

**TOWN OF ALBION, INDIANA
REQUEST FOR QUALIFICATIONS
FROM PROVIDERS OF A
“GUARANTEED SAVINGS CONTRACT”**

RESPONSE CONTENT AND FORMAT GUIDELINES

Advertisement

The TOWN OF ALBION, Indiana is soliciting responses to a “REQUEST FOR QUALIFICATIONS” (RFQ) for the implementation of a Guaranteed Savings Contract for improvements to the Publicly Owned Treatment Works.

The responses to the RFQ will provide a means by which the TOWN OF ALBION will select a single Provider to complete the Contract. The Contract shall follow IC 36-1-12.5 and the RFQ guidelines. The RFQ guidelines are on file at the Office of the Town Manager, 211 East Park Dr, Albion, Indiana 46701; and with the Engineer, Wessler Engineering, 6409 Constitution Drive, Fort Wayne, Indiana 46804, Telephone (260) 422-8279.

Electronic copies of the RFQ guidelines may be obtained from Wessler Engineering, Inc. (www.wesslerengineering.com/planroom/).

Responses to the RFQ should be addressed to the following:

Stefen Wynn
Town Manager
211 East Park Drive
Albion, IN 46701

Responses must be received no later than 4:00 PM (local time) on July 20, 2018 at the address identified above. Any responses received after that time will not be accepted.

One (1) electronic and four (4) printed hard copies of the response to this request must be submitted.

RFQ responses must be submitted in the format outlined in the RFQ guidelines. Each RFQ response will be reviewed to determine if it is complete prior to actual evaluation. The TOWN OF ALBION 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.

As noted, it is the intent of the TOWN OF ALBION to use this RFQ as a method of implementing improvements to the Publicly Owned Treatment Works.

TOWN OF ALBION, Indiana
Stefen Wynn, Town Manager

Publish: June 13, 2018 and June 20, 2018

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Project Summary

The Guaranteed Savings Contract (GSC) Project will generally include work associated with improvements to the Town’s existing lagoon system. Potential elements of the project include installation of aeration networks, conveyance piping and valve replacements, installation of pumps and appurtenances to assist conveyance, installation of one or more anchored baffles, and associated electrical and conduit upgrades. During the design phase of the project, the potential exists to relocate the existing outfall location. If this alternative is selected, Contractor will also be responsible for the installation of approximately $\frac{3}{4}$ miles of piping and associated structures.

Additional incidental work associated with implementing improvements to the Publicly Owned Treatment Works may also be included.

Cover Page

Identify the name of the company, address of the company and that the document is in response to the **TOWN OF ALBION, INDIANA REQUEST FOR QUALIFICATIONS FROM PROVIDERS OF A “GUARANTEED SAVINGS CONTRACT”**

The response shall be limited to forty (40) single sided printed pages.

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 a concise abstract of no more than (2) pages, providing an overview of the Provider’s qualifications and approach related to a Wastewater 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

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- iii) Telephone Number
- iv) Fax Number
- v) Contact Person for this Project

c) **Provider’s Qualifications and Management**

- i) Number of year’s company has operated in Indiana
- ii) Company officers
- iii) List the personnel employed by the Provider responsible for this project. Include a resume on each person listing education, experience, work history, and responsibilities on this project.
- iv) The Provider’s 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 qualification issued under IC 4-13.6-4.
- vi) Identify Professional Engineers directly employed by the Provider responsible for this project. Include License number of the person responsible for the project.
- vii) Describe if the Provider is a manufacturer, contractor, or engineering firm. Clearly delineate what services or products the Provider is including from their own company as part of the project.

2) References

Provide references with contact information for Indiana Guaranteed Savings Contract projects completed. Include the location, scope of work, and personnel responsible. Provide a list of all of the wastewater utility projects the Provider has completed under the terms of IC 36-1-12.5 (Indiana Guaranteed Savings Contracts).

3) Technical Approach

Provide information about the Provider’s technical abilities.

- 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 experience of the team.
- b) Wessler Engineering will be the Primary Engineer to work with the selected Provider. Explain the Provider’s experiences collaborating with Engineers on past design build or guaranteed savings contract wastewater projects.

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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 complete project.
- b) Project Management: Describe how the project would be managed by the Provider. Describe method and means of communication plan for the Town and staff. Provide project management documentation on past projects completed by the Provider.
- c) General Construction: Identify 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 do the work or ability to coordinate with/work with the general construction subcontractor; including experience working together on past projects.
- d) Electrical and I&C: Explain the Provider's ability to do the work or ability to coordinate with/work with the electrical and I&C subcontractor; including experience working together on past projects.
- e) Other Subcontractor's Involvement: Identify additional portions of the project the Provider intends to implement with subcontractors and how the subcontractors will interact with the Team.

5) Financial Approach

- a) 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.
- b) Explain how the Provider plans to offer a Guaranteed Maximum Price and how this relates to potential changes during the design and construction of the project.
- c) Open Book Pricing:
 - i) Explain your firm's approach to open book pricing allowing the Town to view the pricing structure (including direct cost for labor, equipment, material, and subcontractors; and mark up covering overhead and profit) of the Qualified Provider and subcontractors.
 - ii) Explain your firm's approach to open book pricing allowing the Town to view the contingency for the project and when/how it was used during the project.
 - iii) Explain your firm's approach to open book pricing allowing the Town to view potential savings from value engineering or other project cost reductions. Include

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- how overall project costs are tracked and projected as well as how/when projected savings are returned to the Town.
- iv) Explain your firm’s approach to monthly pay applications, including how the actual costs to date of Work is tracked, documented, and submitted for monthly pay applications.
 - d) Provide proof that the Provider can furnish a Performance Bond and a Payment Bond each in the amount of 100 percent 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) Described the cost for guarantee management, schedule for delivery and describe the report.
- c) Note how an Energy Savings estimate will be prepared and applied to the process.
- d) Note how an Operations & Maintenance estimate will be prepared and applied to the process.
- e) Note how a Future Capital Expenditure Savings estimate will be prepared and applied to the process.

7) General Requirements

- a) Wessler Engineering will be the contact for the Town throughout the RFQ process. Attempted contact by a potential Provider with anyone associated with the Town other than the Engineer 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 Town 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 Town and are the responsibility of the Provider.

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- e) The Town reserves the right to reject any and all RFQ responses.
- f) 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.
- g) The Provider is responsible for compliance with all Federal, State and Local codes and environmental regulations.
- h) 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 to the protection of persons or property from damage, injury or loss; and shall erect and maintain all necessary safeguards for such safety and protection.
- i) The Provider shall be solely responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the Work.

Scoring Responses to the RFQ

It is the intent of the Town to select a single Provider to work with the Town 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 Town’s expectation.

The RFQ responses will be generally evaluated based on the following percentages and categories:

Area	Percentage
Background and Qualifications	20%
References	10%
Technical Approach	30%
Project Implementation	15%
Financial Approach	15%
Guarantee Management	10%
Total	100%

The Town reserves the right to ask any or all respondents for additional information and/or conduct interviews of potential project teams. The Provider selection will be based on the RFQ responses and responses to any follow up questions and interviews.

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PRE-PROPOSAL SITE WALK THROUGH

Pre-Proposal site walk through with the Owner, Engineer, and any interested GSC Contractors at the Albion Wastewater Lagoons (41.382505, -85.438086) on July 10th at 10 a.m.

