



*Engineering Department*

**Pre-Approved Consultant List for Engineering Services**  
***REQUEST FOR QUALIFICATIONS***

**TERM:**

April 22, 2025 through April 22, 2029

**ISSUED:**

February 4, 2025

**DEADLINE FOR PROPOSALS:**

March 18, 2025  
5:00PM local time

**ADDRESS ALL QUALIFICATION STATEMENTS TO:**

Neil Kopper, PE  
Senior Project Engineer  
koppern@bloomington.in.gov

## **GENERAL INFORMATION AND SUMMARY**

### **Organization Requesting Statements of Qualifications**

City of Bloomington  
Engineering Department  
401 N. Morton St, Suite 130  
Bloomington, Indiana 47404

### **Contact**

Neil Kopper, PE  
Senior Project Engineer  
koppenn@bloomington.in.gov

### **Background**

In February 2019 the City of Bloomington (the City) issued a Request for Qualifications (RFQ) in order to establish a pre-approved consultant services list for transportation infrastructure projects. As of April 22, 2025, the City intends to close its current pre-approved list. This RFQ, which is summarized below, will establish a new pre-approved list.

### **Summary of Request**

The City is issuing an RFQ in order to establish a pre-approved consultant services list (the List) for projects involving the planning, design, and operation of transportation infrastructure. The City seeks a statement of qualifications (SoQ) from firms interested in providing services on an as-needed basis.

Using this RFQ, the City intends to establish the List of qualified firms that may be contacted for projects with or without a specific Request for Information (RFI) for a particular project. This RFQ is not intended to be an offer, order, or contract and should not be regarded as such, nor shall any obligation or liability be imposed on the City by issuance of this RFQ. A contract would only be negotiated if the City selects a qualified firm to work on a particular project or group of projects.

Projects utilizing this List will be locally funded for preliminary engineering and design, but they may be federally funded for construction. Any projects which are federally funded for construction will require use of INDOT prequalified consultants. Projects which do not use federal funds will not require use of INDOT prequalified consultants.

The City makes no representations as to the actual amount of service, if any, to be obtained from any particular firm. The City also makes no representations as to the actual total number of projects, if any, for which the List will be utilized. The City intends to distribute work among the most qualified firms but reserves the right to select the firm that is deemed best qualified for a particular project or group of projects. Selection will be limited to firms that are available to perform the work and firms with whom the City can successfully negotiate a contract. The City reserves the right to select consultants from outside the List, with or without an RFI, and is likely to do so on particularly large projects.

Respondents deemed qualified would remain on the List from the date they are selected through at least April 22, 2029, unless the City has reason to believe that the responses provided by a firm to this RFQ are no longer accurate or adequate. The City may add a future open enrollment

opportunity for firms not on the List. The City also reserves the right to extend or reduce the currently listed term of the List.

**Communications and Project Management:**

All communications from interested parties to the City during the RFQ submittal process shall be made electronically through email only. Should any interested party find discrepancies in, or omissions from, this RFQ, or should they be in doubt as to their meaning, written notification should be made to Neil Kopper at [koppern@bloomington.in.gov](mailto:koppern@bloomington.in.gov) no later than March 4, 2025.

Interpretation of this RFQ will be made only by written addenda. A copy of each addendum will be posted at the City's website at <https://bloomington.in.gov/engineering/projects/pre-approved> no later than close of business on March 11, 2025. Interested parties are responsible for checking the City's website for addenda, though the City may choose to contact all known interested parties with notification of posted addenda. The City will not be responsible for any other explanations or interpretations of this RFQ. If significant changes to this RFQ are required, then the City may postpone the final date for submission.

Interested parties may notify the City in writing of their intent to submit a response to this RFQ but are not required to do so. Failure to notify the City of intent to submit a response may result in omission from future communications including notification of addenda.

Responses to the RFQ must be submitted in PDF format no later than March 18, 2025 at 5:00 PM local time. Responses which, in the judgment of the City, are in any way incomplete, inaccurate, or otherwise not in compliance with the requirements described in this RFQ may be rejected.

Joint partnerships or consultant teams submitting collaborative offers will not be considered responsive unless it is established that the contractual responsibility would rest with one individual, firm, or corporation. The City's desire is for the RFQ submittals to focus on the entity intending to contract directly with the City (i.e., subconsultants and other teaming arrangements are not necessary).

Any costs incurred while responding to this RFQ in anticipation of receiving a contract award shall be the responsibility of the entity submitting the response. The City shall not reimburse any respondent for any such expenses.

**Process Schedule:**

Feb 4, 2025	RFQ Advertisement
Mar 4, 2025	Deadline for questions
Mar 11, 2025	Last day for addenda from the City
Mar 18, 2025 (5:00PM local time)	RFQ Response Deadline
Mar 19 – Apr 21, 2025*	Response Evaluation
Apr 22, 2025*	Respondents Notified of Results
Apr 22, 2025*	List Become Effective
Apr 22, 2029* or later	List Terminates

*\*Dates indicated are tentative and subject to change as needed*

**WORK DESCRIPTION:**

Projects may be federally funded for construction but will be locally funded for preliminary engineering and design. Project types may include, but are not limited to, the following:

- Transportation planning
- New traffic signal or traffic signal modernization
- RRFB or PHB installation
- Traffic signal studies
- Traffic Calming
- Road safety audits and other safety analyses
- Traffic impact studies and corridor studies
- Striping and signage
- Sidewalks, accessible curb ramps, and crosswalk improvements
- Bicycle facilities
- Road reconstruction
- Other transportation engineering-related tasks

Work tasks may include, but are not limited to, the following items:

- Field assessments
- Data collection
- Traffic forecasting/simulation
- Surveying
- Concept development
- Public involvement
- Right-of-way engineering, appraisals, and land acquisition
- Permitting
- Preparation of designs, plans, and specifications
- Maintenance of traffic plans
- Stormwater design
- Estimates of probable cost
- Documentation and reports
- Utility coordination
- Environmental processes
- Engineering support during construction or implementation

## **RFQ SUBMITTAL REQUIREMENTS:**

### **General Requirements:**

Submissions must be prepared electronically using 8.5” x 11” paper format. Submissions must be compiled into a single file with a size not to exceed 15MB. Submissions are strictly limited to the number of pages described below.

