



**Madison County Council of Governments**  
**REQUEST FOR QUALIFICATIONS**

Planning, Design, and Public Engagement Services  
For the Uniting Scatterfield, SR 9 Corridor Plan

FY2025-2

Release Date:

January 13, 2025, 10 a.m. ET

Responses Due:

February 12, 2025, 3 p.m. ET

## The Madison County Council of Governments

Request for Qualifications FY25-2

Date Posted: January 13, 2025, at 10 A.M. EDT

### Request for Qualifications Notification

**Title:** Madison County Council of Governments (MCCOG), Planning, Design, and Public Engagement Services, Anderson, IN, in the INDOT Greenfield District.

**Response Due Date and Time: February 12, 2025, at 3:00 P.M. EDT**

This Request for Qualifications (RFQ) is an official notification of needed professional services. This RFQ is being issued to solicit an RFQ Response Packet (RRP) from firms qualified to perform work on federal-aid projects. Submittal does not guarantee that the firm will be contracted to perform any services but only serves notice that the firm desires to be considered.

**Contact for Questions:** Ryan Phelps, AICP, PTP, RSP<sup>1</sup>  
Principal Transportation Planner  
Madison County Council of Governments  
739 Main Street  
Anderson, IN 46016  
[ryan@heartlandmpo.org](mailto:ryan@heartlandmpo.org)

#### Submittal requirements:

All files shall be submitted digitally in PDF format and submitted via email with the subject: "Uniting Scatterfield RFQ". Submissions should include:

1. A digital copy of the RRP; no paper copies are required.
2. A digital copy of the Affirmative Action Certification (Attachment B).
  - a. This is *not* included in the 15-page limit.
3. A digital copy of the SAM.gov 'Exclusions' page for each firm of the project team.
  - a. This is *not* included in the 15-page limit.
4. A **separate, password-protected** estimated quote for the contract amount that will cover all work included in the *Proposed Project Description*.
  - a. This is *not* included in the 15-page limit.
  - b. Break costs out by task.
  - c. The password shall be "UNITING\_RFQ" **\*it is case sensitive and please include the quotations\***

**Submit to:** Ryan Phelps, AICP, PTP, RSP<sup>1</sup>  
Principal Transportation Planner  
Madison County Council of Governments  
739 Main Street  
Anderson, IN 46016  
[ryan@heartlandmpo.org](mailto:ryan@heartlandmpo.org)

### **Late proposals, modifications of proposals, and withdrawal of proposals:**

Any RRP received at the office designated in this RFQ after the exact time specified for receipt will not be considered and will be returned, unopened, to the sender (unless it is the only proposal received).

Any modification of an RRP is subject to the same conditions as indicated above. Only changes that do not materially affect the proposal or are unavoidable, such as staff changes, will be considered acceptable. The MCCOG reserves the right to define changes as material or non-material.

Proposals may be withdrawn in writing or by email received at any time before the award is announced.

### **Selection Procedures:**

Consultants will be selected for work items and qualifications further described herein, based on the evaluation of the RRP. A sample of the Selection Rating Form to be used to evaluate and score the submittals is included in **Attachment A** for your reference.

The summed totals will determine final selection rankings, with the highest score being the top-ranked respondent. **The estimated quote provided will not be opened before scoring or used for selection but will be considered as a starting point for contract negotiations.**

The final recommendations for selection to MCCOG may be made based upon applicant interviews, conducted either in-person or virtually. **Interview dates are expected to be between February 24 and February 26.** If interviews are held, those Consultants chosen will be contacted to schedule a time with the selection committee.

MCCOG has moved to adopt the policies contained in the Indiana Code of Ethics, (42 IAC 1-1). These policies shall apply to MCCOG employees involved in procurement. It is a breach of ethical standards for any MCCOG employee to participate directly or indirectly in a procurement when the employee knows:

- The employee or any member of the employee's immediate family has a financial interest pertaining to the procurement; or
- A business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement; or
- Any other person, business or organization with whom the employee or any member of the employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.

In addition, any person acting as a member of an evaluation committee for any procurement shall, for the purposes of the procurement, be bound by the conditions of this Section. Throughout the proposal evaluation process and subsequent contract negotiations, offerors shall not discuss or seek specific information about this procurement, including but not limited to, the contents of submissions, the evaluation process, or the contract negotiations, with members of any evaluation committee, MCCOG employees or other governing body members other than the designated procurement officer.

