

**BOARD OF PUBLIC WORKS
AGENDA ITEM REVIEW REQUEST FORM**

Date: 08/04/2026
Name: Caitlin Wyant, EI Department of Public Works – Engineering Division
BPW Date: 08/11/2026 Phone Extension: 7483

Required Prior to Submittal to Board

BPW Attorney ☒ Attorney Name _____

Dept. Attorney ☐ Attorney Name _____

Purchasing ☐ _____

Check the Appropriate Item Type – Required for All Submissions

- | | | |
|--|--|---|
| ☐ Professional Services Agreement | ☐ Contract | ☐ Proposal |
| ☐ Open Market Contract | ☐ Amendment/Addendum | ☐ Special Purchase, QPA |
| ☐ Bid Opening | ☐ Bid Award | ☐ Req. to Advertise ☐ Title Sheet |
| ☐ Quote Opening | ☐ Quote Award | ☐ Reject Bids/Quotes |
| ☐ Proposal Opening | ☐ C/O & PCA No. _____ | ☐ PCA |
| ☐ Chg. Order, No. _____ | ☐ Traffic Control | ☐ Resolution |
| ☒ Other: Open Proposals | | ☐ Ease./Encroach |

Required Information

Company or Vendor Name _____

New Vendor ☐ Yes ☐ If Yes, Approved by Purchasing

MBE/WBE Contractor ☐ No

☐ MBE
☐ WBE

Completed E-Verify Form Attached

☐ Yes
☐ No

Project Name _____

Coal Line Trail Ph3 (DES #2201235)

Project Number _____

123-007

Funding Source _____

Account No. _____

Amount _____

Terms of Contract _____

Special Contract Provisions

Purpose/Description _____

Proposal opening for CE (construction inspection) for above project

For Change Orders Only

Amount of ☐	Increase	\$ _____
☐	Decrease	(\$ _____)
Previous Amount		\$ _____
	Increase	_____ %
Current Percent of Change:	Decrease	(_____ %)
New Amount		\$ _____
	Increase	_____ %
Total Percent of Change:	Decrease	(_____ %)
Time Extension Amount:		_____
New Completion Date:		_____

Posting Date: July 10, 2026

Request for Proposals Notification

Title: City of South Bend Coal Line Trail Phase III – Lincolnway West to Linden Ave (Des # 2201235) in the LaPorte District.

Response Due Date & Time: August 11, 2026 at 9:00am local time

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: Caitlin Wyant, Project Engineer
215 S Dr Martin Luther King Jr Blvd, Suite 400
South Bend, IN 46601
574-235-7483
cwyant@southbendin.gov

Submittal Requirements:

1. ☐ Letter of Interest – [Click here to enter # of Copies.](#) Copies (required content and instructions follow) sent through the U.S. Mail;

OR

- ☒ Letter of Interest – submitted electronically (pdf) to **City of South Bend, IN Board of Public Works** at email address **bpwbids@southbendin.gov**.

AND

2. ☐ One (1) signed Affirmative Action Certification and associated required documents for all items if the DBE goal is greater than 0% sent through the U.S. Mail;

OR

- ☒ One (1) signed Affirmative Action Certification and associated required documents for all items if the DBE goal is greater than 0% sent electronically (pdf) to **City of South Bend, IN Board of Public Works** at email address **bpwbids@southbendin.gov**.

Note: Attachment of electronic pdf only, no links to shared drive.

Submit To:

City of South Bend, IN Board of Public Works
215 S Dr Martin Luther King Jr Blvd, Suite 400
South Bend, IN 46601
574-235-9251
bpwbids@southbendin.gov

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 twelve (12) 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.

Requirements for Affirmative Action Certification

A completed Affirmative Action Certification form is required for all items that identify a DBE goal greater than "0", in order to be considered for selection. The consultant must identify the DBE firms with which it intends to subcontract.

On the Affirmative Action Certification, include the contract participation percentage of each DBE and list what the DBE will be subcontracted to perform.

If the consultant does not meet the DBE goal, the consultant must provide documentation in additional pages after the form that evidences that it made good faith efforts to achieve the DBE goal.

All DBE subcontracting goals apply to all prime submitting consultants regardless of the prime's status of DBE.

INDOT DBE Reciprocity Agreement with KYTC

An Agreement between INDOT and the Kentucky Transportation Cabinet (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).

Copies of the DBE certifications, as issued by INDOT or the Kentucky Transportation Cabinet (KYTC), are to be included as additional pages after the AAC form for each firm listed on the AAC form. The following are DBE Locator Directories for each State Transportation Agency:

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

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

Information about the Indiana DBE Program is available at:

[**INDOT: Doing Business with INDOT: Business Opportunity Initiative Division.**](#)

Information about the KYTC DBE Program is available at:

[**Kentucky Transportation Cabinet.**](#)

Work item details:

Local Public Agency: City of South Bend, IN

Project Location: College St from Lincolnway West to Linden Ave

Project Description: New construction of 0.44-mile long, 11-foot wide multi-use trail on the west side of College St from Linden Ave to Lincolnway West for the purpose of connecting previous trail phases to the newly built MLK Dream Center.

INDOT Des #: 2201235

Phases Included: Construction Inspection

Estimated Construction Amount: \$2,495,200

Funding: 100% local funds

Term of Contract: Until project completion

DBE goal: [Click here to enter percentage](#)

Required Prequalification Categories:

- | | |
|--|---|
| ☐ 5.2 Environmental Document Preparation – CE | ☐ 12.1 Project Management for Acquisition Services |
| ☐ 6.1 Topographical Survey Data Collection | ☐ 12.2 Title Search |
| ☐ 8.1 Non-Complex Roadway Design | ☐ 12.4 Appraisal |
| ☐ 9.1 Level 1 Bridge Design | ☐ 12.5 Appraisal Review |
| ☐ 11.1 Right of Way Plan Development | ☒ 13.1 Construction Inspection |
| ☐ 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:		
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:		
(Form Rev. 1/27/2023)					

Des. #: 2201235

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 RFP item:

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

II. DBE Subconsultants to be utilized beyond the advertised DBE goal for the RFP 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.