

REQUEST FOR PROPOSALS

Boone County Highway Department Transportation Project Support Services

The Boone County Highway Department is requesting proposals from qualified firms to provide professional and technical services in support of current and future transportation projects. Services may be needed for state funded, and locally funded projects and may include project development, engineering, inspection, environmental, surveying, and related transportation support services.

This Request for Proposals (RFP) is intended to establish a pool of qualified consultants or service providers that may be considered for specific assignments as transportation needs arise. Selection under this RFP does not guarantee a contract award, a minimum volume of work, or reimbursement of proposal preparation costs.

Proposal submittals shall remain valid for a period of twelve (12) months from the proposal due date. Boone County Highway Department intends to issue a Request for Proposals for these support services on an as needed basis to maintain a pool of qualified firms. If awarded, the resulting contract shall be valid for a period of five (5) years from the date of execution, unless otherwise terminated in accordance with the terms of the agreement.

Scope of Services

Proposing firms may submit qualifications for one or more of the following service categories:

- Preliminary engineering and design services for roadway, bridge, drainage, intersection, and traffic improvement projects
- Construction engineering and inspection services
- Surveying, mapping, and right-of-way engineering support
- Environmental documentation, permitting, and regulatory compliance services
- Geotechnical, materials testing, and related technical services
- Traffic studies, safety studies, and transportation planning support
- Grant support, cost estimating, scheduling, and project management assistance
- Other transportation-related professional services as requested by Boone County Highway Department

Firms shall demonstrate experience with local public agency transportation projects and all applicable federal, state, and local requirements.

Proposal Requirements

Proposals should be concise and organized. Proposals should be concise, well-organized, and limited to information relevant to the services identified in the Scope of Services section.

Respondents are encouraged to provide sufficient detail to demonstrate their qualifications and experience while avoiding the inclusion of unnecessary or extraneous materials. Boone County Highway Department reserves the right to disregard information not pertinent to the evaluation of the proposed services.

Cover letter signed by an authorized representative of the firm.

1. Firm overview including legal name, office location from where the work will be completed, website, and primary contact information including email
2. Description of relevant qualifications and experience with locally funded transportation projects
3. Identification of key staff proposed for the services, including their roles and relevant experience
4. Summary of the firm's technical approach, project understanding, and ability to meet schedules and coordination needs
5. Statement regarding familiarity with local public agency requirements.
6. Disclosure of any potential conflicts of interest
7. Any certifications, INDOT prequalifications, or licenses relevant to the proposed services
8. Fee schedule and method for establishing compensation. Include current INDOT audited overhead rate

Submission Instructions

Proposals must be received by Boone County Highway Department no later than July 27, 2026 by 3:00 pm. Proposals received after the deadline will not be considered.

Submit proposals to: Kim Harris, Highway Projects Director, Boone County Highway Department, HighwayRFP@co.boone.in.us. Boone County reserves the right to request additional proposals, information, interviews, or clarification from any proposer prior to final selection.

Evaluation Criteria:

- Demonstrated experience with locally funded transportation projects.
- Qualifications and availability of the proposed project team.
- Understanding of Boone County's needs and proposed technical approach.
- Ability to deliver services on schedule and within budget.
- Knowledge of applicable local public agency processes and requirements.
- Past performance, references, and overall responsiveness of the proposal.
- Proposed pricing and overall value



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Terms and Conditions

Boone County Highway Department reserves the right to reject any or all proposals, waive minor informalities or irregularities, request additional information, and cancel or reissue this RFP at any time if it is determined to be in the best interest of the County. Costs associated with proposal preparation are the responsibility of the respondent.

Selected firms must comply with all applicable federal, state, and local laws, regulations, and contract requirements.

All materials submitted in response to this RFP may be subject to public disclosure in accordance with applicable law.

Questions

ALL questions regarding this RFP should be directed to Kim Harris, Highway Projects Director, HighwayRFP@co.boone.in.us, by July 13, 2026 by 3:00 pm. Seeking information regarding this RFP through any other method than the above listed contact could result in disqualification of submitted proposals.

Schedule:

July 13, 2026
July 20, 2026
July 27, 2026
August 3, 2026

Questions Due by 3:00 pm
Questions Answered by 3:00 pm
Request for Proposal due @ 3:00 pm
Notice of Award