

Request for Proposals (“RFP”)

for

Community Utilities of Indiana, Inc. (“CUII”)

“Twin Lakes: Wells #12 and #13”

Issued by:

COMMUNITY UTILITIES OF INDIANA, INC.
2335 SANDERS ROAD, NORTHBROOK, IL 60062.

CUII IS A WHOLLY OWNED SUBSIDIARY OF UTILITIES, INC. (“UI”).

Date of Issue:

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2. Scope of Work

Community Utilities of Indiana, Inc. (“CUII” or “Utility”) requests cost proposals to provide Professional Services related to the design, installation, and connection of two new water wells (Well # 12 and Well # 13) within our Twin Lakes system. These proposed new wells would service Water Treatment Plant #2.

The intent of this RFP process is to identify a successful Bidder by determining which proposal provides the best overall value to CUII.

2.1. Existing situation

The Twin Lakes potable water system is entirely ground-water sourced and has two water treatment plants (WTP #1 and #2) which perform iron filtration and chemical treatment. The chemical treatment includes disinfection, fluoridation, and polyphosphate addition. Water treatment plant #2 has two Tonka brand pressure filters, each with a treatment capacity of approximately 220 gpm, for a total treatment capacity of approximately 440 gpm.

Historically WTP #2 has been served by two wells, Well #8 and Well #9, which were each installed with a design capacity of 200 gpm. Well #8 was installed in 1987 and is located directly to the west of WTP #2, within a permanent easement. Well #9 was installed in 1987 and is located to the east in Lions Park, within a permanent easement. The treatment plant, the two wells, and the general vicinity are shown in the below Figure.



The production capacity of each of the wells has declined and is currently 60 gpm for Well #8 and 70 gpm for Well #9. Several well rehabilitation procedures were conducted in Spring and Summer of 2018 to try and improve the yield from Well #9 but these attempts were unsuccessful. As a result we are

evaluating the design and installation of two new wells that would either supplement, and/or replace, existing Wells #8 and #9.

Our plan is to perform the following:

1. Install new well #12 near to existing well #8 and use both wells to provide raw water to the Twin Lakes system. The reason for this is to try and minimize the reduction in well capacity that occurs over the years.
2. Install new well #13 within the easement of existing well #9, but approximately 95 ft to the northwest, and then abandon well #9. The reason for this approach is to locate the new well such that, in the future, additional wells can be placed within the existing easement. Unfortunately, this means that the new well will be less than 100 feet away from the existing well and is thus not allowed per IDEM regulations.

2.2. New wells and raw water transmission mains

CUI desires to drill two (2) new water wells within the Twin Lakes water system to supplement and/or replace existing Wells #8 and #9. Well # 9 (in Lions Park) will be abandoned due to insufficient capacity. The proposed wells (Well Nos. 12 and 13) will be drilled on existing CUI right-of-way with one well located near each of Well 8 and 9 sites. In order to prepare fair and consistent bids, the following assumptions should be used for both wells:

