



REQUEST FOR PROPOSALS

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 local 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

Tim Cochran
Director – Department of Public Works
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RESPONSE DUE DATE AND TIME

November 3, 2025 at 10:00 am EDT

SUBMIT TO

Audra Stanfield
audra.stanfield@beechgrove.com

REQUIREMENTS

1. LOI's shall be limited to twelve (12) 8-1/2" x 11" pages that include Identification, Qualifications, Key Staff, and Project Approach.
2. LOI's shall be submitted electronically in .pdf format.
3. LOI's must be received no later than the "Response Due Date and Time" as shown on the first page. Responses received after this deadline will not be considered.
4. The LOI shall include:
 - a. Identification, Qualifications and Key Staff
 - i. 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.
 - ii. List all proposed sub consultants, and the percentage of work to be performed by the prime consultant and each sub consultant. A listing of eligible consultants to be considered for selection as prime consultants or sub-consultants for this RFP can be found at the "Prequalified Consultants" link on the Indiana Department of Transportation (INDOT) Consultants Webpage. (<https://www.in.gov/indot/doing-business-with-indot/consultants/consultants-prequalification/>).
 - iii. 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.
 - iv. Describe the capacity of consultant staff and their ability to perform the work in a timely manner relative to present workload.
 - b. Project Approach
 - i. 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.

5. Selection of professional consultants by the Department of Public Works is not based on competitive bidding, but on professional qualifications, documented experience and the expertise of key personnel to be assigned to the project. Consideration is also given to the following factors:
 - performance evaluations on similar projects, if applicable;
 - familiarity with the particular project and area;
 - key staff personnel available locally for the project;
 - special or unique expertise;
 - ability to complete the work in the time period and the firm's existing workload;
 - the firm's proximity to the project;
 - extent of work which must be subcontracted by the firm and their proposed method of accomplishing project objectives;
 - extent of work experience relative to the projects applied for;
 - INDOT review and acceptance of assigned staff, when necessary;
 - method of accomplishing project objectives;

Project #:	2301FFE
Project Name:	Arlington, Elmwood, and Hanna Ave Roundabout
Estimated Construction Cost:	\$1M - \$2M
Construction Start Date:	May 2026
Project Scope:	The Department of Public Works (DPW) is seeking one (1) professional engineering consulting firm to provide full-time construction inspection services as directed by DPW staff. The scope of services includes an intersection improvement with a roundabout. It includes improvements to the streets, sidewalks, curbs, and drainage of the intersection at Arlington, Elmwood, and Hanna Ave. The construction inspection consultant (and sub-consultants) field personnel must be knowledgeable of DPW and INDOT specifications, ADA/PROWAG standards, and material testing requirements. Consultant field personnel must be certified in INDOT's certified technician program (CTP) and INDOT Waterway Stormwater Quality Manager (Waterway SWQM). At least one assigned RPR or Inspector has a CESSWI, a CISEC, or an approved equivalent and the INDOT HMA Field Supervisor Certification and the work be performed by local personnel in a local office.
Funding	Local
Project Type:	Intersection Improvement (Roundabout)
Service Type:	Inspection
Required INDOT Prequalification Categories:	13.1 Construction Inspection
Service Start Date	April 2026
Number of Consultants	1