

# **REQUEST FOR PROPOSALS/QUALIFICATIONS**

## **POTENTIAL IMPROVEMENT, ADDITION, OR REPLACEMENT OF TOWN FACILITIES**

### **TOWN OF INGALLS, INDIANA**

#### **I. PROJECT INTRODUCTION:**

In accordance with IC 5-23-5, the Town of Ingalls, Indiana (the “Town”), invites any and all qualified parties to submit Proposals and Statements of Qualifications to design, construct, renovate, and/or transfer improvements related to the development, renovation, and/or relocation of Town facilities and infrastructure (the “Project”) under a public-private partnership. The purpose and intent of the Project is to fulfill essential operational, infrastructure, and/or public safety needs for the community and to meet the Town’s obligations to provide safe and secure facilities for such purpose.

#### **II. PROJECT SCOPE:**

The selected proposer will provide all development services, design services, site work, labor and material to develop and construct the Project. Although the Town has a clear need for new or renovated facilities and infrastructure, the scope of the Project is not determined. The final Project scope will be determined through a scoping period with the selected proposer, during which the selected proposer will be required to provide existing facility analysis, site analysis, design, and construction analysis to create a final scope and a guaranteed budget. The scoping period is anticipated to be a very intense and fast-paced process, with the goal of achieving a guaranteed price and final schematic design in Spring, 2025 in order to accomplish a construction groundbreaking in Summer, 2025. As part of the scoping process, the selected proposer may be asked to investigate potential improvements needed for structural, public safety, code compliance, accessibility, operational efficiency, and energy efficiency purposes. The Town has multiple facilities that potentially need improvements, additions, or replacement, but have limited funds to do so. As part of the required scoping period deliverables, the selected team must provide constructability analysis, budgets, schedules, and other necessary information for the Town to determine a priority list of the potential Projects. Upon receiving satisfactory scoping period deliverables from the selected offeror, the Town will move forward with the Project and selected offeror via resolution or ordinance at a public hearing to complete the design, construction, and development of the Project. If (1) the selected offeror is unable to produce satisfactory deliverables including a guaranteed budget, or (2) the Town determines that the Project is not necessary or wise based on the results of the scoping period, then the Town will begin a new scoping period with another offeror or cancel this RFPQ process altogether. In either event, the resulting scoping period deliverables will be solely owned by the Town, and the Town may use the information from the scoping period deliverables for its use and benefit. Further, the Town reserves the right to pursue additional or alternate procurement processes if necessary.

#### **III. PROPOSAL EVALUATION:**

The Town has formed a committee to review the proposals received. The criteria which will be utilized in evaluating proposals are as follows:

- Your experience developing similar BOT projects
- Your demonstrated ability and capacity to perform the work, including your reputation as indicated by your references for performing this type of work
- Your approach to develop the Project
- Your proposed fees during the scoping period

#### **IV. PROPOSALS**

Please respond to the following requests:

- A description of the project team
- Identify at least three (3) similar BOT public projects you have developed. Include names, email addresses, and telephone numbers to be used as references relative to the listed projects.
- A proposed schedule for the Project, including proposed dates complete design, to start and complete construction, and to convey the improvements to the Town. Considering the scope is not developed at this point, please provide this schedule for example purposes only. The final schedule will be determined in the scoping period as part of the selected proposer's deliverables.
- A proposed approach to the Project.
- The scoping process will be very intense and focused, in which time the selected proposer would need to prepare construction/scope analysis and a guaranteed budget sufficient for the Town to make a decision on proceeding (or not) with the Project and with the selected proposer. Please identify fees that may be requested by your team during this process. You may offer an overall lump sum or multiple lump sums segregated by task or team member.

#### **V. General Conditions**

It should be understood that:

- The Town reserves the right to reject any and all Proposals/Statements of Qualifications at its sole discretion.
- The Town does not require you to submit a certified check or other evidence of financial responsibility with your proposal.
- The price of the stated scoping period fees are important factors, but they are not the sole or determinative factor. The offeror's demonstrated experience, ability, and capacity to perform the work will be equally or more heavily weighted inasmuch as a favorable scoping fee by a proposer who is unable to demonstrate the capability to perform the work well will not suit the needs of the Town.
- All proposers will be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. The Town may enter into discussions with proposers to clarify and assure a full understanding of proposals.
- The Town may refuse to disclose the contents of the Proposals/ Statement of Qualifications during discussions with eligible proposers.
- This Project will be procured under IC § 5-23, and therefore the selected proposer will not be subject to further procurement processes under IC § 36-1-12 or any other statute. However, the selected proposer will be required to provide a performance bond for 50% of the construction costs and a payment bond for 100% of construction costs per both IC § 5-23 and IC § 36-1-12.
- Proposing firms shall not contact Town Council members, Town staff, or any other public officials during the RFPQ process other than the RFPQ Committee's representative (the "Representative") listed below, unless authorized or directed to do so by the Representative. All correspondence and questions for this RFPQ should be directed to the Representative as follows:

Town Manager, Neil Stevenson: [nstevenson@ingalls.in.gov](mailto:nstevenson@ingalls.in.gov)

- The Town reserves the right to enter into a Scoping Agreement with a proposer for preliminary design and development services prior to the Town agreeing to move forward with the Project. After the scoping period, the RFPQ Committee shall either make a recommendation to award the public-private agreement to a proposer, engage another proposer, or shall terminate the request for proposal process.
- Submittal: An electronic PDF of the Proposal/Statement of Qualifications should be emailed to:

Town Manager, Neil Stevenson: [nstevenson@ingalls.in.gov](mailto:nstevenson@ingalls.in.gov)

**Proposals must be received by 2:00 PM local time on February 21, 2025.**

### **ADDENDUM #1**

The Town of Ingalls has previously engaged American Structurepoint, Inc. to assist with the preliminary scoping of the desired Town Facilities. The Town desires to continuing its partnership with American Structurepoint as the project's designer. However, the Town has not yet determined whether the design services contract will be included within the BOT agreement or will remain a separate contract directly with the Town. BOT teams are requested to provide an approach that accommodates either scenario. The scope and fee for design services will be negotiated at a later date and are not expected to be included in the RFP response.