

REQUEST FOR STATEMENT OF QUALIFICATIONS (RFQ)

TOWN OF PIERCETON WATER INFRASTRUCTURE UTILITY PLAN

To assure compliance with the Indiana Office of Community and Rural Affairs (OCRA) and related requirements regarding competitive negotiation of engineering services, the Town of Pierceton is seeking Statements of Qualifications for the provision of technical assistance services to develop a Water Infrastructure Utility Plan (Master Utility Study.)

I. Purpose:

This initiative aims to comprehensively assess and enhance Pierceton's drinking water, wastewater, and storm drainage systems. The primary objective is to address aging infrastructure, prioritize critical areas for improvement, and formulate actionable strategies to ensure the delivery of reliable utility services to residents, businesses, and visitors. By conducting a thorough analysis of infrastructure needs and challenges, the Water Infrastructure Utility Plan will provide a strategic framework for sustainable utility management, supporting Pierceton's future community and economic development objectives.

Project Goals:

1. Collaborate with town staff to assess aging infrastructure, identify key priorities, and prioritize areas for improvement to ensure alignment with local objectives.
2. Establish an inventory methodology, ensuring comprehensive documentation and effective management.
3. Provide recommendations to mitigate critical storm sewer issues, including those at Elm St. Properties and E Mill Street.
4. Develop strategies to enhance water pressure distribution to meet current and future needs.
5. Develop a comprehensive roadmap for infrastructure improvement, identifying strategies to support future expansion, development, and growth in residential, commercial, and industrial sectors while aligning with Pierceton's long-term sustainability and growth objectives.
6. Identify implementable sustainable management practices to ensure long-term utility system efficiency.
7. Create high-quality maps, photographs, and diagrams to visually represent critical elements of the plan, aiding in understanding and decision-making processes.
8. Prioritize the use of clear and concise language throughout the study to ensure that technical concepts and recommendations are easily understood by all stakeholders.
9. Engage stakeholders effectively to gather input and foster community support.

II. Scope of Services

The Town of Pierceton needs to conduct a thorough study of their public utilities for drinking water, wastewater, and stormwater to have a better understanding of the current conditions of the utility systems and the systems' major deficiencies, the deficiencies experienced by the end users, and to determine the best solutions to address the challenges to ensure the

Town provides high-quality utility services to its residents, businesses, and visitors to be conducive for future community and economic development opportunities.

The Water Infrastructure Utility Plan should comply with the applicable USDA Rural Utilities Service Bulletin 1780-2 and the OCRA Technical Requirements for a Water Infrastructure Utility Plan, https://www.in.gov/ocra/cdbq/files/Water_Infrastructure_Plan_Uilities-Requirements_2020.pdf. The Water Infrastructure Utility Plan must include or address all of the following items and contents.

1. Executive Summary (Include page references)

- a. Provide a concise overview of the plan's purpose, scope, and key objectives in 2-4 pages.
- b. Summarize the town's infrastructure challenges, including aging utility systems and critical storm sewer issues.

2. General Background & Project Planning Area

- Examine past plans and studies to understand previous efforts and challenges.
- Analyze demographic and economic data to pinpoint areas for improvement and potential opportunities.
- Specifically identify project areas, such as Elm St. Properties and E Mill Street, where storm sewer issues are prevalent.
- Gather, analyze, and summarize socioeconomic data and trends, including demographics, economic activity, utility customer demographics, key institutions, environmental resources, and projected growth areas.

3. Water Infrastructure Planning Committee (WIPC)

- Establish a diverse WIPC to guide development of the Water Infrastructure Utility Plan and ensure community input.
- Summarize the committee's composition, responsibilities, and the work undertaken by the WIPC for the development of the plan.

4. Existing Facilities

- Summarize the committee's composition, responsibilities, and contributions to the planning process.
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- Condition of the Water System: Treatment, storage and distribution capabilities, hydrology and groundwater resources, hydraulic analysis, SDWA compliance, water loss, projected demands, and system mapping.
- Condition of the Wastewater System: Collection, treatment, disposal, regulatory concerns, projected demands, and system mapping.
- Condition of the Stormwater System: Drain tiles, culverts, open ditches, detention or retention ponds, and prepare a map of existing infrastructure.
- Financial status of existing facilities.
 - Current rate schedules, operational and maintenance, debt reserve, and future capital improvements.
- A vision of the future state and use of the facilities that addresses service

gaps and needs, and a direction for identifying future goals and action strategies.