Submissions will only be accepted in electronic PDF format and should be sent to [koppern@bloomington.in.gov](mailto:koppern@bloomington.in.gov). Submissions received after the response deadline will not be considered. Paper submissions will not be considered.

The following table displays the order in which respondents should arrange content as well as the maximum overall number of pages allowed. An explanation for the content of each section is provided below the table. Additional pages such as cover pages, tables of contents, appendices, etc., are not permitted.

Order	Proposal Content	Maximum Number of Pages
1	Submittal Form	1 page
2	Introductory Information	8 total pages
3	Firm Qualifications	
4	Key Personnel Qualifications	
5	Approach to Transportation Design	
6	Relevant Project Experience	
7	Other	

### **Content Details:**

RFQ responses should include all of the information required below.

#### **1) Submittal Form**

Complete and sign the Submittal Form provided at the end of this document. The content of this form shall not be modified other than to fill in the required information. This form shall be the first page of the RFQ response.

#### **2) Introductory Information**

- Name of the firm
- Contact information for the person authorized to serve as point of contact during the RFQ evaluation process and to negotiate on behalf of the firm or team if selected for projects.
- Other firm information as desired.

#### **3) Firm Qualifications**

- Technical capabilities
- Strengths and typical project sizes and types
- INDOT prequalifications (please list all current prequalifications)
- Experience with local, state, and federally funded projects

#### 4) **Key Personnel Qualifications**

- Identification and qualifications of employees proposed to be assigned to projects
- Description of the primary areas of expertise for these employees
- Location of these employees
- Knowledge of and experience with AASHTO, NACTO, MUTCD, PROWAG, and other relevant design guidance
- Licensure and certifications
- Relevant information regarding team organization or leadership in place to ensure efficiency and accountability during the course of a project, as well as quality control and schedule control

#### 5) **Approach to Transportation Design**

- Typical project approach within an urban environment
- Use of design exceptions
- Alternatives analyses

#### 6) **Relevant Project Experience**

- Specific examples of projects that are relevant and similar to the example project types previously listed (provide a reference name and contact information for the clients of these projects)
- Identification of which key personnel were responsible for the relevant tasks
- Identification of design guidelines utilized
- Project experience with locally and federally funded projects
- Experience with context sensitive design
- Experience with public processes

#### 7) **Other** (optional)

This section may be used for any information not covered in previous sections that the responder feels is relevant and worthwhile to include. Inclusion of this information is optional. Potential relevant information could include the following list of items.

- Disadvantaged business enterprise (DBE) qualified
- Interest in particular project types

### **SELECTION CRITERIA & EVALUATION**

A selection committee will review and evaluate responses based on the desired qualifications described in this RFQ. The committee will use the attached RFQ Evaluation Form to aid in determining which respondents are most qualified. The City intends to use the scores to select multiple firms. Respondents with the highest scores may be given preferential treatment for project selection. On any project or group of projects, the City reserves the right to choose a firm that, in the sole judgment of the City, is deemed to be the most qualified firm regardless of scoring.

### **ATTACHMENTS**

1. **RFQ Evaluation Form**
2. **Submittal Form**

**RFQ Evaluation Form:**

Name of Firm: \_\_\_\_\_ Rater #: \_\_\_\_\_ Date: \_\_\_\_\_

<u>Criteria</u>	<u>Rating (0.0-5.0)</u>		<u>Weight</u>	<u>Score</u>
Firm Qualifications <i>Comments:</i>	_____	x	3	=
Key Personnel Qualifications <i>Comments:</i>	_____	x	4	=
Location of Key Personnel <i>Comments:</i>	_____	x	2	=
Approach to Transportation Design <i>Comments:</i>	_____	x	4	=
Project Experience <i>Comments:</i>	_____	x	5	=
Overall Quality and Clarity of Submittal <i>Comments:</i>	_____	x	1	=
DBE and Other <i>Comments:</i>	_____	x	1	=

**Total** \_\_\_\_\_/100

Rating Points: (Use of any decimal between and including 0.0 and 5.0 is acceptable)  
5.0 = Outstanding    2.5 = Average    0.0 = Poor

### Submittal Form

The undersigned declares that the Statement of Qualifications (SoQ) submitted in response to the Pre-Approved Consultant List - Engineering Services Request for Qualifications (RFQ) issued on February 4, 2025 is, in all respects, an accurate and true representation of the Firm's Experience and Qualifications. The undersigned further acknowledges that the SoQ submitted is absent any collusion with an employee/official of the City of Bloomington. The undersigned acknowledges review of and familiarity with the City of Bloomington RFQ documents issued on February 4, 2025, and acknowledges responsibility for checking the City website for any addenda to this RFQ.

If any omissions, erasures, and/or alterations (collectively "modifications") are required to be made to the SoQ Documents, then the undersigned acknowledges that they have carefully examined the modifications to the SoQ Documents submitted by the Firm and has approved all such modifications. If said modifications are handwritten, the modifications must be initialed. The undersigned further acknowledges that the individual initialing any such modifications has authorization to do so on behalf of the Firm.

Firm Name: \_\_\_\_\_

Firm Representative Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_ Telephone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_