



*Engineering Department*

**On-Call Geotechnical Engineering Services**

***REQUEST FOR INFORMATION***

**ISSUED:**

October 10, 2023

**DEADLINE FOR SUBMITTALS:**

November 7, 2023

4:00 PM local time

**SUBMIT INFORMATION TO:**

Neil Kopper

Senior Project Engineer

koppern@bloomington.in.gov

## **GENERAL INFORMATION AND SUMMARY**

### **Organization Issuing Request for Information**

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

### **Contact**

Neil Kopper  
Senior Project Engineer  
[koppern@bloomington.in.gov](mailto:koppern@bloomington.in.gov)

### **Summary of Request:**

The City of Bloomington (the City) is issuing this Request for Information (RFI) to aid in the selection of a consultant team (Consultant) to perform on-call geotechnical engineering services as needed throughout the City. Interested parties must provide submittals as outlined in this document no later than November 7, 2023, at 4:00 PM local time.

### **Communications and Project Management:**

All communications from interested parties to the City prior to the deadline for submissions in response to this RFI shall be made electronically through email only. Should any interested party find discrepancies in, or omissions from, this RFI, 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 November 1, 2023.

Interpretation of this RFI 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/call-geotech> no later than November 3, 2023. 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 shall not be responsible for any other explanations or interpretations of this RFI. If significant changes to this RFI are required, 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 RFI 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 RFI must be submitted in PDF format no later than November 7, 2023 at 4:00 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 RFI may be rejected.

Due to the project type and funding source, consultant selection is not limited to the City's Pre-Approved Consultant List. Applicants should list applicable INDOT prequalifications they have that are related to the applicable services for this type of work; however, the City does not require any INDOT prequalifications for this Project.

Any costs incurred while responding to this RFI 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:**

October 10, 2023	RFI Advertisement
November 1, 2023	Deadline for questions/clarifications
November 3, 2023	Last day for addenda from the City
November 7, 2023 (4:00 PM local time)	RFI Response Deadline
November 21, 2023*	Respondents Notified of Results
December 22, 2023*	Issue Notice to Proceed (NTP)

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

**SCOPE OF WORK**

**Description**

The Consultant shall provide professional geotechnical engineering services on an as-needed basis. The initial scope of work for each on-call task under this contract will be individually established prior to beginning work. Depending upon the City’s needs, the Consultant may be requested to perform various geotechnical-related tasks at different phases of design and construction. This work may include reviewing background information, conducting field exploration studies, laboratory testing and analysis, material sampling and testing, coordination with design teams, and attending project meetings.

Potential geotechnical services include but are not limited to:

- 1) Perform material sampling and testing for select City construction projects to ensure compliance with INDOT standards.
- 2) Perform geotechnical investigations and provide Geotechnical Reports. The reports shall be based on findings from soil borings, geotechnical exploration, and laboratory testing. If needed, the report shall provide pavement designs, foundation design recommendations, subgrade treatments, soil remediation, dewatering recommendations, slope stability, etc.
- 3) Review and make recommendations for asphalt pavement sections, concrete flat work, and foundations.
- 4) Review Geotechnical Reports produced by others. Provide written analysis of others reports to ensure the City’s interests are protected. Provide expert opinion regarding others reports. The reports produced by others may be from private developers or firms under other City contracts.
- 5) Provide construction site reviews to provide direction on subgrade concerns.
- 6) Identify groundwater levels and bedrock elevations.
- 7) Determine allowable bearing pressure and lateral resistance.
- 8) Determine areas of undocumented fill versus undisturbed native soils.
- 9) Define parameters for controlled fill, backfill, subgrade preparations, over-excavation and re-compact, scarifications and re-compact, proof-rolling, dewatering, compactions, utility trenches, etc.
- 10) Provide constructability reviews of geotechnical items for both private developments and capital improvements. Meet with design teams to discuss reviews.

Firms may use subconsultants for tasks if necessary to satisfy selection requirements. Firms shall clearly indicate if any services are to be provided by a subconsultant.

Proposals will be considered only from firm(s) who can demonstrate the following minimum qualifications:

- Demonstrated experience with services 1 through 3 listed above.
- Adequate necessary personnel and equipment available to perform field testing and other required tasks.
- Ability to respond within a reasonable time to perform tests and sample gathering. RFI responses shall include information indicating response time for field investigations, material testing, borings, inspections, design reviews, and geotechnical reports.

The following items may be considered during, but are not required for, selection of a Consultant for this RFI.

- Demonstrated experience with services 4 through 10 listed above as well as the resources necessary to effectively provide those services.
- Experience with and ability to perform environmental investigations, reports, and remediation recommendations including providing review and analysis of reports produced by others.
- Experience with and ability to perform construction inspection services for road infrastructure projects.
- Experience with and ability to perform retaining wall inspection and design.
- Proximity of key personnel's office locations and testing facilities.

