



City of Shelbyville
Scott Furgeson, Mayor

Office of the City Engineer

*44 West Washington Street
Shelbyville, Indiana 46176
Phone 317 392-5102
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Request for Proposals Notification

Title: City of Shelbyville Roundabout at Progress Parkway and Michigan Road

RFP Issued: October 11, 2024

Proposals Due Date and Time: November 8, 2024 at 4:00 pm.

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.

Project Description: The City of Shelbyville is looking for qualified firms to design a roundabout at the intersection of Progress Parkway and Michigan Road. Work will include design, utility coordination, R/W purchasing, and bidding services.

Contact for Questions: John Kuntz, City Engineer
44 W. Washington St
Shelbyville, IN 46176
317-392-5102
john.kuntz@cityofshelbyvillein.com

Requirements for Letters of Interest (LOI)

1. 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.
2. List firm's qualifications and experience that they have roundabouts design.
3. List the Project Manager and other key staff members who will be working on this project, if selected. Included staff qualification and key experience related to this project and breakdown of estimated percentage of work each staff member will perform.
4. Provided unique ways your firm will approach this project and how they will approach the safety of both pedestrians and vehicles.
5. Proposed schedule on when components of the roundabout will be completed. This shall be broken down by design, utility coordination, R/W purchasing, letting, and construction.
6. LOI's shall be limited to twelve (12) pages.

Submission: LOI's shall be submitted electronically (pdf) to **John Kuntz** at email address john.kuntz@cityofshelbyvillein.com. LOI's must be received no later than the "Proposals Due Date and Time" listed above. Responses received after this deadline will not be considered.

Project Fee: If selected, the firm will be paid through cost reimbursement with an agreed upon maximum cost. Proposed price shall be included in the proposal.

Project Schedule: If selected, the roundabout construction completion date will be December 31, 2028. The city will prefer construction to take place in 2027 and preference will be given to proposals with an earlier timeline.

Selection Procedures: Consultants will be selected for work based on the evaluation of the LOI. The Consultant Selection Rating Form used to evaluate and score 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.

Required INDOT Prequalification Categories:

- 5.2 Environmental Document Preparation – CE
- 6.1 Topographical Survey Data Collection
- 8.1 Non-Complex Roadway 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

Link to Shelbyville Safety Action Plan

https://drive.google.com/file/d/1Vwvvn58LOk4W7vQ75suXe2LiPyzu4pv8/view?usp=drive_link

Shelbyville RFP Selection Rating for: Progress Parkway/Michigan Road Roundabout

Consultant Name: _____

Evaluation Criteria to be Rated by Scorers					
Category	Scoring Criteria	Scale	Score	Weight	Weighted
Capacity of Team to do Work	Evaluation of the team's personnel and equipment to perform the project on time.				
	Availability of more than adequate capacity that results in added value and the ability to complete the project ahead of schedule.	1		20	
	Adequate capacity to meet the schedule.	0			
	Insufficient available capacity to meet the schedule.	-1			
Team's Demonstrated Qualifications	Technical Expertise: Unique Resources that yield a relevant added value or efficiency to the deliverable.				
	Demonstrated outstanding expertise and resources identified for required services for value added benefit.	2		15	
	Demonstrated high level of expertise and resources identified for required services for value added benefit.	1			
	Expertise and resources at appropriate level.	0			
	Insufficient expertise and/or resources.	-3			
Project Manager	Predicted ability to manage the project, based on: experience in size, complexity, type, subs, documentation skills. Confirmed by relevant references and/or past clients.				
	Demonstrated outstanding experience in similar type and complexity	2		20	
	Demonstrated high level of experience in similar type and complexity	1			
	Experience in similar type and complexity shown in resume.	0			
	Experience in different type or lower complexity.	-1			
	Insufficient experience.	-3			
Approach to Project	Project Understanding and Innovation that provides cost and/or time savings.				
	High level of understanding and viable innovative ideas proposed.	2		15	
	High level of understanding of the project.	1			
	Basic understanding of the project.	0			
	Lack of project understanding.	-3			
Weighted Sub-Total:					

