

Brown County Regional Sewer District

P.O. Box 1881 Nashville, IN 47448

Request for Proposals
For Professional Engineering Services

Date: January 20, 2020

To:

From: Brown County Regional Sewer District

Re: Waste Water Infrastructure Strategic Planning Study for Brown County, Indiana

The Brown County Regional Sewer District (BCRSD) is requesting submission of Request for Proposals (RFP) for an engineering study (the Project) to be conducted for a wastewater infrastructure strategic planning project for Brown County. The Project is funded by a Regional Opportunities Initiative (ROI) Ready Communities Implementation Grant. The grant is a Reimbursable Grant not to exceed \$118,000.00.

This Request for Proposals includes the following:

1. Requirements for the Request for Proposals
2. Description of Project/ Scope of Services
3. Evaluation Criteria
4. BCRSD Contact Persons
5. Attachments

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

Brown County Regional Sewer District

P.O. Box 1881

Nashville, IN 47448

RFP's must be received no later than 5:00 pm on February 15, 2020.

Requirements for RFP:

The RFP shall be submitted in the following format:

1. A description of expertise, experience and resources directly relevant and available for this entire project;
2. A list of all similar projects completed in the last five years with community contact information;
3. A list of references for completed projects;
4. The name and expertise of the Project Manager in charge of the project;
5. Brief Resumes of key professional staff that will work on the project;
6. A list of sub-contractors and their areas of expertise;
7. A detailed description of the Scope of Services;
8. A detailed project Timeline;
9. A Schedule of Values;
10. The name, title, address, and phone number of the individual with the authority to negotiate and bind the proposer contractually, and who may be contacted during the period of proposal evaluation.

Description of Project/ Scope of Services:

The BCRSD is seeking a qualified engineering firm to undertake an engineering evaluation of existing onsite septic treatment systems and to study the technical and economic feasibility of improved onsite treatment options, small community collection and treatment systems, and/or regional wastewater collection and treatment options.

Brown County has many areas that are not currently served by sewers. Most areas are on individual septic systems, many of which may not be functioning adequately to serve individual homeowners or to protect public health and the environment. The BCRSD plans to study the proficiency of existing onsite septic systems and develop options for improving wastewater management of residential and commercial operations throughout Brown County. The proposed project area includes all of Brown County not currently served by public sewers. Brown County has three existing municipal wastewater sewer districts comprising of the Town of Nashville and the communities of Helmsburg and Gnaw Bone. The Brown County Health Department estimates that nearly 7,700 households are served by onsite wastewater treatment. Attached is map of Brown County showing the density of homes distributed throughout the county.

The Scope of Work for this project will, at a minimum, encompass seven (7) major phases described as follows:

Phase 1: Benchmarks

- Investigate other Counties
- Identify Benchmarks and Metrics

Phase 2: Internal Research: Assess the proficiency of onsite sewage systems (OSS) throughout Brown County

- Interview key regulators and stakeholders
- Collect and review Brown County Health Department (BCHD) onsite septic system data and water quality data
- Collect and review Indiana State Department of Health (ISDH) data
- Collect and review Indiana Department of Environmental Management (IDEM) water quality data
- Collect and review current and previous Watershed studies

Phase 3: External Research: Collect targeted data:

- Identify and collect additional environmental information
- Develop countywide water sampling plan
- Coordinate with other ongoing study or planning efforts
- Perform source analysis for E. coli contamination

- Identify relevant Technology New to Indiana (TNI) for alternate onsite wastewater treatment

Phase 4: Analysis and Tracking

- Leverage analytical tools
- Interpret Internal and External data
- Identify community sewer opportunities congruent with ROI Housing Study
- Develop cost factors for evaluating wastewater infrastructure improvements and Brown County work force development

Phase 5: Strategic Planning

- Build near and long term goals for wastewater management
- Prioritizing onsite improvements and community sewer services
- Categorize doable projects
- Build cost basis for project planning

Phase 6: Campaign Development

- Develop communication media formats
- Create educational program
- Establish videos, social media, town hall forums

Phase 7: Roll out communication campaign

- Develop roll-out strategy
- Build community support
- Incorporate homeowner financial assistance programs (ie: USDA Rural Development Repair Loans and Grants)
- Implement initial campaign

Evaluation Criteria:

RFP’s will be evaluated on a 200 point scale based on the following criteria:

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| 1. Firm’s history and resource capabilities to perform required services; | (30 pts.) |
| 2. Related experiences with utility Strategic Planning in similar communities; | (30 pts.) |
| 3. Evaluation of assigned personnel, years of professional service, and design experience in onsite and community waste water treatment systems; | (30 pts.) |
| 4. Reference Check; | (20 pts.) |
| 5. Familiarity with Brown County area, including topography, soil characteristics, and population considerations; | (30 pts.) |
| 6. Schedule of Values; | (20 pts.) |
| 7. Thoroughness of Project Timeline; and | (20 pts.) |
| 8. Methods in place to ensure Quality of Work. | (20 pts.) |

BCRSD Contact Persons:

All questions regarding the scope of services and timeline for completion of the project shall be directed to:

Brown County Regional Sewer District

Attn: Mr. Clint Studabaker, BCRSD Project Manager

cell # (630) 751-9178, or

Mr. Phil LeBlanc, BCRSD Treasurer

cell # (407) 234-1479

Clint Studabaker, Vice President

Brown County Regional Sewer District

Attachments:

1. Brown County Home Density Map
2. Fact Sheet (January, 2020)