

Town of Sellersburg

Request for Qualifications (RFQ) for Engineering and Design Services

Project Name: Borden-Sellersburg Regional Wastewater Cooperative

Issue Date: February 15, 2023

In compliance with the READI program requirements regarding competitive procurement of professional services (2 CFR Part 200), the Town of Sellersburg is seeking “Statements of Qualifications”, and experience from firms interested in the provision of engineering and design services for the implementation of funds from the Indiana Economic Development Corporation – READI Program.

Upon selection of a qualified consultant, the Town of Sellersburg will award a professional engineering and design services contract for the following: Borden-Sellersburg Regional Wastewater Cooperative

1. Description of Project

The Town of Borden and the Town of Sellersburg are unifying efforts for wastewater service within each Town and for central Clark County as whole. The end project includes the construction and connection of the Town of Borden WWTP connecting to the Town of Sellersburg Wastewater Collection System at a new regional wastewater station (The West/Northwest Regional Station) within the Town Center District of Sellersburg.

Force main is needed that will connect from the Town of Borden's Wastewater Treatment Plant to the Town of Sellersburg West/Northwest Regional Station. During the installation of the connecting force main, the Indiana State Recreational Area known as Deam Lake, will also connect to the system to eliminate the need for the outdated IDNR owned wastewater treatment plant. In addition, the Starlight Community plans to connect directly to Borden’s WWTP via Star Valley Way as a part of this project.

Also included are upgrades within the Town of Borden collection system where it is needed, installation of new gravity sewer lines along Star Valley Way to the existing businesses in Starlight to provide service to current and future developments and planned lift stations between Borden and Sellersburg for future growth.

2. Overview of Scope of Services

Town of Sellersburg requests the professional services needed to oversee the proposed design and engineering improvements. Said professionals must be appropriately registered and licensed through the State of Indiana. The scope of services must include:

1. Program of Design Requirements, Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support, Conformed Documents, Construction Administration, Post-Construction; and
 - a. Design and engineering of Starlight wastewater collection system to run to the Borden WWTP.

- b. Design and engineering of sewer force main from Borden WWTP to the Sellersburg West/Northwest Regional WW Station.
- c. Design and engineering of the Sellersburg West/Northwest Regional WW Station service area located within the Town Center Zoning District of Sellersburg.
- d. Design and engineering of force main to connect the Sellersburg West/Northwest Regional WW Station to the Sellersburg WWTP.
- e. Design and engineering of a connection from IDNR Deam Lake Property to Borden-Sellersburg force main.
- f. Preparation of construction plans, specifications, bid documents, (with review of administration consultant and consistent with funding agency requirements), construction cost estimate, construction inspection services and timetable for completion of all activities previously mentioned.

3. Federal Requirements

Prospective consultants should note that the successful bidder must meet the following terms and conditions:

1. Equal Employment Opportunity (Executive Order 11246 Dated 9/24/65, as amended by Executive Order 11375 dated 10/13/67);
2. Minority and Women Business Enterprise Policy (Department of Commerce);
3. Compliance in the provision of training, employment and business opportunities
4. Title VI Civil Rights Act of 1964;
5. Title VIII Civil Rights Act of 1968 (as applicable);
6. Section 109 Housing and Urban Development Act of 1974 (as applicable);
7. Section 504 Rehabilitation Act of 1973;
8. Fair Housing Amendments Act of 1988 (as applicable);
9. Age Discrimination Act of 1975;
10. Americans with Disabilities Act of 1990;
11. Certification of Non-Segregated Facilities;
12. Retention and Access Requirements for Records (24 CFR Part 85.42);
13. Conflict of Interest (24 CFR 85.36 and 24 CFR 570.611);
14. Remedies/Sanctions or Breach of Contract Terms;
15. Termination of Contract for Cause – 24 CFR 85.43 (All Contracts in Excess of \$10,000);
16. Termination for Convenience – 24 CFR 85.44 (All Contracts in Excess of \$10,000);
17. Changes to Resources;
18. Contractor to Furnish Necessary Personnel Resources;
19. Reports and Information;
20. Records and Audits;
21. Copyright and Patent Rights;
22. Compliance with State and Local Laws;
23. Disclosure Reports (HUD Reform Act of 1989 - 24 CFR Part 4.11);
24. Compliance with Copeland “Anti-Kick Back” Act;
25. Compliance with Davis-Bacon Act;
26. Compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act;
27. Compliance with Clean Air and Water Acts (Applicable to all Contracts over \$100,000); and
28. Conservation and Others that may be Appropriate as Necessary
29. Drug-Free Workplace Requirements

