

Posting Date: October 14, 2025

Request for Proposals Notification

Title: Town of Middlebury Bristol Avenue Reconstruction from Brown Street to Powell Drive (Des # 2101771) in the Fort Wayne District.

Response Due Date & Time: November 17, 2025 at 6:00 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.

Contact for Questions: Mary Cripe, P.E., Town Manager
418 North Main Street
Middlebury, IN 46540
574-825-1499
townmanager@townofmiddlebury.in.gov

Submittal Requirements:

1. ☒ Letter of Interest – 5 Copies (required content and instructions follow) sent through the U.S. Mail;

OR

- ☐ Letter of Interest – submitted electronically (pdf) to at email address .

Submit To: Mary Cripe, P.E., Town Manager
418 North Main Street
Middlebury, IN 46540
574-825-1499
townmanager@middleburyin.com

Selection Procedures:

Consultants will be selected for work further described herein, based on the evaluation of the Letter of Interest (LOI) and other required documents. The Consultant Selection Rating Form used to evaluate and score the submittals 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
- ☐ Rank totals with the lowest rank total being the top ranked firm

Requirements for Letters of Interest (LOI)

A. General instructions for preparing and submitting a Letter of Interest (LOI).

1. Provide the information, as stated in Item B below, in the same order listed and signed by an officer of the firm. Signed and scanned documents, or electronically applied signatures are acceptable. Do not send additional forms, resumes, brochures, or other material unless otherwise noted in the item description.
2. LOI's shall be limited to eight (8) 8 ½" x 11" pages that include Identification, Qualifications, Key Staff, and Project Approach.
3. LOI's must be received no later than the "Response Due Date and Time"; as shown in the RFP header above. Responses received after this deadline will not be considered. Submittals must include all required attachments to be considered for selection.

B. Letter of Interest Content

1. Identification, Qualifications and Key Staff

- a. 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.
- b. List all proposed sub consultants, their DBE status, and the percentage of work to be performed by the prime consultant and each sub consultant. (See Affirmative Action Certification requirements below.) A listing of certified DBE's eligible 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/>).
- c. 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.

- d. Describe the capacity of consultant staff and their ability to perform the work in a timely manner relative to present workload.

2. Project Approach

- a. 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.

Work item details:

Local Public Agency: Town of Middlebury

Project Location: Bristol Avenue from Brown Street to Powell Drive

Project Description: The Bristol Avenue Reconstruction includes a 0.66-mile section of Bristol Avenue (CR 8) from Brown Street to Powell Drive. The scope of the work includes reconstruction of the 2-lane roadway, curb and gutter, storm sewer, multi-use path construction, and replacement of impacted Town utilities that include sanitary sewer, and water main. In addition, the project will include improvements to Hensbred Street. The proposed multi-use path connects to the Pumpkinvine Nature Trail and will be the first section of the Quaker Trace Trail system to connect our residential subdivisions along the corridor and allows for future extension to connect Middlebury to Bonneyville Mill Park and eventually to the Town of Bristol.

INDOT Des #: 2101771

Phases Included: CE

Estimated Construction Amount: 5,256.420

Funding: 80% Federal 20% Local

Term of Contract: Until Project Completion

DBE goal: 0%

Required Prequalification Categories:

- | | |
|--|--|
| <input type="checkbox"/> 5.2 Environmental Document Preparation - CE | <input type="checkbox"/> 12.1 Project Management for Aquisition Services |
| <input type="checkbox"/> 6.1 Topographical Survey Data Collection | <input type="checkbox"/> 12.2 Title Search |
| <input type="checkbox"/> 8.1 Non-Complex Roadway Design | <input type="checkbox"/> 12.4 Appraisal |
| <input type="checkbox"/> 9.1 Level 1 Bridge Design | <input type="checkbox"/> 12.5 Appraisal Review |
| <input type="checkbox"/> 11.1 Right of Way Plan Development | <input checked="" type="checkbox"/> 13.1 Construction Inspection |
| <input type="checkbox"/> Additional Categories Listed Below: | |

[Click here to enter Additional Categories](#)

LPA Consultant Selection Rating Sheet

Sample:

RFP Selection Rating for:		Des. No.			
	(City, County, Town) or (Local Public Agency)				
Services Description:					
Consultant Name:					
Evaluation Criteria to be Rated by Scorers					
Category	Scoring Criteria	Scale	Score	Weight	Weighted
Past Performance	Performance evaluation score averages from historical performance data.				
	Quality score for similar work from performance database.			6	
	Schedule score from performance database.			3	
	Responsiveness score from performance database.			1	
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.	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			15	
	Demonstrated outstanding expertise and resources identified	2			
	Demonstrated high level of expertise and resources identified	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.			20	
	Demonstrated outstanding experience in similar type and complexity.	2			
	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.			15	
	High level of understanding and viable innovative ideas proposed.	2			
	High level of understanding of the project.	1			
	Basic understanding of the project.	0			
	Lack of project understanding.	-3			
			Weighted Sub-Total:		
<p>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.</p>					
<p>I certify that I do not have any conflicts of interest associated with this consultant.</p>					
<p>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.</p>					
Signature:			Print Name:		
Title:			Date:		
(Form Rev. 1/27/2023)					