



**ITR CONCESSION COMPANY LLC
3200 Cassopolis Street
Elkhart, IN 46514**

INVITATION FOR BIDS

**Date: Feb. 19, 2026
Subject: Administration and Operations Building
Parking Lot Expansion**

TABLE OF CONTENTS

OVERVIEW.....	3
PROJECT OVERVIEW:	3
SCHEDULE AND CONTRACT COMPLETION DATE.....	3
INSTRUCTIONS.....	4
SUBMIT BIDS TO.....	4
DUE DATE & TIME FOR SUBMISSION:	4
SECURITY.....	4
VENDOR CONFERENCE/SITE VISIT	4
PROJECT SPECIFIC QUESTIONS:	5
CRITERIA FOR EVALUATION AND AWARD	5
METHOD OF BIDDING.....	5
BID FORMAT AND CONTENT.....	6
SPECIFIC TERMS AND CONDITIONS.....	7
INDOT PRE-QUALIFICATIONS	7
RESERVATION.....	7
SAFETY.....	7
COMPLIANCE WITH APPLICABLE LAW	8
WORK LIMITS.....	8
PERMITS AND OTHER RELATED DOCUMENTS.....	8
<i>Utility Coordination Responsibilities.....</i>	<i>8</i>
SALES TAX	9
INSURANCE	9
PAYMENT	9
<i>Application for Payment.....</i>	<i>9</i>
<i>Payment Of Tolls</i>	<i>10</i>
<i>Work Product</i>	<i>10</i>
SAMPLE CONTRACT	10
SCOPE OF SERVICES:	12
PROJECT OVERVIEW:.....	12

Overview

ITR Concession Company LLC (“ITRCC”) requests bids from responsible consultants for the services detailed in the project overview. Below is a brief description, with detailed requirements in subsequent sections.

ITRCC is a privately owned company that finances, operates, and maintains the Indiana Toll Road. The work for this project includes all steps, items, and materials necessary to complete the Scope of Work in accordance with current INDOT standards and specifications, the Special Provisions, and this invitation to bid (IFB). The consultant shall provide all Maintenance of Traffic in accordance with IMUTCD, INDOT, and ITRCC standards. ITRCC requests bids from responsible consultants, if applicable, for the work required. ITRCC reserves the right to modify, change, add, or delete any sections of scope during the solicitation period and up to the issuance of a contract. These changes shall be captured through addendums issued to all participating prime consultants.

Any consultant participating in the bid process must be aware of and meet all applicable requirements set forth in the “Indiana Toll Road Concession and Lease Agreement” (CLA). The CLA can be found on the Indiana Finance Authority (IFA) website at <https://secure.in.gov/ifa/2328.htm>. The consultant selected to deliver this Project will have demonstrated an ability to provide this Project safely, competently, and with a strong focus on the ITRCC’s main drivers for the Project.

Project Overview:

The selected Consultant shall provide professional engineering services for the design, permitting (as required), and preparation of construction documents for the expansion of parking facilities at the Administration and Operations Building. The project includes expanded parking capacity, electric vehicle (EV) charging infrastructure, pedestrian access improvements, drainage modifications, lighting, security enhancements, and associated site improvements.

In addition the consultant will provide Engineer of Record duties in answering design related questions during bidding and construction as well reviewing RFIs.

Schedule and Contract Completion Date

Bidders are required to provide major milestone dates for the Project, which include but are not limited to:

- | | |
|--|------------------------------------|
| 1. Earliest Date to Begin Work (Anticipated) | <u>03/31/2026</u> |
| 2. Substantial Completion of Project | <u>06/01/2026</u> |
| 3. Schedule Restrictions (No Closures/No Work) | <u>Holiday Restrictions</u> |



INSTRUCTIONS

Submit Bids To

Project Title: **Administration and Operations Building Parking Lot Expansion**

Attn:

ITR Concession Company LLC

Brian Cherry

Civil Infrastructure Manager

Email: bcherry@indianatollroad.org

CC:

ITR Concession Company LLC

Procurement Department

Email: procurement@indianatollroad.org

CC:

ITR Concession Company LLC

Infrastructure Department

Email: InfrastructureDept@indianatollroad.org

Due Date & Time for Submission:

Date: 03/16/2026

Time: 3:00 PM EST

Security

Performance and Payment \$ See sample contract.

Vendor Conference/Site Visit

Vendor Conference/Site Visit: **Required**

Mandatory Attendance: **Required**

The consultant is required to visit the project site and thoroughly understand the site conditions prior to placing a bid. Bids must clearly state that the consultant thoroughly understands the site conditions.

