-agency-programs/lpa-consultant-selection/local-public-agency-program-consultant-information/
      - If the DBE Goal is other than 0%, a DBE Goal Met email from EOD is required.
      - If the DBE Goal is other than 0%, and the consultant is offering something less than the goal, request a DBE Goal Met email and wait for further instructions.
      - If the DBE Goal is 0%, and the consultant is volunteering DBE participation, request a DBE Goal Met email. However, this is for EOD's information only; a DBE Goal Met email from EOD is not actually required.
      - If the DBE Goal is 0%, and the consultant is not volunteering DBE participation, a DBE Goal Met email is not required.

Selection Procedures – LPA Selection Review Checklist

An LPA Selection Review Checklist must be completed by the ERC and then submitted to the District Local Program Director for approval. The checklist lists each item that the ERC is responsible to submit to INDOT with the checklist to obtain INDOT approval of the consultant.

1. Download a copy of the Selection Review Checklist. Links for the following LPA Selection Review Checklist can be found here: https://www.in.gov/indot/doing-business-with-indot/local-public-agency-programs/lpa-consultant-selection/local-public-agency-program-consultant-information/
   a. LPA Selection Review Checklist
      - Detailed instructions for completing the LPA Selection Review Checklist (Standard) can be found in Attachment C.
      - Submit the checklist, along with the documentation it requires for Standard LPA Projects to the District PD for review and signature.
   b. LPA Selection Review Checklist for Bridge Inspections
      - Detailed instructions for completing the LPA Selection Review Checklist for Bridge Inspections can be found in Attachment C1.
      - If the project is a Countywide Bridge Inspection, submit the checklist and all the documentation it requires to the CO LPM.
2. The District PD (Standard) or the CO LPM (CWBI) will notify the LPA when the checklist has been approved.
3. Once approved the LPA may contact the #1 ranked consultant and begin negotiating a contract.

Attachment A – Suggested Prequalification Requirements for Various Project Types

The following are only the minimal prequalification categories:

- *Road Project:*

  5.2 Environmental Document Preparation – CE

6.1 Topographic Survey Data Collection
8.1 Non-Complex Road Design *
11.1 Right of Way Plan Development
12.1 Project Management for Acquisition Services
12.2 Title Search
12.4 Appraisal
12.5 Appraisal Review
* might require 8.2 Complex Road Design

- *Bridge Project:*
  5.2 Environmental Document Preparation – CE
  6.1 Topographic Survey Data Collection
  9.1 Level 1 Bridge Design *
  11.1 Right of Way Plan Development
  12.1 Project Management for Acquisition Services
  12.2 Title Search
  12.4 Appraisal
  12.5 Appraisal Review
  * might require 9.2 Level 2 Bridge Design

- *Construction Inspection:*
  13.1 Construction Inspection

- *Transportation Alternatives (Trail) Project:*
  5.2 Environmental Document Preparation – CE
  6.1 Topographic Survey Data Collection
  8.1 Non-Complex Road Design
  11.1 Right of Way Plan Development
  12.1 Project Management for Acquisition Services
  12.2 Title Search
  12.4 Appraisal
  12.5 Appraisal Review

- *Bridge Inspection (4 year):*
  14.1 Regular Bridge Inspection
  14.2 Complex Bridge Inspection *
  14.3 Underwater/In-Water Bridge Inspection *
  14.5 Bridge Load Capacity Rating and Other Bridge Analysis/Training *
  * may not be required

- *Sign Replacement:*
  5.2 Environmental Document Preparation – CE
  6.1 Topographic Survey Data Collection
  8.1 Non-Complex Road Design

Attachment B – Instructions for Scoring

Scores & Team Leader / Employee in Responsible Charge (ERC):

1. Changes made to any of the data entered on the LPA Consultant Selection Rating Sheet (Standard), LPA Consultant Selection Rating Sheet for Bridge Inspections, or the Standard LPA Consultant Selection Scoring Tabulation Sheet (Standard and CWBI) must be initialed by the person whose signature appears at the bottom of the form. This indicates that the signing party is aware of, and approves of, the changes.

   a. This means that if a Score is changed, resulting in a change to the Weighted Score and the Weighted Sub-Total (as well as changes to the Tabulation form), every change must be initialed by the appropriate person.

b. An acceptable alternative to the above is to start over again with a fresh form.

