

Brown County Regional Sewer District

P.O. Box 1881 Nashville, IN 47448

Request for Proposal and Qualifications for Professional Rate Consultant Services

Date: August 9, 2022

Description of Project:

The Brown County Regional Sewer District (BCRSD) is requesting submissions of Proposals and Statement of Qualifications for the procurement of professional rate consulting and financial advisor services for the proposed Brown County Wastewater Infrastructure Project. The wastewater infrastructure project is located primarily in Jackson and Hamblen Townships, Brown County, Indiana.

The Brown County Wastewater Infrastructure Project is designed to provide community sewer services to the residents and businesses along the SR 135N (greater Bean Blossom area) and SR 45W corridors (Helmsburg to Lake Lemon). The Project will provide technically sound solutions to environmental contamination of the Bean Blossom Creek watershed and Lake Lemon from highly populated areas on small lots with underperforming or failing septic systems. The Project will investigate sewer services along the 135/45 corridors to provide efficient, cost effective wastewater management solutions to serve current and future residents. The Project will utilize a series of plans and efforts that have been made over the last 20+ years. Sewer service to high need areas and basic infrastructure to promote and sustain real, healthy, economic development will be achieved.

The BCRSD project will utilize a regional approach for wastewater collection by BCRSD and wastewater treatment through an existing WWTP expansion project being developed by the Helmsburg Regional Sewer District (HRSD). As both projects will proceed concurrently, rate analysis must consider fair and reasonable customer service charges simultaneously for both RSD's.

Scope of Services:

1. Identify revenue requirements for the Project, including meeting with the Helmsburg Regional Sewer District (HRSD) concerning wastewater treatment costs;
2. Assist with wholesale contract development with HRSD as needed;
3. Evaluate multiple-rate zones for potential phases of wastewater collection in the Bean Blossom Creek watershed;

4. Identify financial solutions for the projects using various funding agencies, including grant and loan funds from state, federal, and private (if available) sources;
5. Complete funding application financial forms;
6. Negotiate with legal entities, if necessary;
7. Develop loan repayment schedules and utility budgets;
8. Develop first-year operating budget including reserves and Asset Management costs;
9. Prepare and present rate reports to the BCRSD and public;
10. Assist BCRSD with obtaining bond council;
11. Work with BCRSD's attorney, RCAP, and/or bond council to prepare Rate and Use Ordinances; and
12. Make final recommendations to the BCRSD.

The BCRSD will execute a cost reimbursement type of contract for these services that is contingent on the final commitment of grant funding. All services will be stated on the cost reimbursement basis (hourly rate and maximum hours fixed). The awarded contract will have a not-to-exceed clause that will limit the allowable fees charged in connection with these services through project close-out.

All respondents will have to comply with all Federal Third Party contract provisions as listed:

1. 24 CFR Part 85 .36
2. Title VI of the Civil Rights Act of 1964
3. Conflict of Interest (24 CFR Part 570).
4. Access to records.
5. Executive Order 11246 – Equal employment Opportunity
6. Executive Order 12138 – Women Business Enterprise Policy.
7. Architectural Barrier Act of 1968.
8. Age Discrimination Act of 1975.
9. Section 3 clause – Housing and Urban Development Act of 1968.
10. Section 504-Rehabilitation Act of 1973.
11. Retention and Custodial Requirements (24 CFR Part 85.42).
12. Executive Order 11063
13. Affirmative Action Program / Plan.
14. Davis Bacon and Related Acts.

Respondents should include the following minimum information:

- Qualifications of your firm, including a description of expertise, experience and resources directly relevant and available for the proposed project;
- Descriptive resumes of professional staff members that will work on this project;
- A list of similar projects previously completed with a list of references;
- Name of person in charge of project;
- Detailed description of Scope of Services;
- A project Timeline; and
- A Schedule of Values for major tasks;
- Name, title, address, and telephone number of individuals with the authority to negotiate and bind the proposer contractually, proposed fee for providing services, and who may be contacted during the period of proposal evaluation.

Proposal evaluation criteria shall include the following and scored on a scale of 1 – 10:

1. Quality of the firm’s Statement of Qualifications in relationship to the information requested: _____
2. Cost of services/ Schedule of Values: _____
3. Firm’s individual team members’ qualifications: _____
4. Firm’s experience in projects and communities similar to this project: _____
5. Firm’s familiarity with Brown County local conditions, needs, and requirements: _____
6. Firm’s familiarity with various funding sources: _____
7. Methods in place to insure Quality of Work: _____
8. References: _____

Five (5) copies of the RFP/Qualifications submission shall be mailed to the following address:

Clint Studabaker

Brown County Regional Sewer District

50 Pine Hills Drive

Nashville, IN 47448

RFP/Qualifications must be received no later than 5:00 pm on September 9, 2022. Each RFP/Qualifications will be reviewed for completeness and clarity according to the above criteria.

The BCRSD may conduct interviews of select firms. Interviews are expected to be held between September 19 – 30.

The BCRSD may or may not negotiate the fee schedule with one or more offers. The BCRSD reserves the right to reject any and/or all proposals. The BCRSD is an Equal Opportunity Employer. The intent to contract is tentatively scheduled to be awarded by the BCRSD on October 11, 2022.

For further information, please contact:

Mr. Phil LeBlanc

BCRSD Treasurer

phil.leblanc50@gmail.com