

# **Request for Information (RFI)**

## **Engineering Services for Summit District Transportation Improvements**

### **Initiating Department:**

City of Bloomington Engineering Department

### **Date Issued:**

May 15, 2026

### **Deadline for Submittals:**

June 18, 2026; 5:00 PM local time

### **Submit Information To:**

Michael Labitzke, P.E.

Project Engineer

michael.labitzke@bloomington.in.gov

## **General Information and Summary**

### **Organization Issuing Request for Information**

City of Bloomington  
Engineering Department  
401 N. Morton Street, Suite 200  
Bloomington, Indiana 47404

### **Contact**

Michael Labitzke, PE  
Project Engineer  
michael.labitzke@bloomington.in.gov

### **Summary of Request:**

The City of Bloomington (the city) is issuing the Request for Information (RFI) to aid in the selection of a consultant team to perform design and right of way services for the city's Summit District Transportation Improvements Phase I Project. Interested parties must provide submittals as outlined in this document no later than June 18, 2026, at 5:00 PM local time.

### **Communications and Project Management:**

All communications from interested parties to the city prior to the deadline for submissions in response to this RFI shall be made electronically through email only. Should any interested party find discrepancies in, or omissions from, this RFI, or should they be in doubt as to their meaning, written notification should be made to Michael Labitzke at [michael.labitzke@bloomington.in.gov](mailto:michael.labitzke@bloomington.in.gov) no later than June 12, 2026.

Interpretation of this RFI will be made only by written addenda. A copy of each addendum will be posted at the city's website at <https://bloomington.in.gov/engineering/projects/summitphase1> no later than June 15, 2026. Interested parties are responsible for checking the city's website for addenda, though the city may choose to contact all known interested parties with notification of posted addenda. The city shall not be responsible for any other explanations or interpretations of this RFI. If significant changes to this RFI are required, the city may postpone the final date for submission.

Interested parties may notify the city in writing of their intent to submit a response to this RFI, but they are not required to do so. Failure to notify the city of intent to submit a response may result in omission from future communications including notification of addenda.

Responses to the RFI must be submitted in PDF format no later than June 18, 2026 at 5:00 PM local time. Responses which, in the judgement of the city, are in any way

incomplete, inaccurate, or otherwise not in compliance with the requirements described in this RFI may be rejected.

Due to this project's size, consultant selection is not limited to the city's pre-approved consultant list. Consultants and consultant teams must have all INDOT prequalifications necessary to complete preliminary engineering and right of way services for this type of work.

INDOT Prequalification Work Tasks to consider include 6.1, 7.1, 8.1, 8.3, 10.1, 10.4, 11.1, 12.1, 12.2, 12.3, 12.4, 12.5, 12.6, 12.7, 12.8, and 16.1. Work Tasks 5.1 and 5.2 should also be considered based on conditions mentioned in **Funding Sources and Associated Requirements** in this document.

Any costs incurred while responding to this RFI in anticipation of receiving a contract award shall be the responsibility of the entity submitting the response. The city shall not reimburse any respondent for any such expense.

**Process Schedule:**

<b>Date</b>	<b>Activity</b>
May 15, 2026	RFI Advertisement
June 12, 2026	Deadline for questions/clarifications
June 15, 2026	Last day for addenda from the city
June 18, 2026; 5:00 PM Local Time	RFI response deadline
June, 2026*	Respondents notified of results
August, 2026*	Issue Notice to Proceed (NTP)

\*Dates indicated are tentative and subject to change as needed.

## **Project Details**

### **Overview:**

This project involves constructing improvements at the Tapp Road/Vanguard Parkway and Bloomfield Road/Weimer Road intersections, along with the realignment of approximately 2,500 feet of Weimer Road. Public outreach meetings will be integral to the development of alternate evaluations. Final evaluations and recommendations will be required at all intersections prior to final design and right of way acquisition.

### **Tapp Road and Vanguard Parkway**

The forecasted volumes from the Summit District Traffic Impact Analysis (TIA) warrant a traffic signal for this intersection. The consultant will evaluate intersection improvement options including signalization and construction of a roundabout. Proximity to adjacent intersections should also be considered when recommending the preferred alternative for design.

### **Bloomfield Road and Weimer Road**

The forecasted volumes from the TIA will create deficient capacity at this intersection. The consultant will evaluate intersection improvement options including signalization and construction of a roundabout. The skewed alignment and offset public driveway to the northwest of the intersection should be considered when recommending the preferred alternative for design. The proximity of the existing traffic signal at the Bloomfield Road and Rolling Ridge Way intersection will also need to be evaluated as a potential combined improvement prior to selecting a preferred alternative for design.