2. Except for Past Performance, each scorer is to score independently.

Scores:

1. Scorers must be representatives of the LPA who are knowledgeable of the project and informed about the scoring process. Any scorer who has a conflict of interest with any of the submitting firms, or who believes that he is otherwise unqualified, must excuse himself from any of the scoring.

2. Using their best judgment, scorers are to review the LOI with the intent of identifying the most qualified team. Interviews may also be appropriate (if advertised in the RFP) to help understand issues that may affect project delivery. Scorers must give equal consideration to all submitting firms, and may not base scores on anecdotal, unfounded, or second-hand information. Preferential treatment should not be given based on past relationships.

3. The only scores that are acceptable for each Category are those listed in the Scale column on the LPA Consultant Selection Rating Sheet (Standard) or the LPA Consultant Selection Rating Sheet for Bridge Inspections. The Scoring Criteria column gives a verbal description of the meaning of each score in the Scale column. The scoring system was designed so that a zero (0) score indicates that the team is average, positive scores indicate a degree greater than average, and negative scores indicate a degree less than average.

   a. Scoring is to be done on the LPA Consultant Selection Rating Sheet (Standard) or the LPA Consultant Selection Rating Sheet for Bridge Inspections.

   b. Both the LPA Consultant Selection Rating Sheet (Standard) and the LPA Consultant Selection Rating Sheet for Bridge Inspections has five (5) Categories and requires seven (7) Weighted Scores to be determined.
      - Weights are already entered for all the Categories.

   c. Enter the header information on each sheet if not already entered.

   d. For the **Past Performance Category** enter the three (3) Scores on each sheet if not already entered. These scores are provided by INDOT and may vary for each lead firm. These three (3) scores must be entered, and used in the calculations, even if zero (0).

   e. For other Categories, select a number from the Scale column based on the adjacent descriptions in the Scoring Criteria column. Enter that number in the Score column. Numbers shown in the Scale column are the only scores that are acceptable in the Score column for that Category. Any other numbers entered as a Score will invalidate that LPA Consultant Selection Rating Sheet (Standard) or the LPA Consultant Selection Rating Sheet for Bridge Inspections.

      - **Capacity of Team to do Work Category** – This is an evaluation of the team's personnel and equipment to perform in a timely manner. More than adequate capacity should only be counted if it results in added value. Do not evaluate the capacity merely on firm size; but take into consideration the team's current and future workload which may impact delivery of your project.

      - **Team's Demonstrated Qualifications Category** – This is an evaluation of the team's unique technical expertise and resources that would result in increased cost, reduced development time, enhanced design quality and/or improved constructability. Expertise or resources that do not add value or efficiency shall not be scored higher than zero (0).

      - **Project Manager Capacity** – This is an evaluation of the project manager's ability to manage the project, based on prior experience.

      - **Approach to Project Category** – This is an evaluation of the team's understanding of the project and any innovation that provides cost and/or time savings.

f. Multiply each Score by its Weight and enter the result in the Weighted Score column for all seven (7) Weighted Scores on each form.

g. Determine the weighted Sub-Total on each Selection Rating sheet by adding all seven (7) Weighted Scores on that form. Use care in computing the totals as mathematical errors are a common problem.

h. Fill in all the Signature block information at the bottom of each sheet and forward them to the Team Leader.

Team Leader:

The Team Leader must be a representative of the LPA who is knowledgeable of the scoring process.

1. Assist the Scorers in understanding the scoring process but do not compromise their independence in selecting scores.

    a. Advise the Scorers of the Past Performance scores to use.

2. Once a Scorer has completed scoring, review each LPA Consultant Selection Rating sheet (Standard) or each LPA Consultant Selection Rating sheet for Bridge Inspections for compliance with the above instructions and for arithmetical accuracy. See A.1. when corrections are necessary.

