

MUNCIE SANITARY DISTRICT  
REQUEST FOR QUALIFICATIONS  
FROM PROVIDERS OF A  
“GUARANTEED SAVINGS CONTRACT”

The Muncie Sanitary District (MSD) in Muncie, Indiana (Delaware County) is soliciting responses to a “REQUEST FOR QUALIFICATIONS” (RFQ) for the implementation of a Guaranteed Savings Contract for improvements to the MSD storm and sanitary sewer system.

The responses to the RFQ will provide a means by which the Muncie Sanitary District will select a single Provider to complete the Contract. The Contract shall follow IC 36-1-12.5 and the Guidelines entitled “2020 Guaranteed Savings Contract RFQ Guidelines for MSD Phased Capital Improvements.”

The Guideline Document may be obtained from the MSD Administration Office located at 300 North High Street, Muncie, IN 47305, between the hours of 7:30 a.m. and 3:30 p.m. (local time), Monday through Friday with the exception of Tuesday, November 3, 2020 (Election Day observance), Wednesday, November 11, 2020 (Veteran’s Day observance), Thursday, November 26 and Friday, November 27, 2020 (Thanksgiving observance).

It is the intent of the Muncie Sanitary District to use this RFQ as a method of implementing multiple phases of Capital Improvements to the District’s Sanitary Sewer system and Stormwater system, and to be initially financed by Bond Issues sold by the District in 2021. The Proposed Capital Improvements will include multiple Stormwater and Sanitary system projects. The anticipated Contract construction period is planned to take place between 2021 and 2024.

Responses must be received no later than 2:00 p.m. (local time) on Wednesday, December 9, 2020 at the address identified above. Any responses received after that time will not be accepted. Six (6) copies of the response to this request must be submitted.

RFQ responses must be submitted in the format outlined in the following Guidelines. Each RFQ response will be reviewed to determine if it is complete prior to actual evaluation. The Muncie Sanitary District reserves the right to reject any and all RFQ responses and to be the sole judge of the value and merit of the RFQ responses offered. Note that the Guidelines include provisions on how any interested Provider’s questions or clarifications will be submitted to the MSD. Failure to adhere to these provisions could result in a disqualification RFQ submittal.

**Muncie Sanitary District  
Request for Qualifications  
From Providers of a  
“Guaranteed Savings Contract”**

**Response Content and Format Guidelines**

**Cover Page with Date**

Identify the name of the company, address of the company and that the document is in response to the Muncie Sanitary District, Indiana Request for Qualifications from Providers of a “2020 Guaranteed Savings Contract for MSD Phased Capital Improvements.”

**Table of Contents**

Responses shall include a table of contents properly indicating the section and page numbers of the information included.

**Executive Summary**

Responses shall include concise abstract of no more than five (5), two-sided pages, providing an overview of the Provider’s qualifications and approach related to a Wastewater Collection and Treatment System Guaranteed Savings Contract.

**1) Company Background & Qualifications**

- a) Provide a history of the Provider with a statement about company mission, vision and values.
- b) Include the following information on the Provider
  - i. Name of Company
  - ii. Address
  - iii. Telephone Number
  - iv. Fax Number
  - v. Contact Person for this Project with email contact information.
- c) Provider’s Qualifications and Management
  - i. Number of years company has operated in Indiana
  - ii. Company officers
  - iii. List the key personnel employed by the Provider responsible for this project including the proposed project manager and the site superintendent. Include a resume on each person listing education, experience, work history and responsibilities on this project.
  - iv. The most recent audited Financial Report.
  - v. The provider must be certified and meet the requirements of IC 4-13.6-4 and the RFQ submitted must include a copy of the firm’s certification of qualifications issued under the IC 4-13.6-4.

- vi. Identify Professional Engineering directly employed by the Provider responsible for this project.
- vii. Describe if the Provider is a manufacturer, contractor or engineering firm.

## 2) **References**

- a) Provide a list of all the wastewater and stormwater utility projects the Provider has completed under the terms of IC 36-1-12.5 (Indiana Guaranteed Savings Contracts). Include the location, scope of work, personnel responsible. Only Indiana Guaranteed Savings Contract completed under IC 36-1-12.5 should be included in this section.
- b) Provide a list of all past projects the Provider has completed for the Muncie Sanitary District.

## 3) **Technical Approach**

- a) Providers are encouraged to present evidence of their team's technical ability relative to such anticipated scope of work by providing a list of wastewater/stormwater experience of the team.
- b) United Consulting Engineers will be the engineer of record to work with the selected Provider. Explain the Provider's experiences collaborating with Engineers on past design build or Guaranteed Savings Contract wastewater/stormwater projects with the proposal.

## 4) **Project Implementation**

- a) **Provider's Involvement:** Per IC 36-1-12.5-3 the Provider must perform at least 20% of the contract value with its own workforce. Please define how you will meet or exceed this requirement on a percentage basis relative to the work to be completed by your own workforce.
- b) **Project Management:** Describe how the project would be managed by the Provider. Describe method and means of a communication plan for the MSD and staff. Provide project management documentation on past projects completed by the Provider.
- c) **General Construction Subcontract:** Identify the General Contractor Team who will perform the general construction and the approximate percentage of the contract value that such effort might represent. Explain the Provider's ability to work with such General Construction Team Member including experience working together on past projects.
- d) **Other Subcontractor's Involvement:** Identify which portions of project the Provider intends to implement with subcontractors and how the subcontractors will interact with the Team.

## 5) **Financial Approach**

- a) The MSD may implement the Capital Improvements over a two (2) to four (4) year period. Explain how the provider will manage a Phased Project Approach over this potential length of time.