### **RFI SUBMITTAL REQUIREMENTS**

#### **General Requirements:**

Submissions must be prepared electronically using 8.5" x 11" paper format and must be submitted as a single PDF file no later than November 7, 2023, at 4:00 PM local time. File size may not exceed 10 MB. Submissions are strictly limited to a maximum of 8 total pages (total includes the submittal form). Additional pages such as cover pages, tables of contents, appendices, etc., are not permitted. Submissions must be emailed to Neil Kopper at [koppern@bloomington.in.gov](mailto:koppern@bloomington.in.gov).

Order	Proposal Content
1	Submittal Form
2	Introductory Information
3	Project Team and Qualifications
4	Relevant Project Experience
5	Project Approach & Timeline

#### **Content Details:**

RFI submittals shall 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 RFI response.

**2) Introductory Information**

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

**3) Project Team and Qualifications**

- Identification, qualifications, expertise, and availability of the Project manager and key staff proposed to be assigned to the Project
- Identification of proposed subconsultants for any tasks not to be completed by the prime consultant and the type of work each subconsultant will complete
- Relevant information regarding team organization or leadership in place to ensure efficiency and accountability during the course of the Project as well as quality control and schedule control
- Location of all Project team members and applicable licensure and certifications
- Knowledge of and experience with pertinent federal, state, and local laws, regulations, and policies
- Knowledge of and experience with INDOT and ASTM testing standards

**4) Relevant Project Experience**

- Specific examples of projects that are relevant and similar to this Project (Provide a reference name and contact information for the clients of these projects.)
- Identification of which key personnel were responsible for the relevant tasks
- Experience with similar on-call contracts

**5) Project Approach & Timeline:**

- Description of management and scheduling of on-call tasks
- Expected response time to on-call tasks
- Typical turnaround time on test results/reports for the on-call tasks
- Approach to working with the City to ensure capital improvements meet the required standards and specifications
- Other relevant information related to Project approach

## **SELECTION CRITERIA & EVALUATION**

A selection committee will review and evaluate responses. The committee will use the attached RFI Evaluation Form to aid in determining which respondent is most qualified. The City reserves the right to reject all submittals and not select a consultant. 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. RFI Evaluation Form**
- 2. Submittal Form**

**RFI Evaluation Form:**

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

<u>Criteria</u>	<u>Rating (0.0-5.0)</u>	<u>Weight</u>	<u>Score</u>
-----------------	-------------------------	---------------	--------------

<b>Project Manager</b> Expected ability to successfully manage the on-call tasks based on qualifications, experience, expertise, availability, etc. <i>Comments:</i>	_____	x	2	=
--	-------	---	---	---

<b>Project Team Qualifications</b> Expected ability to successfully complete on-call tasks on qualifications, experience, expertise, availability, etc. <i>Comments:</i>	_____	x	3	=
--	-------	---	---	---

<b>Project Experience</b> Evaluation of consultants' direct experience with similar projects/work tasks <i>Comments:</i>	_____	x	4	=
--	-------	---	---	---

<b>Project Approach</b> Project understanding; proposed coordination and scheduling; services that result in a superior final project <i>Comments:</i>	_____	x	5	=
--	-------	---	---	---

<b>Project Timeline</b> Expected response time to on-call tasks and typical Turnaround on test results/reports <i>Comments:</i>	_____	x	3	=
---	-------	---	---	---

<b>Other</b> DBE, local firms, quality of submittal, or other factors not addressed through previous scoring criteria <i>Comments:</i>	_____	x	3	=
--	-------	---	---	---

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

Rating Points: (Use of any decimal between and including 0.0 and 5.0 is acceptable)  
5.0 = Outstanding/Significant Added Value    2.5 = Average/Acceptable    0.0 = Poor/Insufficient

*Additional Comments:*

**Submittal Form**

The undersigned declares that the submittal provided in response to the Request for Information (RFI) issued on October 10, 2023 is, in all respects, an accurate and true representation of the Firm’s experience and qualifications. The undersigned further acknowledges that the submittal is absent any collusion with an employee/official of the City of Bloomington. The undersigned acknowledges she/he/they reviewed and is familiar with the City of Bloomington RFI documents issued on October 10, 2023, and she/he/they acknowledges her/his/their responsibility for checking the City website for any addenda to this RFI.

If any omissions, erasures, and/or alterations (collectively “modifications”) are required to be made to the submittal, the undersigned acknowledges that she/he/they has carefully examined the modifications to the submittal 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: \_\_\_\_\_