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# Indianapolis Department of Public Works Request for Information:

White River-Rocky Ripple Flood Control Improvement District  
Flood Risk Reduction Project

September 30, 2019



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## **City of Indianapolis, Department of Public Works**

### **Request for Information**

### **White River-Rocky Ripple Flood Control Improvement District Flood Risk Reduction Project**

**Response Due Date and Time:** November 4, 2019; 4:00 P.M. Local Time

This Request for Information (RFI) is official notification of a proposed Flood Risk Reduction Project along the West Fork White River at the Town of Rocky Ripple and Butler University in Indianapolis, Indiana (the "Project"). The Project includes the delivery of final planning, design, construction and accreditation of the proposed flood works, required permitting and mitigation efforts, land acquisition, associated flood plain revision and planning for long-term operations and maintenance. This RFI is being issued to solicit a Letter of Interest and other documents from organizations qualified to perform the Project and associated tasks mentioned above. Project delivery is required to be consistent with standards and specifications of the U.S. Army Corps of Engineers and to comply with Title 44 of the Code of Federal Regulations Part 65.10 (44 CFR 65.10). Project coordination and status reporting will include the City of Indianapolis (the "City"), Department of Public Works (DPW), the Town of Rocky Ripple and Butler University. DPW will be responsible for all constructed flood works and associated infrastructure, established easements and long-term operations and maintenance following completion of the Project. The City seeks innovative approaches to complete the Project, which implement sustainable cost controls and best design, construction, operations and maintenance practices. The issuance of this RFI does not constitute a commitment to issue a request for bids/proposals, award a contract, or pay any costs incurred in preparation of a response to this RFI. A submittal in response to this RFI does not guarantee in any way that the organization will be contracted to perform any services, nor does it preclude any organization from responding to future procurement opportunities, but only serves as a notice the organization desires to be considered. The City reserves the right to contact any/all respondents directly regarding their submissions. All written responses are subject to disclosure under the Indiana Access to Public Records Act, IC 5-14-3.

Questions regarding this RFI will be accepted by the contact below until **October 14, 2019, 4:00 P.M.**

**Contact for Questions:** David Borden, Deputy Director, Engineering Division  
City of Indianapolis, Department of Public Works  
1200 Madison Avenue, Suite 200  
Indianapolis IN 46225  
[David.Borden@indy.gov](mailto:David.Borden@indy.gov)

Responses to questions submitted, as noted above, will be provided until **October 18, 2019, 12:00 P.M.**

**Submittal Requirements:** Six (6) copies of a Letter of Interest (LOI) shall be submitted by the response due date and time to:

David Borden, Deputy Director, Engineering Division  
City of Indianapolis, Department of Public Works  
1200 Madison Avenue, Suite 200  
Indianapolis IN 46225  
[David.Borden@indy.gov](mailto:David.Borden@indy.gov)

## Letter of Interest Requirements

### A. General instructions for Preparing and Submitting a LOI

1. A LOI shall include the information listed in paragraph B, below, in the order listed below.
2. A LOI shall be signed by an officer of the submitting organization. Do not include additional forms, resumes, brochures or other material unless otherwise noted in the item description.
3. A LOI shall be on 8 ½ " x 11" sized paper and be limited to 36 total pages.
4. A LOI shall be submitted to DPW no later than the stated "Response Due Date and Time" as shown at the beginning of this RFI. Responses received after this deadline will not be considered. Submittals must include all required items to be considered for further deliberation.

### B. Letter of Interest Content

1. Identification, Qualifications and Key Staff
  - a. Provide the organization name, address and the responsible office from which Project-related work will be performed.
  - b. Provide the name and the email address of the contact person authorized to negotiate and speak on behalf of the submitting organization.
  - c. List all proposed subcontractors, their status as a City-certified minority-owned, woman-owned, veteran-owned, or disability-owned business enterprise, if applicable, the proposed relationship to the work and estimated percentage of effort compared to overall effort.
  - d. List the project manager and other key staff members of the organization, including key subcontractor staff and the percent of time the project manager will be committed to the Project. Include project engineer(s) for technical disciplines and staff responsible for assuring and completing the work. List the key staff experience on similar projects and qualifications relative to the required item qualifications.

