

**REQUEST FOR PROPOSAL/STATEMENT OF QUALIFICATIONS  
TOWN OF CROTHERSVILLE DISASTER RECOVERY 2 GRANT**

In order to assure compliance with the Indiana Office of Community and Rural Affairs (IOCRA) and related requirements regarding competitive negotiation of professional services, the Town of Crothersville, Indiana is seeking Requests for Statements of Qualifications for the provision of engineering services relating to a Wastewater Rehabilitation Project based on Alternative D of the Preliminary Engineering Report issued March 24, 2010. This project will be supported in part or in whole by Community Development Block Grant (CDBG) funds through IOCRA as a part of the Disaster Recovery Appropriation 2 (DR2) and a USDA – Rural Development loan.

**Description of Project/Scope of Services:**

The project will consist of improvements to the treatment plant and collection system. The scope of services includes engineering services required for design through bidding and construction including construction oversight of said project. The contract is to be contingent on the receipt of funding through IOCRA's DR2 funding and USDA – RD loan approval.

**Type of Contract**

The Town of Crothersville 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 close out.

**Federal Requirements**

Prospective offerors should note the successful proposer must meet the following terms and conditions:

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.

The Indiana Office of Community and Rural Affairs (IOCRA) has a 10% MBE/WBE goal for all projects funded with Community Development Block Grant funds.

**Rate of Proposals/Qualifications**

The proposal must include sufficient information regarding qualifications and determine that the architect/engineer is qualified and experienced in similar projects. Do not include a proposed fee with the proposal, as this is a qualification based selection process. The proposal should include the following:

1. A description of expertise, experience and resources directly relevant and available for the proposed project.
2. A list of similar projects previously completed.
3. A list of references.
4. Resumes of professional staff members that will work on this project.
5. Name of person to be in charge of project.
6. Description of scope of services as per Description of Services Needed
7. A project time line.

The proposal shall also provide the following information:

Name, title, address and telephone number of individuals with authority to negotiate and bind the proposer contractually, and who may be contacted during the period of proposal evaluation.

**Award of Contract**

Proposal Evaluation criteria shall include:

1. Specialized experience or technical expertise of the organization and its personnel in connection with the scope of services to be provided and complexity of the project. (30pts)
2. Capacity of the organization to perform the work within time limitations, taking into consideration the current planned workload of the firm. (30pts)
3. Past record of performance on contracts, including quality of work, timeliness and cost control.

(25pts)

4. Familiarity of the organization with this type of project or problems applicable to the project.

(15pts)

If you are interested in providing the required services, please note that four (4) copies of the Statement of Qualification of each prospective organization must be received by the Clerk Treasurer's Office, Crothersville Town Hall, 101 W Howard Street, Crothersville, IN 47229 no later than 12:00 p.m. on May 14, 2010. The proposal must be submitted in writing in a sealed envelope labeled "Wastewater Rehabilitation Proposal". Statement of Qualifications received after this time will be returned unopened. Each Statement of Qualification will be reviewed for completeness and clarity according to the above criteria.

The Town of Crothersville may or may not negotiate the fee schedule with one or more offers. The town reserves the right to reject any and/or all proposals. The town is an Equal Opportunity Employer. The contract is tentatively scheduled to be awarded in June 2010. Offerors may desire additional information, a site visit, or clarification regarding the Statement of Qualification. If so, please contact Ardell Mitchell at (812) 525-4180 or Trena Carter of ARa at (812) 376-9949.

Ardell Mitchell

Town Council President

4/14, 4/21