**Selection Schedule:**

01/13/2025	<i>RFQ Released</i>
01/29/2025	<i>Questions due by <b>10:00 a.m. ET</b></i>
02/04/2025	<i>Responses to Questions posted</i>
02/12/2025	<i>Proposal Packages due by <b>3:00 p.m. ET</b></i>
02/24-02/26	<i>Shortlist Interviews*</i>
02/27/2025	<i>Vendor Selection</i>

*\*MCCOG reserves the right to select a consultant based solely on qualifications. The MCCOG also reserves the right not to hold short-list interviews or change the date and time if deemed necessary.*

*The Recipient, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. Sections 2000d-4) and the Regulations, hereby notifies all respondents 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 proposals 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.*

## Requirements for RFQ Response Packet (RRP):

### A. General instructions for preparing and submitting a RFQ Response Packet (RRP)

1. Provide the information as set out in Item B below, in the same order listed, signed by an officer of the firm. Scanned signed documents or electronically applied signatures are both acceptable. Do not send additional forms, resumes, brochures, or other material unless otherwise noted in the item description.
2. RRP's shall be limited to fifteen (15) 8 ½" x 11" pages that include Identification, Qualifications, Key Staff, and Project Approach. Respondents who submit more than 15 pages, including any appendices, will not be considered.
3. RRP's must be received no later than "Response Due Date and Time," as noted on page 1. Responses received after this deadline may not be considered unless they are the only response received. Submittals must include all required attachments to be considered for selection.

### B. RFQ Response Packet (RRP) 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 below). **Note: this project has a 3% DBE goal.**
- c. List the project manager and other key staff members, including key sub-consultant staff, and the percent of the time the project manager will be committed for the contract, if selected. Include project team members for important disciplines and staff members responsible for the work. **Note: at least one member of the project team shall be a Professional Engineer (PE).** 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 project staff and their ability to perform the work on time relative to present workload.

#### 2. Project Approach

- a. Provide a description of your project approach relative to the advertised services. Indicate how you will incorporate the suggested tasks and whether additional

tasks would be recommended. Be clear and concise. 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.

**Affirmative Action Certification:**

Please submit please submit the Attachment B: [Affirmative Action Certification](#) (AAC) form for team participation from a recognized Disadvantaged Business Enterprise (DBE). For a list of currently registered DBE firms please see INDOT's [DBE Directory](#).

**Work item details:**

Agency: Madison County Council of Governments

Project Location: Anderson, Indiana

Phases Included: PE

Estimated Budget: \$425,000

Funding: Federal Neighborhood Access and Equity (NAE) Funding involved

Term of Contract: Until Project Completion

DEB goal: 3%

Compensation Method: Negotiated Cost & Payment Schedule

Required Prequalification Categories:

- 1.1 Systems Planning
- 2.2 Traffic Forecasting

*Note: The selected Consultant will be required to adhere to all Federal and State statutes, regulations, guidance, and any other requirements regarding the use of federal and public funds for this project.*

## Proposed Project Description

Uniting Scatterfield will be a joint project conducted in partnership between the Madison County Council of Governments (MCCOG), Indiana Department of Transportation (INDOT), and City of Anderson. Each partner will be involved in the consultant solicitation and selection process, as well as actively engaging in the overall project team. For the purposes of this project description, *project team* will refer to the joint MCCOG, INDOT, and Anderson representatives, while *consultant* will refer to staff selected by the project team to conduct the project. The MCCOG staff will be especially involved in supporting the project and will directly conduct some tasks identified in the project description below; these cases are also denoted as being led by the project team.

### Task 1. Initiate project and develop engagement strategy.

The project will be initiated following a qualifications-based solicitation process to on-board a consultant team who will conduct the study development and lead outreach efforts. A thorough public engagement campaign is anticipated to ensure project support and involvement.

- 1.1 Conduct orientation workshop.** The consultant and project team will meet to refine the project approach, anticipated engagement strategy, and project management strategy.
- 1.2 Develop Community Participation Plan (CPP).** During the initiation phase, the consultant will work with the project team to establish outreach goals and tracking metrics, as well as communication strategies and branding needs. The consultant will define strategies to personally invite diverse participants to engagement opportunities. The consultant will update the CPP throughout the process, as needed.

### Task 2. Conduct public participation & targeted outreach for under-represented populations.

- 2.1 Form Stakeholder Committee.** The public engagement process will formally begin with the formation of a stakeholder committee. The stakeholder committee will oversee the process, guide community outreach, and review plan content. The consultant will advise the project team on formation to ensure diverse demographic, geographic, and civic representation.

As part of the formation process, the consultant will advise the project team on development of an open Call for Volunteers before final selection. The Call for Volunteers will be advertised in local newspapers, distributed to existing project team contact lists, and posted on social media to ensure a broad reach. If necessary, the project team and consultant will conduct interviews to facilitate final committee selection.

