

Posting Date: August 18, 2025

## **REQUEST FOR PROPOSALS NOTIFICATION**

**Response due date and time:** September 19, 2025 at 3:00 PM

This Request for Proposals 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. 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:** Justin Bowers, PE  
Elkhart County Highway Department  
610 Steury Ave  
Goshen, IN 46528  
574-533-0538  
[jbowers@elkcohighway.org](mailto:jbowers@elkcohighway.org)

### **Submittal Requirements:**

1. Letter of Interest – submitted electronically in PDF format to Justin Bowers at email address [jbowers@elkcohighway.org](mailto:jbowers@elkcohighway.org).

### **Selection Procedures:**

Consultants will be selected for work further described herein, based on the evaluation of the Letter of Interest (LOI). Final selection ranking will be determined with the highest score being the top ranked firm.

Proposals will be reviewed and scored by a selection committee, with a consultant's final score being the average of each individual reviewer's score for that firm. The individual scores each reviewer assigns to each proposal will not be released; however, the final average score for each firm's proposal may be made available.

Following selection of the highest rated Consultant, the County will negotiate contractual terms, level of effort and scope of services, and upon successful negotiations, an award recommendation will be made to the Board of County Commissioners. Should the County and Consultant be unsuccessful in negotiating acceptable contract terms, the County reserves the right to cancel negotiations with the highest rated Consultant and proceed with the next highest scoring Consultant.

The letter of interest shall be signed by a person authorized to submit and sign a proposal and include the firm name, address, telephone number, the name of the person authorized to submit/sign the proposal, and his/her title, telephone number and e-mail address.

Proposals received after the designated time may be rejected from the selection process. The County reserves the right to accept or reject any or all proposals and to waive informalities or irregularities in the selection process.

If it becomes necessary to revise any part of the Request for Proposal (RFP) or otherwise provide additional information, an addendum will be issued by the County and posted on the Highway Department website.

The County will not be liable for any costs incurred by the respondents in replying to this RFP. The County is not liable for any costs for work or services performed by the selected consultant prior to a written Notice to Proceed.

Requests for further information or questions regarding this Request for Proposal should be addressed only to the individual listed above. UNAUTHORIZED CONTACT REGARDING THIS REQUEST FOR PROPOSAL WITH ANY COUNTY EMPLOYEE MAY RESULT IN DISQUALIFICATION. Any oral communication will be considered unofficial and non-binding. Proposers shall rely only on written addenda.

## **Proposal Evaluation Criteria**

The following information must be included in each proposal and will form the basis of the evaluation. The point number is the weight of each criterion. Interviews may be conducted to obtain additional information regarding the proposal.

Reviewers may assign points for each category anywhere from zero to the maximum allowed in that category.

### **Project Manager – 20 Points**

1. **20 Points:** Provide the name and qualifications of the Project Manager (PM) to be assigned to this project. Include the following:
  - Educational background: Universities attended, dates attended, and degree(s) earned.
  - Professional registration(s).

- Similar project experience as an engineer: include project description, duties, project construction cost, date or anticipated date of completion, and client name. Denote which projects were with current firm.
- Similar project experience as project manager: include project description, duties, project construction cost, date or anticipated date of completion, and client name. Denote which projects were with current firm.

For any projects listed include the name and phone number of the owner's representative in charge of the project.

### **Overall Qualifications of Firm/Team – 20 Points**

Provide the identity and qualifications of key personnel to work on this project, including the adequacy and appropriateness of their credentials and capabilities, expected project assignments, the extent of their project participation, and the relevance of their prior experience to this project. Proposed sub-consultants should be identified including listing of the name(s) of the firm(s), names of key personnel, and scope of services to be provided.

Provide a brief description of the overall qualifications of your team.

Provide examples of similar projects completed by your team within the last five years. The examples should include the nature of the project, your involvement in the project, any special environmental, political or technical problems involved in the project, how the problems were resolved, the name and phone number of the owner's representative in charge of the project, the fee for the project, the total project cost, and when the project was completed.

### **Previous Experience with the County – 20 Points**

Firms that have worked with Elkhart County in the past will be evaluated according to (1) Quality of Work, (2) Performance Against Schedule, (3) Performance Against Budget, and (4) Project Coordination, based on experience with previous projects. A maximum of five points will be awarded to firms based on each of these areas. If a firm has no previous experience with the County, they shall be awarded a total of 10 points. Firms with previous experience should provide a list of the Elkhart County projects they have worked on including dates of completion for each project.

### **Project approach – 40 Points**

- 1) A statement of project understanding. This is the consultant's opportunity to demonstrate their level of understanding of the project and the underlying goals. Creative approaches to achieve the County's goals or proposals that demonstrate superior engineering or potential cost savings to the County receive higher scores.
- 2) Project Timeline. Include a Gantt chart showing major design phases and milestones with proposed dates, including adequate County review periods at appropriate points, permit applications and receipt, and ready for letting date. The selected consultant will be expected to adhere to their proposed schedule.

### **General Format**

All proposals shall contain concise written material and illustrations. Legibility, clarity, and completeness are essential. All submittals must be a maximum of 14 pages, use 8-1/2" by 11" paper, and may be supplemented with 11" by 17" illustrations. All submittals must have the following sections:

- Project Manager
- Overall Qualifications of Firm/Team
- Previous Experience with the County
- Project Approach

## **PROJECT DESCRIPTION**

### **Work item details:**

**Project Location:** Bridge #407 on Cottage Avenue Over Rock Run Creek, approx. 0.14 mi. north of E. Lincoln Avenue in the City of Goshen

**Project Description:** Bridge #407 Bridge Replacement

**Phases Included:** PE, CE

**Estimated Construction Amount:** \$1,584,000 (2027 Construction)

**Funding:** 100% County Funding

**Term of Contract:** Until Project Completion

### **Required INDOT Prequalification Categories:**

- 5.6 Waterway Permits
- 6.1 Topographical Survey Data Collection
- 7.1 Geotechnical Engineering Services
- 8.1 Non-Complex Roadway Design
- 9.2 Level 2 Bridge Design
- 11.1 Right of Way Plan Development
- 13.1 Construction Inspection
- 16.1 Utility Coordination
- 17.4 Bridge Hydraulic Design