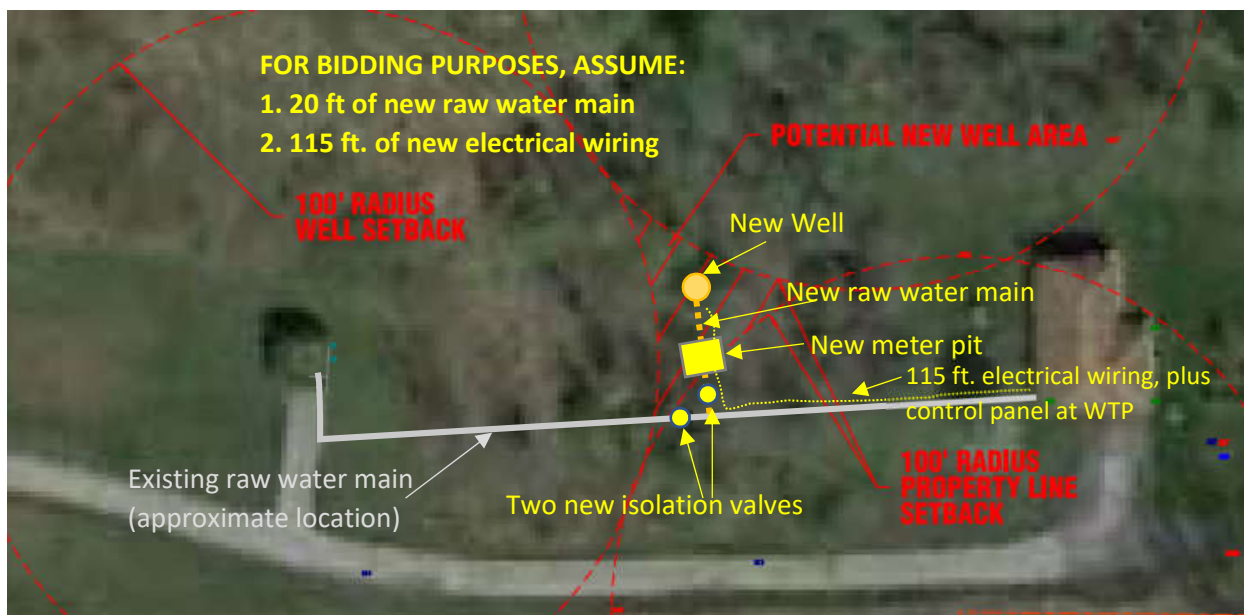
1. **Test well:** Each well will have a test hole installed prior to drilling the production well.
 - a. Test hole will be installed using sonic drilling method.
 - b. Continuous samples will be collected and analyzed for screen sizing and length, well design.
 - c. Test hole will be advanced to bedrock (assume depth is 125 feet for bidding purposes)
2. **Water samples**
 - a. Not required during the test hole construction
 - b. 24-hour pump test and water samples required for the production well
 - c. For bidding purposes assume required testing parameters are: fluoride, NO₃, and coliform
3. **Production well** (12 inch) shall be bid using the Barber (dual-rotary) or dual tube reverse circulation methods. Mud rotary drilling may be bid as an alternate. Cable tool drilling methods (e.g., percussion drilling) are not permitted.
 - a. For bid purposes assume that the proposed wells will be 125 ft deep and have a design capacity of approximately 200 gpm each, such that no modifications to the existing treatment facilities will be required.
4. **Well development:**
 - a. Assume 1 hour development per foot of screen, assume 20 ft of screen for bidding purposes
 - b. Development shall be tank surging, followed by jet washing. Note modifications from this in your bid.
5. **Mechanical systems**
 - a. Pumps shall be stainless steel, sized for 75 ft depth (to the intake screen of the pump)
 - b. Motors shall be all stainless steel, 200 gpm, assume 10 ft friction (dynamic) head and 65 psi needed for the pressure filters in the treatment facility
 - c. Down hole transducers or VFDs are not necessary
 - d. Well housing shall be Baker Pitless (or equivalent), sized for a 12 inch ID, with welded discharge point, 6.5 ft bury depth. The Baker Pitless unit is to include an integrated sample tap (OEM)
 - e. Permanent sampling shall be via integrated sample tap. An external sample spigot may be bid as an alternative.
 - f. For determining water level include PVC sleeve, 3/4 inch, tied into the Baker Pitless plug-in cap
 - g. Well down pipe (drop pipe) to be 4 inch PVC Certa-Lok, with a drilled-modified catch cable.