3. After determination that each Scorer's LPA Consultant Selection Rating sheets (Standard) or each LPA Consultant Selection Rating sheet for Bridge Inspections are free of discrepancies, enter the Weighted Sub-Totals in the appropriate boxes on the Standard LPA Consultant Selection Scoring Tabulation Sheet (Standard and Insp.). Then:

    a. Enter the header information on the Standard LPA Consultant Selection Scoring Tabulation Sheet (Standard or CWBI) if not already entered.

    b. Add all the Weighted Sub-Totals for each consultant to determine the Weighted Scores Total.

    c. Rank the consultants based on the Weighted Scores Totals, the largest number being ranked as "1" in the Ranking column.

    d. After ranking, the ERC should sign and date the Standard LPA Consultant Selection Scoring Tabulation Sheet (Standard and CWBI) and complete other information at the bottom of the Tabulation form. The ERC will then forward all Scoring forms to the appropriate District PD (Standard) or the CO LPM (CWBI) along with the LPA Consultant Selection Review Checklist (Standard) or the LPA Consultant Selection Review Checklist for Bridge Inspections.

Attachment C – Instructions for LPA Selection Review Checklist (Standard)

Please be sure to check the LPA Website for most current version.

1. Local Public Agency: The name of your local public agency, found on Page 1 of the advertised RFP. .
2. County: Enter the county the project is located.
3. Project Description: Description of the work advertised.
4. Des #: Enter the Des #(s) assigned to the project you are advertising, found on Page 1 of the advertised RFP.
5. Posting Date: Date the RFP was posted on INDOT's website, found at the top of page 1 of the advertised RFP.
6. District: Enter the name of the INDOT District that is overseeing the project.
7. **RFP requested services for: (check all that apply):**

a. Preliminary Engineering: Includes Environmental Services, Topographic Survey, Design, Utility and Railroad Coordination and Right of Way Engineering (abstracting & right of way plans).

b. Construction Engineering: Construction Inspection.

c. Right of Way Services: Includes all right-of-way acquisition services (Appraisal, Negotiation, Closing, Relocation, etc., but **not** Right of Way Engineering).

d. Other: If applicable, describe on the line provided.

8. **Documentation Required w/Checklist:** – All these documents except those marked "N/A" are to be submitted to the District PD along with the Checklist.

    a. Request for Proposal (RFP) Advertisement – Documentation required is a copy of the RFP that was advertised on INDOT's website).

    b. DBE Goal Set email – Documentation required is a copy of the email from INDOT's EOD setting the DBE Goal (see Procedural Step I.C.). Enter the set DBE goal on the line provided.

    c. DBE Goal Met email – Documentation required is a copy of the email from INDOT's EOD confirming that the DBE Goal has been met (see Procedural Step IV.B.). "N/A" if DBE Goal is 0%. "YES" if DBE Goal is other than 0%.

    d. Past Performance Data as provided by INDOT – Documentation required is a copy of the email from the District PD showing the Past Performance scores for each firm. The only time Past Performance would be "0" is when the RFP was for certain types of work for which INDOT has no Past Performance Data, for example Countywide Bridge Inspections. In that case, the Past Performance Scores default to all zeros for all firms.

    e. Scoring Tabulation Form and Score Sheets – Documentation required is the score sheets from each scorer for each consultant and the Scoring Tabulation form. If pre-screening was used, the documentation includes scoring and tabulation documents from both pre-screening and final selection.

    f. Affirmative Action Certification Form – Documentation required is the form submitted by the #1 ranked firm with their LOI. "N/A if DBE Goal is 0%. "YES" if DBE Goal is other than 0%.

    g. Proof of Prequalification – Documentation required is a list of the firms that submitted LOI showing the Prequalification Categories that they are prequalified in as proof they are prequalified for the categories that were listed in the RFP. This information is obtained from the List of Prequalified Consultants.

