

**INDIANA STATE POLICE (ISP) AND THE INDIANA  
DEPARTMENT OF ADMINISTRATION (IDOA) PUBLIC WORKS DIVISION  
REQUEST FOR PROPOSAL (RFP) FOR  
CONSTRUCTION MANAGEMENT SERVICES FOR THREE (3) REGIONAL  
LABORATORY FACILITIES**

**Due March 4, 2019**

**REQUEST FOR PROPOSAL # 00100-18-023-C1**

This is a Request for Proposal (RFP) issued by the Indiana State Police (ISP) and the Indiana Department of Administration Public Works Division.

As the ISP intends to construct three (3) new regional laboratory/post facilities in the areas of existing labs and ISP Posts (Fort Wayne, Lowell and Evansville Indiana) to improve laboratory functions and provide new space for the regional State Police Posts.

ISP and the IDOA Public Works Division is issuing this Request for Proposal to select an appropriate Construction Manager as Construction Manager as Constructor (CMc).

This RFP is intended to publicize the possible, future availability of contracting opportunities for services described herein. The ISP and IDOA create no obligation, expressed or implied, by issuing this RFP or by receipt of any submissions pursuant hereto. The award of any contract(s) as a result of this RFP shall be at the sole discretion of the ISP and IDOA. Neither this RFP nor any proposal submitted in response hereto is to be construed as a legal offer. The ISP and IDOA will not be responsible for any expenses incurred by any firm in preparing and submitting information responding to this request.

**CONFIDENTIAL INFORMATION**

Potential offerors are advised that materials contained in their proposals are subject to the Indiana Public Records Act, IC 5-14-3 et. seq., and after the execution of the contract, may be viewed and/or copied by any member of the public, including news agencies and competitors.

**SCOPE OF WORK**

The ISP seeks to construct approximately thirty-five thousand four hundred square feet (35,400SF) at each site consisting of twenty one thousand square feet (21,000SF) of laboratory, nine thousand three hundred square feet (9,300) of police district office and forty-six hundred square feet (4,600) of shared training spaces for the ISP.

We seek qualified Construction Manager to work with designers to assist with construction estimating, constructability review, and project management.

McClaren, Wilson and Lawrie, Inc. and Ratio Architects, have been engaged to design a prototype facility that will be constructed on the three sites identified below. Detailed programming is complete. Schematic Design is anticipated to begin January 2019.

**SITE:**

The location of the Fort Wayne ISP Lab and Post is 5811 Ellison Road, Fort Wayne, Indiana 46804. This is near the intersection of Interstate 69 and W. Jefferson Blvd. on the south side of Fort Wayne.

The Lowell ISP Lab and Post is located at 1550 E 181<sup>st</sup> Avenue, Lowell, Indiana 46356. This is west of Interstate 65 and north of State Road 2.

The Evansville ISP Lab and Post is located at 19411 US-41, Evansville, Indiana 47725. This facility is on the north side of Evansville Indiana near the intersection of US-41 and Schroeder Road.

**BUDGET AND SCHEDULE**

Construction budget: For this RFP and subsequent submissions, assume construction budget of \$27,085,361.00 for the first two sites, Fort Wayne and Lowell.

Construction schedule: Final construction schedule to be determined once contracts with designer and CMc have been finalized.

Construction would begin as soon as possible and conclude with the construction of the first two sites, Fort Wayne and Lowell. The Evansville site to be constructed last.

**TERMS**

The Construction Management firm selected should anticipate executing a standard contract for construction and CMc services. The contract will provide for a firm, fixed price for services.

**RFP RESPONSES**

Firms interested in providing these services to the ISP and IDOA should submit five (5) printed copies and a digital copy of their written proposal to the address listed below. Separate fee for Preconstruction phase services to be a fixed price now. Fee for Construction Phase Services to be submitted as a fixed amount once the budget is confirmed. We will provide a form for fee submittal with key elements of the fee.

Robert Grossman, Director  
IDOA Public Works Division  
402 W. Washington Street, W478  
Indianapolis, Indiana 46204

Proposals must be received no later than 12:00 p.m. Eastern Standard Time on March 4, 2019. The outside of the envelope should be clearly marked:

## “RESPONSE TO REQUEST FOR PROPOSAL”

No more than one (1) response per principal firm should be submitted. Each proposal should designate one person as the principal contact for the proposing firm. Following a review of the responses, some of the responding firms may be requested to make oral presentations.