- h. Well casing shall be standard steel, well screen to be stainless steel, size of the screen to be determined by the test well, assume 20 ft of screen for bidding purposes
- i. Well head protection cage shall be a Baker "Protective Well Enclosure" or equivalent, mesh not acceptable, mounted on a poured concrete pad
- j. Poured concrete pad to be 2'x2' by 8 inches thick, may be machine-mixed onsite
- 6. **Subcontracting:** Well driller will be responsible for subtracting:
 - a. Surface water piping
 - b. All electrical work
- 7. **Permitting:** Well driller will be responsible for all permitting, including but not limited to:
 - a. IDEM site survey
 - b. Construction permit
 - c. Permit to install
- 8. **Landscaping:**
 - a. Assume \$800 standard seeding/grading
 - b. Additional shrubbery/landscaping will be handled directly by CUII

Clearly note any exceptions to the above in your bid.

2.3. Proposed new Well #12 (near existing Well #8 and WTP #2)

The location of well is as shown in the sketch below.

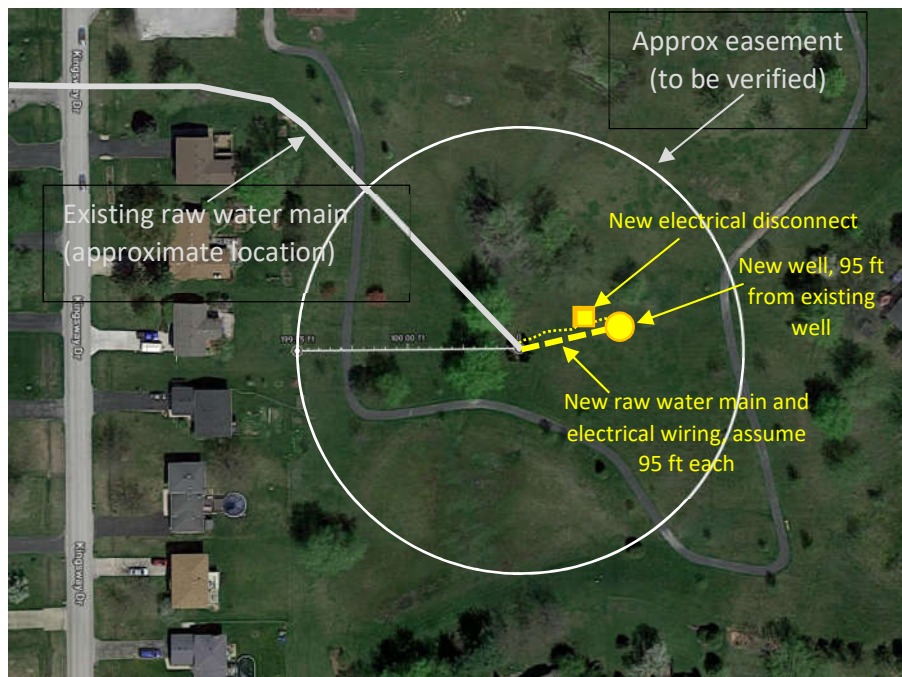


Specific details of items to be installed by the contractor:

1. Water meter, meter vault suitable for operator entry, 8 ft bury
2. Raw water piping connected via tee to existing 6 in raw water main, via a 15 ft pipe run.
3. New isolation valves to be added to both the new raw water main and the existing raw water main to allow for independent operation
4. New electrical controls, assume 100 ft electrical run from new well location to water treatment plant.

2.4. Proposed new Well #13 (near existing Well #9 in Lions Park)

The location of well is as shown in the sketch below.



Specific details of items to be installed by the contractor:

1. Contractor to reuse the electrical controls from the existing well #9 (which will be abandoned)
2. Add new safety electrical disconnect at the well location (mounted on a post 7 ft away from the well head)
3. Safety electrical disconnect to be lockable, stainless steel, waterproof mounted on a 4x4 wooden post, post painted brown
4. Assume 95 feet of raw water main, to be connected to the existing raw water main currently serving well # 9
5. Single isolation valve to be included, on the new raw water main, between new well #13 and location of existing well #9, to be located approximately 10 ft from the new well

2.5. Project duration and timelines

We anticipate that NTP will be given by October 18 and work shall be completed by May 15, 2019.