9. **General Information**:

    a. Numbers of Letters of Interest received – Type in the number of LOIs received. If the number is less than 3, include documented evidence of significant recruitment efforts to create a competitive selection process (beyond just advertisement). (See Procedural Step I.E.,2.).

    b. Number of teams who did not meet prequalification requirements – Self-explanatory. Explain why teams did not meet requirements by listing the lead firms not prequalified and/or the prequalification categories not met for each team. If all the teams met the prequalification requirements, enter zero (0) and leave the explanation line blank.

    c. If pre-screening was used, was it consistent with the process advertised in the RFP – Self-explanatory.

10. **Score Sheets**:

a. The scorers used the same score sheet as was advertised in the RFP – The LPA Consultant Selection Rating sheet used <u>must</u> be the same as was in the advertised RFP.

b. All scorers have scored all firms that met prequalification requirements – Teams that do not meet prequalification requirements are not to be scored (See Procedural Step II.B.). All those that do meet prequalification requirements <u>must</u> be scored by all scorers.

c. All scorers used the values from the "Scale" column to populate the "Score" column – Except for Past Performance, the scores entered <u>must</u> all have been selected from the numbers listed in the Scale column.

d. Past Performance is applied consistently – Past Performance data, as provided by INDOT, <u>must</u> have been applied fairly (See C.4. above).

e. The calculations for weighted scores and weighted sub-totals are correct – The arithmetic on each Selection Rating sheet <u>must</u> be correct.

f. The Signature and Date of Scorer is on each score sheet – Each Selection Rating sheet <u>must</u> contain the signature of the scorer and the date signed.

11. **<u>Tabulation Sheet:</u>**

a. The Signature of the ERC and Date are on the Tabulation Sheet – The RFP Scoring Tabulation form <u>must</u> contain the signature of the ERC and the date signed.

b. All prequalified firms are listed on the form – The lead firm of <u>all</u> consultant teams meeting prequalification requirements <u>must</u> be listed.

c. The total scores at the bottom of each individual score sheet was correctly reflected on the Tabulation Form – The Weighted Sub-Totals from all the Selection Rating sheets <u>must</u> be correctly entered and the arithmetic for determining the Ranking <u>must</u> be correct.

d. Highest ranked lead firms are INDOT prequalified – The lead firm <u>must</u> be prequalified in at least one INDOT prequalification category (See Procedural Step II.B.1.).

e. The highest ranked team (Lead & Sub firms) is prequalified to perform the work listed in the RFP – Each of the prequalification categories advertised in the RFP <u>must</u> be covered by at least one member of the consultant team (See Procedural Step II.B.2.).

12. **<u>Certification of LPA Employee in Responsible Charge (ERC):</u>**

a. The ERC signs and dates the Tabulation Sheet and completes all other information required.

Attachment C1 – Instructions - LPA Selection Review Checklist for Bridge Inspections

Please be sure to check the LPA Website for most current version.

1. County: Enter the county the project is located.
2. Des #: Enter the Des #(s) assigned to the project you are advertising, found on Page 1 of the advertised RFP.
3. District: Enter the name of the INDOT District that is overseeing the project.
4. Project Description: Description of the work advertised.
5. Posting Date: Date the RFP was posted on INDOT's website, found at the top of page 1 of the advertised RFP.
6. **<u>RFP requested services for: (check all that apply</u>**): Click on the box or boxes for the Phases that were covered in the RFP.

7. **<u>Documentation Required w/Checklist</u>:** – All these documents except those marked "N/A" are to be submitted to the District PD along with the Checklist.

   a. Request for Proposal (RFP) Advertisement – The documentation is the RFP that was advertised on INDOT's LPA website (see Procedural Step I.E.1.).

   b. DBE Goal Set email – Documentation required is a copy of the email from INDOT's EOD setting the DBE Goal (see Procedural Step I.C.). Enter the set DBE goal on the line provided.

   c. DBE Goal Met email – Documentation required is a copy of the email from INDOT's EOD confirming that the DBE Goal has been met (see Procedural Step IV.B.). "N/A" if DBE Goal is 0%. "YES" if DBE Goal is other than 0%.

   d. Affirmative Action Certification Form – Documentation required is the form submitted by the #1 ranked firm with their LOI. "N/A if DBE Goal is 0%. "YES" if DBE Goal is other than 0%.

