

**PHASE 1 - REQUEST FOR QUALIFICATIONS for
CONSTRUCTION MANAGER AS CONSTRUCTOR/CM at RISK
Monroe Convention Center**

ISSUED 01.18.2024

The Monroe County Capital Improvement Board of Managers (“CIB”) is seeking qualified contractors pursuant to Indiana Code 5-32 - Employment of Construction Managers as Constructors for Projects (CMc). The CIB is a 7-person entity recently created by the Monroe County Commissioners by Monroe County Ordinance 2023-24 as authorized by state statute Indiana Code 6-9-4 et seq. This Board was created in collaboration with the City of Bloomington, to manage all elements related to the Project. The Board is comprised of community-member volunteers with some experience related to managing significant projects. Other consultants, including architectural firms, legal and financial services, bond counsel, and the plan will be to retain a Project manager/owner’s representative. The selection process will consist of two stages. The first stage, Request for Qualifications (RFQ), will be an initial qualifications-based review. From these responses, firms will be selected to proceed to the next stage. The second stage, firms will be selected and invited to interview.

Project Summary

The design of the project is in the schematic design stage. The objective of the project is to renovate the existing Monroe County Convention Center and design an addition of approximately 60,000 square feet on adjacent sites. The project will include, but not limited to, mechanical, electrical, and plumbing systems, fire protection systems, and building envelopes, as well as possible connectors between the proposed additions and the existing convention center.

Projected Timeline (subject to change)

<u>Description of Action</u>	<u>Due Date</u>
Phase 1 RFQ released.	01.18.2024
Phase 1 Qualifications received by 3:00 PM EST (3 weeks)	02.08.2024
Phase 1 Responses evaluated; shortlisted firms notified (2 weeks)	02.14.2024
Phase 2 Interviews for shortlisted firms	Week of 03.04.2024
Proposed CMc Partner Confirmation / CIB Board meeting	03.20.2024

Phase 1 – Request for Qualifications

The selection process will consist of two stages. The first stage (RFQ) will be an initial qualifications based review. From these responses, firms will be shortlisted to proceed to the next stage. The second stage firms will be invited to interview. The total package of the response shall not exceed 25 pages and be offered in no larger than 11 x 17” format.

Corporate Qualifications and Experience

Cover Letter – Letter should confirm that offeror’s submittal is in response to Phase 1 Request for Qualifications.

Office Location – Location of office in charge of project and location of other project team member offices, if applicable. Include appropriate contact information.

Organization Chart – Organization chart showing the project team and their roles, including all sub-consultants or partner firms. If partnering, explain who is responsible for what on this project and any/all referenced projects.

Safety Record – Provide Statement of Experience Modification Rate within the last eight (8) years.

Bonding Capacity – Include documentation from your bonding agent or surety company regarding your bonding capacity. The successful CMC will be required to hold a performance and payment bond for the entire Guaranteed Maximum Price (GMP) amount.

MBE, WBE, VBE Participation – Identification of any partner firms with the listed designations. The CIB encourages and promotes meaningful participation of such enterprises in all professional service agreements.

CMc Experience/CM at Risk – List a minimum of three (3) projects within the last eight (8) years utilizing a CMc delivery with a construction value greater than \$10 million. A special emphasis should be given to Convention Center projects, particularly renovation and additions to existing facilities. The following details should be provided with each project: Staff and their role, Designer, Construction Costs, and Overview of Construction Schedule.

Large Project Experience – List a minimum of three (3) projects within the last eight (8) years with a construction value greater than \$20 million. The following details should be provided with each project: Staff and their role, Designer, Construction Costs, and Overview of Construction Schedule.

Recent Project Experience with Diverse Teams on the Construction Side – List a minimum of three (3) projects within the last eight (8) years with a construction value greater than \$5-10 million and their % of Diversity participation. The following details should be provided with each project: teammates, their roles, % of representation of Diversity participation upon bid, % of representation of Diversity participation upon project closeout. Be prepared to discuss intent vs. actual participation with regard to previous projects.

References – Provide at least three (3) named client references with contact information.

Management Plan

Describe the process through which your organization will approach this project. The response must include personnel directly involved in proposal generation, project management, schedule, financial analyses, cost control, life cycle analysis, and transition throughout design and construction. If partnering, explain who is responsible for what tasks on this project and on previous projects and be prepared to discuss how the participation will be tracked for the duration of the project.

Submittal Procedure

Please submit your qualifications electronically no later than 3:00 PM EST on **02.08.2024**, addressed to:

Monroe County Capital Improvement Board of Managers

Qualifications shall be saved in Adobe PDF format and titled as follows:

“[your company name] - CMc Qualifications – Monroe Convention Center”

To submit your qualifications, email to jwhit@lawbr.com Attention: Monroe County Capital Improvement Board of Managers Legal Counsel James L. Whitlatch, Bunger & Robertson, LLP, 211 S. College Ave., Bloomington, IN 47404.

The CIB reserves the right to disqualify any submittal received after the time and date indicated above. The CIB reserves the right to select the firm or firms that best meets the needs of the CIB based on the submitter’s qualifications and experience.

All correspondence regarding the submittal should be emailed to:

JAMES L. WHITLATCH

Partner jwhit@lawbr.com

BUNGER & ROBERTSON

ATTORNEYS AT LAW

211 South College Ave. | Bloomington, IN 47404

Phone 812.332.9295 | Fax 812.331.8808

Direct 812.245.6016 | Cell 812.345.3491

Submittals that are incomplete, do not follow the format requested below, or otherwise unclear or contrary to the guidelines of this request may be rejected as non-responsive.

If selected, the CMc will be required to enroll in and verify the work eligibility status of all newly hired employees through the E-Verify program. The Selected CMc shall sign an affidavit affirming that CMc does not knowingly employ an unauthorized alien. "Unauthorized alien" is defined at 8 U.S. Code 1324a(h)(3) as a person who is not a U.S. citizen or U.S. national and is not lawfully admitted for permanent residence or authorized to work in the U.S. under 8 U.S. Code chapter 12 or by the U.S. Attorney General.

CMc if selected will be required to certify that it has not, nor has any other member, representative, or agent of CMc, entered into any combination, collusion, or agreement with any person relative to the price to be offered by any person nor prevented any person from making an offer nor induced anyone to refrain from making an offer and that this offer is made without reference to any other offer. CMc shall sign an affidavit affirming that CMc has not engaged in any collusive conduct.

CMc shall comply with City of Bloomington Ordinance 2.21.020 and all other federal, state and local laws and regulations governing non-discrimination in all regards, including, but not limited to, employment.

This RFQ is released on the date first above written.

Monroe County Capital Improvement Board of Managers