

INDIANA FINANCE AUTHORITY

REQUEST FOR PROPOSALS
FOR THE
TRADERS POINT SPILLWAY IMPROVEMENTS PROJECT

DUE TO THE INDIANA FINANCE AUTHORITY BY:

JULY 11TH, 2022

5:00 P.M. EST

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REQUEST FOR PROPOSALS BACKGROUND & OVERVIEW

The Indiana Finance Authority (the “IFA”) is issuing this Request for Proposals (“RFP”) to solicit proposals (individually, a “Proposal” and collectively, the “Proposals”) from qualified firms (“Respondents”) interested in providing the services being requested pursuant to the terms of an Indiana Finance Authority Professional Services Agreement (“Agreement”) in connection with this project.

Trader’s Point Lake spillway is owned and operated by Lakeside Improvement Association, Inc., a non-profit Homeowner’s Association (“HOA”). The spillway was built in 1926 and was rated “Conditionally Poor” during the 2017 5 year inspection process by Indiana Department of Natural Resources (IDNR). It was recommended that a Professional Engineer be engaged in evaluation of the structure, recommendation on how to repair or replace the spillway, and design of a new spillway if needed. A structural analysis of the spillway was completed in 2020. It was recommended the existing spillway be stabilized with a steel coffer dam and then the existing spillway removed and replaced,

The IFA is seeking engineering services for the design, bidding, permitting, geotechnical investigation, utility coordination, construction engineering, and inspection for stabilization and replacement of the Trader’s Point Spillway Improvements Project. Davis Bacon wage requirements and monitoring services are also required.

Previously Contracted & Completed:

- 2008 Preliminary hydrological model and repair/re-build recommendations
- 2018 Bathymetric study of Trader’s Point Lake
- 2019-2021 Brush and tree removal from south earthen slope
- 2020 Structural Analysis completed of concrete spillway
- 2021 Emergency Management Notification chart
- 2021 Topographic survey of earthen dam and existing spillway
- 2021 DNR preliminary discussions (condition, concept designs, PMP discussion)

Contracted but not completed:

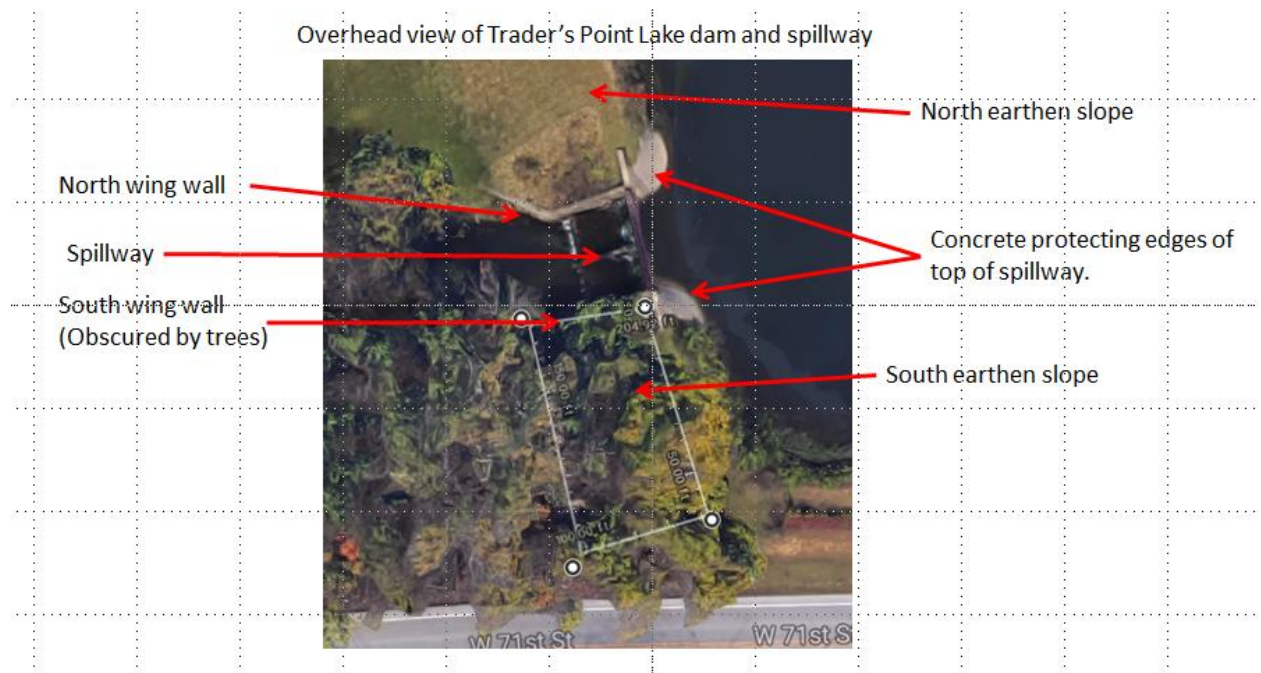
- Geotechnical evaluation of earthen dam