   e. Scoring Tabulation Form and Score Sheets – Documentation required is the score sheets from each scorer for each consultant and the Scoring Tabulation form. If pre-screening was used, the documentation includes scoring and tabulation documents from both pre-screening and final selection.

   f. Proof of Prequalification – Documentation required is a list of the firms that submitted LOI showing the Prequalification Categories that they are prequalified in as proof they are prequalified for the categories that were listed in the RFP. This information is obtained from the List of Prequalified Consultants.

   g. BIAS Database email provided by CO Bridge Inspection Business System Consultant Associate – This is an email from the Central Office Bridge Inspection Business System Consultant Associate stating that the bridges listed in the RFP are consistent with the bridges in the BIAS database. At this time, please send an email to Sharon Street at sstreet@indot.in.gov along with a copy of the RFP that was advertised. Ask Sharon to verify that the list of bridges in the RFP match the list of bridges shown in the BIAS Database.

1. **<u>General Information</u>**:

   a. Numbers of Letters of Interest received – Type in the number of LOIs received. If the number is less than 3, include documented evidence of significant recruitment efforts to create a competitive selection process (beyond just advertisement). (See Procedural Step I.E.,2.).

   b. Number of teams who did not meet prequalification requirements – Self-explanatory. Explain why teams did not meet requirements by listing the lead firms not prequalified and/or the prequalification categories not met for each team. If all the teams met the prequalification requirements, enter zero (0) and leave the explanation line blank.

   c. If pre-screening was used, was it consistent with the process advertised in the RFP – Self-explanatory.

2. **<u>Score Sheets</u>**:

   g. The scorers used the same score sheet as was advertised in the RFP – The LPA Consultant Selection Rating sheet used <u>must</u> be the same as was in the advertised RFP.

   h. All scorers have scored all firms that met prequalification requirements – Teams that do not meet prequalification requirements are not to be scored (See Procedural Step II.B.). All those that do meet prequalification requirements <u>must</u> be scored by all scorers.

   i. All scorers used the values from the "Scale" column to populate the "Score" column – Except for Past Performance, the scores entered <u>must</u> all have been selected from the numbers listed in the Scale column.

j. The calculations for weighted scores and weighted sub-totals are correct – The arithmetic on each Selection Rating sheet must be correct.

k. The Signature and Date of Scorer is on each score sheet – Each Selection Rating sheet must contain the signature of the scorer and the date signed.

3. **Tabulation Sheet:**

f. The Signature of the ERC and Date are on the Tabulation Sheet – The RFP Scoring Tabulation form must contain the signature of the ERC and the date signed.

g. All prequalified firms are listed on the form – The lead firm of all consultant teams meeting prequalification requirements must be listed.

h. The total scores at the bottom of each individual score sheet was correctly reflected on the Tabulation Form – The Weighted Sub-Totals from all the Selection Rating sheets must be correctly entered and the arithmetic for determining the Ranking must be correct.

i. Highest ranked lead firms are INDOT prequalified – The lead firm must be prequalified in at least one INDOT prequalification category (See Procedural Step II.B.1.).

j. The highest ranked team (Lead & Sub firms) is prequalified to perform the work listed in the RFP – Each of the prequalification categories advertised in the RFP must be covered by at least one member of the consultant team (See Procedural Step II.B.2.).

4. **Certification of LPA Employee in Responsible Charge (ERC):**

b. The ERC signs and dates the Tabulation Sheet and completes all other information required.

Reference – LPA Website

For LPA questions regarding our presentations, FAQ, or reference material instruct them to reference to our websites located here: https://www.in.gov/indot/doing-business-with-indot/local-public-agency-programs/community-crossing-matching-grant-program/

Reference – Gov Delivery

Gov Delivery is a quick and easy way for INDOT to communicate with all municipalities on a web mailing list regarding CCMG call for projects, dates to remember, training opportunities, procedure changes, etc. Gov Delivery is free to all municipalities and INDOT encouraged more than one employee from each LPA to sign up.

LPA's can subscribe to Gov Delivery with 8 Easy Steps by going to: https://www.in.gov/indot/doing-business-with-indot/local-public-agency-programs/