2.6. Bid scope

Please provide four separate bids, as follows:

1. Bid for new well #12
2. Bid for new well #13
3. Bid for abandoning existing well #9 (In Lions Park)
4. Bid for the ongoing well rehabilitation and maintenance for the wells at:
 - a. Twin Lakes, 2 wells per year (7 wells total), ongoing
 - b. Water Service Corporation, Inc, 2 wells, once every five years

A combined bid for doing both well nos. 12 and 13 may be provided, if desired.

3. General Information

3.1. Contact information

Primary Contact: Loren Grosvenor, CUII Area Manager

Email Address: lggrosvenor@uiwater.com

Phone Number: c) 815-509-0317

Secondary Contact: John Norton, Jr., Director of Capital Planning & Asset Management

Email Address: JWNorton@uiwater.com

Phone Number: c) 224-545-9700

3.2. Questions and Clarifications

Bidders are responsible for satisfying themselves as to the requirements of this RFP. All questions or requests for clarification must be directed in writing to the primary contact person identified above. Bidders should include the RFP name in the email subject line.

Inquiries will be received until the time indicated in Section 4.2 below. If determined necessary, CUII will issue an addendum and circulate responses to all Bidders.

3.3. Bid Evaluation

3.3.1 Prequalification

CUII follows a prequalification procedure, whereby we invite Proposals from qualified bidders. Bidders must meet our prequalification standards in order to have their Proposals fully considered.

3.3.2 Bid evaluation

After the Closing Time, CUII will review and evaluate all Proposals received in accordance with the submission requirements of this RFP. Bids will not be opened publicly. Proposals will be evaluated based on the overall best value to CUII.

3.3.3 Bids Response

At any time after the Closing Time and before award of the Contract, CUII has in its sole discretion, the right:

- a. to invite some or all the of the Bidders to appear before Utility;
- b. to request any additional information, details or materials from a Bidder that CUII requires to satisfy itself that the Bidder will be able to carry out the Work; and/or
- c. to negotiate changes to the scope of Work or any other condition with any one or more of the Bidders without having any duty or obligation to advise any other Bidder. Utility shall have no liability to any Bidder because of such negotiations or modifications.

3.3.4 Bid acceptance and rejection

Notwithstanding any other provision of the RFP, the Utility has in its sole discretion, the right to:

- a. accept or reject any Proposal;
- b. reject all Proposals;
- c. accept a Proposal that is not the lowest Proposal;
- d. accept a Proposal that deviates from the requirements of this RFP;

- e. reject a Proposal even if it is the only Proposal received by CUII;
- f. accept all or any part of a Proposal; and
- g. split the requirements of the RFP between one or more Bidders.

The Utility may elect to disqualify any Bid which fails to meet any of the requirements of this RFP. However, the Utility in its sole discretion may waive any non-compliance with this RFP and may elect to retain for consideration Bids which are non-conforming, which do not, for example, contain the content or form required by the RFP, or which have not complied with the process for submission set out herein.

3.4. Contract award

The Contract is awarded when an authorized representative of the Utility notifies the selected Bidder via email of its acceptance of its Bid, including any mutually agreed modifications, clarifications or negotiated changes (if any).

Failure of the selected Bidder to execute and deliver the Contract, together with any such other documents as is required by the RFP or the Contract, within the timeline noted above, will be considered just cause for canceling the award. CUII may then commence discussions with one or more of the other Bidders.

The RFP and the submission of a Proposal do not, nor does the RFP process in and of itself, or the selection or notification of a Bidder, create a legally binding contract. It is only upon the award and execution of the Contract by an authorized representative of CUII that CUII and selected Bidder become legally bound to the other to perform the obligations under such Contract.