Please email: bcherry@indianatollroad.org

CC: procurement@indianatollroad.org



Consultants are required to perform a site visit at each site, where applicable. Anything found after the bid, which a site visit could have anticipated, will not be allowed to be an additional charge. It is the consultant's responsibility to verify all field conditions prior to bidding. Work items not explicitly included in this IFB but required to complete the IFB required scope of services shall be considered incidental to this contract, and separate payment for these items will not be made.

Project Specific Questions:

If the documents contain apparent errors, discrepancies, or unclear statements, contact the following representative utilizing the IFB consultant question and answer log found in the appendices.

Questions Attention to:

Attn:

ITR Concession Company LLC

Brian Cherry

Civil Infrastructure Manager

Email: bcherry@indianatollroad.org

CC:

ITR Concession Company LLC

Procurement

Email: procurement@indianatollroad.org

CC:

ITR Concession Company LLC

Infrastructure Department

Email:

InfrastructureDept@indianatollroad.org

All questions will be documented and responded to utilizing the IFB consultant question and answer log and/or through an addendum to the IFB.

Criteria For Evaluation and Award

ITRCC will evaluate how well each bid meets the requirements in terms of “responsiveness” to the IFB specifications. ITRCC also reserves the right to reject any and all bids.

The basis of the award will be the approach to safety, best price, project delivery schedule, best product, best service, and overall impact on the ITR traveling public.

Method Of Bidding

The term “Governing Regulations” in this document will henceforth refer to all services provided by the consultant, including but not necessarily limited to construction work performed by the consultant, and all subconsultants shall comply with all applicable Federal Highway Administration (FHWA), INDOT Manuals and Specifications, INDOT, and ITRCC special and unique provisions, Local Ordinances, and the CLA. In correlation with the governing standards, specific sections of INDOT



standards have been called out in this document as a courtesy to efficient bidding and understanding.

The consultant shall complete a bid utilizing the document attached and/or referenced within this IFB. Bids/Proposals shall be completed recognizing the following governing regulations:

1. IFB Instructions to Bidders and description of pay items listed in the Schedule of Pay Items
2. Question and Answer Log
3. Unique Special Provisions
4. Contract Plans
5. Recurring Special Provisions INDOT
6. ITRCC Standards
 - a. MOT ITRCC standards
7. INDOT Standards and Specifications
8. Maintenance of Traffic
 - a. IMUTCD
 - b. INDOT

Bid Format and Content

All bids must be prepared comprehensively as to the content, but there is no need for expensive binders, color displays, or other promotional materials that are not germane to the bid. Unless altered within the "Scope of Work," the Consultant is to complete all the required documents and bid requirements detailed in the following list:

1. Bid documents included in the IFB package.
 - a. Subcontracting Utilization Plan
 - b. Submission shall identify ALL subconsultants using the attached form, "ITR Subconsultant Utilization Plan."
 - c. Completed Schedule of Pay Items Form
2. Bid Documents to be provided by the Consultant.
 - a. Experience of the company on projects of similar magnitude and complexity, including experience with transportation systems and related issues and familiarity with the operations of the Indiana Toll Road.
 - i. GENERAL MANAGEMENT & APPROACH
 1. Team Organization
 - a. Key Personnel
 2. Safety Plan
 3. Innovative Approach Strategies
 - b. CRITICAL PATH METHOD (CPM) PROJECT SCHEDULE CONSTRUCTION
 - i. Earliest Date to Begin Work
 - ii. Substantial Completion of Project
 - iii. Final Acceptance of Project



- iv. The consultant must submit a request for any and all lane closures and/or restrictions and receive approval.
3. Submit bids electronically.

SPECIFIC TERMS AND CONDITIONS

INDOT Pre-Qualifications

Under most circumstances, it is required that the consultant be an Indiana Department of Transportation (INDOT) pre-qualified consultant who has engaged the services of an INDOT pre-qualified Consultant to perform all the necessary scope of work. If the Consultant, Sub-Consultant(s), Consultant, and/or Sub-Consultant(s) submitted are not pre-qualified, the ITRCC may reject the proposal unless the work being considered does not require pre-qualification.

Pre-qualification required for this Project: ☒ Yes ☐ No

Reservation

ITRCC reserves the right, at its sole discretion, to reject any and all bid proposals.

ITRCC reserves the right, at its sole discretion, to cancel, withdraw, postpone, modify, revise, or extend a bid proposal in whole or in part at any time prior to the execution by ITRCC of the CONSULTANT Contract without incurring any obligations or liabilities.

ITRCC reserves the right, at its sole discretion, to ask the consultant written questions, seek written clarifications, and conduct discussions on their proposals. Such requests will be for purposes of clarification only. The consultant agrees to respond to ITRCC's requests with the appropriate personnel to answer questions necessary to clarify any areas where the intent or meaning of the submittal is in doubt.

