

REQUEST FOR PROPOSAL (RFP)
POND SYSTEM MANAGEMENT

WINSLOW FARM COMMUNITY ASSOCIATION, INC.
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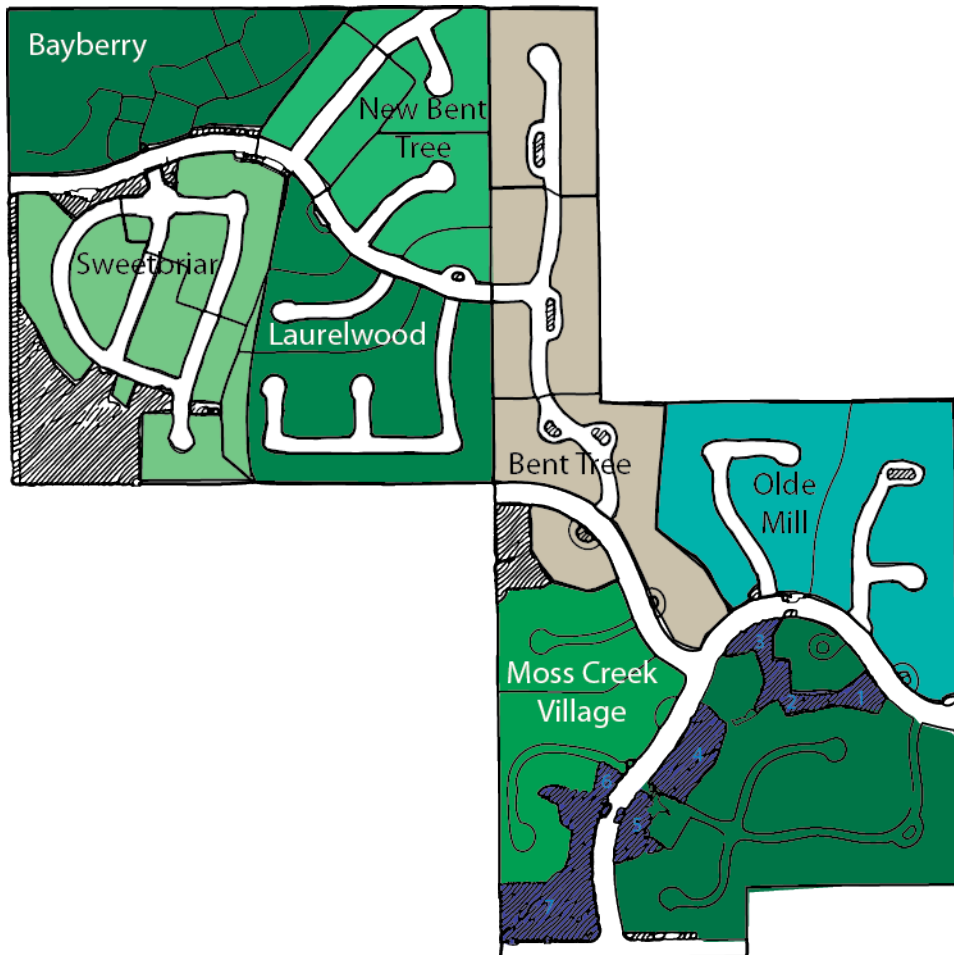
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1. SUMMARY AND BACKGROUND

Winslow Farm Community Association (WFCA) is soliciting proposals from companies that provide comprehensive pond management in order to restore and better maintain our existing pond system.

This Request For Proposal (RFP) has been created to assist interested companies with preparing suitably detailed proposals so that WFCA can fairly evaluate an appropriate pond management company based on criteria outlined herein.

Winslow Farm Community, Inc. is made up of volunteer homeowners that live in the Winslow Farm neighborhood in Bloomington, Indiana. There are 417 homes in Winslow Farm, located in eight uniquely named and designed sections. The pond system is made up of wet ponds (numbered 1-7) and one dry pond areas that wind throughout Winslow Farm.



2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 5 p.m. EST September 25, 2017. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review and will include scope, budget, schedule, and other necessary items pertaining to the project.

3. PROJECT PURPOSE AND DESCRIPTION

The purpose of this project is as follows:

The WFCA and member-homeowners have expressed a strong desire to establish a long-term plan to maintain the pond system in our common property to control costs, maintain property value, maintain good aesthetics, make ecologically and environmentally smart choices, and decrease the amount of work required by the volunteer board.

Project Description:

We are seeking a qualified consultant who has expertise in the following aspects of pond management:

- Aquatic plant selection and control
- Erosion control to maintain bank integrity and minimize silt and other material going in to the ponds
- Water quality, including biological and chemical treatments to control algae and support the surrounding ecosystem
- Pond liner maintenance and repair
- Water level maintenance, including leakage repair and prevention
- Maintaining related equipment, including aerators, fountains and pumps
- Deterring Canada geese

We would like help prioritizing the most urgent issues that need addressed in the short term, as well as a multi-year plan to restore the system to optimum condition in the most cost-effective manner.

Since it was constructed in the mid 1990's and management of the property switched from the developer/builder to the community association board, member-homeowners have been struggling to understand the various components of the system, what preventive measures should be taken, how repairs should be done, who is qualified to do them, and how to balance the desired aesthetics with environmental and ecological best practices.

