



*City of Shelbyville  
Scott Furgeson, Mayor*

*Office of the City Engineer*

*44 West Washington Street  
Shelbyville, Indiana 46176  
Phone 317 392-5102  
Fax 317 392-5110*

Date: October 21, 2024

**Addendum 1 for City of Shelbyville Roundabout at Progress Parkway and Michigan Road RFP**

To Consultants,

The “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion” was added to the RFP.

The “Title VI Assurance” was added to the RFP.

Project fee section was updated so that a proposed fee does not need to be included in the proposal but will be negotiated after selection.

Sincerely,

John Kuntz, P.E.  
City Engineer



*City of Shelbyville*  
*Scott Furgeson, Mayor*

## *Office of the City Engineer*

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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](mailto: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](mailto: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 project fee will be negotiated. If the city and selected firm cannot come to an agreed upon price, the city will negotiate the next highest scored firm. Proposed price does not need to 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](https://drive.google.com/file/d/1Vwvvn58LOk4W7vQ75suXe2LiPyzu4pv8/view?usp=drive_link)

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion**

1. The Consultant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency.
2. Where the Consultant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**Title VI Assurance**

The Recipient, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that for any contract entered into pursuant to

this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.