



MADISON *Indiana*

REQUEST FOR PROPOSALS

Transfer Station Facility Evaluation Engineering Services

The City of Madison, IN is requesting PROPOSALS from qualified firms to provide engineering support services for a detailed facility condition assessment of its solid waste facilities, including identification of current facility deficiencies, equipment deficiencies, recommend corrections for deficiencies, cost estimates for corrections, forecasting future capital renewal cost, and may include development of plans and specification for repairs of identified deficiencies. Proposals will be received until 3:00 PM local time, August 23, 2023, at City Hall, 101 W Main St., Madison, Indiana 47250. Sealed proposals shall state on the outside of the envelope the company's name and address and be labeled "Transfer Station Facility Evaluation Engineering Services Proposal", addressed to the attention of the following:

City of Madison, Indiana
Attn: Nicole M Schell, Director of Planning
Madison City Hall
101 W Main St., Madison, IN 47250

Proposals may also be hand delivered to Madison City Hall.

TRANSFER STATION FACILITY EVALUATION ENGINEERING SERVICES:

Date of Release of this request for Proposal: August 23, 2023

Closing Date: All responses to this RFP should be received by: September 18, 2023

I. SUMMARY OF REQUEST FOR PROPSAL:

The City of Madison, Indiana (hereafter also referred to as "The City") seeks to have a qualified firm to provide engineering support services for a detailed facility condition assessment of its solid waste facilities. Under the direction of the city's Director of Planning, the consultant/s will provide the range of expertise to carry out the identification of current facility deficiencies, equipment deficiencies, recommend corrections for deficiencies, cost estimates for corrections, forecasting future capital renewal cost, and may include development of plans and specification for repairs of identified deficiencies.

II. CONTACT INFORMATION:

Nicole M Schell
Director of Planning
Mailing: 101 W Main St., Madison, IN 47250
Phone: 812-274-0283
Email: nschell@madison-in.gov

III. **SCOPE OF WORK:**

The scope of services may include but are not limited to the following identified tasks. Following Consultant selection, the City will work with the Consultant to develop a detailed scope of work.

- a. Task 1: Facility Assessment Planning
 - 1. Review current asset information and establish an assessment protocol and schedule. The consultant will work with the City to gather any relevant available information regarding the facilities listed in the previous section. The Consultant will prepare a data request list and submit to the City. The City will compile requested/relevant documents and send them to Consultant.
 - 2. Following review of the information, Consultant will provide a project memorandum for review and approval by the City which briefly explains the purpose for the assessment, the major facility components that will be evaluated, evaluation methods, and proposed schedule.
- b. Task 2: On Site Facility Condition Assessment
 - 1. Conduct a detailed on-site condition assessment for each facility and its major systems. The assessment team will visually inspect each asset to identify all maintenance, repair, and replacement requirements. When deemed appropriate the consultant will perform more thorough mechanical evaluations of select equipment.
- c. Task 3: Analysis and Reporting of Facility Condition Assessment
 - 1. After a thorough assessment of each facility, identify and report all deficiencies, and recommended upgrades and/ improvements. Consultant will analyze the findings from their field evaluation and develop a technical memorandum summarizing their findings.
- d. Task 4: Directed Services
 - 1. This element of work will provide engineering and technical support for issues unforeseen at this time, which may develop during the project. As individual needs for engineering, analysis, PS&E, and/or studies arise, the Consultant and the City will negotiate a scope of work, fee, and formalize it in a Consultant Directed Service work order.

IV. **QUALIFICATIONS:**

The Facilities Condition Assessment Services described herein shall be performed by a Consultant team composed of professionals (engineers, technicians, etc.) with credentials, experience, specialized skills and a high level of technical knowledge to visually inspect, performance test as warranted or at the direction of the City, evaluate and document the condition of the materials, building components, and systems of designated facilities.