5. Need for Project

- Identify short-term and long-term infrastructure needs, analyzing the following:
 - Health, sanitation, security
 - Aging infrastructure
 - System operations and maintenance
 - Reasonable growth
- Define project locations and design criteria, focusing on areas with aging infrastructure and storm sewer challenges.

6. Alternatives Considered

- Define project locations and design criteria, focusing on areas with aging infrastructure and storm sewer challenges.
- A minimum of three (3) alternatives that may include a “No Action” alternative as one (1) of the three (3) alternatives.
 - A project description and design criteria
 - Project maps
 - Environmental impacts
 - Land requirements
 - Construction considerations
 - General estimates of costs (construction, non-construction, operational, and maintenance)
 - The advantages and disadvantages of each alternative
 - Sustainability considerations for energy efficiency or green infrastructure (as applicable)

7. Selection of Recommended Alternatives

- Utilize a comprehensive selection process, integrating cost-benefit analysis, stakeholder input, and risk assessment.
- Evaluate alternatives based on:
 - Present worth (life cycle) cost analysis
 - Matrix rating system
 - Prioritization schedule considering non-monetary factors if present worth values are small needs and support future growth.
- Recommended alternatives should include:
 - Project design
 - Total estimates of the project costs
 - Annual operating budget covering income, operational and maintenance expenses, debt repayments, and reserves
 - Detailed implementation timetable
 - A list of all of the legal tools (ordinance, enforcement policies, etc.).
 - Applicable workforce groups and organizations that can help with project implementation
 - A list of all of the permit requirements
 - Considerations for sustainable green infrastructure (as applicable)
 - Key goals and measurable strategies for sustaining infrastructure improvements and expanding infrastructure system access and

outreach.

- Recommend preferred alternatives based on their ability to address critical infrastructure needs and support future growth.

8. Action Items (Project Funding & Summary/Conclusions)

- Develop a detailed action plan for implementation, including funding sources, budgets, and timelines.
- Create an implementation framework with:
 - Operationalizing recommended alternatives
 - Identifying funding sources (EDA, OCRA, USDA Rural Development, SRF, etc.) and acquisition strategies (grant applications, debt financing, etc.)
- Offer conclusions and budget recommendations for project timelines.
- Conclude with prioritized projects and strategies for successful plan execution.

9. Appendices

- Include additional details provided by town officials to support the plan's findings and recommendations.
- Contents may include:
 - Summary of results from public input surveys
 - Specifications on design materials or products
 - Additional details of any elements of the plan

III. RFQ Terms and Conditions

Funding

Financial support for this contract is provided through OCRA utilizing CDBG planning grant funds. Grant support has a 10% MBE/WBE goal for all projects funded with CDBG funds.

Type of Contract

The Town of Pierceton will execute either a firm, fixed-price contract, or a cost-reimbursement contract for these services that is contingent on the final commitment of grant funding. The successful proposer will be required to execute a professional services contract with the Town of Pierceton. The Town of Pierceton may or may not negotiate the fee schedule with one or more offers.

Federal & State Third-Party Contract Provisions

The successful proposer must meet all of the federal and state third-party contract provisions required by OCRA for CDBG assisted grants/activities:

1. 24 CFR Part 85.36.
2. Title VI of the Civil Rights Act of 1964.
3. Conflict of Interest (24 CFR Part 570).
4. Access to records.
5. Executive Order 11246 - Equal Employment Opportunity
6. Executive Order 12138 - Women Business Enterprise Policy.
7. Architectural Barrier Act of 1968.
8. Age Discrimination Act of 1975.
9. Section 3 Clause - Housing and Urban Development Act of 1968.
10. Section 504 - Rehabilitation Act of 1973.
11. Retention and Custodial Requirements (24 CFR Part 85.42).
12. Executive Order 11063.
13. Affirmative Action Program / Plan.
14. Davis Bacon and Related Acts.