For those interested but not chosen to serve, individuals will be added to an outreach list and asked to support public awareness efforts.



- 2.2 Facilitate Stakeholder Committee meetings.** The consultant will conduct Stakeholder Committee meetings based on the final schedule developed in conjunction with the project team. The Committee will have direct involvement in developing outreach methods, designing / testing public engagement activities, reviewing findings, and setting priorities.
- 2.3 Refine Community Participation Plan.** The consultant will work with the project team and stakeholder committee to add communication protocols and initial language of promotional materials to the CPP.
- 2.4 Finalize project branding.** Branding is a key component to connect with messaging to ensure public recognition of the process. The project team will work with the consultant and stakeholder committee to finalize the process identity (name, tagline, and graphic logo) and integrate a branding component into the communications section of the CPP.
- 2.5 Create a project website.** The project team will develop a project website to host information digitally throughout the process. The site will present materials from the stakeholder and public meetings, as well as draft documents. Where feasible, video content relevant to the planning effort will be developed and included on the website.
- 2.6 Design and facilitate public meetings.** Multiple rounds of public meetings are anticipated, including tactical engagement and targeted outreach efforts to reach under-represented communities. The consultant will prepare materials for each public meeting. These meetings will be interactive and accommodate meaningful input from a range of participants, including those who have never attended public meetings before.

Prior to all meetings, the publicity and outreach channels established in the Community Participation Plan will be used to broadcast relevant messaging.

- 2.7 Conduct public meetings.** The consultant and project team will work together to conduct public meetings. To reach the limited English proficiency community, the consultant will translate or have project materials translated into Spanish and ensure interpreters are available at public meetings. The consultant will facilitate focus group discussions to gather insights from various groups, like cyclists, pedestrians, transit riders, motorists, economic development professionals, etc.

The project team will create an exit questionnaire of basic demographics to understand the project's reach and track involvement across multiple populations. The project team will compare the diversity in meetings to the share of population in the community based on available Census data to identify input gaps. The consultant will use identified gaps to alter the project approach, if necessary.

- 2.8 Create values and vision report.** The consultant will prepare a report synthesizing all input received across the process to highlight key trends and observations. This report will be reviewed by the project team and shared with the Stakeholder Committee to support project decision-making.

### Task 3. Establish understanding of base conditions and historic background.

- 3.1 Create existing conditions inventory.** The project team will develop an inventory of cultural and historic resources, multi-modal facilities, emissions, crashes, land use patterns, and development procedures. This information will be vital to understanding the most immediate challenges for the corridor.
- 3.2 Collect corridor operational data.** The project team, with advisement from the consultant, will conduct traffic volume, turning movement, classification, speed, and safety studies for use within the multi-resolution process.
- 3.3 Establish multi-resolution process.** The consultant will work with the project team to design the interchange of data between the MCCOG travel demand model and corridor analyses. Additionally, the consultant and project team will work together to determine an ideal forecast year and establish calibration standards to ensure reasonable interpretation of results.

This process is an important preparation step to align alternatives comparisons by defining how macroscopic scenario development will be linked to corridor area impacts, as well as how corridor analysis will be linked to macroscopic benefit-cost analysis tools.

- 3.4 Review corridor redevelopment best practices.** The project team will review best practices in equitable development and value capture approaches to determine how best to proactively prepare for changes along the project corridor. Findings will be synthesized into a memorandum to be provided to the consultant team for inclusion in the final plan.
- 3.5 Create forecast scenarios.** As part of the existing conditions analysis, land use re/development impacts will be identified to establish potential future scenarios. The project team will review and update existing MCCOG forecast scenarios, as necessary, to incorporate land use changes reflecting public input and best practices research. The consultant will then integrate forecasts into the corridor analysis for comparing proposed design alternatives.

### Task 4. Develop and compare design alternatives.

- 4.1 Identify initial corridor design alternatives.** The consultant will present potential design solutions to the project team and Stakeholder Committee based on public input and initial understanding of existing conditions. The consultant will advise the project team and

Steering Committee to reduce and combine design solutions into a limited number of alternatives of interest.

- 4.2 Develop corridor design alternatives.** The consultant will refine design alternatives considering multi-modal enhancements, including high-level feasibility of operational transit improvements and increased non-motorized connectivity. Design alternatives will consider how to handle drainage and mitigate expected increases in flooding over the life of a newly reconstructed facility. Potential green infrastructure approaches will be considered through the planning process.
- 4.3 Compare alternative solutions.** The consultant team will use the MCCOG travel demand model to compare alternative design solutions. The multi-criterion evaluation and benefit-cost analysis (MCE-BCA) toolkit integrated into the MCCOG TDM can be leveraged to estimate comprehensive impacts like travel time and cost, reliability, physical activity, vehicle ownership, travel options, safety, emissions, runoff, noise, and operating costs.