- b) Describe in detail the process that the Provider intends to utilize to obtain the best prices for the Owner. Explain why this approach is better than other available approaches.
- c) Explain how the Provider plans to offer a Guaranteed Maximum Price, with no change orders, for this project.
- d) Explain your firm's approach to open book pricing allowing the MSD to view the pricing structure (including mark up covering overhead and profit) of the Qualified Provider and subcontractors. Explain your firm's approach to open book pricing allowing the MSD to view the contingency for the project. Explain your firm's approach to open book pricing allowing the MSD to view savings from value engineering or other project cost reductions.
- e) Provide proof that the Provider can furnish a Performance Bond and a Payment Bond each in the amount of 100 percent (100%) of the project.

**6) Guarantee Management**

- a) Explain how the Provider plans to address the guarantee for this type of project and how it meets Indiana requirements of IC 36-1-12.5.
- b) Describe the methodology used to compute the energy baseline.
- c) Describe the cost for guarantee management, schedule for delivery and describe the report.
- d) Note how an Energy Savings estimate will be prepared and applied to the process.
- e) Note how an Operations and Maintenance estimate will be prepared and applied to the process.
- f) Note how a Future Capital Expenditure Savings estimate will be prepared and applied to the process.

**7) General Requirements**

- a) John Barlow, District Administrator, will be the contact for the District throughout the RFQ process. Attempted contact by a potential Provider with anyone associated with the owner other than the District Administrator may result in immediate disqualification.
- b) Reconciliation of the guaranteed sums shall be on an annual basis for twenty years, commencing one year from the date of completion of the total and complete program installation. The Provider will provide the MSD with annual audits and savings reconciliation over the life of the contract.
- c) The Qualified Provider's guarantee shall be a first party direct guarantee from the Provider to the Local Unit of Government; no third party guarantees shall be accepted.
- d) Costs for the preparation of the RFQ response will not be reimbursed by the MSD and are the responsibility of the Provider.

- e) The Provider to whom the work is awarded shall conform to the provisions of Indiana Code Section 5-15-7-1, regarding common construction wage rates. The wage rates paid shall not be less than the common construction wage for the county in which the work is to be done as ascertained by the statutorily prescribed process.
- f) The MSD reserves the right to reject any and all RFQ responses.
- g) Upon contract award the successful respondent shall submit a Performance Bond in an amount equal to one hundred percent (100%) of the final project cost.
- h) The Provider is responsible for compliance with all Federal, State and Local codes and environmental regulations.
- i) The Provider shall comply with all applicable Laws and Regulations including, but not limited to, Occupational Safety and Health Administration (OSHA) relating to persons or property, or the protection of persons or property from damage, injury or loss; and shall erect and maintain all necessary safeguards for such safety and protection. The Provider shall be solely responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the Work.
- j) The District has a preference for the utilization of local sub-contractors and material suppliers on the proposed contracted work to the selected Provider.
- k) Questions regarding any aspect of this RFQ or the Proposed Capital Improvements that may be implemented under this proposed Guaranteed Savings Contract must be submitted via email to [jcbarlow@msdeng.com](mailto:jcbarlow@msdeng.com). MSD reserves the right to respond or not respond to any submitted questions and all Providers will receive emailed copies of all questions and MSD responses. Any questions submitted after 5:00 p.m. Wednesday, December 2, 2020 will not be accepted.

**Scoring Responses to the RFQ**

It is the intent of the Muncie Sanitary District to select a single Provider to work with the MSD and the engineer to provide value engineering, finalize the project scope, negotiate a Guaranteed Maximum Price (with open book pricing) and develop a Guaranteed Savings Contract agreement that meets or exceeds the MSD’s expectation.

A score on the components below will be assigned to each RFQ response and selection for negotiation of the Guaranteed Savings Contract shall be based on this scoring.

<b>Area</b>	<b>Percent</b>
1. Background and Qualifications in Indiana	25%
2. Background and Qualifications with MSD	15%
3. References	20%
4. Technical Approach	10%
5. Project Implementation	10%
6. Financial Approach	10%
7. Guaranteed Manager Approach	10%
<b>TOTAL</b>	<b>100%</b>

## **Schedule**

It is the intent of the MSD to complete the selection process of the Guaranteed Savings Contract Provider on or before Wednesday January 13, 2021. The current schedule calls for the Guaranteed Savings Contract to be negotiated and submitted by the Provider to the MSD on or before Wednesday March 10, 2021.. The Board of Commissioners intends to act on the Guaranteed Savings Contract at their Board Meeting on March 24, 2021.

The MSD will provide an informational packet to the selected Provider that will provide design, estimated cost and construction contract information after the selection has been made. The MSD will request a draft contract, which will include a guaranteed maximum price and a contractor's contingency alone, with other requested items be submitted to the MSD in electronic format for approval no later than March 1, 2021.

## **Questions**

Questions prior to submittal should be submitted in email to:

John Barlow  
MSD Administrator  
Email: [jcbarlow@msdeng.com](mailto:jcbarlow@msdeng.com)

October 26, 2020

Muncie Sanitary District

Request for Qualifications

Guaranteed Savings Contract Providers

Wastewater Treatment System Guaranteed Savings Contract

Please be advised that the Muncie Sanitary District Board of Commissioners will be receiving Proposals from Qualified Guaranteed Savings Contract Providers on or before 2:00 p.m. Wednesday, December 9, 2020 in the MSD Administration Office.

Interested Responders should contact John Barlow or Megan Huff at 765-213-6468 to receive an RFQ Response Content and Format Guidelines Document for this Project. This material will be sent via email.

Thank you,  
Muncie Sanitary District