Safety

The number one focus of this project shall be safety. Project must be 100% safe for all parties involved, including but not limited to:

- Customers
- Consultant's Workers
- ITR Concession Company LLC Staff
- Third Party Vendors
- Inspectors
- ISP and First Responders
- INDOT/State Officials

All consultants, prior to NTP (notice to proceed), must contact EHS to schedule ITRCC's Consultant Safety Training. Onboarding for all consultants is a requirement prior to beginning work on the project.



Compliance With Applicable Law

The Company warrants that it shall comply with all Federal, State, and local laws, statutes, ordinances, rules, and regulations.

Contractual Requirements

The Consultant will be contractually required to meet all applicable requirements of the CLA, including but not limited to the Buy Indiana requirement of 90%. The CONSULTANT shall endeavor to exceed the minimum requirements during the project's duration.

Work Limits

If the ROW boundary is in question, the consultant is responsible for researching existing ROW information from all available sources, including, but not limited to, INDOT records, County records, and Local Municipality records, to the extent necessary to provide an accurate basis for establishing the existing right-of-way.

Permits and Other Related Documents

Unless stated otherwise in the contract documents, the consultant shall obtain, at no cost to ITRCC, all permits, right-of-access, easements, etc., to perform the work. (i.e., utilities, railroad, local, state, and/or federal) Copies of all of these documents shall be provided to ITRCC within sixty (60) days of receipt. Consultant shall notify ITRCC immediately if permit applications are denied and provide all correspondence with the railroad, utilities, local, state, and/or federal agencies. Consultants are responsible for calling in all utility locates in accordance with ITRCC policies, which will be provided in the appendices of the Draft Contract.

Utility Coordination Responsibilities

The consultant shall identify all utilities within the project limits. These utilities shall be shown in the plans and contacted during design. All correspondence to and from the utilities shall copy the owner representative.

The consultant shall be cognizant of the project's impact on utility facilities. The consultant shall coordinate all existing utilities with construction activities on this project and minimize potential delays in coordinating and relocating the affected utilities.

At its sole cost and expense, the consultant shall obtain, on a timely basis, all of the authorizations, permits, and licenses necessary to perform and complete their scope as required by applicable law and regulations, as well as the CLA. The consultant shall assume all risks, costs, and expenses arising from the performance of the Project, including with respect to affected services and utilities, including public and/or private services and utilities which are affected by the Project, and all costs and expenses derived from their identification, diversion, or relocation, the obtaining of authorizations, permits and preparation of reports; provided that to the extent necessary, ITRCC



shall provide reasonable assistance in obtaining any required permits and/or approvals that the consultant is unable to obtain.

A list of all permits already acquired by the ITRCC will be provided to the consultant throughout the preconstruction services phase.

Sales Tax

The consultant shall be responsible for paying all sales tax on all goods and services liable for sales tax. The consultant shall include the sales tax in the unit prices of the various pay items. No separate pay item will be provided.

Insurance

Consultant shall submit a bid to include the insurance coverage shown in the sample contract.

Payment

Application for Payment

- a. Consultant shall submit to ITRCC a monthly invoice for the work performed within the pay period. ITRCC should receive the invoice no later than the 15th of each month to ensure timely processing. A waiver of lien and a "Sworn Statement of Consultant and Subconsultant to Owner" shall accompany all invoices.
- b. Invoices must contain the following:
 - a. Project Title
 - b. Consultant name and address
 - c. Invoice number
 - d. Invoice beginning and ending date
 - e. Date of submission
 - f. Safety reporting requirements
- c. Invoice must be itemized as follows:
 - a. Items description
 - b. Quantity
 - c. Unit of Measure
 - d. Unit Cost
 - e. Quantity for current invoice
 - f. Total cost of item to date
- d. All line items must be identical to the schedule of pay items.
- e. Upon request, the consultant must support the quantities with data substantiating their correctness.
- f. ITRCC processes invoices once a month. Failure to submit an invoice in a timely fashion will delay payment.
- g. Consultant shall review the "Scope of Work" for payment requirements, methodology, retainage, and final payments specific to this project.



Payment Of Tolls

Unless specified within the project's specific scope of work, ITRCC will not reimburse the Consultant and all Sub-Consultants for any tolls accrued during the project on the Indiana Toll Road.

Work Product

Each consultant agrees that the company (ITRCC) shall own and be entitled to use all ideas and work products in its proposals and all work products that are not required to be returned to the consultant under this IFB (e.g., written and electronic correspondence, exhibits, photographs, reports, printed material, tapes, disks, designs, concepts, ideas, technology, techniques, methods, processes, drawings, reports, plans, specifications, and other graphic and visual aids generated by or on behalf of consultant) received by the company prior to the cancellation of the procurement and/or contained in its proposals.

