



300 North High Street
Muncie, Indiana 47305

REQUEST FOR QUALIFICATIONS -2020-1

This "Request for Qualifications" (RFQ) provides official notification pursuant to IC 5-16-11, 1-4 of the need for professional services to the Muncie Sanitary District. A submittal of a qualifications statement does not guarantee that the firm will be contracted to perform any services but only serves notice to the Muncie Sanitary District that the firm desires to be considered.

CONTACT FOR QUESTIONS:

For general questions on the RFQ contact

District Administrator: John Barlow at jcbarlow@msdeng.com

THIS RFQ IS AVAILABE ON-LINE AT _____

THREE HARD COPY SUBMITTALS AND AN ELECTRONIC SUBMITTAL ARE REQUIRED

SUBMIT TO:

John Barlow, District Administrator
Muncie Sanitary District
300 N High Street
Muncie, IN 47305

DATE ISSUED:

9/9/2020

SUBMITTAL DEADLINE:

9/30/2020

RFQ Number 2020-1



300 North High Street
Muncie, Indiana 47305

2. SELECTION OF CONSULTANT

Selection of professional consultants by the Muncie Sanitary District is not based on competitive bidding, but on professional qualifications, documented experience and the expertise of key personnel to be assigned to the project. Consideration is also given to the following factors:

- Key personnel available locally for the project;
 - Special or unique expertise;
 - Ability to complete assigned work timely with the firm's existing workload;
 - The firm's proximity to the Muncie Sanitary District;
 - Extent of work which will be subcontracted by the firm and their proposed method of accomplishing project objectives;
 - Extent of work experience relative to the projects applied for; familiarity with the particular on-call service;
 - Potentially relevant INDOT qualifications for firm and assigned staff;
1. Three hard copies of the Summary of Qualifications (no more than 10 pages) may be submitted in addition to an electronic submittal. This should be addressed to the District Administrator. Electronic copies can be submitted to jcbarlow@msdeng.com or other filesharing link provided if necessary. Summary of Qualifications must be provided no later than 4PM on the date of the submittal deadline.
 2. The Muncie Sanitary District encourages partnering, joint venture, and teaming efforts. Please indicate the work and estimated percentage of the total project to be performed by each participating firm. Participating with local and DBE firms will be considered in evaluating submitted teams.



300 North High Street
Muncie, Indiana 47305

Item Number 1

Project Name: On-Call Design and Survey Services

Project Scope: The Muncie Sanitary District is seeking a professional engineering consulting firm to provide conceptual planning, design, bidding and construction administration services as directed by district staff. Projects will include, but not be limited to drainage planning, storm sewer and culvert design, hydraulics, environmental permitting, road restoration, and green infrastructure. The consultant and their subconsultant team must be knowledgeable of current District, City and INDOT design standards and specifications. Consultant team must be qualified and able to provide geotechnical engineering, topographic survey, right-of-way project management, title research, legal descriptions, parcel plats, right-of-way plans, appraisal problem analysis, appraisals, appraisal review, and buying. Consultants and sub consultants must be INDOT prequalified in the following categories: 6.1 Topographic Survey Data Collection; 11.1 – Right-of-Way Plan Development; 12.1 – Project Management for Acquisition Services; 12-2 – Title Research; 12-3 – Value Analysis; 12-4 – Appraisal; 12-5 – Appraisal Review; 12-6 –Negotiations; and, 12-7 – Closing.

The selected consultant's responsibilities will include the preparation of plans and specifications and engineer's estimate, coordination with utilities and local agencies, and obtaining all necessary permits.

Funding: Local

Service Type: Design & Survey

Service Start Date: 2020