## Task 5. Develop final plan and design recommendations.

- 5.1 Create alternative & final design visualizations.** The consultant will develop graphic representations of the design alternatives, especially the final selected design. These graphics will be developed for inclusion in the final plan, as well as use in public outreach during and beyond the project. Visualizations are vital for illustrating the final design and raising public awareness of the intended future implementation.
- 5.2 Prepare cost estimates & a funding strategy.** The consultant will generate a range of construction cost estimates for the implementation of the corridor improvements. While this information will be integrated into the final planning document, it will also be a base for the development of a funding strategy. The consultant will evaluate the costs and outline a basic funding strategy to support future implementation, including potential phased improvements.
- 5.3 Prepare final plan.** The consultant will prepare a final plan that establishes the design approach for future corridor reconstruction. The plan will outline strategies for improving multi-modal mobility and safety; reducing emissions, greenhouse gases, and heat island effects; encouraging equitable re/development; and designing for resilience.

# ATTACHMENT A: Selection Rating Sheet

Sample:

<b>RFQ Selection Rating for:</b>	
	(City, County, Town) or (Local Public Agency)
<b>Services Description:</b>	
<b>Consultant Name:</b>	

Evaluation Criteria to be Rated by Scorers			
Category	Scoring Criteria	Score	Available
Past Performance	<b>Performance evaluation ranking from previous work.</b>		
	Quality of similar work.		15
	Proven ability to meet project deadlines.		5
Demonstrated Qualifications	<b>Technical Expertise: Unique Resources that yield a relevant added value or efficiency to the deliverable.</b>		
	Demonstrated overall experience for project.		15
	Team meet's required project qualifications.		5
Project Manager	<b>Predicted ability to manage the project</b>		
	Experience in projects of similar type.		10
	Quality of resume.		5
Capacity	<b>Evaluation of the team's personnel and equipment to perform the project on time.</b>		
	Availability of capacity to meet project deadline.		15
Approach to Project	<b>Project Understanding and Innovation that provides cost and/or time savings.</b>		
	Demonstrated project understanding.		15
	Responsiveness to RFQ score		5
	Viability of innovative ideas.		10
<b>Total:</b>		0	100

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.

I certify that I do not have any conflicts of interest associated with this consultant.

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.

Signature:	_____	Print Name: _____
Title:	_____	Date: _____

## ATTACHMENT B: Affirmative Action Certification

### Affirmative Action Certification (AAC) for Disadvantaged Business Enterprises (DBE)

I hereby certify that my company intends to affirmatively seek out and consider Disadvantaged Business Enterprises (DBEs) certified by the State of Indiana’s DBE Program and the Kentucky Transportation Cabinet (KYTC) DBE Program to participate as part of this proposal. An Agreement between INDOT and KYTC established reciprocal acceptance of certification of DBE firms in their respective states under the Unified Certification Program (UCP) pursuant to 49 CFR §26.81(e) and (f).

I acknowledge that this certification is to be made an integral part of this proposal. I understand and agree that the submission of a blank certification may cause the proposal to be rejected. I certify that I have consulted the following DBE websites to confirm that the firms listed below are currently certified DBEs:

INDOT: <https://entapps.indot.in.gov/DBELocator/>

KYTC: <https://transportation.ky.gov/Civil-Rights-and-Small-Business-Development/Pages/Certified-DBE-Directory.aspx>

I certify that I have contacted the certified DBE’s listed below, and if my company becomes the CONSULTANT, these DBEs have tentatively agreed to perform the services as indicated. I understand that neither my company nor I will be penalized for DBE utilization that exceeds the goal. After contract award, any change to the firms listed in this Affirmative Action Certification to be applied toward the DBE goal must have prior approval by INDOT’s Economic Opportunity Division.

#### I. DBE Subconsultants to be applied toward DBE goal for the RFQ item:

Certified DBE Name	Service Planned	Estimated Percentage to be Paid*
		%
		%
		%
		%

#### II. DBE Subconsultants to be utilized beyond the advertised DBE goal for the RFQ item:

Certified DBE Name	Service Planned	Estimated Percentage to be Paid*
		%
		%
		%
		%

Estimated Total Percentage Credited toward DBE Goal: \_\_\_\_\_

Estimated Percentage of Voluntary DBE Work Anticipated over DBE Goal: \_\_\_\_\_

Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* It is understood that these individual firm percentages are estimates only and that percentages paid may be greater or less as a result of negotiation of contract scope of work. My firm will use good faith efforts to meet the overall DBE goal through the use of these or other certified and approved DBE firms.