Responses to Central Indiana Water Study RFP Questions

Received: 3/15/2019

We understand there are proposal scoring credit regarding MBE, WBE, and VBE participation. If possible, can you please provide the participation goals for each classification.

Federal requirements do not require IFA’s Water Resources and Infrastructure Planning Program section to evaluate Disadvantaged Business Enterprises participation during our consideration. However, per IFA’s Standard Services of Agreement, if the Service Provider (selected respondent) has a DBE participation plan policy in place, they must comply fully with their plan. The Service Provider, upon request from IFA, shall furnish a copy of the Service Provider’s MBE/WBE participation plan.

Received: 3/18/2019

Is Buy Indiana required or suggested? Will Buy Indiana be used in a tie breaker situation?

“Buy Indiana” is not a requirement of this Request for Proposal, however, responses incorporating Buy Indiana will be more favorably reviewed. If two responses rank identically in all factors, but one qualifies as an Indiana Business, the weight of decision would lean towards the response incorporating Indiana Businesses.

Received: 3/19/2019

Is Phase IV limited to the 3 months shown on the proposed schedule or is the schedule shown truncated and Phase IV may extend more than the 3 months shown?

IFA strongly prefers completing all Phases before the end of 2020. However, if a three-month timeline for Phase IV would substantially increase the estimated project cost or decrease the deliverable’s quality, a respondent may justify and propose an alternative timeline.

Received: 3/26/2019

Is there an XBE Requirement for any portion of these projects?

Federal requirements do not require IFA’s Water Resources and Infrastructure Planning Program section to evaluate Disadvantaged Business Enterprises participation during our consideration. However, per IFA’s Standard Services of Agreement, if the Service Provider (selected respondent) has a DBE participation plan policy in place, they must comply fully with their plan. The Service Provider, upon request from IFA, shall furnish a copy of the Service Provider’s MBE/WBE participation plan.
Received: 3/26/2019

Will the IFA accept responses that address multiple phases? Or would IFA prefer separate submittals for each RFP/Phase?

The IFA will accept responses addressing multiple phases. The IFA expresses no preference between responses addressing multiple phases and responses addressing individual RFPs.

Received: 3/26/2019

Is the 20 page limit single sided or double sided?

Respondents may submit up to 20 sheets of paper, which could have writing on one or both sides. The title page, index, front and back covers, and section dividers do not count towards the 20 sheets.

Received: 3/26/2019

What is expected regarding the fee submittal (is IFA looking for a total cost and fee justification or is providing hourly rates sufficient)?

IFA is looking for a total cost made up of detailed costs listed by the tasks necessary to meet the listed Scope of Services, which may include hourly rates.

Received 3/26/2019

I couldn’t find “Appendix A” as reference in Phase IV? Is that available for review?

Appendix A, IFA’s Professional Services Agreement, can be found here: https://www.in.gov/ifa/files/%5bFORM%5d%20-%20Professional%20Services%20Agreement.pdf

Received 3/27/2019

For Phase IV, under the IFA Required Information section, it states the following:

“6. Provide a detailed Proposal for all fees and costs, by task that would be incurred by providing the Scope of Services to be included in Appendix A of the Agreement”

Is there guidance available for this scope of services beyond the tasks listed in the RFP? It appears that Phase III will essentially be used to determine the scope of the required Phase IV effort. There will most likely be significant variability in the detailed proposal without some guidance such as how many projects and the scale of projects that will need be evaluated.

IFA recognizes the inherent variability associated with this project. A suggestion would be to estimate a unit of work or work product and build a price range by scaling it up.
Received 4/10/2019

*The RFP asks for three (3) references. If we are teaming with someone, may we provide three (3) references for each company?*

Respondents may provide three (3) references for each company participating in the response.

Received 4/10/2019

*The RFP requests the “current workload” of the team. However, according to the timeline, Phase IV will not take place until the final quarter of 2020. Please clarify what is desired with this information as it may no longer be applicable at the time of the project. Does a general statement of current workload suffice?*

A general statement of current workload suffices. IFA recognizes that these workloads are subject to change over time.

Received 4/22/2019

*How many utilities are in the study area?*

There are 56 utilities in the nine county study area.

Received 4/22/2019

*Will we be working with our own design and print professionals when it comes to education materials?*

Yes, respondents should anticipate working with their own design professional. As for a print professional, IFA has state resources for printing but are open to using your professional if the cost is more affordable.

Received 4/22/2019

*How many meetings do you anticipate for Phase 5, Task 2?*

IFA has not set an expected number of meetings for Task 2. The respondent may use their best judgement when planning how many meetings are necessary.

Received 4/22/2019

*Are there predetermined types of educational materials expected? [A] If so, what? [B] If not, is it ok to present a range of costs for Phase 5 Task 3?*
[A] As part of the response, the respondent should determine which educational materials are most relevant and effective. IFA has not predetermined which types of educational materials may be proposed.

[B] Yes, respondents may present a range of costs.