3.5. Confidentiality

All information provided by or obtained from CUII in any form about the RFP process, including Information about CUII and its business activities, is the sole property of CUII and must be treated as confidential. Such information is not to be used for any purpose other than enabling each Bidder to submit a Proposal. It must not be copied, disclosed or released without prior written approval from CUII and shall be returned by Bidders to CUII promptly upon the request from CUII. Each Bidder agrees that this obligation of confidentiality will survive the termination of the RFP process and/or the Contract.

4. Instruction to Bidders

4.1. Definitions

In this Invitation to Bid:

- a. "Bidder" means the individual, partnership, corporation or combination thereof, including joint ventures, providing or submitting a cost proposal in response to this RFP.
- b. "Contract" means the contract to be executed between CUII and the Successful Bidder that will govern the Work.
- c. "RFP" means this document, including all addenda issued by CUII.
- d. "Successful Bidder" means the Bidder that enters the Contract with CUII.
- e. "Work" means the scope of services to be provided by the Successful Bidder to CUII pursuant to the Contract. Such services are described in Section 2 of this RFP.

4.2. Proposal Submission and Due Date

Email for delivery:	jwnorton@uiwater.com
Attention:	John Norton
Due date:	Monday, October 15, 2018
Closing time:	6:00 pm (Central Time)

Questions will be received at the above email address until two (2) days before the due date, at 9pm (Central Time). CUII staff will reply to written questions to the extent possible.

4.3. Submission Requirements

Please include the following documents, in order, saved together as one single RFP document.

4.3.1 Timing

Proposals will be received up until the Closing Time. It is solely the responsibility of the Bidder to ensure that their Proposal is received by the Closing Time. Proposals received after the Closing Time may not be accepted and may be returned to the Bidder unopened.

4.3.2 Proposal information

Proposals should include the following information:

1. Experience and track record with similar work
2. Experience with private utility companies and/or small municipal systems and/or experience with Utilities, Inc.
3. Proximity of bidder's offices to CUII's utility systems
4. Project Approach and Understanding
5. Technical Proposal and Price
 - a. Unit and equipment costs as relevant
 - b. Equipment to be used for the project

- c. Materials consumed and used during the project
 - d. Line items for costs, such as mobilization, demobilization, special testing and/or inspections
6. Clearly denote excluded items, such as permits, specialty parts, and similar good and services, which are NOT part of your proposal.

As necessary, please include project understanding, tasks, team/resumes, roles, timeline(s), and other details. Only include those resumes of personnel who will be substantially involved with performing the project tasks.

Proposals shall be emailed as one complete PDF file containing all proposal elements, and should be written in a format appropriate to describe the overall proposal.

4.3.3 Bid Form.

Attached as Section 5 to this RFP.

4.3.4 Legal signing authority

Proposals shall be executed by an officer or employee having authority to bind the Bidder to the terms and conditions of this RFP and the Contract.

4.3.5 Exceptions

Each Bidder must clearly state in their Proposal any proposed exceptions it may have to the requirements of this RFP. For each proposed exception, Bidder shall outline the applicable document, section, the reason for the exception, and specific alternate wording. CUII will, in its sole discretion, determine what constitutes an acceptable exception. Any exceptions that are not acceptable to CUII may be cause for rejection of the Bidder's Proposal. If no exceptions are indicated in the Proposal, Utility will be entitled to interpret that the Bidder offers to perform the Work in full compliance with the requirements of this RFP.

4.3.6 Ownership of proposal submissions

Proposals submitted to CUII in response to this RFP will become the sole property of CUII. Bidders should anticipate that their proposal submissions will be used to support utility costs and expenses to the applicable State Utility Commission(s) and will thus be available for public viewing and review. At no time should Bidders expect or request "trade secrecy" or similar protections for intellectual content.

4.3.7 Withdraw of proposal

Proposals may be withdrawn by written notice only, provided such notice is received prior to the Closing Time by the designated email addresses. A Bidder who has withdrawn their proposal may submit a new proposal, but only in accordance with the terms and conditions of this RFP.