- e. Describe the capacity of the organization and proposed subcontractors, and their respective ability to perform the work in a timely manner relative to present workload.
  - f. Describe the ability of the organization to provide all necessary equipment, vehicles and materials to complete the work.
2. Project Approach
- a. Provide a description of the overall approach to the Project the organization would take relative to the advertised Project deliverables.
  - b. For all Project deliverables, describe the organization's approach to cost containment practices, innovative ideas, and any other relevant information concerning the organization's qualifications and approach.
  - c. All project deliverables must be addressed by the LOI. To the extent that the organization is not qualified or able to provide any Project deliverable, such items are to be addressed as "Not Applicable".

## **Project Deliverable Details**

**Public Agency:** City of Indianapolis, Department of Public Works

**Project Location:** DPW proposes to complete flood works along the left (east) bank of the West Fork of the White River beginning at approximately River Mile 238.35 and ending at approximately River Mile 240.20. At approximately River Mile 240.20 the flood works will join the existing Indianapolis North Flood Damage Reduction Project (INFDRP) Phase 3B2 earthen levee near the Riviera Club located at 5640 N. Illinois Street. At approximately River Mile 238.35 the flood works will terminate at natural high ground. The proposed flood works will extend along the north and west property limits of the Town of Rocky Ripple and Butler University.

**Project Description:** The proposed flood works will be comprised of earthen levee, I-wall floodwall, Inverted T-wall floodwall and a combination of these types of structures along the Project reach. The Project will also integrate floodgates for necessary closures, sluiceways at utility crossings and interior drainage and associated pumping/discharge facilities needed for flood works construction. At approximately River Mile 240.20, the flood works will join the existing Indianapolis North Flood Damage Reduction Project (INFDRP) Phase 3B2 earthen levee near the Riviera Club located at 5640 N. Illinois Street, utilizing required construction specifications. The INFDRP is a federally-funded and constructed levee. At approximately River Mile 238.35, the flood works will terminate at natural high ground. The proposed flood works extend along the north and west property limits of the Town of Rocky Ripple and Butler University. Existing residences in the Town of Rocky Ripple are near construction contractor's work limits, and it is vitally important that work to construct the flood works protects these residences. The construction work will also encroach into the floodway requiring a State of Indiana Construction in the Floodway Permit. The Project will include vegetation management, and mitigation for removal of vegetation should be anticipated.

In July 2018, the City completed the “Geotechnical Evaluation and Alternatives Development – Rocky Ripple Local Flood Damage Reduction Project – LD-10-006.” This report and other relevant documents are located at the bottom of this page:

<https://www.indy.gov/activity/major-transportation-projects>.

**Estimated Contract Amount:** The total cost of the Project has not yet been determined.

**Funding Sources:** The White River-Rocky Ripple Flood Control Improvement District and the Marion County Storm Water Management District.

**Minority Participation Goals:** To be counted toward minority participation goals, proposed subcontractors must be certified by the City’s Office of Minority and Women Owned Business Development. The minority participation goals for the Project are as follows:

- Minority-Owned Business Enterprises: 15%
- Woman-Owned Business Enterprises: 8%
- Veteran-Owned Business Enterprises: 3%
- Disabled-Owned Business Enterprises: 1%

For the Project, the City encourages respondents to exceed, where they can, the stated minority participation goals.

**Project Deliverables:**

1. Carry out and complete project management, including scheduling, reporting (including the DPW Capital Improvement Program (CIP) Database), invoicing, project quality control and quality assurance, project design review, design and construction activities reporting, Letter of Map Revision (LOMR) and Federal Emergency Management Agency (FEMA) activities reporting, project outreach, communication and coordination of project management efforts with DPW, the Town of Rocky Ripple and Butler University.
2. Complete preliminary engineering including project layout, identification of land acquisition, land and geotechnical survey and evaluation, permit identification and application, utility coordination, mitigation planning, alternative evaluation and river modelling considerations.
3. Complete design of flood works and associated design tasks including floodwall, earthen levee or embankment, flood gates, pump station(s), interior drainage, bank stabilization, mitigation, maintenance of traffic, pavement, utility relocation and bypass, level of protection determination for local, state and federal guidelines in compliance with requirements of 44 CFR 65.10 and in compliance with USACE standards, and standard operating and maintenance procedures, and for security of the flood works against damage or vandalism and future operation and maintenance by the DPW Operations Division.

