

**CITY OF BUTLER, INDIANA  
REQUEST FOR QUALIFICATIONS  
FROM PROVIDERS OF A  
“GUARANTEED SAVINGS CONTRACT”**

The **Board of Public Works and Safety for the City of Butler, Indiana (DeKalb County)** is soliciting responses to a **“REQUEST FOR QUALIFICATIONS” (RFQ)** for the implementation of a **Guaranteed Savings Contract** for improvements to the Water and Wastewater Systems that are planned to be accomplished in several phases in the next 1 to 5 years. The first phased project will include improvements to the collection component of the wastewater system to address CSO LTCP implementation and improvements at the wastewater treatment plant. Additional phases may include replacement of several thousand feet of water main and replacement of identified lead service connections.

The responses to the RFQ will provide a means by which Butler will select a single Provider to complete the phases of the proposed work. The contract agreement with the provider shall follow IC 36-1-12.5 and the guidelines in this document.

The RFQ guidelines are included with this announcement. The announcement and guidelines may also be obtained on the City of Butler’s web site at [www.butler.in.us/public-notices/](http://www.butler.in.us/public-notices/). The announcement and guidelines may be accessed from April 22, 2020 through May 28, 2020.

Responses to the RFQ should be addressed to the following:

Butler Board of Public Works and Safety  
215 South Broadway  
Butler, IN 46721  
ATTENTION: Angela Eck  
RE: Response to RFQ for Guaranteed Savings Contract Provider

**Responses must be received by no later than 3:00 PM (local time) on May 29, 2020 at the Butler Utility Office address identified above. Any responses received after that time will not be accepted. Three (3) 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 City of Butler 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 CITY OF BUTLER to use this RFQ as a method of implementing improvements to the water and wastewater systems.

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The scope of work for the first phase to implement CSO LTCP improvements in compliance with an agreed order between Butler and IDEM will include the following.

1. New Combined Sewer Overflow Screening Facility
2. Influent Storage Pipe
3. Raw Wastewater Screening Improvements
4. Raw Wastewater Pumping Improvements

The area and conditions where these CSO LTCP improvements will be completed are such that the selected provider is desired to be a member of the “Butler Team” at the initiation of design, or as soon thereafter, and that changes in project management by the provider are only after extenuating circumstances.

The following work at the WWTP to update treatment units and improve operating effectiveness and efficiency may be completed as funds are available.

1. Replacement of the existing gas chlorine disinfection with ultraviolet disinfection
2. SCADA Upgrades

**RESPONSE CONTENT AND FORMAT GUIDELINES**

**Cover Page**

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

**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 three (3) pages, providing an overview of the Provider’s qualifications and approach related to Water / Wastewater System Improvements Guaranteed Savings Contract.

**1) Company Background & Qualifications**

- a) Provide a history of the Provider with a statement about company mission, vision, and values.

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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
- vi) Email Address for Contact Person

c) Provider’s Qualifications and Management

- i) Number of years 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) Identify the assigned Project Manager that will be with the project from start to finish.
- v) The most recent audited Financial Report.
- vi) 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.
- vii) Identify Professional Engineers, if any, directly employed by the Provider responsible for this project.
- viii) 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 water / wastewater utility projects the Provider has completed under the terms of IC 36-1-12.5.

**3) Technical Approach**

This section of the response should contain 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 water/wastewater experience of the team.
- b) Donohue and Associates, Inc. will be the engineer of record for Phase 1, and may be also working on subsequent phases, to work with the selected Provider. Explain the Provider’s

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experiences collaborating with Engineers on past design build or guaranteed savings water/wastewater projects.

**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 communication plan for the City and staff. Provide project management documentation on past projects completed by the Provider.
- c) General Construction Subcontractor: Identify the General Contractor Team Member 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 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) Provide proof that the Provider can furnish a Performance Bond and a Payment Bond each in the amount of 100 percent of the project.
- c) Provide a sample contract along with terms and conditions.

**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) Described 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 & Maintenance estimate will be prepared and applied to the process.

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- f) Note how a Future Capital Expenditure Savings estimate will be prepared and applied to the process.

**7) General Requirements**

- a) Brian Moore will be the contact for the City of Butler throughout the RFQ process. Attempted contact by a potential Provider with anyone associated with the owner other than Mr. Moore may result in immediate disqualification.
- b) Reconciliation of the guaranteed sums shall be on an annual basis for fifteen years, commencing one year from the date of completion of the total and complete program installation. The Provider will provide the City 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 City and are the responsibility of the Provider.
- e) The Provider to whom the work is awarded shall conform to all provisions of the Indiana Code applicable to municipal projects funded by the State Revolving Fund, as managed by the Indiana Finance Authority, with specific focus on Davis Bacon wage requirements.
- f) The City 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 costs.
- 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 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. The Provider shall be solely responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the Work.

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**Scoring Responses to the RFQ**

A score on the components will be assigned to each RFQ response and selection shall be based on this scoring.

<b>Area</b>	<b>Percentage</b>	<b>Score</b>
Background and Qualifications	10%	0 -10
References	10%	0 -10
Technical Approach	15%	0 -15
Project Implementation	30%	0 - 30
Financial Approach	15%	0 - 15
Guarantee Management	20%	0 - 20
<b>Total</b>	<b>100%</b>	<b>0 -100</b>

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