

**REQUEST FOR QUALIFICATIONS for  
PROJECT MANAGER/OWNER’S REPRESENTATIVE  
Monroe Convention Center Expansion Project**

**ISSUED 01.18.2024**

The Monroe County Capital Improvement Board of Managers (“CIB” or “Board”) is seeking qualified consultants to perform project management/owner’s representative services for the expansion of the Monroe Convention Center project. (“Project”). 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 Construction Managers at Risk (CMc) all to assist with the Project. The CIB seeks a project manager/owner’s representative to assist them with the management of the Project to its conclusion.

**Project Summary**

**The Project is anticipated to take approximately 3 years to complete. The Project is in the schematic design stage. The objective of the Project is to renovate the existing Monroe Convention Center and design an addition of approximately 60,000 square feet on adjacent sites. The Project will include, but not be 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 for Selection of Appropriate Consultant (subject to change)**

<u>Description of Action</u>	<u>Due Date</u>
Phase 1 RFQ released	<b>01.18.2024</b>
Phase 1 Qualifications received by 3:00 PM EST (3 weeks)	<b>02.08.2024</b>
Phase 1 Responses evaluated; shortlisted firms notified (2 weeks)	<b>02.22.2024</b>
Phase 2 Interviews for shortlisted firms (if applicable)	Week of <b>03.04.2024</b>
<b>Proposed selection at CIB meeting</b>	<b>03.20.24</b>

---

---

**Phase 1 – Request for Qualifications**

The selection process will consist of three 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 an interview, if necessary. The third stage is full Board their review if appropriate selection. 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:** Please include company name, address of corporate headquarters, address of nearest local office, contact name for response, and that person’s contact information (address, phone, cell, email, other). Letter should confirm that offeror’s submittal is in response to Phase 1 Request for Qualifications **for PROJECT MANAGER/OWNER’S REPRESENTATIVE** (“Owner’s Representative”). Keep response to one (1) page.

**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.

**Compensation:** Include the proposed compensation structure and payment schedule anticipated for your services.

**Experience:** Provide a statement of experience discussing past performance, capabilities, and qualifications. Identify other similar projects your firm has performed project management or owner’s representative services. Explain how your firm is a suitable partner for the project(s).

**Work Approach and Schedule:** Summarize the work approach, including number and purpose of visits to Bloomington and estimated time and material requirements from Board members, and the proposed schedule you would employ for the project.

**References:** Provide a minimum of three (3) references, including contact information, from previous contracts or partnerships. Keep response to two (2) pages.

#### **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] – for PROJECT MANAGER/OWNER’S REPRESENTATIVE – Monroe Convention Center”**

To submit your qualifications, email to [jwhit@lawbr.com](mailto: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](mailto: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 I Cell 812.345.3491

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

If selected, the Owner's Representative will be required to enroll in and verify the work eligibility status of all newly hired employees through the E-Verify program. The Selected Owner's Representative shall sign an affidavit affirming that Owner's Representative 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.

If selected Owner's Representative will be required to certify that it has not, nor has any other member, representative, or agent of Owner's Representative, 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. Owner's Representative shall sign an affidavit affirming that Owner's Representative has not engaged in any collusive conduct.

Owner's Representative 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**