



14 October 2025

Mayor Guy Titus
Board of Works and Public Safety
10 South State St.
Greenfield, IN 46140

Re: Request to seek RFQ for BOT project

Mayor and Board Members,

I am requesting the Board's permission to send the attached RFQ out and publish the appropriate notice per legal requirements for use of the BOT process for our Water Improvement Project- North Water Plant Expansion. I have included in the Board's cloud drive the RFQ guidelines for your review.

This project will use remaining SRF funding to construct the necessary improvements for expansion of the plant to a firm capacity of 6.0 MGD. We believe this process will allow us to complete the project and stay within the budget allocated.

I welcome any questions the Board may have on this request.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Charles Gill".

Charles Gill
Water Utility Manager

cc: Jane Webb, Utility Coordinator
Gregg Morelock, City Attorney
Lori Elmore, Clerk-Treasurer



CITY OF GREENFIELD WATER UTILITY REQUEST FOR QUALIFICATIONS (RFQ) WATER INFRASTRUCTURE IMPROVEMENTS

INTRODUCTION

In accordance with IC 5-23-5, the City of Greenfield (the “City”), acting by and through its Board of Public Works and Safety (“Board”), for itself is issuing this Request for Qualifications (“RFQ”) seeking statements of qualifications from qualified offerors for the development and construction of public infrastructure.

The public infrastructure to be improved may include the design and construction of drinking water treatment plants, wells, water mains and similar infrastructure (all such infrastructure collectively referred to herein as the “Infrastructure” and the design and construction of the infrastructure being referred to as the “Project”). The infrastructure to be developed will be finalized during a scoping period with the selected development team.

The City anticipates entering into a public-private partnership agreement with an offeror pursuant to IC 5-23 to provide the work, labor, equipment, and materials to develop and construct the Project within the budgetary and the time limitations.

Given the complexity and fast-paced nature of the Project, offerors should provide the process and means by which the offeror would execute a design and construction phasing of water system improvements, including the need for considerable coordination among those working on each phase of the Project and on the Economic Development Projects, the City highly encourages a team approach to submitting proposals in response to this RFQ.

For the avoidance of doubt, in the context of this RFPQ, the term “develop” as defined by IC 5-23-2-5.5 shall mean to install and construct the Project Infrastructure, and the term “construct” as defined by IC 5-23-2-4 shall mean the process of building and assembling the Project Infrastructure



RFO PROCESS, TIMELINE AND SCOPING PERIOD

The anticipated timeline for selection of a developer and execution of a public-private partnership agreement for the development and construction of the Project is as follows:

October 18, 2025	First publication of notice of the RFQ in the local newspaper.
October 25, 2025	Second publication of the notice of the RFQ in the local newspaper.
December 3, 2025	Deadline to submit proposals via physical copy or email by 10:00 AM.
December 10, 2025	Most qualified offeror is selected by City's committee (the " <u>Committee</u> ").
January 5, 2026	Scoping Period with selected offeror begins.
As long as necessary	Scoping period deliverables are assembled by the selected offeror, to include budgets, design, and coordination assistance with the City.
Upon receiving satisfactory scoping period deliverables	Selected offeror notified of recommendation to award public-private agreement.
7 days prior to public hearing	Notice of public hearing on recommendation to award a public private agreement published in local newspaper at least 7 days prior to public hearing and basis for recommendation available for inspection and copying at Water Department.
7 days after notice is published	Public hearing before the Committee to consider the recommendation to award a public-private agreement to selected offeror and consideration and approval of the BOT agreement.

All offerors will be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals; provided, however, offerors shall **not** contact any public official or employee of the City during the period from the issuance of this RFQ until the most qualified offeror is notified of selection by Committee.

The final scope of the Project is to be determined in the scoping period described in the timeline above (the "Scoping Period"). The Scoping Period is anticipated to be a very intense and fast-paced process, with the goal of construction commencing 2nd Quarter 2026. The schedule will ultimately be determined during the Scoping Period, as it will be dependent upon the several milestones coordinated by the City. Accordingly, during the Scoping Period, the selected offeror must be readily available, willingly share information, and actively engage all stakeholders in order to finalize the scope, schedule, and costs of the Project. Proposals shall include the fees that would be charged, if any, for participating in the Scoping Period, as further discussed below.