### **Realignment of Weimer Road**

Approximately 2,500 feet of Weimer Road will be realigned to connect the intersection of Weimer Road at Wapehani Road to the intersection of Vanguard Parkway at Schmalz Boulevard. Right of way for this realignment is to be secured by a local memorandum of understanding from a private developer.

### **Funding Source and Associated Requirements:**

The project is locally funded through the City of Bloomington Redevelopment Commission from existing tax increment finance (TIF) district revenues. Respondents should assume that requirements for federally funded or state funded projects do not apply, but it is possible that a future grant award could impact the work tasks and schedule for all or part of the project.

### **Work Tasks:**

Initial work tasks will include, but are not limited to, the following items:

- Field assessments, data collection, and surveying;

- Alternative evaluation, rendering development, and final recommendation;

- Environmental, public engagement, and permitting.

Amended work tasks may also include:

Stormwater design, landscape design, and retaining wall design;

Utility coordination;

Preparation of designs, plans, and specifications;

Maintenance of traffic plans;

Sign and/or signal design;

Opinions of probable construction cost;

Right of way engineering, appraisal, and acquisition services;

Bid support;

Engineering support during construction.

## RFI Submittal Requirements

### General Requirements:

Submissions must be prepared electronically using 8.5"x11" paper format and must be submitted as a single PDF file no later than June 18, 2026, at 5:00 PM local time.

Submissions are strictly limited to a maximum of 9 total pages, including the submittal form. Additional pages such as cover page, table of contents, appendices, etc., are not permitted. Submissions must be emailed to Michael Labitzke at [michael.labitzke@bloomington.in.gov](mailto:michael.labitzke@bloomington.in.gov).

### Content Order for Proposal Content

Order of Submittal	Proposal Content
1	Submittal Form
2	Introductory Information
3	Project Team and Qualifications
4	Relevant Project Experience
5	Project Approach

### Content Details:

RFI responses should include all of the information required below.

#### Submittal Form

Complete and sign the Submittal Form provided at the end of this document. The content of the Form shall not be modified other than to fill in the required information. This form shall be the first page of the RFI response.

#### Introductory Information

1. Name of Firm
2. Contact information for the person authorized to serve as point of contact during the RFI evaluation process and to negotiate on behalf of the firm or team if selected for the project
3. Other general firm information as desired.

#### Project Team and Qualifications

1. Identification, qualifications, expertise, and availability of the Project Manager and key staff proposed to be assigned to the project.
2. Identification of proposed subconsultants for any tasks not to be completed by the prime consultant and the type and percentage of work each subconsultant will complete.

3. Relevant information regarding team organization or leadership in place to ensure efficiency and accountability during the course of the project as well as quality control and schedule control.
4. Location of all project team members and applicable licensure and certifications.
5. Knowledge of and experience with pertinent federal, state, and local laws, regulations, and policies.
6. Knowledge of and experience with AASHTO, NACTO, MUTCD, PROWAG, and other relevant design guidance.
7. Other relevant designations or certifications.

### **Relevant Project Experience**

1. Specific examples of projects that are relevant and similar to the project (provide a reference name and current contact information for the clients of these projects)
2. Identification of which key personnel were responsible for the relevant tasks
3. Experience with context sensitive design and public processes.

### **Project Approach**

1. Description of project approach
2. Detailed project timeline (use an assumed NTP in August, 2026 and bid lettings of April 28, 2027 for Tapp Road at Vanguard Parkway intersection and the Weimer Road realignment; and a bid letting of April 26, 2028 for the Bloomfield Road at Weimer Road intersection. Projects may be recombined or shifted during project development based on complexity.
3. Specific examples of potential challenges (related to evaluation, design, schedule, or other) and strategies for successfully dealing with those challenges.
4. Description of cost containment practices, innovative ideas, or strategies to improve design services and project implementation.
5. Other relevant information related to Project Approach

## **Selection Criteria and Evaluation**

A selection committee will review and evaluate responses. The committee will use the attached RFI Evaluation Form to aid in determining which respondent is most qualified. The city reserves the right to reject all submittals and not select a consultant. The city reserves the right to choose a firm that, in sole judgement of the city, is deemed to be the most qualified firm regardless of scoring.

## **Attachments**

**RFI Evaluation Form**

**Submittal Form**

**Summit District PUD Traffic Impact Analysis**