

# REQUEST FOR STATEMENT OF QUALIFICATIONS (RFQ)

## TOWN OF MILFORD 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 Milford is seeking Statements of Qualifications for the provision of technical assistance services to develop a Water Infrastructure Utility Plan (Master Utility Study) to assess the overall condition and components of the Town's drinking water, wastewater collection and treatment, and storm drainage systems with a recommendation of the best alternatives.

### **I. Scope of Services**

The Town of Milford 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/cdbg/files/Water\\_Infrastructure\\_Plan\\_Uilities-Requirements\\_2020.pdf](https://www.in.gov/ocra/cdbg/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. Purpose of the plan
- b. Scope of the plan
- c. Plan summary in 2-4 pages
- d. Outline of key goals, strategies, and desired outcomes

#### **2. General Background & Project Planning Area**

- Review and summarize existing plans and studies.
- Collect, analyze, and summarize socioeconomic datasets and trends for key areas but is not limited to the following.
  - Demographics (population count and trends, age distribution, race and ethnicity, educational attainment, etc.)
  - Economic base (major employers, main industrial activity, list of development incentives, etc.)
  - Breakdown of the utility customers
  - Key anchor institutions and public facilities in the Town (such as the public library, schools, higher education institutions, parks, community

- centers, museums, hospitals/clinics, etc.)
  - Environmental resources present
  - Future growth areas
- Establish a community engagement strategy

### **3. Water Infrastructure Planning Committee (WIPC)**

- Organize the steering committee known as the Water Infrastructure Planning Committee (WIPC) to guide the development of the Water Infrastructure Utility Plan.
- Summarize the list of members of the WIPC and the entity they represent.
- Outline the WIPC role, responsibilities, expectations, and the work undertaken by the WIPC for the development of the plan.

### **4. Existing Facilities**

- History of the utility systems.
- Inventory and location maps of existing facilities and assets.
- 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**

- Short-term and long-term needs
  - Health, sanitation, security
  - Aging infrastructure
  - System operations and maintenance
  - Reasonable growth
- Location
- Design Criteria

### **6. Alternatives Considered**

- 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**

- A basis for the selection of the best alternatives will be based on the following criteria.
  - Present worth (life cycle) cost analysis
  - Matrix rating system
  - Prioritization schedule of alternatives
  - Non-monetary factors should be considered if present worth values are small
- The recommended alternatives should have the following information.
  - Project design
  - Total estimates of the project costs
  - An annual operating budget that considers income, operational and maintenance, debt repayments, and reserves
  - A detailed timetable for implementation
  - 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)
  - The key goals and measurable strategies for each goal that will help sustain the infrastructure improvements and expand the access and outreach of the infrastructure systems

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

- Create an action strategy program that provides a framework to guide implementation.
  - Operationalize the recommended alternatives
  - Provide a list of applicable alternative funding sources (EDA, OCRA, USDA Rural Development, and/or SRF) to obtain and earmark funding to implement the recommended alternatives via appropriation, seeking additional grant applications, debt financing, preliminary rate considerations, and estimates, etc.
- Conclusions and recommendations for project budget estimates and timelines of an implementation schedule.

## **9. Appendices**

- Summary of the results from public input surveys
- Specifications on design materials or products
- Additional details of any elements of the plan

## **II. 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 Milford 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 Milford. The Town of Milford 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 [town.clerk@milford-indiana.org](mailto:town.clerk@milford-indiana.org) and attention: Town of Milford Water Infrastructure Utility Plan RFQ. Questions must be submitted by email by 4:00 PM (EDT) July 20, 2022.

### **Deadline & Submission Procedures**

The RFQ/Statement of Qualifications (SOQ) submitted in response to this solicitation must be delivered to the Town of Milford Town Hall at the address below by sealed envelope by 4:00 PM (EDT) by August 8, 2022. Without exception, the SOQ received after the submission deadline will not be evaluated.

Town of Milford  
 Attention: Town of Milford Water Infrastructure Utility Plan RFQ  
 P.O. Box 300  
 Milford, Indiana 46542-0300

Sealed envelopes shall be clearly labeled "Town of Milford 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**

RFQ Published:	July 8, 2022
Submit Statement of Qualifications:	August 8, 2022
Evaluation of Proposals and Short Listing of Firms:	August 9 – 16, 2022
Interview Short Listed Firms:	August 24, 2022
Select Firm:	August 26, 2022
Issue Notice of Award/Sign Contracts:	September 8, 2022

### **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 Milford 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.

**Town of Milford Water Infrastructure Utility Plan  
Request for Qualifications Addendum  
Pre-Submission Questions, July 20, 2022**

The following are the questions received from interested firms and the responses. These responses will serve as an addendum to the RFQ and shall prevail over inconsistent provisions of earlier issued documentation.

1. Who is your Grant Administrator?
  - a. Michiana Area Council of Governments (MACOG)
2. Who all did the Town send the RFQ out to?
  - a. Solicitation to the RFQ was mailed to 21 engineering firms from across the state who possesses knowledge and experience in water utility planning.
3. Do you already have a preferred engineering firm that you have been working with?
  - a. The Town does not have a contract with an existing firm for a Master Utility Study. At this time, the Town is soliciting proposals from firms across the state and will be selecting a firm based on their qualifications.
4. What prompted the request?
  - a. Town applied for and received a planning grant award from the Indiana Office of Community and Rural Affairs (OCRA) in May 2022 to procure professional services to develop a water infrastructure utility plan (master utility study) to conduct a robust study on the Town's public utility systems with recommended solutions.
5. Who will be making the decision?
  - a. Submissions of proposers statements of qualifications will be reviewed and scored by an evaluation committee made up of five (5) key town staff and elected officials.
6. If we plan on submitting, would we be able to schedule a meeting with someone?
  - a. At this time we are accepting questions by email. If you have any further clarifications or questions on the RFQ, please send them to the Town Clerk-Treasurer, [town.clerk@milford-indiana.org](mailto:town.clerk@milford-indiana.org), by July 20, 2022 at 4 PM (EDT).