

October 3, 2023

RE: Tippecanoe and Chapman Lakes Regional Sewer District  
Request for Proposals for District Operation Services

To Whom it May Concern:

The Tippecanoe and Chapman Lakes Regional Sewer District (District) is requesting proposals from qualified businesses for services related to the operations of the wastewater collection system that could begin operations in the spring of 2024.

The general location and service area for the wastewater collection system is shown in Attachment 1. The service area is in central Kosciusko County, IN, just north and east of the City of Warsaw. This proposal request is for operations of the wastewater collection system. Wastewater treatment will be provided by the City of Warsaw. The wastewater collection system is a low-pressure sewer system that includes the following items:

Description	Quantity (1)
Force Main, 8" through 12" HDPE	54,000 LF
Pressure Sewer Laterals, 1 ¼" HDPE	85,000 LF
Pressure Sewer- 1 ½" through 6"	194,000 LF
Pressure Sewer, 8" through 12"	3,000 LF
Gravity Sewer, 8"	1,400 LF
Grinder Stations, Simplex, for one or two homes- Environment One	1,250 EA
Grinder Stations, Simplex, for small commercial connections	5 EA
Grinder Stations, Duplex, for larger commercial connections or more than two residential connections	37 EA
Grinder Stations, Duplex for gravity sewer system	2 EA
End of line Flushing Stations	70 EA
Air Release Valves, Various Sizes	172 EA
Hybrid Stations, ARV, and Flushing	62 EA
Valve Junctions, various sizes	128 EA
Pump Stations, ranging from 500 to 1,200 gpm	3 EA
Master flow meter at discharge point	1 EA
Electrical Risers- providing power to the grinder stations	235 EA

(1) Quantities listed are approximate based on final design. Actual quantities will vary but will be in the same general range of final design quantities.

The project is currently under construction through three separate construction contracts:

- (1) Contract A- Chapman Lake- scheduled to be ready for starting operations in April/May of 2024
- (2) Contract B- Western portion of Lake Tippecanoe- scheduled to be ready for starting operations in September/October of 2024
- (3) Contract C- Eastern portion of Lake Tippecanoe- scheduled to be ready for starting operations in December of 2024

See Attachment 1 which shows the general limits of each construction contract. Approximately 1/3 of the customers are in each contract.

It is anticipated that customers in each contract noted above will be given 180 days to connect to the system. Therefore, we anticipate having most customers connected to the system by June of 2025.

### **General Scope of Work- Operations**

The selected operations services firm will, at a minimum, provide the following:

1. Insurance
  - a. General Liability -
    - i. \$1,000,000 per occurrence
    - ii. \$2,000,000 in the aggregate
  - b. Automobile -
    - i. \$1,000,000 per occurrence
    - ii. \$1,000,000 in aggregate
  - c. Umbrella -
    - i. \$10,000,000 per occurrence
    - ii. \$10,000,000 in aggregate
  - d. Professional Liability -
    - i. \$1,000,000 per occurrence
    - ii. \$2,000,000 in the aggregate
  - e. Service provider agrees to indemnify and hold harmless District customers, District representatives and officers from any and all liability, claims, suits, causes of action, or other proceedings arising out of or directly resulting from the performance of the scope of work as defined in the Agreement, including claims relating to service providers employees, subcontractors, affiliates, or by reason of any claim or dispute of any person or entity for damages from any cause directly or indirectly relating to any action or omission of service by the provider, its representatives, employees, subcontractors or suppliers. The District will also need to be added as additional insureds.
2. Equipment
  - a. Service provider shall provide all vehicles and equipment, including gasoline, insurance, maintenance, and repairs necessary to operate and maintain the collection system, including:

- 
- i. Vacuum trailer (or Truck), with jetting capabilities for cleaning and servicing grinder stations
  - ii. Full size pickup trucks capable of towing vacuum trailer, portable generator, and other equipment
  - iii. Portable generator and all equipment needed to temporarily provide power to grinder station electric grid to energize grinder stations in groups of 10 grinder stations or less when power outages occur.
  - iv. Crane truck capable of loading/transporting pump station pump/equipment and grinder pumps
  - v. Cart and transportation system for pulling E/One or Barnes grinder pumps
3. Labor and Service standards
- a. No fewer than two dedicated full-time equivalent service technicians to provide 24/7 service capabilities
  - b. Staff must comply with a maximum of two-hour response time on all after hours service calls (from time when call was initially made)
  - c. Assign a designated project manager (in addition to the two onsite staff) to oversee:
    - i. onsite staff
    - ii. subcontractors
    - iii. compliance with scope of work
    - iv. provide customer interface
4. Preventative Maintenance:
- a. Provide the following preventative maintenance services:
    - i. Environment One Grinder Stations-
      1. Within 12 months of approved contract for services, service provider to become a Certified E/One Service Center to perform warranty and non-warranty grinder inspections, repairs and rebuilds
    - ii. Service provider shall be responsible to maintain an inventory of spare parts and equipment (both E/One and Barnes) to ensure an adequate supply of functional pumps, alarm panels, level control devices, power cords, pump controls, etc.
    - iii. Routine grinder station service calls. (provide estimate of recommended intervals for preventative maintenance for each grinder station)
      1. Including troubleshooting/ pump replacement/ pump repairs, level control system repairs, alarm panel repairs
    - iv. Other common preventative maintenance services, (provide recommended level of preventative maintenance intervals for each item listed below) such as:
      1. Air Relief Valve inspections/ cleaning/ maintenance
      2. Flushing of force mains, especially long dead-end lines with low number of customers
      3. Pump Station wet well cleaning
      4. Flow meter calibration
      5. Pump Station Emergency generator maintenance
      6. Mainline system valve exercising