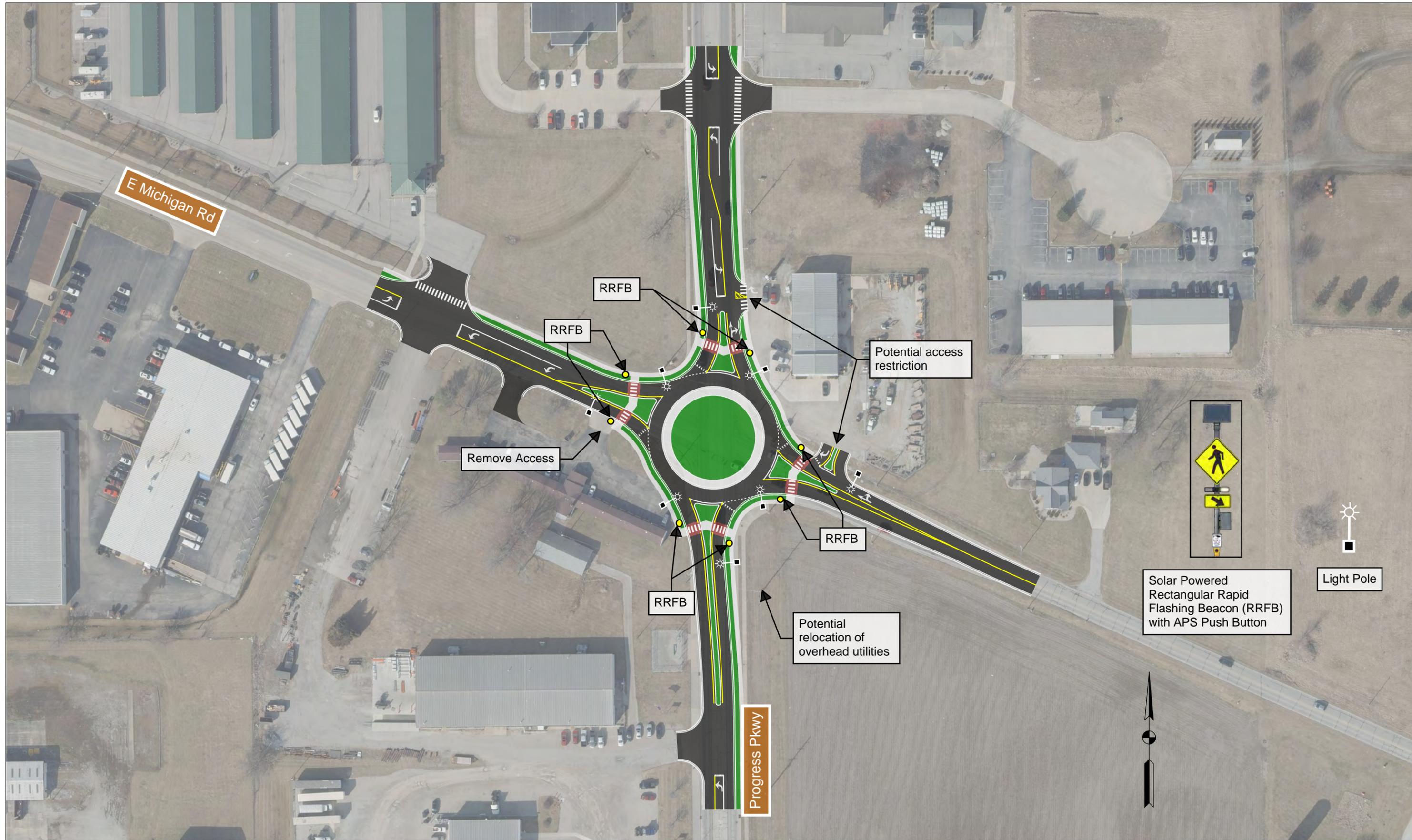
It is the responsibility of scorers to make every effort to identify the firm most capable of producing the highest deliverables in a timely and cost effective manner without regard to personal preference.

I certify that I do not have any conflicts of interest associated with this consultant.

I have thoroughly reviewed the letter of interest for this consultant and certify that the above scores represent my best judgment of this firm's abilities.

Signature: _____ Print Name: _____

Title: _____ Date: _____



PRELIMINARY ONLY

THESE PLANS REFLECT PRELIMINARY SCHEMATIC-LEVEL DESIGN ONLY. USE OF THIS INFORMATION FOR QUANTITY TAKE-OFFS AND CONSTRUCTION ESTIMATING IS THE RESPONSIBILITY OF OTHERS, AND IS SUBJECT TO THE LIMITATIONS AND ACCURACY OF PRELIMINARY DESIGN.



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DRAFT
NOT FOR CONSTRUCTION

RECOMMENDED FOR APPROVAL _____	DESIGN ENGINEER _____	DATE _____
DESIGNED: _____	DRAWN: _____	
CHECKED: _____	CHECKED: _____	

CITY OF SHELBYVILLE

**E MICHIGAN ROAD & PROGRESS PKWY
PROPOSED ROUNDABOUT LAYOUT**

HORIZONTAL SCALE	BRIDGE FILE
N/A	
VERTICAL SCALE	DESIGNATION
N/A	
SURVEY BOOK	SHEETS
	1 of 1
CONTRACT	PROJECT