

ADDENDUM #2

DATE: November 07, 2023
PROJECT TITLE: City of Carmel, Indiana Renewable Natural Gas Conversion
PROJECT No.: 2022.02259
OWNER: City of Carmel
ENGINEER: American Structurepoint, Inc.
TO: Prospective Proposers

This Addendum forms a part of the Contract Documents and modifies the RFP Documents dated October 2023, with amendments and additions noted below.

Acknowledge receipt of this Addendum in the space provided in the Exhibit A. Failure to do so may disqualify the Proposer.

This Addendum consists of 1 pages and the following Attachments:

No.	Attachment Title	Issue Date
1	Pre-Bid Meeting Minutes and Attendee List	November 7, 2023

Amendments and Additions:

1. Section – 3.1.A modify to the following:

- i. Have the capacity to provide full services for the design, construction, and operation of the RNG production as well as have the capacity to provide full services for the purchasing, conditioning, marketing, and selling of all renewable natural gas generated by the proposed system.

Questions Received:

Question: What is the volume for each of the four digesters?

Answer: There are four anaerobic digesters. Digesters 1 and 2 are primary anaerobic digesters and Digesters 3 and 4 are secondary anaerobic digesters. Each digester has a working volume of 634,000 gallons.

Additional Questions and Answers are indicated in the Pre-Proposal Meeting Minutes attached to this Addendum.

END OF DOCUMENT

**PRE-PROPOSAL MEETING MINUTES
RENEWABLE NATURAL GAS CONVERSION**

City of Carmel Utilities

Location: American Structurepoint, Inc. Office
(9025 River Road, Suite 200, Indianapolis, IN 46240)

November 6, 2023 (1 P.M.)

Meeting notes are indicated in italics

- I. Introductions – *See attached sign-in sheet for list of attendees.*
- A. City of Carmel
 - B. American Structurepoint
- II. Project Description
- A. The Work, in general, consists of, Designing, Furnishing, Owning, Operating, and Profit Sharing for Renewable Natural Gas Conversion of Carmel Wastewater Treatment Plant’s Digester Gas
 - B. The City is currently under contract to complete internal gas piping replacement for the digesters with a substantial completion date of December 13, 2024. Digester gas will not be available for use until after substantial completion of this project.
 - C. Exhibits are made available by emailing Kaitlyn Currie (kcurrie@structurepoint.com) and requesting a link to download them. Contact Kaitlyn if you have not done so already to receive the exhibits. *In case of any further changes, the revised documents will be sent out to everyone who had previously requested a link.*
 - 1. Exhibit A – Proposer Signature and Submittal Page
 - 2. Exhibit B – City of Carmel Utilities Affidavit of Non-Collusion
 - 3. Exhibit C – Facility Drawings
 - 4. Exhibit D – City of Carmel Utilities Gas Volumes & Data
 - 5. Exhibit E – Preliminary Injection Quality Requirements
 - 6. Exhibit F – Geotechnical Report
 - 7. Exhibit G – Governmental Requirements
 - D. Proposal shall assume only utilizing the Carmel Utilities WWTP digester gas produced from the WWTP process. No high strength waste shall be brought into the facility for use.
 - E. Proposal shall coordinate with Carmel Utilities for the RNG tail gas requirements. Carmel Utilities will be adding a biofilter system for odor control of their

BioPasteur system off-gas and would like to run the RNG tail gas through it if it can achieve less than 1% methane such that it can be discharged to the atmosphere without the use of the flare. *All gas produced will go out to the system and none of it will be used internally. If the methane requirement is not met, then the Proposer is to mention it on the proposal so that coordination with the City can be done on flare use.*

F. The City of Carmel Utilities will provide space in their existing solar building for the Proposers use in drying out media prior to disposal if required.

G. Proposal to include two options:

1. Option 1: Proposer sources and pays for design, construction, and operation of the RNG system and markets the gas.
2. Option 2: The City builds, owns and operates the RNG system and the Proposer markets the gas.