7. Pump Station equipment including:
  - a. Pump
  - b. Controls
  - c. Valves
  - d. Gen set
  - e. Chemical feed system
  
5. Miscellaneous
  - a. Service provider to provide and maintain 24/7 call number for customers and emergencies that must be continuously monitored, processed and provide capacity for leaving voice messages
  - b. Service provider to manage all staff subcontractors, scope of work and preventative maintenance schedule. This includes:
    - i. Developing a preventative maintenance program to include:
      1. Computerized Maintenance Management Software (CMMS) to track maintenance activities and equipment inventory
  - c. Prepare monthly report (due one week prior to monthly board meeting) to present to the TCRSD Board of Trustees. Attend monthly board meeting

**Services provided by District**

The District will self-perform or provide the following with other service providers for the following:

- Customer connection permitting and inspections.
- Utility locates
- Storage facility for spare parts included in the project
  - Spare grinder station cores (E/ One) 130 cores
  - Spare VFD – one for each pump station
  - Spare Pump Station Pump- one for each Pump station
  - Misc spare parts

**Proposal Submittal requirements for operational services**

1. Provide a general statement of qualifications describing relevant experience in operating similar size systems including:
  - a. Name/location/type of system
  - b. Number of customers or connections
  - c. Description of services provided
  - d. List of three current references with contact information
  
2. Provide a detailed narrative and pricing proposal to define proposed operational scope of work and identify costs for proposed:
  - a. basic services-
    - i. on an annual cost basis
  - b. added services not included in basic services
    - i. either on an hourly, daily or event basis
  - c. Provide extensive detail in this section so it is clearly delineated what is included in the basic services and what is considered added services
  
3. Provide name and resume of proposed assigned project manager

4. Provide statement regarding firm's capacity to take on this project
5. Provide name, title, address, and phone number for individuals with firm that have authority to negotiate and bind the service provider contractually and who may be contacted during the proposal evaluation period
6. Provide one electronic copy (hand delivered or via email) and 8 hard copies of the proposal to the District Administrator no later than 1:00 pm (local time) on October 30, 2023, to the following:  
Jennifer Ransbottom, District Administrator  
Jones Petrie Rafinski Corp.  
325 S. Lafayette Blvd.  
South Bend, IN 46601  
PH: (574) 232-4388

Email: [jransbottom@jpr1source.com](mailto:jransbottom@jpr1source.com)

Any questions regarding this request for proposals should be directed to the District Administrator at the phone number/ email address noted above. Service providers may also request a site visit with the District's engineer. In addition, the final construction design drawings and specifications can be provided in pdf format upon request.

The District may or may not negotiate the scope of work and fees with one or more service providers. The District reserves the right to reject any /or all responses. The District expects to review proposals and conduct interviews in early November 2023, and then award contract in December of 2023.

### **Optional Services**

In addition to the request for proposals for operational services, the District will consider proposals for other services currently being provided by other entities. *It is not mandatory for the service provider to respond to the Optional Services portion of this proposal.* The optional services include:

- Billing Services
  - Billing Services generally includes, but is not limited to:
    - Billings for approximately 1,800 customers that are billed using an annual coupon book
    - Provide on-line payment services and customer portal access for customers' accounts.
    - Provide customers with capabilities for Paperless Billing and AutoPay option.
    - Amounts and fees to be billed according to the District's Sewer Rate Ordinance.
    - Provide a telephone number for the billing services.
    - Customer Service for all property owners to resolve billing issues and deal directly with customers.
    - Reports provided monthly, quarterly, and annually or as specified by the District board.
    - Provide an Aged Trial Balance report at the end of each month.
    - Prepare and mail monthly Collection Letters and Lien Notice Letters.
    - Prepare and file liens with appropriate governmental agencies.
    - Process all Lien payments when received and file Releases for paid liens.
    - Provide all expenses for billing services and how the District will be billed for these services.