All plans, drawings, specifications, and other documents prepared by the consultant, its associated professionals, or other consultants constitute documents prepared for hire and shall become the property of the company upon submittal of the proposal, including the transfer of all rights, title, copyrights, trademarks, licenses, intellectual property rights, and all other tangible and intangible property interests. In the event such documents, or any portion thereof, are not deemed to be made on a "work for hire" basis, the consultant, its associated professionals, and other consultants irrevocably assign all rights, titles, and interests, including copyright and intellectual property rights, in said documents to the company. Consultant agrees to execute such additional documents as may hereafter be reasonably requested by the company to further evidence such ownership by and/or assignment to the company and agrees to include provisions in all contracts with its associated professionals and other consultants that are consistent with and implement the requirements of this paragraph. As a clarification to the ownership and assignment rights set forth above, the company acknowledges that the plans, specifications, and other documents prepared by the consultant for this project may contain innumerable design details and typical specifications ("standard details/specifications") which, collectively, form part of the design for the project but which, separately, are not project specific, are primarily related to function as compared to design form, are repetitive in nature and were not specifically developed for or identifiable with the project. The company acknowledges and agrees that the standard details/specifications shall remain the property of the consultant or its design professionals (subject to an irrevocable, royalty-free, perpetual license for use in favor of the company) and may be used by a consultant or its design professionals on other projects, in other contexts or for other clients, so long as they are not collectively used in a manner which replicates the overall design concepts of the project.

The company will have the right to inform the preferred consultant regarding the contents of the other proposals after notification of the preferred consultant and that the contract may incorporate the above-described work product, ideas, or concepts based thereon.

Sample Contract

A sample contract has been included with the IFB. The contract's provisions shall become a part of these special provisions and shall govern the work performed per this invitation for bids.





Scope of Services:

PROJECT OVERVIEW:

The selected Consultant shall provide professional engineering services for the design, permitting (as required), and preparation of construction documents for the expansion of parking facilities at the Administration and Operations Building. The project includes expanded parking capacity, electric vehicle (EV) charging infrastructure, pedestrian access improvements, drainage modifications, lighting, security enhancements, and associated site improvements.

The Consultant shall provide a detailed plan, including technical specifications and an engineering estimate at each submittal phase. Consultants are invited to submit proposals that include a comprehensive lump sum bid.

SCOPE OF SERVICES

1. Consultant to site investigations and field verification of existing conditions.
 - a. Coordinate with ITRCC Operations, Facilities, Security, and IT personnel.
 - b. Prepare phased design submittals at 30%, 60%, 90%, and Final stages.
 - c. Provide Engineer's Opinion of Probable Construction Cost (OPCC) at each milestone.
2. Consultant to perform topographic survey of the site and identify all existing utilities and drainage areas.
3. Consultant to evaluate and identify potential environmental impacts from the repairs. Design mitigation measures to minimize dust, noise, or potential runoff during repairs.
4. Consultant to evaluate:
 - a. existing pavement, grading, drainage patterns, and site access.
 - b. existing electrical capacity for EV expansion (20 stations).
 - c. snow storage and maintenance access requirements, confirm turning radii for passenger vehicles and service vehicles.
5. Consultant to:
 - a. Design site lighting for full parking lot coverage.
 - b. Evaluate feasibility of solar-ready or solar-integrated lighting.
 - c. Design expanded camera coverage and access control points.
6. Consultant to provide signed and sealed construction plans, technical specifications, and bid documents.
7. Consultant to confirm and procure permits as necessary for the delivery of the project.
8. Additional design services include:
 - a. Consultant shall include Engineer of Record services helping answer design related questions during bidding and construction as well as reviewing submittals.
9. Consultant shall perform the following in connection with this contract:
 - a. All designs shall be completed in accordance with 2026 INDOT Standard Specifications and Indiana Toll Road Standards.
 - b. The ITRCC reserves the right to modify, change, add or delete any areas of the scope during the solicitation period and up to the issuance of a contract.
 - c. The consultant shall provide a design to include all specifications, steps, items, equipment, and materials necessary to complete the work.
 - d. All designs shall be completed in accordance with applicable industry codes and standards.
10. The consultant shall include a suggested sequence of work that outlines the suggested major milestones.



11. Consultant agree to bi-monthly status meetings in person, by phone, or other virtual meeting environments set by ITRCC once design work begins.

Consultant is to have completed 100% of the design by July 1, 2026.

APPENDIX A – SAMPLE CONTRACT
ATTACHED