All data, information and materials collected, assembled, prepared, and exchanged during the Scoping Period shall be solely owned by the City, and, by submitting a proposal, offerors release all rights in any such items for its use and benefit.

As the Scoping Period concludes, a recommendation to award an agreement to develop and construct the Project to the offeror with a guaranteed maximum price (“**GMP**”), time schedule, and schedule of values for the development and construction of the Project that is advantageous and acceptable. A recommendation to award an agreement to develop and construct the Project to the offeror with a GMP, time schedule, and schedule of values that is advantageous and acceptable may then be made by the Committee to the City.

In the alternative, a recommendation may be made to award an agreement to develop and construct a distinct phase of the Project, including a recommendation to award an agreement for different phases of the Project to separate offerors, in which case each of the awarded offerors shall be expected to coordinate their work on the phase awarded to them with any and all other offerors accordingly.

The foregoing notwithstanding, the City reserves the right pursuant to IC 5-23-5-8 to terminate this RFQ process at any time without making a recommendation to award an agreement to any offeror.

Pursuant to IC 5-23-5-6, the City will not disclose the contents of proposals received in response to this RFQ prior to making a recommendation to the Committee regarding the award of agreements, if any. If this RFQ process is terminated without recommendation for an award as provided for above, then pursuant to IC 5-23-5-12 the City may, at its option, either return proposals to the offerors without disclosing the contents of the proposals, or it may retain the proposals in which case the contents thereof become subject to public disclosure.

All of the foregoing decisions by the City may be made at their sole discretion.

Terms, Conditions and Exceptions

- a. The City does not create any obligation, expressed or implied, of any kind or description in issuing this RFQ or receiving a response. Neither this RFQP nor the response shall be construed as a legal offer.
- b. The City reserves the right to alter, amend, or modify any provisions of this RFQ, or to withdraw this RFQ, at any time prior to the award of the contract resulting from qualification under this process, if it is in the best interest of the City to do so.
- c. The City reserves the right to reject any and all responses without cause, waive irregularities in all procedures related to this RFQ, make inquiries of Respondents and their references and clients regarding qualifications or information submitted as part of their responses as deemed necessary, conduct personal interviews of any or all Respondents, and request and receive additional information as the City deems necessary.



- d. Work performed under agreements resulting from this RFQ may be subject to federal contractual provisions. The City hereby puts Respondents on notice that a successful award at the end of this process may be contingent upon an agreement between the City and the Respondent to comply with standard federal contractual provisions, including but not limited to, minimum Federal wage rates (Davis-Bacon).
- e. In the event the selected Respondent does not enter into the required agreement with the City to carry out the purposes described in this RFQ, the City may, in addition to any other rights and remedies available at law or in equity, commence negotiations with another person or entity.
- f. In no event shall any obligation of any kind be enforceable against the City unless a written agreement has been entered into.
- g. By submitting a response to the RFQ, each Respondent waives all rights to protest, or seek remedies whatsoever regarding any aspect of this RFQ, the selection of a Respondent or Respondents with whom to negotiate, the rejection of any or all offers to negotiate, or a decision to terminate negotiations.
- h. The City will not assume any responsibility or liability for any expenses incurred by a Respondent, or prospective Respondent, in connection with the preparation or delivery of a response, requested interview, or any action related to the process of completing and submitting a response to this RFQ.
- i. Respondent shall disclose any existing or potential conflict of interest relative to the performance of the contractual services resulting from this RFQ. Any such relationship that might be perceived or represented as a conflict should be disclosed. By submitting a qualification in response to this RFQ, Respondents affirm that they have not given, nor intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant of the City or any employee or representative of same, in connection with this qualification process. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest will automatically result in the disqualification of a Respondent's qualification. The City will determine whether a conflict of interest exists and whether it may reflect negatively on the City's selection of a Respondent. The City reserves the right to disqualify any Respondent on the grounds of actual or apparent conflict of interest.
- j. The City will own all documents, including electronic media presentations, produced as a result of the contract. The QEP may use generated documents under the signed contract only with expressive permission from the City.

PROPOSAL FORMAT AND CONTENTS: SUBMITTAL

Proposals in response to this RFP must be submitted by electronic mail in *PDF* format no later than **December 3, 2025** to the following e-mail address: **charles.gill@greenfieldin.gov**. **All proposals / responses are due prior to the published closing date and time. No mailed, emailed, faxed, hand delivered or received after the above date and time will not be considered.**

Proposals shall **not exceed 20 pages** in length, and shall include the following:

- *Letter of Interest and General Information*
 - o Provide a cover letter expressing the offeror's interest in the Project and including the offeror's general information including name, principal office address, and contact information for a designated point of contact, including telephone number and e-mail address.



