

CEDAR CREEK PUBLIC FACILITIES AUTHORITY

Procurement and Contract Administration Office | Fictional Indiana public owner

REQUEST FOR PROPOSALS

Cedar Creek Pump Station Retrofit

Solicitation No. CCPA-RFP-2026-014

Lump-sum mechanical retrofit, startup and commissioning

Procurement summary	Requirement
Issue date	October 5, 2026
Proposal deadline	November 20, 2026, 2:00 p.m. Eastern Time
Estimated project budget	\$280,000; planning estimate, not a guaranteed award value
Anticipated notice to proceed	January 11, 2027, subject to contract execution
Substantial completion	75 calendar days after written notice to proceed
Proposal security	5% of proposed base price, as a term of this sample
Procurement method	Illustrative two-volume, best-value RFP; see Section 5

Notice of invitation

The Authority invites proposals from qualified mechanical contractors for replacement of two pumping units and associated piping, valves and startup services at the fictional Cedar Creek Pump Station in Indiana. Proposers shall submit a complete technical response and a separately identified price response in accordance with this solicitation.

Demonstration status

This is a professionally prepared FieldOps Foundry demonstration document. The Authority, facility and procurement are fictional. No proposals, payments or bonds are being accepted. This document is not issued, endorsed or approved by the State of Indiana. The 5% security requirement and scored award method are sample owner choices; they are not presented as universal state public-works requirements.

A real issuing agency must establish the lawful procurement method and issue its approved contract, forms, drawings and specifications before advertisement. This sample demonstrates the content and administration of an RFP; it does not represent an executable public-works contract.

1. Procurement instructions

Milestone	Date / time (Eastern Time)
Mandatory pre-proposal conference	November 2, 2026, 10:00 a.m.
Written questions due	November 6, 2026, 4:00 p.m.
Target final written addendum	November 13, 2026
Proposals due	November 20, 2026, 2:00 p.m.
Target notice of intended selection	December 4, 2026
Anticipated notice to proceed	January 11, 2027

1.1 Communications and addenda

All procurement communications shall be directed to the designated Procurement Officer. Proposers shall not seek direction from facility staff or evaluators. Questions shall identify the solicitation number, section and issue requiring clarification. Only a written addendum issued by the Authority may amend the solicitation. Oral explanations are not binding. Proposers shall acknowledge every addendum in Form B.

1.2 Conference and site information

Attendance by a representative authorized to review the work is mandatory. The Authority shall maintain a sign-in record. Attendance is assumed confirmed solely for the Ridgeline Mechanical demo. Proposers shall review access, piping tie-ins, lifting clearances, electrical interfaces and operations continuity. Conditions that affect price or performance shall be raised before the question deadline.

1.3 Submission and receipt

For this simulation, the Authority would receive one searchable PDF technical volume and one separate PDF price-and-certification volume through an authorized procurement portal. Each file shall identify CCPA-RFP-2026-014, the proposer and volume number. All signature pages shall be signed by an authorized officer. The portal receipt timestamp would control timeliness. No live submission portal is provided or enabled in this demonstration.

Proposals received after the deadline would not be evaluated. A proposer may replace or withdraw its response before the deadline by an authorized written instruction. Responses shall remain available for acceptance for 60 calendar days after the deadline. Clarifications requested by the Authority may explain an existing response but shall not cure a material omission unless permitted under the applicable procurement procedure.

1.4 Responsibility and proposal security

The proposer shall identify its legal entity, registrations, relevant licenses, insurance capability, surety and proposed subcontractors. Include a sample commitment to furnish proposal security equal to 5% of the base price and required contract bonds upon award. Do not purchase or deliver a bond for this fictional solicitation. For an actual state procurement, the issuing agency shall prescribe the required amount and approved form.

2. Technical scope and deliverables

2.1 Objective and existing conditions

Restore reliable duty/standby pumping service by replacing two end-suction pumping assemblies and renewing associated isolation valves and connection piping. The station shall remain operational except during approved shutdowns. The sample facility uses a 480-volt, three-phase electrical supply; the Authority's electrician performs final electrical disconnect and reconnect. These are fictional design assumptions, not verified site measurements.

