

**Muncie Sanitary District
Request for Proposals
From Qualified Providers
for a
“Guaranteed Savings Contract”**

Response Content and Format Guidelines

Cover Page with Date

Identify the name of the company, address of the company and that the document is in response to the Muncie Sanitary District, Indiana, Request for Proposals from Qualified Providers of a “Guaranteed Savings Contract for MSD Phased Capital Improvements” (“RFP”).

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 five (5), two-sided pages, providing an overview of the Provider’s qualifications and approach related to a Wastewater Collection and Treatment System Guaranteed Savings Contract, including specific references to the Description of Projects attached hereto as Exhibit A.

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 with email contact information.
- c) Provider’s Qualifications and Management
 - i. Number of years company has operated in Indiana
 - ii. Company officers
 - iii. List the key personnel employed by the Provider responsible for this project including the proposed project manager and the site superintendent. Include a resume on each person listing education, experience, work history and responsibilities on this project.
 - 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 RFP submitted must include a copy of the firm’s certification of qualifications issued under the IC 4-13.6-4.

- vi. Identify Professional Engineering directly employed by the Provider responsible for this project.
- vii. Describe if the Provider is a manufacturer, contractor or engineering firm.

2) References

- a) Provide a list of all the wastewater and stormwater utility projects the Provider has completed under the terms of IC 36-1-12.5 (Indiana Guaranteed Savings Contracts). Include the location, scope of work, and personnel responsible. Only Indiana Guaranteed Savings Contracts completed under IC 36-1-12.5 should be included in this section.
- b) Provide a list of all past projects the Provider has completed for the Muncie Sanitary District, if any.

3) Technical Approach

- 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/stormwater experience of the team.
- b) United Consulting Engineers 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/stormwater projects with the proposal.

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 a communication plan for the MSD and staff. Provide project management documentation on past projects completed by the Provider.
- c) General Construction Subcontract: Identify the General Contractor Team 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 project the Provider intends to implement with subcontractors and how the subcontractors will interact with the Team.

5) Financial Approach

- a) The MSD may implement the Capital Improvements over a eight (8) to ten (10) year period. Explain how the provider will manage a Phased Project Approach over this potential length of time.

- b) 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.
- c) Explain how the Provider plans to offer a Guaranteed Maximum Price, with no change orders, for this project.
- d) Explain your firm's approach to open book pricing allowing the MSD to view the pricing structure (including mark up covering overhead and profit) of the Qualified Provider and subcontractors. Explain your firm's approach to open book pricing allowing the MSD to view the contingency for the project. Explain your firm's approach to open book pricing allowing the MSD to view savings from value engineering or other project cost reductions.
- e) Provide proof that the Provider can furnish a Performance Bond and a Payment Bond each in the amount of 100 percent (100%) 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) Describe 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 and 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.

7) General Requirements

- a) Rick Conrad, District Administrator, will be the contact for the District throughout the RFP process. Attempted contact by a potential Provider with anyone associated with the owner other than the District Administrator 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 MSD 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 RFP response will not be reimbursed by the MSD 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 5-15-7-1, 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 MSD reserves the right to reject any and all RFP 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 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.
- j) The District has a preference for the utilization of local sub-contractors and material suppliers on the proposed contracted work to the selected Provider.
- k) Questions regarding any aspect of this RFP or the Proposed Capital Improvements that may be implemented under this proposed Guaranteed Savings Contract must be submitted via email to rcconrad@msdeng.com. MSD reserves the right to respond or not respond to any submitted questions and all Providers will receive emailed copies of all questions and MSD responses. Any questions submitted after 5:00 p.m. Wednesday, July 2, 2025 will not be accepted.

Scoring Responses to the RFP

It is the intent of the Muncie Sanitary District to select a single Provider to work with the MSD 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 MSD's expectation.

A score on the components below will be assigned to each RFP response and selection for negotiation of the Guaranteed Savings Contract shall be based on this scoring.