- *Experience*
 - o Demonstrate the offeror's experience with projects of similar scope and scale. Include a description of at least three (3) such municipal projects that the offeror has successfully completed. Provide contact information for the above references.
 - o Identify key members of the offeror who will work on the Project, including a project manager with the availability, capacity, and experience to manage the Project.
 - o Provide references. Provide the telephone number and e-mail address of a reference contact for each of the projects described above.
- *Financial Capacity*
 - o Demonstrate the offeror's responsibility and financial ability to develop and construct the Project in a timely and quality manner by providing information concerning the offeror's general financial and credit condition.
- *Project Approach*
 - o Describe the offeror's approach to developing and constructing the Project within the given substantial and final completion dates, including coordination with utility providers, subcontractors and other parties. Include approach for phasing such projects to align with City's water utility capital improvement strategy.
 - o Provide proposed preliminary Project development and construction timeline within the given substantial and final completion dates, with the understanding that the final schedule will be determined in the Scoping Period.
- *Scoping Period Fee*
 - o Offerors may request a fee to defray their costs of participating in the Scoping Period if they are selected (a "Scoping Period Fee"), with the understanding that such a request and the amount requested is among the criteria upon which proposals will be evaluated. In such event, invoices from the selected offeror for the Scoping Period Fee shall not be submitted until the conclusion of the Scoping Period.
 - o The City will not pay a stipend or otherwise reimbursement of offerors for the costs of preparing and submitting a proposal, and all such costs will be at the sole cost and expense of each offeror.
- *Additional Information*
 - o Offerors may include in their proposals any other information that they deem pertinent. Proposals need not contain Project pricing information, as that will be refined and determined during the Scoping Period and requested later in the Scoping Period process.

Offerors will not be required to submit a bid bond, certified check, or other evidence of financial responsibility with the proposal.

Selection Process

Responses will be evaluated based upon the documented ability of the Respondent to satisfy the threshold criteria and the requirements of this RFQ. Respondents passing the threshold requirements will be further evaluated against the selection criteria. Both the Threshold and Selection criteria are detailed below. It is expected that the review committee will include three people. Each reviewer will complete the scoring independently. Ratings will be assigned by reviewers and multiplied by the weight to determine the score. All of the scores will be combined for each Respondent to determine a total score.



Selection is anticipated to be completed by December 10, 2025 with notification and contract execution completed shortly thereafter and not later than the end of the month.

PROPOSAL EVALUATION CRITERIA

Proposals will be evaluated by the Committee. Each member of the Committee will individually score each proposal on a scale of 0 to 100 based on his or her evaluation of the proposal, as follows:

Criterion	Weighted Score
<i>Experience:</i> Offeror's demonstrated experience developing and constructing public projects of similar scope and scale.	30%
<i>Financial Capacity:</i> Offeror's demonstrated responsibility and financial ability to develop and construct the Project in a timely and quality manner.	20%
<i>Project Approach:</i> Offeror's approach to developing and constructing the Project.	30%
<i>Scoping Period Fee</i>	20%
Ratings:	
Clearly Outstanding in this item	5
Well qualified in this item	4
Average in this item	3
Weak in this item	2
Unsatisfactory in this item	1
Insufficient Response	0

Thereafter, the RFQ Review Team will hold one or more meetings to discuss the contents of the submitted proposals and the members' individual scoring of each proposal, with the goal of selecting the most qualified offeror to participate in the Scoping Period. The scoring and deliberations of the members of the Committee are confidential.

[End of RFQ]



Exhibit A

Background

Current plant is 4.0 MGD firm capacity, with two pressure vessel filters, three groundwater wells, and a single detention tank and aerator. This plant was built in 2006 and was designed with expansion to 8.0 MGD firm capacity. The city desires to construct the following improvements while maintaining operation of the plant.

1. Construct 2 well houses and connect 2 new production wells.
2. Add Pressure Filter No. 3
3. Add second aerator & Detention Tank with diverter
4. Upgrade chemical systems for new capacity
5. Upgrade SCADA to incorporate improvements
6. Electric tie for the two new wells to run from the current Emergency Generator