4.4. Bidder costs

All costs associated with the preparation and submission of a Proposal, including any costs incurred after the Closing Time, will be borne solely by the Bidder. By submitting a Proposal, each Bidder is acknowledging and agreeing that CUII will not be responsible in any way for any costs, expenses, losses, damages (including damages for loss of anticipated profit) or liabilities whatsoever incurred or suffered by the Bidder as a result of submitting its Proposal, taking part in meetings, or otherwise in any way connected with this RFP, including CUII's acceptance or non-acceptance of any Proposal or any contract award not made in accordance with the express or implied terms of this RFP.

4.5. Duty to inform

4.5.1 Limitations on information provided

It is the sole responsibility of each Bidder before submitting a Proposal to examine, inspect and fully inform itself as to all aspects of the Work under the Contract including the requirements set out in the RFP. CUII makes neither representation nor warranty in relation to any information supplied about this RFP, its adequacy, accuracy or suitability for any purpose. By submitting a Proposal, Bidder acknowledges and understands that CUII is not liable for any loss or damage arising from the use of the information, however caused.

4.5.2 Understanding of Site Conditions

By submitting a Proposal, each Bidder will be deemed to have satisfied itself as to all matters relative to the location of the Work, including, without limitation, the form and nature of the location of the Work, details and levels of existing Work, the quantities and nature of the Work and materials necessary for the completion of the Work, the means of access to the site, and in general to have itself obtained all necessary information as to risks, and other climatic, geological, hydrological and natural conditions or such other contingencies which may influence or affect a Bidder's Proposal. No claim arising from Bidder's failure to adequately inspect and examine the location of the Work will be considered.

4.5.3 Amendments or cancellation by CUII.

Utility may in its discretion at any time and for whatever reason:

- a. Clarify, modify, amend or otherwise change the RFP by issuing a written addendum. Addenda issued by CUII will form an integral part of the RFP.
- b. Alter or cancel the RFP process by issuing a written notice to Bidders.

5. Bid Form

Bid Name: Twin Lakes: Wells #12 and #13

From (Bidder):

Full Legal Name of Bidder

Street Address

City/Town, State, Zip Code

Contact Name, Number and Email Address

1. **BIDDER ACKNOWLEDGES THAT IT HAS RECEIVED THE FOLLOWING ADDENDA AND PREPARED ITS PROPOSAL IN ACCORDANCE WITH THEM:**

Addendum _____ Dated _____

Addendum _____ Dated _____

Addendum _____ Dated _____

Addendum _____ Dated _____

2. **BIDDER ACKNOWLEDGES THAT ITS PROPOSAL COMPRISES ALL OF THE DOCUMENTS SUBMITTED WITH THIS BID FORM, INCLUDING THE DELIVERABLES DESCRIBED UNDER SECTION 4, INSTRUCTIONS TO BIDDERS.**

3. **BIDDER DECLARES AND AGREES:**

- (a) that its Proposal constitutes a legally valid and binding offer made by the Bidder to CUII and shall be irrevocable and remain open for acceptance by the Utility at any time on or before 4 p.m. (CST) on the 90th day after the Closing Time;
- (b) that it possesses the experience, knowledge and skill to carry out the Work in an effective, efficient and good and workmanlike manner all in accordance with the requirements of the RFP and the Contract;
- (c) that the Bidder has examined and satisfied itself as to the nature and location of the Work, quality of materials to be used and all other matters which may in any way affect the Work under the Contract;
- (d) that, except as stated in its Proposal, it has no exceptions to the RFP; and
- (e) that it has arrived at this Proposal without collusion with any competitor.

Signed and submitted this _____ day of _____, 2018, by:

Full Legal Name of Bidder

Name of Witness

Name & Titles of Authorized Signing Officer

Signature of Witness

Signature of Authorized Signing Officer

Full Legal Name of Bidder

Name of Witness

Name & Titles of Authorized Signing Officer

Signature of Witness

Signature of Authorized Signing Officer