2.2 Included work

- A. Conduct a documented site-verification survey and submit tie-in dimensions, lifting and access plans, equipment selection and a coordinated schedule.
- B. Furnish two new pumping assemblies, motors, bases, alignment provisions and compatible connection fittings. Include equipment freight, unloading, rigging and disposal of removed units.
- C. Furnish isolation valves, piping modifications, supports, gaskets, fasteners and identification necessary for the defined mechanical installation.
- D. Coordinate isolation, draining and safe access with the Authority. Provide an operations-continuity plan and emergency recovery procedure.
- E. Perform alignment, flushing, leak testing, functional testing, startup, operator training and closeout documentation.

Sample performance requirement	Verification / acceptance evidence
Each unit: 150 gpm at 80 ft total dynamic head	Certified manufacturer curve with duty point and selected impeller identified
Duty/standby arrangement; existing electrical service	Coordinated equipment and motor schedule; interface review with owner electrician
Maintain service outside authorized shutdowns	Approved sequence, isolation plan and daily coordination record
Leak-free piping and stable pump operation	Witnessed test report recording flow, pressure, amperage and vibration
Operator training and maintainable installation	Training record, O&M manuals and as-built equipment identification

2.3 Submittals and review

Submit equipment data, pump curves, dimensions, motor characteristics, valve schedule, installation procedures and preliminary O&M; information within ten calendar days of notice to proceed. Identify deviations explicitly. Authority review does not relieve the contractor of coordination, dimension checks or responsibility for the proposed equipment. Do not order equipment until the specified submittal review is complete.

2.4 Scope boundaries

The owner electrician performs final electrical connection. New utility service, replacement of upstream switchgear, structural reconstruction and hazardous-material abatement are excluded from the sample base scope. Controls integration responsibility and shutdown dates require written clarification; see Section 3.2. Price qualifications or exclusions shall be disclosed in the proposal, not introduced after selection.

3. Schedule, risks and acceptance

3.1 Performance period

The anticipated start is January 11, 2027. Substantial completion is required within 75 calendar days after the written notice to proceed. Within five calendar days of notice to proceed, submit a baseline schedule showing engineering review, submittals, equipment release, delivery, shutdown, installation, testing, training and closeout. Identify the critical path and responsible parties. A three-person mechanical crew is the planning basis, not a mandated labor headcount.

3.2 Pre-award clarification register

Item	Required clarification / contractor response
CR-01 Shutdown access	Exact shutdown date and maximum outage duration are not fixed in the sample. Propose an access and contingency plan; obtain written owner confirmation before final price commitment.
CR-02 Controls interface	State the assumed boundary between mechanical work, owner electrical work and controls programming. Identify tests and coordination needed; seek a written allocation of responsibility.
CR-03 Equipment lead time	Provide current manufacturer lead time and delivery commitment. Demonstrate how the 75-day completion requirement will be met or clearly identify the conflict.

3.3 Safety, quality and reporting

Provide a project-specific safety plan addressing isolation and lockout coordination, lifting, stored energy, housekeeping and any applicable confined-space conditions. The contractor is responsible for the safety of its work and personnel. Maintain a daily record of work performed, staffing, inspections, interruptions and emerging issues. Report conditions that could affect public service promptly to the Authority's project representative.

3.4 Inspection and substantial completion

Request the acceptance inspection after installation and successful testing. Submit manufacturer startup certification and witnessed test results. Substantial completion requires equipment capable of its intended service, completed operator training, an agreed punch list and all safety-critical deficiencies corrected. Acceptance shall be documented by the Authority; equipment delivery alone does not establish completion.

3.5 Final closeout

Deliver electronic O&M; manuals, approved submittals, warranty certificates, spare-parts recommendations, test records, as-built connection sketches and training attendance records. Correct remaining punch-list items and submit final payment documentation. Warranty coverage in the sample shall be at least twelve months from documented substantial completion, including correction of defective contractor work.

4. Commercial and contract conditions

4.1 Price and payment basis

Submit a firm lump-sum base price inclusive of labor, supervision, equipment, material, freight, rigging, disposal, testing, training, overhead, profit and applicable taxes. Identify any allowance separately. The \$280,000 budget is a planning figure and does not establish entitlement to payment. Do not treat it as a completed contractor estimate.