V. **PROPOSAL DEADLINE:**

Please submit one (1) complete hard copy and one (1) electronic copy of the proposal no later than 3:00 PM local time, August 23, 2023. Postmarking by the due date will not substitute for actual proposal receipt. The submittals are to be marked on the outside "Transfer Station Facility Evaluation Engineering Services Proposal" and addressed to the following:

City of Madison, Indiana
Attn: Nicole M Schell, Director of Planning
Madison City Hall
101 W Main St., Madison, IN 47250

VI. **PROPOSAL AND PROJECT SCHEDULE:**

It is expected that the project will be completed as outlined in the following preliminary timetable:

Project Step	Timeline
RFP Advertisement	August 23, 2023
Last Day for Addenda Posted by staff	September 5, 2023
Proposal Deadline	September 18, 2023
Response Evaluation	Sept. 18 - Sept. 30, 2023
Selection of Respondent, Contract Negotiations	October 2, 2023
Notice to Proceed (NTP)	October 16, 2023

The project completion will be finalized upon selection of consultant.

VII. **BID DETAILS:**

Proposals must be submitted with an all-inclusive lump sum bid price for the completed project. For evaluation purposes, the lump sum bid price must be supported by a detailed breakdown of the various components of the total project cost.

VIII. **PROPOSAL REQUIREMENTS/EVALUATION CRITERIA:**

The City will evaluate all written submittals. It is incumbent upon the proposers to demonstrate within their proposal how each requirement will be satisfied. All Proposals must meet the specifications outlined in the Proposal.

The following criteria, not listed in order of importance, will be used to evaluate proposals.

- a. Letter of Submittal
 - i. The Letter of Submittal shall be signed and dated by a person authorized to legally bind the Consultant to a contractual relationship, e.g., the president or executive director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship. The Letter of Submittal should include the following information about the Consultant.
 - 1. Name, address, principal place of business, telephone number, and fax number/e-mail address of legal entity or individual with whom contract would be written.
 - 2. Acknowledgement that the Consultant will comply with all terms and conditions set forth in the Request for Proposals, unless otherwise agreed by the City.
- b. Methodology Overview and Approach
 - i. Provide a detailed description of the approach and methodology for the project.
 - ii. Overall timeline for each task.
- c. Work Plan
 - i. Detailed description of efforts your firm will undertake to achieve client satisfaction and to accomplish the scope of the project.
 - ii. Detailed description of specific tasks you will require from City staff.
- d. Project Team Structure
 - i. Identify all team members and their responsibilities for the project.
 - ii. Project Team Member Resumes
- e. Consultant's Prior Experience and Qualifications

- i. Provide examples of at least three (3) completed projects demonstrating the consultant's experience working with municipalities or other public agencies on updating or creating design guidelines for historic districts.
 - f. References
 - i. Provide three (3) client references applicable to the scope of services. Include contact names, telephone numbers and e-mail addresses.
 - g. Compensation
 - i. Consultant's compensation for all work performed in accordance with this Agreement.

IX. PROPOSAL EVALUATIONS:

- a. All proposals submitted will be reviewed and evaluated by the Evaluation Committee composed of the Director of Planning and other member of City Staff and possibly elected officials for further consideration on the basis of the following criteria:
 - i. Consultant's qualifications and experience;
 - ii. Expertise of key personnel assigned;
 - iii. Consultant's experience in completing projects similar in size, scope and purpose;
 - iv. Consultant's understanding of the Scope of Services;
 - v. Consultant's detailed work plan to complete services;
 - vi. Overall quality of response to RFP; and
 - vii. Consultant's fee proposal.
- b. Upon invitation, interviews of the top candidates may be conducted.

X. SCOPE OF SERVICES:

The City is seeking consulting services to assist with detailed facility condition assessment of its solid waste facilities. The scope of services may include but are not limited to the following identified tasks.

- a. Task 1: Facility Assessment Planning
- b. Task 2: On Site Facility Condition Assessment
- c. Task 3: Analysis and Reporting of Facility Condition Assessment
- d. Task 4: Directed Services

XI. GENERAL AND GRANT REQUIREMENTS

- a. The Consultant is expected to have bi-weekly to monthly meetings with the city's Director of Planning informed of the status of the project.
- b. All work under the terms of this project must be completed and final products submitted to the City within two weeks following formal adoption.

