

REQUEST FOR PROPOSALS

Boone County Highway Department
Transportation Project Support Services

Questions

Please find questions that have been received and the corresponding answers regarding this proposal.

Q1: Can a firm submit for a specific item in the category? Like drainage? Or do they need to be able to provide all the services listed in each category?

A1: Firms may submit for any item they are prequalified for and have capacity to deliver services.

Q2: Is the RFP to be an electronic submission, or are physical copies desired? If so, how many would be requested?

A2: Electronic submission is preferred. Send to Kim Harris, Highway Projects Director at highwayrfp@co.boone.in.us

Q3: Is there an established profit rate that should be used for the proposal?

A3: No

Q4: When does the County intend to select a winning firm(s)?

A4: August 3rd, 2026

Q5: Will one firm be selected or could there potentially be multiple firms?

A5: Selections will be made at department discretion based on County needs

Q6: This appears to be a new type of RFP for the county... can you expand on the rationale or reason for deciding to issue this type of RFP? Has anything specific prompted this?

A6: This RFP is being issued pursuant to Resolution 2026-01 approved by the Boone County Board of Commissioners in March 2026.

Q7: The RFP is asking for fees including INDOT overhead rate. Is the County asking for calculated rates similar to INDOT (i.e. cost + overhead/FCCM + profit)?

A7: Yes

Q8: Is the County establishing profit in order to have an even playing field?

A8: No

Q9: Will this be an hourly contract or lump sum based on task? Or is it open for determination (i.e. RW engineering is typically a unit cost)?

A9: To be determined based on work type



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Q10: The RFP mentions past performance. What criteria will be used for past performance (i.e. INDOT performance scores)?

A10: Combination of County experience and INDOT past performance scores will be considered

Q11: What is the maximum number of pages for the LOI?

A11: Submit sufficient information to clearly demonstrate qualifications

Q12: For the required fee schedule (item no. 8), is the fee schedule to be included in the total number of pages for the LOI?

A12: Submit sufficient information to clearly demonstrate qualifications

Q13: Should we be including subconsultants on this LOI in order to be able to provide the full range of services requested?

A13: Firms may submit for any item they are prequalified for and have the capacity to deliver services. Subconsultants may be included at the discretion of the submitter.

Q14: How many firms is Boone County going to select?

A14: Selections will be made at department discretion based on County needs

Q15: Can one firm be selected for more than one category? If so, is there a maximum number of categories a firm can be selected for?

A15: Selections will be made at department discretion based on County needs

Q16: For proposal requirement 8, were you requesting submitters provide an hourly rate table?

A16: Yes

Q17: For proposal requirement 8, were you wanting the submitters to list which service categories are being requested for Lump Sum Compensation, and which ones are requested using Hourly rate or unit price?

A17: To be determined based on work type

Q18: Is the intent that the team shown in the RFP response be able to perform all of the tasks listed? If so, can this be accomplished with additional team members (i.e. subconsultants), if there are certain services the lead firm does not perform?

A18: Firms may submit for any item they are prequalified for and have capacity to deliver services. Subconsultants may be included at the discretion of the submitter.

Q19: Are you looking for a single project manager? Or can we show different PM's based on the project type (for example road, bridge, traffic planning, etc)

A19: At the discretion of the submitter.



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Q20: Regarding project approach and project understanding, since this is not a specific project, are you looking for a general approach to how we will handle a project assignment once a specific project has been identified?

A20: Yes

Q21: Will assignments be direct select or will there be a selected number of consultants submitting on a specific project? For example, if you have 10 consultants in this pool of consultants, will you select one of those 10 automatically, or ask 3 consultants to submit an abbreviated proposal, selecting from one of those consultants?

A21: Selections will be made at department discretion based on County needs.

Q22: Is there a maximum number of pages for the response?

A22: Selections will be made at department discretion based on County needs.

Q23: Does Boone County anticipate establishing compensation based on INDOT-certified direct labor rates, audited overhead rates, profit/FCCM, etc.?

A23: Yes

Q24: Will consultants be permitted to utilize updated labor rates during the contract term as those rates are revised?

A24: Yes, the intent is to follow INDOT procedures

Q25: Will consultants be permitted to update their audited overhead rate annually in accordance with the INDOT audit cycle?

A25: Yes, the intent is to follow INDOT procedures

Q26: Does the County intend to utilize the INDOT profit matrix in determining consultant compensation?

A26: No

Q27: If available, could Boone County provide a sample pricing submission format or template to help effectively evaluate pricing and the overall value in relation to "Fee schedule and method for establishing compensation. Include current INDOT audited overhead rate."

A27: We do not have a sample available