4. Complete land acquisition tasks needed for all temporary, perpetual or other permanent easements and right-of-way necessary for the planning, design and construction of the flood works and appurtenant structures, including long-term operations and maintenance requirements.
5. Coordinate and complete all local, state and federal environmental and or associated permitting investigation and identification, application preparation, submittal and associated project required compliance, mitigation, documentation and or other reporting.
6. Complete construction engineering, construction and site restoration, including floodwall, earthen levee or embankment, flood gates, pump station(s), interior drainage, bank stabilization, mitigation, maintenance of traffic, paving, bypass pumping, start-up and training for operations and maintenance for new structures and equipment.
7. Carryout and complete mitigation of disturbance and impact to residences or residential structures during project design and construction related activities.
8. Complete environmental mitigation planning, design, construction including long-term operations and maintenance requirements.
9. Carryout project construction observation and resident project representative services including associated shop drawing and material review and submittals, site inspection and observation and DPW CIP Database reporting and data entry for term of construction project and construction related activities, equipment and materials testing, final construction record, permitting adherence, change order management, and invoice review.
10. Complete long-term operations and maintenance planning and manual development.
11. Coordinate and carryout physical and other testing of installed flood works such as flood gates and closures, pump stations, security and monitoring systems to effectively turn over the flood works to DPW in an operational condition.
12. Carryout public outreach, project communication and education, including coordination with the DPW Public Information Office, the Town of Rocky Ripple, Butler University and media outlets.
13. Complete river modelling to effectively determine design elevation and to submit to FEMA for a Letter of Map Revision (LOMR) and compliance with 44 CFR 65.10.
14. Complete LOMR and project flood works accreditation by FEMA in coordination with the Indiana Department of Natural Resources, Division of Water and the City's Floodplain Administrator.
15. Carryout and complete coordination of project planning and design, including value engineering, construction, construction inspection, permit and mitigation related, project turn over, LOMR and FEMA related tasks through the term of the project and assure the submission of project record drawings in conformance with the DPW Digital Design Submittal Standards.
16. Complete all geotechnical investigation, analysis, exploration and evaluation for completion of project.
17. Complete all needed land survey, mapping and investigation for project completion.
18. Provide Project Warranty for flood works and appurtenant structures including pavement, utility associated infrastructure and mitigation structures and or materials.

## Conditions

1. By submitting a LOI in response to this RFI, each responder agrees that all of its related expenses are its sole responsibility, and that the City will not be responsible for any costs whatsoever incurred by any responder in connection with or resulting from this RFI and the evaluation process, including but not limited to, costs for submission preparation, travel and per diem, attending interviews, providing presentations or demonstrations, and participating in agreement negotiation sessions.
2. Pursuant to the Indiana Access to Public Records Act (APRA), I.C. 5-14-3, *et. seq.*, and Section 141-105 of the Revised Code of Indianapolis and Marion County, all LOI submissions and any following communications and contractual agreements shall be public records subject to disclosure upon request, and may be posted to the City's website. If a responder believes that any information in its submittal is subject to non-disclosure pursuant to I.C. § 5-14-3-4(a), the Responder must: (a) request the City to treat the information as confidential; (b) assert in writing the proper statutory exemption(s) from disclosure, such as the exemption for trade secret information under I.C. § 5-14-3-4(a)(4) or confidential financial information of a person under I.C. § 5-14-3-4(a)(5), and provide a brief explanation of the basis for such assertion(s); (c) place the information for which confidential treatment is sought in a sealed envelope, labeled as "Request to Maintain as Confidential" and include in the submittal a section stating that information the responder deems confidential has been so submitted; and (d) to the extent that the information for which confidential treatment is sought is contained in a document that also contains non-confidential information, the responder shall provide a redacted version with its submittal. If the City does not agree that information requested for confidential treatment is in fact confidential under APRA, the responder will be notified and afforded reasonable time to present additional justification prior to release of the information. The City reserves the right to make the final determination in accordance with the law.
3. The Consolidated City of Indianapolis and Marion County has a strict non-discrimination policy. Accordingly, any organization submitting a LOI shall not discriminate against any employee or applicant for employment in the preparation of the LOI or the performance of any agreement that may arise as a result of this RFI with respect to her or his hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of her or his race, sex, sexual orientation, gender identity, religion, color, national origin, ancestry, age, disability, or United States military service veteran status.
4. The Consolidated City of Indianapolis and Marion County is exempt from federal, state and local taxes.
5. The Consolidated City of Indianapolis and Marion County is an equal opportunity employer.