Documents available:

- 2008 Hydrological model
- 2017 DNR inspection report (previous inspections also available)
- 2021 Structural Analysis

Location: <https://goo.gl/maps/yBGc63CTVuWn15Ve9>

Approximately 1000' east of intersection of 71st and Lafayette Road on NW side of Indianapolis. Trader's Point Lake formed by the dam is on Bush's Run which feeds directly into Eagle Creek Reservoir and is also upstream of critical interstate infrastructure.



A. Scope of Services

I. Study Phase

- Evaluate existing documents- including models, investigations, and reports
- Inspection of site
- Review previously completed topographic survey
- Confirm H&H Modeling
- Utilize/Review Geotech work (currently under contract with a separate firm)
- Preliminary cost estimates
- Confirmation of hazard classification (if necessary)- DNR confirmed dam must meet 50% PMP

- Provide preliminary (30%) design alternatives with budgetary costs including construction and non-construction activities

II. Project Phase

- Final project design, plans and specs to 100%

III. Bidding & Permitting Phase

- Obtain all needed environmental permits
- Facilitate construction bidding process according to state/federal procurement requirements

IV. Construction Phase

- Coordinate utility impacts with Citizens Energy (if needed)
- Conduct monthly progress meetings, provide engineering oversight, and recommend and approve pay applications/change orders
- Provide Resident Project Representative to perform construction inspection and observation
- Provide a Labor Standards Administer to ensure compliance with Davis Bacon wage requirements
- Submit and manage disbursement requests and comply with simple reporting requirements

Project Timeline

Stabilization of the spillway with a steel coffer dam should occur as soon as feasible. Due to the source of funding for this project, all tasks listed above must be complete by December 31, 2024, and operational date must be no later than December 31, 2026. Please provide a timeline addressing each phase listed in scope of services above.

B. Responses

1. Initial Expression of Interest

Prospective firms that anticipate responding to this RFP shall indicate so as soon as possible in order to receive timely updates on the process. Contact information (Respondent's full name, company name, phone number and e-mail address) should be sent via e-mail to Erica Walker at the IFA at erwalker@ifa.in.gov

2. Final responses should include:

- a. An electronic version of the written response (in .pdf format) sent via e-mail to Erica Walker erwalker@ifa.in.gov; OR
- b. An original and two (2) copies of their written response (please make sure permanent bindings are not used) delivered to:

Indiana Finance Authority
100 North Senate Avenue, Suite 1275
Indianapolis, IN 46204
Attn: Erica Walker

Responses must be received no later than **5:00 p.m. EDST on 7/11/22**. Responses received after 5:00 p.m. EDST on such date are at the discretion of the IFA as to whether or not they are considered.