Area	Percent
1. Background and Qualifications in Indiana	25%
3. References	15%
4. Technical Approach	15%
5. Project Implementation	15%
6. Financial Approach	15%
7. Guaranteed Manager Approach	15%
TOTAL	100%

Schedule

It is the intent of the MSD to complete the selection process of the Guaranteed Savings Contract Provider on or before Wednesday July 23, 2025. The current schedule calls for the Guaranteed Savings Contract to be negotiated and submitted to the MSD by the Provider by or before 11:30 a.m. (local time) Wednesday September 3, 2025. The Board of Commissioners intends to act on the Guaranteed Savings Contract at their Board Meeting on September 17, 2025.

The MSD will provide an informational packet to the selected Provider that will provide design, estimated cost and construction contract information after the selection has been made. The MSD will request a draft contract, which will include a guaranteed maximum price and a contractor's contingency, along with other requested items, be submitted to the MSD in electronic format for review no later than September 3, 2025.

Questions

Questions prior to submittal should be submitted via email to:

Rick Conrad
MSD Administrator
Email: rconrad@msdeng.com

Muncie Sanitary District

Request for Proposals

Guaranteed Savings Contract Providers

Long Term Control Plan Guaranteed Savings Contract

Please be advised that the Muncie Sanitary District Board of Commissioners will be receiving Proposals from Qualified Guaranteed Savings Contract Providers on or before 11:30 am. Wednesday, July 9, 2025 in the MSD Administration Office.

Interested Responders should contact Rick Conrad or Maggie Bales at 765-747-4863 to receive a RFP Response Content and Format Guidelines Document for this Project. This material will be sent via email.

Thank you,
Muncie Sanitary District

EXHIBIT A

Description of Projects

The Project consists of repairs, replacements, and extensions throughout the District, including:

The Muncie Water Pollution Control Facility (MWPCF) capacity improvement project will take place at the MWPCF located on 5120 Bill Martin Ave. To achieve compliance with Muncie's Long Term Control Plan (LTCP), the wet-weather treatment capacity of the MWPCF must be increased from 38 MGD to 60 MGD. This project includes the evaluation and selection of various improvements throughout the plant including upgrades to screening, influent pumping, grit removal, primary clarification, anaerobic digestion and belt filter presses.

The Kilgore Interceptor project is located along a 2-mile stretch of Kilgore Ave. between W. 1st Street and the MWPCF. To achieve compliance with LTCP, a new Sanitary Sewer Interceptor line must be added. The proposed improvement is anticipated to require reconstruction of the roadway along the route. The reconstruction will include new pavement, curbs, sidewalk, ADA curb ramps, storm sewer, pavement markings and signage.

The CSO 007 project is located near Wheeling Avenue and Queen Street, in the Riverside-Normal City neighborhood in Muncie, Indiana. The White River borders the neighborhood on the east side and Ball State University is located west of the neighborhood. The CSO 007 basin comprises approximately 140 acres and outfalls into the White River via an existing outfall pipe. To achieve compliance with the LTCP, the CSO 007 area needs to be separated. The project will include the design of storm and sanitary sewer mains, manhole replacement, water main, pavement replacement, earthwork, streetscape design, erosion control, traffic maintenance, etc.

The CSO 023 project is located near S Hoyt Ave. and W 17th St. in the Thomas Park-Avondale neighborhood in Muncie, Indiana. Buck Creek borders the neighborhood to the south. The CSO 023 basin comprises approximately 77 acres and outfalls into Buck Creek via an existing outfall pipe. To achieve compliance with the LTCP, the CSO 023 area needs to be separated. The project includes the design of storm and sanitary sewer mains, manhole replacement, water main, pavement replacement, earthwork, streetscape design, erosion control, traffic maintenance, etc.

The Project may also include any other additions, improvements, or extensions necessary to implement the LTCP developed to control Muncie's CSOs and improve water quality in the White River as required by the Clean Water Act.

CSO-022 and CSO-28 projects will also be developed to separate storm and sewer drains in these basins. These projects will include the design of storm and sanitary sewer mains, manhole replacement, water main, pavement replacement, earthwork, streetscape design, erosion control maintenance of traffic, etc. Floatable controls may also be necessary at the outfalls. More precise project details will be developed in the next five years.

The Project will also include any incidental and necessary sewage works projects as required for the operational and maintenance or regulatory requirements following substantial or milestone completion of the above-named projects.