Following award, submit a schedule of values for owner review. Payment applications shall identify completed work, supporting documentation, approved stored materials and previously paid amounts. Payment terms, retainage and statutory payment requirements must be stated in the issuing agency's executed agreement. The sample does not create a right to invoice the Authority or FieldOps Foundry.

4.2 Bonds and insurance

For the sample proposal, confirm the ability to provide performance and payment bonds each equal to the executed contract value through an authorized surety. Provide evidence of workers' compensation and employers' liability coverage and the ability to furnish commercial general liability and automobile liability coverage. Illustrative limits are \$1,000,000 per occurrence and \$2,000,000 aggregate for general liability, and \$1,000,000 combined single limit for automobile liability. Actual forms, limits, endorsements and required parties are set by the issuing agency.

4.3 Changes and differing conditions

Only the Authority's authorized contract representative may approve changes to contract scope, price or time. Obtain written authorization before changed work proceeds, except immediate action necessary to protect life or prevent property damage. Record the event and notify the representative promptly. Provide itemized cost and schedule effects. Oral direction, site discussions and vendor substitutions alone do not amend the contract.

4.4 Subcontracting, records and conduct

Identify subcontractors and the work assigned to each. The prime contractor remains responsible for performance and compliance of its subcontractors. Preserve procurement and project records as required by the executed agreement and applicable law. Disclose conflicts of interest, debarment or suspension matters and material litigation affecting performance. Observe nondiscrimination requirements and any participation goals and certifications specifically issued with an actual solicitation.

4.5 Order of precedence and owner rights

The executed agreement shall resolve conflicts among addenda, conditions, drawings, specifications and accepted proposal commitments. The Authority reserves the rights stated in the actual solicitation and permitted by law, including rejection, cancellation and seeking clarifications. Selection does not authorize work; written contract execution and notice to proceed are required. No undisclosed automatic renewal or continuing commitment is contemplated.

5. Proposal organization and evaluation

5.1 Required response organization

Volume	Required content
I Technical response	Executive summary; company qualifications; three comparable project references; equipment approach and duty-point support; work sequence; baseline schedule and manufacturer lead time; safety and continuity plan; clarification/exceptions register; staffing and named project lead.
II Price and administrative response	Completed Form A price schedule; Form B acknowledgments and signature; sample proposal-security commitment; entity/registration and license information; insurance and bond capability; subcontractor listing.

5.2 Responsiveness review

The sample evaluation first checks deadline compliance, required attendance, signed response, addenda acknowledgment, required security commitment and complete volumes. Material omissions are referred to the Procurement Officer. Responsiveness is separate from the owner's internal PASS/BUILD business-fit decision shown in PursuitDesk.

5.3 Illustrative best-value scoring

Criterion	Points	Evaluation focus
Technical approach and equipment	30	Performance support, coordination and installation method
Schedule and delivery confidence	20	Critical path, supplier evidence and continuity of service
Risk, safety and scope clarity	15	Shutdown plan, interface boundaries and disclosed assumptions
Relevant experience and team	15	Comparable work, references and accountable staffing
Evaluated base price	20	20 x lowest responsive evaluated price / proposer price
Total available	100	Technical subtotal 80; price subtotal 20

In this sample, a proposal must achieve at least 60 of 80 technical points before price scoring. A panel would document its reasoning and consistent application of the published criteria. If authorized, discussions or a best-and-final-offer request shall be administered on a consistent basis. Unannounced criteria shall not be introduced after proposals are received.

5.4 Procurement-method qualification

The scored method above is a demonstration of RFP administration, not a statement that Indiana permits this method for every construction contract. A real state public-works procurement must use the required statutory award basis, approved qualification procedures and prescribed bidding documents. The issuing agency must approve the method before the solicitation is released.

Form A. Price proposal and schedule

Solicitation: CCPA-RFP-2026-014
Project: Cedar Creek Pump Station Retrofit
Proposer legal name: _____

The undersigned proposes to perform the defined base work for the lump-sum amount stated below. Breakdown entries must reconcile to the total base price. Do not enter real customer information into the public demonstration.

