

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

The City of West Lafayette, Indiana by and through its Board of Public Works & Safety (“BOARD”) is soliciting responses to a “REQUEST FOR QUALIFICATIONS” (RFQ) for the implementation of a Guaranteed Savings Contract for the Sheraton and Fairway Knolls Lift Stations Improvements Project.

The responses to the RFQ will provide a means by which the BOARD 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 may be obtained from the office of the Engineer, Greeley and Hansen LLC, at (317) 924-3380 located at 7820 Innovation Boulevard, Suite 150, Indianapolis, Indiana 46278 between the hours of 8:30 AM and 5 PM (local time), Monday through Friday.

The Work shall generally consists of furnishing all labor, materials, equipment, supplies and services for the construction of two wastewater lift stations, force mains, stand-by power and all associated Work complete in place as shown and specified.

Responses to the RFQ should be addressed to the following:

Judith C. Rhodes, Clerk-Treasurer  
West Lafayette Police Station  
711 West Navajo Street  
West Lafayette, IN 47906

**Responses must be received no later than 9:00 AM (local time) on Monday November 17<sup>th</sup>, 2014 at the address identified above. Any responses received after that time will not be accepted. Four (4) copies of the response to this request must be submitted. It is the intention of the BOARD to select a Provider on Tuesday November 18, to receive a Guaranteed Maximum Price (GMP) on Friday November 21, and if the GMP is accepted, to award a contract on Tuesday November 25<sup>th</sup>.**

**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 BOARD 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.

CITY OF WEST LAFAYETTE  
BOARD OF PUBLIC WORKS AND SAFETY  
Judith C. Rhodes, Clerk-Treasurer

Publish: October 9 & 16, 2014

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

**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 WEST LAFAYETTE, INDIANA BOARD OF PUBLIC WORKS & SAFETY REQUEST FOR QUALIFICATIONS FROM PROVIDERS OF A “GUARANTEED SAVINGS CONTRACT”**

The response shall be limited to forty (40) single sided 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 concise abstract of no more than (2) pages, providing an overview of the Provider’s qualifications and approach related to a Wastewater Lift Station and Force Main 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
  - iii) Telephone Number
  - iv) Fax Number
  - v) Contact Person for this Project
- 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.

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

- iv) The 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) Greeley and Hansen will be the Engineer of record to work with the selected Provider. Explain the Provider's experiences collaborating with Engineers on past design build or guaranteed savings contract 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

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

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) Explain how the Provider plans to offer a Guaranteed Maximum Price, with no change orders, for this project.
- c) Explain your firm’s approach to open book pricing allowing the City to view the pricing structure (mark up covering overhead and profit) of the Qualified Provider and subcontractors. Explain your firm’s approach to open book pricing allowing the City to view the contingency for the project. Explain your firm’s approach to open book pricing allowing the City to view savings from value engineering or other project cost reductions.
- 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) 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.
- f) Note how a Future Capital Expenditure Savings estimate will be prepared and applied to the process.

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

**7) General Requirements**

- a) Greeley and Hansen will be the contact for the BOARD throughout the RFQ process. Attempted contact by a potential Provider with anyone associated with the BOARD 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 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 the provisions of Indiana Code Section 5-16-7-1, regarding common construction wage rates. The wage rates paid shall not be less than the common construction wage for the county in which the work is to be done as ascertained by the statutorily prescribed process.
- 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 cost.
- 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.

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

**Scoring Responses to the RFQ**

It is the intention of the BOARD to select a single Provider to work with the City 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 City’s expectation.

A score on the components below 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	20%	0 – 20
References	20%	0 – 20
Technical Approach	25%	0 – 25
Project Implementation	15%	0 – 15
Financial Approach	10%	0 – 10
Guarantee Management	<u>10%</u>	<u>0 – 10</u>
<b>Total</b>	100%	0 -100

END OF TEXT