Professionals are notified that there are goals established for participation of Minority and Women Owned Businesses.

Deliverables

- Refer to Scope of Services above.
- Additional deliverables will include concept design drawings, renderings or other presentation documents as required to relay design ideas; construction documents, and other normal services as required for wastewater system design and improvements.
- All services to obtain any required permits including but not limited to IDEM Sewer Construction Permitting and any required environment assessments and associated permits.
- It is anticipated that the project will be bid in phases and will require separate bid documents for each phase related to the entity in charge. Stakeholders include Town of Sellersburg, Town of Borden, IDNR, Clark County, and Starlite business owners.

Statement of Qualifications

Each perspective consultant must submit "Statements of Qualifications" for the proposed improvements, which should include the following:

1. Proposed Engineer Project Team members, including Principal-in-Charge, Project Manager, Project Architect, Project Mechanical Engineer, Project Electrical Engineer, and Landscape Architect, and other staff necessary to complete the scope of work required for the project. Identify proposed consultants for services not provided by your firm. Provide resumes/credentials for key team members and consultants, including background, education information, their role in representative projects and relevant availability for this project.
2. List representative projects completed by your firm in the last five (5) years like this project. Include any specialized experience or technical expertise regarding wastewater treatment, wastewater collection systems, and wastewater management. Include information on project scope of work, and client contact person with project Owner.
3. A list of references. Provide at least three recent references (name and current contact information) who may be contacted concerning your firm's experience and performance.
4. Identify the principals of your firm. List the total number of employees, by discipline, in the submitting office.
5. Description of the scope of services the engineering/architect firm would provide related to the "Description of the Project". This scope of services should also include the estimated timeline for completion for each phase of the project.
6. Provide physical location of office and team.
7. Describe why your firm should be selected instead of your competitors.
8. Provide a project timeline.

9. Name, title, address, and telephone number of individuals with the authority to negotiate and bind the proposer contractually, and who may be contacted during the period of statements of qualifications evaluation.

Type of Contract

Town of Sellersburg will execute a fixed fee type contract for this project upon authorization from IEDC, as applicable, which must include a contract price that is “not to exceed” through project close out.

Award of Contract

In the selection of the firm for this project, the Town of Sellersburg will utilize quality based competitive negotiation in conformance with federal requirements (2 CFR Part 200).

The selection committee appointed by the members of the Town of Sellersburg, will evaluate each Statement of Qualifications, and select the most qualified competitors based on the following scoring criteria:

Past record of performance on contracts with the Town of Sellersburg, the Town of Borden, Clark County Commissioners, Indiana Department of Natural Resources, and other municipal clients, including quality of work, timeliness, cost control and federal funding. (40 points)

Specialized experience or technical expertise (specifically wastewater treatment, wastewater collection systems, and wastewater management) of the organization and its assigned personnel in connection with the type of services to be provided and the complexity of the project. (30 points)

Capacity of the organization to perform the work within time limitations, taking into consideration the current and planned workload of the firm. (20 points)

Firms plan to approach inclusion to ensure we have significant and meaningful participation by MBE/WBE/VBE firms (5 points)

Location of the organization. (5 points)

Firms interested in responding should submit 5 paper copies of their proposal (stapled, not bound) and one (1) electronic PDF copy on a USB stick. Send the requested number of responses directly to Town of Sellersburg C/O Charles Smith, 316 E. Utica Street, Sellersburg IN 47172. A copy of the RFQ may also be found at weblink: <https://sellersburg.org/document/bsrfq/>

Submit all questions regarding this RFQ to Charlie Smith at info@sellersburg.org with the project name included in the subject line (no phone calls please). Any questions regarding this RFQ must be received via email no later than 10:00 A.M. on March 10, 2023.