- District Administrative services
  - Administration services generally include, but is not limited to:
    - Meetings- preparing agendas, meeting minutes and scheduling and attending all regular board meetings, special monthly committee meetings.
    - Accepting and responding to all customer calls
    - Coordination with billing service provider
    - Maintain master customer contact list
    - Accept and review all claims and invoices
    - Process all paperwork required for construction project
    - Coordinate with funding agencies for construction project
    - Coordinate on a weekly basis or more often with the District Board, specifically the President and Treasurer

**Proposal Submittal requirements for Optional Services**

1. Provide a general statement of qualifications describing relevant experience in the providing optional services (Billing and Administration) for similar size systems including:
  - a. Name/location/type of system
  - b. Number of customers or connections
  - c. Description of services provided
  - d. List of three current references with contact information
2. Provide a detailed narrative and pricing proposal to define proposed scope of work and identify costs for proposed:
  - a. basic services-
    - i. on an annual cost basis
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If you have any questions or concerns, please do not hesitate to contact me.

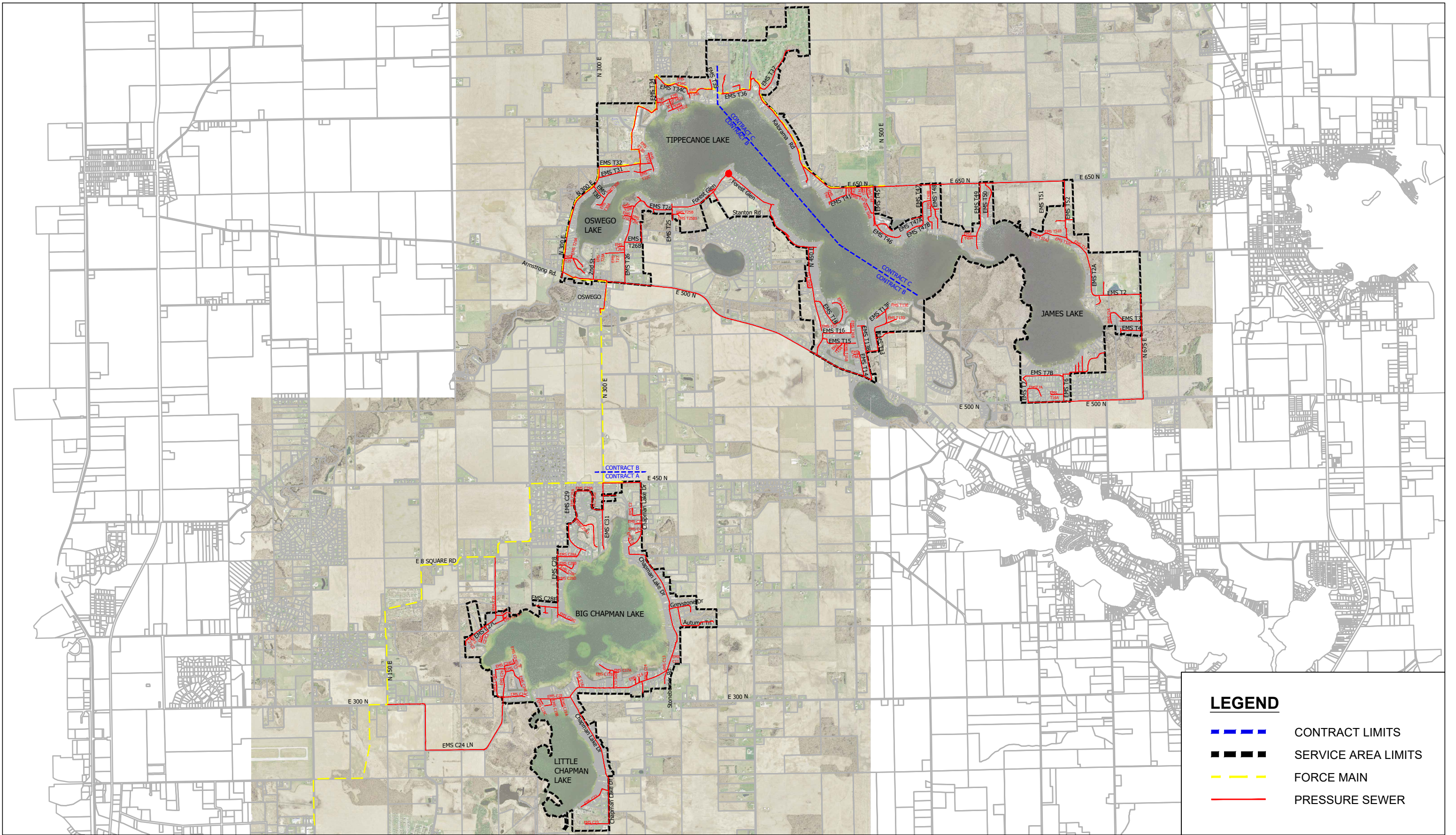
Sincerely,

Jennifer Ransbottom  
Tippecanoe Chapman Lakes RSD  
District Administrator

cc: Jeff Thornburgh, TCLRSD President

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**LEGEND**

- - - - CONTRACT LIMITS
- - - - SERVICE AREA LIMITS
- - - - FORCE MAIN
- - - - PRESSURE SEWER

# PROJECT MAP

## TIPPECANOE-CHAPMAN LAKES

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