Any questions regarding this RFP must be submitted via email to Erica Walker at erwalker@ifa.in.gov no later than **5:00 p.m. EDST on June 27th, 2022**. Depending upon the content and scope of the question, responses to questions will be promptly prepared and provided to each entity that has shown an interest in responding (as described above).

Each response should designate one person as the principal contact for the Respondent. Please provide the contact information for that person including email address. Following a review of the responses, some of the Respondents may be requested to make oral presentations and/or provide additional written information.

Proposals must be no more than 25 pages (8 ½ x 11), exclusive of the title page, index and/or table of contents, front and back covers, section dividers, references, and resumes. Respondent(s) may include 11x17 tri-fold pages, each one counting as two pages of the 25-page limit. Minimum font size shall be 12 point. Resumes for only key members of the Respondent shall be included; resumes will be a maximum of two pages each. Excessive or irrelevant material will not be favorably received.

Other than as provided above, inquiries are not to be directed to any staff member or other member of the IFA or any other state-related employee. Such action may disqualify the respondent from further consideration for a contract as a result of this RFP. Respondents may not rely upon verbal responses to any inquiry.

C. Evaluation of Responses

The IFA will review all of the responses in the following manner:

1. Each response will be evaluated on the basis of the specific criteria listed below.
2. Based on the results of the evaluation, the response(s) determined to be most advantageous to the State, taking into account all of the evaluation criteria, may be selected by the IFA for further action.
3. The IFA supports the “Buy Indiana” initiative. It is a strong preference that Respondents meet the definition of an Indiana Business. Please refer to the following website to see if you fit within the definition and to learn more about the “Buy Indiana” initiative: <http://www.in.gov/idoa/proc/2467.htm>.
4. Respondents are permitted and encouraged to provide information regarding relevant expertise within their team.
5. The IFA must approve changes in the composition of a Respondent team after submission if the team is comprised of more than one entity.
6. A single Respondent or a limited number of Respondents may be selected for interviews and/or contract negotiations. In the event that negotiations are not satisfactory, IFA reserves the right to interview and/or negotiate with additional Respondents, but is not obligated to do so.

Responses will be evaluated based upon the documented ability of the Respondent to satisfy the requirements of this RFP in a cost-effective manner. Specific Criteria include:

1. Demonstrated ability to work with an entity similar to the State and water utilities.
2. Demonstrated experience and ability in the prior successful completion of a similar spillway projects.

3. Technical qualifications, experience, and reputation of Respondent's team.
4. Ability to manage, coordinate and react to diverse project requirements, evolving design, conceptual alternatives, plans, specifications, and financial considerations.
5. Demonstrated experience in developing and managing a timeline and an aggressive schedule.
6. Current workload and composition of team.
7. Evidence of readiness of the team to begin substantive work upon receiving notice of being the successful Respondent.

D. Required Information

The IFA requires the following information be included in the response. A concise yet thorough presentation of information is requested.

1. Company name and address of principal location and office(s).
2. List names, titles, and experience of the team members and/or consultant's team members who would be assigned to perform work under this contract (including consultants and sub-contractors). The IFA would like to have one individual assigned to plan and coordinate all work under this contract. Briefly outline the roles of the team members and key personnel. Please provide resumes as well.
3. Indicate how your entity or team will provide the services requested in this RFP and an outline of procedures to be used by the entity or team in providing a unified team approach.

Provide any project histories or other information available that would indicate past performance on similar types of projects.

4. List three (3) persons who can provide information about similar work your entity or team has completed (references may be contacted).
5. Submit a list of work similar to the proposed project and a list of other similar work completed within the last five years. The list should be of comparable projects in which team members have participated. Respondents should specify how these comparable projects relate to the project being responded to.
6. Provide a detailed proposal for all fees and costs, by task, that would be incurred by providing the Scope of Services described in Section B of this RFP.
7. Provide an estimated project schedule, detailing the start and completion date of each significant step of your proposal.