Responses to the RFQ must be received, as described above, no later than 11:00 A.M. on March 17, 2023. All responses received after this time and date will not be considered.

Each Statement of Qualifications will be reviewed for completeness and clarity, and the Borden Sellersburg Selection Committee will evaluate each response according to the scoring criteria. The Town of Sellersburg

is an Equal Opportunity Employer. Please note that the contract will be contingent upon IEDC approval to incur costs, IEDC approval of the contract documents and the procurement process, and acceptance of engineer fees as IEDC allowable expenses.

4. **Important Dates**

Proposed Project Schedule Milestones

- Engineering and Design Firm Selection Process
 - RFQ Issue Date February 15, 2023
 - RFQ - Questions Due Date March 10, 2023 (no later than 10:00 A.M.)
 - Statements of Qualifications Due March 17, 2023 (no later than 11:00 A.M.)
 - Score and Short-list Firms March 20, 2023
 - A/E Firm – Interviews/ Final Section March 22, 2023
 - Contract Negotiation March/April, 2023
- Contract Agreements Signed: March/April 2023
- Anticipated Completion of Design/Engineering: Prior to November 2023

5. **Next Steps of Selection Process (if shortlisted)**

The Engineering/Design firm selection process will involve the following steps:

1. **Interview:** Borden Sellersburg Selection Committee will conduct interviews with selected firms. The Committee is made up of the Borden Town Council President, the Sellersburg Town Council President, and the Sellersburg Town Manager. The interviews will take place March 22, 2023, with times to be determined. The interview will be limited to forty-five (45) minutes, inclusive of presentation and question and answer session. Please bring those persons to the interview that will be directly involved with the project. This Request for Interview does not commit the Town to pay for any direct and/or indirect costs incurred in the preparation and presentation of a response. All finalists shall pay their own costs incurred in preparing for, traveling to, and attending the interviews. The intent of the interview process is for the Owner to select one (1) final Engineering and Design team.

General Information / Requirements

Confidential Information Within Proposals:

Respondents are advised that materials contained in proposals are subject to the Indiana Access to Public Records Act, IC 5-14-3-1 et seq., and, after the contract award, may be viewed and copied by any member of the public, including news agencies and competitors. Respondents claiming a statutory exception to the Indiana Access to Public Records Act must place all confidential documents (including the requisite number of copies) in a sealed envelope clearly marked “Confidential” and must indicate in the transmittal letter and on the outside of that envelope that confidential materials are included. The Respondent must also specify which statutory exception applies. Any proposal that indicates that the majority or entire contents are

confidential may be considered non-responsive and therefore be rejected. Any information is provided entirely at the Respondent's sole risk, and the Owner assumes no liability for costs or damages which may result from the Owner's disclosure at any time of any information provided by the Respondent in connection with its proposal. If the Owner receives a request under the Indiana Access to Public Records Act for any materials or documentation for which Respondent has claimed an exemption, the Respondent must indemnify the Owner against any liability, loss, damage, or expense, including reasonable attorney's fees and court costs, which the Owner may incur or sustain by reason of the Owner's initial refusal to disclose such materials or documentation.

RFQ Response Costs:

The Owner accepts no obligations for any costs incurred by the Respondent(s) for proposal preparation, travel, lodging, food expenses, etc. or for any demonstrations that may be made in anticipation of being awarded a contract.

State Registration:

Before an out-of-state Respondent can do business with the Owner, the Respondent must be registered with the Indiana Secretary of State and Indiana Department of Revenue. It is each Respondent's responsibility to register prior to the initiation of any contract discussions. The Respondent need not be registered as a prerequisite to responding to this RFQ.