



Dean D. Button, PE
City Engineer

CITY OF HAMMOND

August 23, 2024

Request for Proposals Notification

Title: City of Hammond Downtown Station Platform

RFP Issued: August 29, 2024

Proposal Due Date and Time: Wednesday, October 2, 2024 at noon

Send Electronic Submissions to: buttond@gohammond.com

Project Description: The City of Hammond is seeking public proposals for design services pertaining to Downtown Station Platform in Hammond, IN. The scope of services for this project includes the preparation of construction documents, permitting and compliance with NICTD and Federal Railroad Administration requirements. The project is located on the NICTD Westlake line at Russell Street. The below services are anticipated to be needed for this project:

- Environmental Document Preparation – Limited Environmental Documentation:
 - Wetlands & Waters Delineation, Section 401/404 permitting and a recommended Cultural Resources memo
- Topographic Survey Data Collection
 - Perform a topographic survey of the site
- Geotechnical Engineering Services
 - Perform borings and geotechnical investigation to properly determine existing conditions and design of the platform foundation.
- Platform Design
 - Design the platform in accordance with NICTD, FRA and AREMA standards and requirements.
 - Design the platform match the horizontal and vertical alignment of the approach to the Downtown Hammond Station, complete with canopy structure(s)
 - Design of seating elements
 - Design of deicing elements
 - Coordination with Train Station FFE
 - Compliance with ADA
- Lighting Design
 - Design of platform lighting, digital messaging and signage
- Construction cost estimate
- Construction documents for bidding
- Shop drawing, product reviews and requests for information during construction

City of Hammond
Engineering Department
5925 Calumet Avenue
Hammond, Indiana 46320

219.853.6336

fax: 219.853.6304

www.gohammond.com

e-mail : buttond@gohammond.com





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Contact for Questions: Dean Button, PE
Hammond City Engineer
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Hammond, IN 46320
219-853-6336
buttond@gohammond.com

Requirements for Letters of Interest (LOI)

1. Provide the firm name, address of the responsible office from which the work will be performed, the name and email address of the contact person authorized to negotiate for the associated work.
2. List firms' qualifications and experience that they have in designing station platforms.
3. List the Project manager and other key staff members who will be working on this project, if selected. Include staff qualification and key experience related to this project and breakdown of estimated percentage of work each staff member will perform.
4. Provide unique ways your firm will approach this project.
5. Proposed schedule to complete Final Design, Bid including Bid recommendation and Award.
6. LOI's shall be limited to twelve (12) pages.

Submission: LOI's shall be submitted electronically (pdf) to Dean Button at email address buttond@gohammond.com. LOI's must be received no later than the "Proposals Due Date and Time" listed above. Responses received after this deadline will not be considered.

Project Fee: If selected, the firm will be paid through cost reimbursement with an agreed upon maximum cost.

Project Schedule: Project design delivery must be completed by April 2025.

Selection Procedures: Consultants will be selected for work based on the evaluation of the LOI. The Consultant Selection Rating Form used to evaluate and score 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.

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Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

1. The Consultant certifies, by submission of the proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by a Federal department or agency.
2. Where the Consultant is unable to certify to any of the statement in this certification, such prospective participant shall attach an explanation to this proposal

Title VI Assurance

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

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RFP Selection Rating for _____
 City of Hammond

Consultant Name: _____

Evaluation Criteria to be Rated by Scorers			Scorer 1		
Category	Scoring Criteria	Scale	Score	Weight	Weighted Score
Past Performance	Performance evaluation score averages from historical performance data.				
	Quality score for similar work		0	10	0
	Schedule score		1	15	15
	Responsiveness score		1	10	10
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	0
	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 to the deliverable.				
	Demonstrated outstanding expertise and resources identified for required services for value added benefit.	2		15	0
	Demonstrated high level of expertise and resources identified for required services for value added benefit.	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, type, subs, documentation skills.				
	Demonstrated outstanding experience in similar type and complexity.	2		20	0
	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				
	High level of understanding and viable innovative ideas proposed.	2		15	0
	High level of understanding of the project.	1			
	Basic understanding of the project.	0			
	Lack of project understanding.	-3			
Weighted Sub-Total:					

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: _____