Price component	Amount (USD)
Equipment, motors, valves and material	_____
Labor, supervision, installation and rigging	_____
Testing, commissioning, training and closeout	_____
Freight, disposal, bonds, taxes, overhead and profit	_____
TOTAL BASE PRICE	_____
Base price in words	_____

Schedule commitment

Time to substantial completion after written notice to proceed: _____ calendar days.
 Manufacturer equipment lead time after approved release: _____ calendar days.
 Proposed mechanical crew: _____ persons.
 Name and role of accountable project lead: _____

Clarifications, exclusions and allowances

List each qualification or exclusion with the affected solicitation section and price/schedule impact. A blank entry means no qualification is offered. Do not assume that an exception has been accepted merely because it appears in the response.

Section / item	Qualification and effect
_____	_____
_____	_____
_____	_____

Price certification

I certify that the price schedule is authorized by the proposer, includes the stated base scope, and identifies all offered qualifications and exclusions. The response is held available for acceptance for 60 calendar days after the proposal deadline.
 Authorized signature: _____ Date: _____
 Printed name / title: _____

Form B. Acknowledgments and certification

Solicitation: CCPA-RFP-2026-014
Proposer legal name: _____

B.1 Addenda acknowledgment

Acknowledge every written addendum issued by the Authority. If none are issued, state "None issued." The demonstration is issued with no actual addenda; do not invent an official agency amendment.

Addendum number	Issue date	Acknowledged by
_____	_____	_____
_____	_____	_____
_____	_____	_____

B.2 Administrative response checklist

Confirmation	Proposer response / attachment reference
Mandatory conference attendance	_____
Authorized technical and price volumes	_____
5% sample proposal-security commitment	_____
Applicable registrations and licenses	_____
Insurance and contract-bond capability	_____
Proposed subcontractors identified	_____
Exceptions / conflicts disclosed	_____

B.3 Authorized certification

The undersigned is authorized to bind the proposer and certifies that the response is prepared independently; the information provided is accurate to the best of the signer's knowledge; all material scope, price and schedule qualifications are disclosed; and the proposer has reviewed the solicitation and acknowledged the listed addenda. For this fictional procurement, the signature demonstrates form design only and does not create a binding offer.

Signature: _____ Date: _____
 Printed name: _____ Title: _____
 Business address: _____
 Business email / telephone: _____

Appendix C. Requirements and demo traceability

The register below connects the working example to this narrative RFP. PursuitDesk reads the accompanying structured intake sample using labeled-field rules. Checking a requirement confirms source review; it does not prove that a bond, license, signed form or submittal has been delivered.

Demo ID	Requirement / governing section	Suggested contractor owner
R1	Signed response and all addenda acknowledged (1.1, 1.3; Form B)	Bid manager
R2	5% proposal-security commitment for sample (1.4; Form B)	Owner
R3	Applicable entity registrations, licenses and insurance (1.4, 4.2; Form B)	Bid manager
R4	Substantial completion within 75 calendar days of NTP (3.1; Form A)	Project manager
R5	Equipment submittals and pump curves (2.2-2.3)	Estimator
R6	Startup, training and O&M closeout (3.4-3.5)	Project manager

Procurement reference basis

The document's scope organization and communications controls were informed by the Indiana Department of Administration's RFP development guidance. State construction procurement is administered separately through the Public Works Division. No state threshold, bond percentage or best-value authorization is asserted by this sample.

Official reference 1: IDOA, How to Build a Request for Proposal - Solicitation FAQs.
secure.in.gov/idoa/procurement/how-to-build-a-request-for-proposal-rfp/frequently-asked-questions/

Official reference 2: IDOA, Public Works Division.
in.gov/idoa/state-property-and-facilities/public-works/
References checked October 5, 2026.

Document control and limitation

Revision 1.0 | Issued October 5, 2026 | Prepared by FieldOps Foundry for the PursuitDesk demonstration. This PDF and the structured example describe the same fictional project. Neither is an official Indiana solicitation or a certification of state acceptance. A real release requires the owner's adopted procurement procedure, authorized project design, prescribed forms and approved agreement.