8. Responses should be limited to no more than 20 pages, including exhibits.

E. Terms

Confidential Information

The IFA will obtain all rights necessary to use any information, process or solution proposed in any response regardless of which Respondent or Respondents, if any, are selected at the conclusion of this RFP process. Nothing contained in this RFP will impair this right of use on behalf of the IFA.

Respondents are advised that materials contained in their responses are subject to the Indiana Public Records Act, IC 5-14-3 et seq., and after the execution of a related contract, may be viewed and/or copied by any member of the public, including news agencies and competitors. Respondents claiming a statutory exception to the Indiana Public Records Act must indicate on their proposal that confidential materials are included, submit such materials in a separate envelope marked "CONFIDENTIAL MATERIALS" and specify which statutory exception applies. The IFA reserves the right to make determinations of confidentiality. If the IFA does not agree with the information designated confidential under one of the disclosure exceptions to the Indiana Public Records Act, it may either reject the proposal or discuss its interpretation of the allowable exceptions with the Respondent. If agreement can be reached, the proposal will be considered. If agreement cannot be reached, the IFA will remove the proposal from consideration for award and return the proposal to the Respondent. The IFA will not determine price to be confidential information.

Overview of Process

This RFP is open to all prospective Respondents capable of and qualified to meet the objectives and requirements described in this RFP. Upon receipt, all RFP submissions will be reviewed for completeness in accordance with the submission criteria highlighted in Section F of this RFP. At the end of the completeness review, the IFA will assess each Respondent's qualifications in the areas listed in Section E of this RFP. The IFA reserves the right to disqualify and/or reject any or all Respondents at any time for any reason. After the review of RFP submissions, Respondents that are deemed qualified by the IFA will receive correspondence providing additional information on the next step of the process.

If the final responses received at the conclusion of the solicitation process meet the objectives and requirements described in this RFP, the IFA expects to enter into an agreement or agreements with the successful Respondent(s). The IFA reserves the right to modify or terminate this solicitation at any time for any reason. A standard Form of IFA Professional Services Agreement is attached to this RFP as Appendix B and may be modified at the discretion of the IFA, based upon responses. All Respondents, by their response, acknowledge their acceptance of the standard provisions included in the IFA standard Form of Professional Services Agreement. The IFA reserves the right to terminate this RFP process and commence a similar or different procurement approach. The receipt of the responses or other documents at any stage of either the RFP or alternative process will in no way

obligate the IFA to enter into any contractual agreement of any kind with any party. The IFA accepts no liability or responsibility for any fees or costs incurred to the Respondent during and related to this process. The IFA reserves its right to take any action permitted under Indiana law.

General

Respondent shall certify within the letter of transmittal that all information provided herein is accurate and complete to the best of its knowledge. Any false or misleading information may result in disqualification of the Respondent, at the discretion of the IFA. The IFA reserves the right to modify or terminate this solicitation at any time for any reason. The receipt of responses or other documents at any stage of the RFP process will in no way obligate the IFA to enter into any contract of any kind with any party.

This RFP is intended to publicize the availability of contracting opportunities for the services described herein. The IFA creates no obligation, expressed or implied, by issuing this RFP or by receipt of any submissions pursuant hereto. The award of any contract(s) as a result of this RFP shall be at the sole discretion of the IFA. Neither this RFP nor any proposal submitted in response hereto is to be construed as a legal offer.

The purpose of this RFP is to seek information from firms with experience in any of the fields described above. No contract will be awarded without further discussion and negotiation with the Respondent(s). The IFA will not be responsible for any expenses incurred by any entity in preparing and submitting information responding to this request. The IFA reserves the right to modify or amend this RFP for any reason at any time. In the event that the IFA determines that it is beneficial to the IFA or process to modify or amend this RFP, the IFA will release a written addendum and/or supplemental instructions to this RFP and post them to the IFA website.