

REQUEST FOR PROPOSALS/QUALIFICATIONS

CIVIC CENTER PROJECT

CHARLESTOWN, INDIANA

I. PROJECT INTRODUCTION:

In accordance with IC 5-23-5, the Board of Public Works (the "BOW") for the City of Charlestown, Indiana (the "City") invites any and all qualified parties to submit Proposals and Statements of Qualifications to obtain financing, develop, and renovate/construct a potential new civic center project in the City in a public-private partnership, the scope of which will be determined in a scoping period with the selected proposer and will likely include the renovation/redevelopment of an existing building owned by the City (the "Project"). The purpose and intent of the Project is to help meet the City's quality of life and economic development goals and to meet the City's obligation to provide safe and clean municipal facilities in a post-pandemic culture.

II. PROJECT SCOPE:

The selected proposer will provide all financing services, development services, design services, site acquisition, site work, labor and material to develop, renovate, and/or construct the Project. Although the City has a clear need for a new civic center and prefers to renovate an existing building located in the City (as opposed to constructing a new building), 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 financing terms, site analysis, design, and construction analysis to create a final scope and a guaranteed budget. The City will likely seek to redevelop a vacant building located at 150 Steve Hamilton Dr, Charlestown, IN 47111, and therefore will need assistance with evaluations regarding schematic design, structural analysis, and site layout/feasibility during the scoping period. 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 early winter, 2022 in order to accomplish construction commencement in Spring, 2022. As part of the scoping process, the selected proposer may be asked to investigate potential improvements needed for public safety, code compliance, accessibility, and operational efficiency purposes. Upon receiving satisfactory scoping period deliverables from the selected offeror, the City 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 desirable financing terms and budget, or (2) the City determines that the Project is not necessary or wise based on the results of the scoping period, then the City 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 City, and the City may use the information from the scoping period deliverables for its use and benefit. Further, the City reserves the right to pursue additional or alternate procurement processes if necessary.

III. PROPOSAL EVALUATION:

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

- Your experience developing similar projects
- Your demonstrated ability and capacity to perform the work

- Your demonstrated ability to finance the project
- Your reputation as indicated by your references for performing this type of work
- Your overall approach to develop the project
- Your Scoping Process fees

IV. PROPOSALS:

Please respond to the following requests:

- Identify three (3) similar projects you have financed and developed. Include names and telephone numbers to be used as references relative to the listed projects.
- A proposed schedule for the Project to show necessary milestones that the City will need to consider.
- A description of the project team.
- A proposed financing solution.
- The scoping process may have a duration of several months in which time the selected offeror would need to prepare feasibility analysis, design, financing terms, and guaranteed budgets sufficient for the City to make a decision on proceeding (or not) with the Project and/or with the selected offeror. Please identify fees that may be requested by your team during this process. You may offer hourly rates, an overall lump sum, or multiple lump sums segregated by task.

V. General Conditions

It should be understood that:

- The City reserves the right to reject any and all Proposals/Statements of Qualifications at its sole discretion.
- The City does not require you to submit a certified check or other evidence of financial responsibility with your proposal.
- All offerors will be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. The City may enter into discussions with offerors to clarify and assure a full understanding of proposals.
- The price of the stated scoping period fees and the proposed financing solutions 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 City.
- The City may refuse to disclose the contents of the Proposals/ Statement of Qualifications during discussions with eligible offerors.
- This Project will be procured and financed in partnership with the selected offeror under IC § 5-23, and therefore the Project will not utilize "public funds" as defined in IC § 5-22-2-23. Per both statutes, the selected offeror 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 per both IC § 5-23 and IC § 36-1-12.
- Proposing firms shall not contact BOW members or any other voting body during the RFP process

other than the City's representative listed below (or, unless specifically authorized to do so by the City's representative). All correspondence and questions for this RFPQ should be directed as follows:

Email Address: Treva Hodges mayor@cityofcharlestown.com

- The City reserves the right to enter into a Scoping Agreement with an offeror for preliminary design and development services prior to the City agreeing to move forward with the Project. After the Scoping period, the Committee shall either make a recommendation to award the public-private agreement to the selected offeror, engage another offeror, or to terminate the request for proposal process.
- Email an electronic PDF of the Proposal/Statement of Qualifications to Mayor Treva Hodges at the following Email address: mayor@cityofcharlestown.com .

Proposals must be received by 2:00 PM local time on December 31, 2021.