XII. CONTRACT TERMS

- a. Payment Schedule
 - i. Payments must be submitted in a timely manner. Invoices are due to the city on the second and fourth Monday of each month. Checks will be issued following approval by the Board of Public Works and Safety on the first and third Monday.
 - ii. A 15% contract retention will be withheld by the city until work is approved.
- b. Termination for Breach of Contract
 - i. If the contractor fails to perform the work in an acceptable manner, the owner may give notice in writing to the contractor and his surety of such failure or refusal, specifying the same and directing what action shall be taken. Any one of the following will be considered sufficient justification for such notice:

1. Failure to begin the work under the contract within the time specified.
 2. Failure to perform the work with sufficient supervision, workmen, staffing, equipment, and materials to insure the prompt completion of said work.
 3. Unsuitable and/or unsatisfactory performance of the work.
 4. Discontinuing the prosecution of the work or any part of it.
 5. Inability to finance the work adequately.
 6. If, for any other reason, the contractor fails to carry on the work in an acceptable manner.
- ii. If the contractor, or his surety, within a period of ten (10) days after such notice does not proceed in compliance therewith, then the owner shall have full power and authority, without violating the contract, to take the prosecution of the work out of the hands of said contractor, to appropriate or use any and all materials and equipment on the grounds as may be suitable and acceptable, and may, at his option, turn the work over to the surety, or enter into an agreement with another contractor for the completion of the contract according to the terms and provisions thereof, or he may use such other methods as, in his opinion, shall be required for the completion of said contract in an acceptable manner. All costs of completing the work under the contract shall be deducted from any monies due or that may become due of said contractor. In case the expense so incurred by the owner may be less than the sum that would have been payable under the contract if it had been completed by said contractor, then said contractor shall be entitled to receive the difference, but in case such expense shall exceed the sum that would have been payable under the contract, then the contractor and his surety shall be liable and shall pay to the owner the amount of said excess. By taking over the prosecution of the work, the owner does not forfeit the right to recover damages from the contractor or his surety for his failure to complete the work within the time specified.

XIII. RESPONSE INSTRUCTIONS

The submitted proposal must follow the rules and format established within this RFP. Adherence to these rules will ensure a fair and objective analysis of all proposals. Failure to complete any portion of this request may result in rejection of a proposal.

Each consultant shall be responsible for all costs incurred in order to prepare and submit their response to this RFP.

XIV. RIGHTS RESERVED BY THE CITY

The City of Madison reserves the right to pursue any or all of the following actions in regard to this RFP:

- a. Request additional information and/or clarification from the responders.
- b. Shortlist any or all RFP's and schedule presentations by the responders at such time that funding is determined and secured.
- c. Reject any or all RFP's based on the information provided in the proposal.

This RFP does not obligate the City to accept any proposal, negotiate with any Proposer, nor award a contract in response to this RFP.



MADISON *Indiana*

REQUEST FOR PROPOSALS SUBMITTAL FORM

Transfer Station Facility Evaluation Engineering Services

The undersigned declares that this response submitted to the Stormwater Ordinance Update Request for Proposal (RFP) advertised on August 23, 2023 is, in all respects, and accurate and true representation of the individual's / firm's / project team's experience and qualifications. The undersigned further acknowledges that the response submitted is absent any collusion with an employee / official of the City of Madison. The undersigned acknowledges they reviewed and are familiar with the RFP documents issued on August 23, 2023, and they acknowledge their responsibility for checking the City website for any addenda to this RFP and incorporating or responding to information presented in such addenda as necessary.

If any omissions, erasures, and / or alterations (collectively "modifications") are required to be made to the response documents, the undersigned acknowledges that they have carefully examined the modifications to the response documents submitted by the individual or firm and have approved all such modifications. If said modifications are handwritten, the modifications must be initialed. The undersigned further acknowledges that the individual initiation any such modifications has authorization to do so on behalf of the individual, firm, or team.

Individual / Primary Firm Name:

Firm Representative Name:

Authorized Signature:

Title:

Date

Address

City

State

Zip

E-Mail

Contact Number