In its current state, water levels in some ponds are lower than they originally were, some exposed liners are brittle and compromised, algae and water quality is poor, Canada geese are a nuisance, and recent repair work was more expensive than originally estimated.

The most recent repairs include:

1. Ponds 1 & 2: Complete sediment removal, new liners installed over old liners, eroded banks built back up, Flexamat installed, and specific plant seeds planted that were selected to grow well and provide a decorative and natural barrier
2. Weir 1 & 2: Deteriorated expansion gap foam removed and replaced with MasterSeal SL1

4. PROJECT SCOPE

The scope of this project includes the pond management company conducting a physical inspection, constructing a short-term priority plan, a multi-year, and long-term ongoing plan for maintenance and repair, a reference guide, product and service provider recommendations, review of service provider estimates and bids, monitoring of maintenance and repair work, and ongoing consulting.

Responses to this RFP should not include estimates to complete the maintenance and repairs, as that will be an outcome of the developed plan by the selected pond management company, and future bids to execute it.

We require an on-site visit that would include inspection and assessment of each pond and the connected elements, including weirs, drainage and sediment paths, banks, existing plants, pump and fountain controls, erosion control mats, inlet and outlet pipes and pond liners.

Consultation may include one or more additional visits or conference calls, as recommended by the pond management company, to facilitate creating the WFCAs pond management plan. This plan, which should include an explanation for all the existing elements and how they work together, recommendations to make repairs, and recommendations for specific materials and service providers that are qualified and available to do the repairs. This document will serve as the User Guide for the WFCAs Pond System, minimizing or eliminating future debates and research based on present day conditions, methodology and materials.

The following criteria must be met to achieve a successful project:

The documentation:

- A Word document
- Include a table of contents that includes:
 - Section A: Existing Pond System Components
 - Section B: Urgent Issues and Recommendations
 - Section C: Up to five-year plan to restore to optimum condition
 - Section D: Ongoing Maintenance Recommendations
- Where necessary, include specific recommendations about what service providers to contact, what tasks need accomplished, and any points that need to be considered to ensure the problems are properly addressed by the service providers
- Where appropriate, cite supporting online resources that can provide additional detail or background supporting the recommendations
- Where appropriate, include methods or materials that should be avoided, including reasons for doing so

Specific problems solved, or plans created, to have:

- Algae under control
- Water levels restored
- Bank repairs and erosion control
- Canada geese population diminished
- Unsightly muck and plants remediated
- Sediment inflow minimized
- Water oxygen levels optimized
- Broken infrastructure repaired

5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

Request for Proposal Timeline:

All proposals in response to this RFP are due no later than Monday September 25, 2017.

Evaluation of proposals will be conducted from September 25, 2017 until Tuesday October 10, 2017. If additional information or discussions are needed with any bidders, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than Friday October 13, 2017.

Notifications to bidders who were not selected will be completed by Friday October 27, 2017.

Project Timeline:

The project initiation phase, to include contract negotiation, review and approval, must be completed by Tuesday November 14, 2017.

The project planning phase should be targeted for completion by Tuesday December 12, 2017. The project planning phase, which will include scheduling of the on-site visit, will determine the timeline/schedule for the remaining phases of the project as set forth in the project scope section of this document.

6. BUDGET

WFCA has budgeted up to \$5,000.00 for the project scope outlined in this Request For Proposal. Additional funds are budgeted yearly up to \$15,000.00 for implementation of the recommendations provided by the plan. A \$20,000 gift has been made to the WFCA to complete restoration of pond 3, contingent upon the directly adjoining property owners consenting to the plan.

All proposals must include proposed costs to complete the tasks described in the project scope. Costs should be stated as one-time or non-recurring costs (NRC), monthly recurring costs (MRC) or yearly reoccurring costs (YRC).

NOTE: All costs and fees must be clearly described.

7. BIDDER QUALIFICATIONS

In addition to providing a Certificate of Insurance, bidders should ideally provide the following items as part of their proposal for consideration:

- Description of experience in planning and implementing comprehensive pond management
- List of how many full time, part time, and contractor staff are in your organization
- Examples of 3 or more pond systems and their location managed by the organization
- Testimonials and photos from past clients on pond management services
- Anticipated resources you will assign to this project (total number, role, title, experience)
- Timeframe for completion of the project
- Management methodology

8. PROPOSAL EVALUATION CRITERIA

WFCA will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- Overall proposal suitability: proposed service(s) must meet the scope and needs included herein and be presented in a clear and organized manner

- Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project
- Previous work: Bidders will be evaluated on examples of their work pertaining to pond management, testimonials and references
- Value and cost: Bidders will be evaluated on the cost of their service(s) based on the work to be performed in accordance with the scope of this project
- Technical expertise and experience: Bidders must provide descriptions and documentation of staff technical expertise and experience

Each bidder must submit their proposal to the address below by Monday September 25, 2017:

Winslow Farm Community Association, Inc.
323 E. Winslow Farm Road, Suite 100
Bloomington, IN 47401

Or electronically to:

winslowhoa@bluemarble.net

Questions about this RFP may be addressed to the same email address.