Rate of Qualifications

The SOQ must include sufficient information regarding qualifications and determination that the respondent is qualified and has relevant experience. Do not include a proposed fee as this is a qualification-based selection process. Each SOQs will be reviewed for completeness and clarity according to the below criteria. Failure to submit a complete SOQ will result in disqualification for consideration by the Town. The SOQ should include the following:

1. Name and contact information of your firm, taxpayer identification number, and indication if you're a Disadvantaged Business Enterprise.
2. A description of expertise, experience, and resources directly relevant and available for the proposed project.
3. A list of similar projects previously completed.
4. A list of three (3) customer references that have used your firm for similar technical services in the past five years.
5. Resumes of professional staff members that will work on this project.

6. The name and contact information of the individual(s) to be in charge with authority to negotiate and bind the proposer contractually, and who may be the primary point of contact during the period of the project.
7. A brief summary of your firm's current workload and availability over the next 12 months.
8. A description of the scope of services as per the "Scope of Services" as previously outlined in this RFQ.
9. A project timeline/schedule to accomplish the "Scope of Services" as previously outlined in this RFQ.

Proposers may request clarification in accordance to this RFQ. If so, please email questions to the Clerk-Treasurer at myra@pierceton.org and attention: Town of Pierceton Water Infrastructure Utility Plan RFQ. Questions must be submitted by email by 4:00 PM (EDT) May 15, 2024.

Deadline & Submission Procedures

The RFQ/Statement of Qualifications (SOQ) submitted in response to this solicitation must be delivered to the Town of Pierceton Town Hall at the address below by sealed envelope by 4:00 PM (EDT) by May 31, 2024. Without exception, the SOQ received after the submission deadline will not be evaluated.

Town of Pierceton
Attention: Town of Pierceton Water Infrastructure Utility Plan
105 W Walnut St
Pierceton, Indiana 46562

Sealed envelopes shall be clearly labeled "Town of Pierceton Water Infrastructure Utility Plan RFQ" with the firm's name and address clearly indicated. Once an SOQ is received by the Town, it will be date stamped. Additionally, the Town will not consider any proposal submitted via email, fax, or verbally.

Each firm must submit/mail five (5) copies and include one (1) electronic copy of their SOQ in accordance with the RFQ deadline as previously stated. An electronic copy can be provided in a flash drive or available for download in a cloud-based shared-drive system. SOQs must include all supporting materials that describe or display other qualifications or unique skills and experiences a firm may possess that are relevant to the RFQ. Supporting materials shall be submitted with the five (5) copies of the SOQ.

Schedule of Activities for the RFQ

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| RFQ Published: | April 22, 2024 |
| Submit Statement of Qualifications: | May 31, 2024 |
| Evaluation of Proposals and Short Listing of Firms: | June 3 – 7, 2024 |
| Select Firm: | June 14, 2024 |
| Issue Notice of Award/Sign Contracts: | July 1, 2024 |

Evaluation Criteria for Award of Contract

An evaluation committee will review and rank all SOQs based on the criteria outlined below. The review and ranking will be done individually and without consultation with other members of the evaluation committee. Each SOQ will be reviewed for completeness and clarity according to the below criteria.

1. Firm's history and resource capabilities to perform required services. (0-10 pts)
2. Evaluation of assigned personnel. (0-10 pts)
3. Related experience in similar-type projects. (0-10 pts)
4. Firm's capacity and current workload to perform the work. (0-10 pts)
5. Familiarity with local experience and results. (0-10 pts)
6. Ability to relate to the project. (0-10 pts)
7. Analysis of narrative statement. (0-10 pts)
8. Reference check. (0-10 pts)

During the evaluation period, the Town reserves the right to reject any and/or all responses, and reserves the right to interview some or all of the proposing firms. The Town of Pierceton is an Equal Opportunity Employer. Firms who submitted a SOQ will be notified regarding the award. The contract is scheduled to be awarded prior to the release of funds but no work on the project can begin until all contracts and service agreements are signed.