III. Forms Required in Contractor's Bid Package

- A. Signed Exhibit A
- B. Internal Revenue Service Form W-9
- C. Signed Exhibit B
- D. Signed Exhibit G
 1. Contractor's Certification Regarding Investment with Iran, Nondebarment Affidavit, Employment Eligibility, Nondiscrimination Commitment
 2. Certification of American Iron & Steel Compliance
 3. E-Verity Affidavit

IV. Expected Project Schedule

- A. Questions due in writing to Engineer by 12 A.M. on November 22, 2023 to kcurrie@structurepoint.com.
- B. Final Addenda will be issued by end of day on November 29, 2023.
- C. City of Carmel Utilities will receive sealed proposal for the above described "Project" at the City of Carmel Clerk's Office, One Civic Square, Carmel, Indiana, until **10:00 a.m. (local time) on or before December 6, 2023**. At 10:00 am the Proposals received will be publicly opened and read aloud at the Board of Public Works meeting.
- D. Tentative Notice to Shortlisted Proposers: December 20, 2023
- E. Tentative Start of Interview Process (if applicable): January 1, 2023
- F. Tentative Start of Negotiations (if applicable): January 4, 2023
- G. Tentative Executed Contract Date: February 6, 2023



V. Addenda

- A. Addenda 1 was issued on October 30, 2023 moving the location of the Pre-Proposal Meeting
- B. Addenda 2 will have the Pre-Proposal meeting minutes and questions
- C. Final questions (submitted in writing) will be issued in final Addendum.

VI. Owner Comments

VII. Contractor Questions

- Question: Under section 3: Scope of Service, point (A). We require more clarification for this point. Will this be a digester project? Are there any modifications planned to the existing digesters that might change the gas storage capacity?
Answer: *No modifications are planned to the existing digesters.*
- Question: Why is the capacity to design, construct, and operate an AD and BNR system a requirement for an RNG project? Page 13 of the RFP calls for the provider to provide construction and operation of the anaerobic digestion and BNR. This seems a little vague and doesn't seem to mesh with the rest of the scope of the project. Could you elaborate on that please?
Answer: *Section 3.1.A shall be modified to state "Have the capacity to provide full services for the design, construction, and operation of the RNG production as well as have the capacity to provide full services for the purchasing, conditioning, marketing, and selling of all renewable natural gas generation by the proposed system."*
- Question: Why is high strength/food waste not allowed? Do they have capacity issues?
Answer: *There is not capacity in the existing digesters to take High Strength Waste at the Carmel facility.*
- Question: Has Carmel secured any funding of their own for this project? Grant, loan, etc.?
Answer: *If the proposal for the City to own/operate appears to be the best available option, the Utility will use existing local funds and/or secure funding to move forward.*
- Question: Will the pre-proposal attendee list be shared?
Answer: *Yes. List is attached to the pre-proposal notes.*
- Question: Per Specification Section 3.2 C, the Proposer can request a one on one meeting with the Owner. Who will be the point of contact to coordinate this?

Answer: Mike Hendricks from the City of Carmel – see contact information on the attached sign-in sheet. Meeting can be scheduled anytime between the pre-proposal meeting and proposal submittal on December 6, 2023.

- VIII. Contact Information: Kaitlyn Currie, PE, kcurrie@structurepoint.com
- IX. A Site Visit will be conducted following this meeting. Proposers to drive to 9609 Hazel Dell Parkway, Indianapolis, IN 46280



City of Carmel Utilities
 Renewable Natural Gas Conversion
 RFP 1-23
 Pre-Proposal Meeting, November 6, 2023
 Attendance Roster

Attending Initials	Name	Organization	Preferred Phone	Email
JW	Justin Winenger	F.A. Wilhelm Construction	317-376-217	JUSTINWINENGER@FAWILHELM.COM
MH	Mike Hendricks	City of Carmel	317-766-3240	mhendricks@carmel.in.gov
JD	JOHN DUFFY	CITY OF CARMEL	317-339-8472	JDUFFY@CARMEL.IN.GOV
KC	Kaitlyn Currie	Structure point	317-547-5580	Kcurrie@structurepoint.com
SS	Shaize Sajjad	"	"	ssajjad@structurepoint.com
DM	DAVID MOHLER	"	"	dmohler@structurepoint.com
JC	Jesse Carter	Maddox	317-716-2233	carter@maddoxindustrial.com
JP	JOE PASH	GRIP	317-677-3080	jpash@GRIP-3MMV.COM
DU	DEREK URBAN	WESSLER ENG.	463-777-8051	DEREKU@WESSLERENGINEERING.CO
MG	Matt Gornond	Kinder Morgan	317-400-5484	MATT.GORNOND@KINDERMORGAN.COM
JB	JOE BRASS	Kinder Morgan RNS	"	joseph_brass@kinder-morgan.com
JS	John Solomon	KINDER MORGAN	603-668-2616	JOHN.SOLIMON@KINDERMORGAN.COM
LG	Lance Gaffin	HPT / Anaergia	317-748-6828	lgaffin@hpthompson.com