Any questions regarding this RFP must be submitted to the above address no later than 12:00 p.m. Eastern Daylight-Saving Time on February 18, 2019. Questions may also be submitted by email to [rgrossman@idoa.in.gov](mailto:rgrossman@idoa.in.gov).

Responses to all questions will be responded to by email.

## SELECTION PROCESS AND CRITERIA

The Evaluation Team will review all of the responses in the following manner:

1. Each response will be evaluated on the basis of the criteria listed below.
2. Based on the results of the evaluation, the proposal(s) determined to be most advantageous to the ISP, taking into account all of the evaluation criteria, may be selected by the ISP for further action.

## EVALUATION CRITERIA

Proposals will be evaluated based upon the proven ability of the Respondent to satisfy the requirements of the RFP. Each of the evaluation criteria categories is described below with a brief explanation of the basis for evaluation in that category.

Criteria	Points
1. Adherence to Mandatory Requirements	Pass/Fail
2. Firm experience with similar projects	15 available points
3. Individual team members experience with similar projects	20 available points
4. Management Assessment/Technical proposal	35 available points
5. Cost structure proposal	10 available points
6. Minority Business Enterprise subcontractor Commitment	5 available points
7. Women Business Enterprise subcontractor Commitment	5 available points
8. Indiana Veteran Business Enterprise (IVOSB) Subcontractor commitment	5 available points
9. Questionnaire	5 available points

## CONSTRUCTION MANAGER MANDATORY REQUIREMENTS . . . . . PASS/FAIL

Minimum requirements of the selected CMc team:

- Prequalified with the State of Indiana Public Works Certification Board for construction projects in excess of \$10M, 1542.00A
- Prior experience providing Construction Management as constructor, at risk or as agent services for a construction project of similar scope and size.
- Staffing capacity to perform CMc services.

- Demonstrable experience managing construction of laboratory space or healthcare related facilities where critical environments exist.
- Knowledge and/or experience with bidding state or government public works projects.

**Firm experience with similar projects**

**15 available points**

Please provide firm experience highlighting projects of similar size, type, scope and complexity.

**Qualifications and experience of individual team members**

**20 available points**

Please provide individual team members resume and experience highlighting projects of similar size, type, scope, and complexity. Please provide assurances that key individuals will remain assigned to this project for the duration of the project.

**MANAGEMENT ASSESSMENT (Business and Technical Proposal) 70 available points**

The response should address the selection criteria described herein and any other information which the offeror believes is relevant to the selection process. The response should include a statement of the philosophy of the firm's approach to this project.

Responses will be evaluated based upon the documented ability of the proposer to satisfy the requirements of the Announcement in a cost effective manner. Criteria considered includes:

1. Demonstrated experience and expertise in Construction Management-Agent or Construction Manager as Constructor services for a construction project of similar scope and size. Provide past examples of previous similar work and projects. Describe any unique characteristics of the project(s) that demonstrate the ability to execute the proposed projects.
2. Please indicate your firm's capacity to provide adequate staffing for this project. Be specific as to the structure of staff and positions and how they will be assigned to the proposed projects. Please list the specific individuals and roles for each that will be working on the proposed projects and their specific experience with CMc projects.
3. Experience and expertise with government bidding requirements, particularly with respect to capital projects. Please provide specific projects involving government bidding requirements for construction projects. These may include state, local government or state university projects.
4. If selected as CMc, please explain what functions your firm would perform during preconstruction, construction and post-construction phases of this project and describe how a communication plan would be implemented that integrates ISP and IDOA into the project.
5. Please provide a lists of construction management tools proposed to be utilized on the proposed projects. List any software and provide sample reports to be used to manage

and administer the CMC process. (e.g. financial/budget, timeliness, projected costs, trade coordination)

6. Provide examples of previous work, if any, where prototype construction was utilized and demonstrate potential cost savings of secondary and potentially tertiary construction site.
7. Please provide firm's financial statement, including and income statement and balance sheet for each of the two most recently completed fiscal years.
8. Please provide the legal form of the firm's business organization, the state in which formed (accompanied by a certificate of authority) and a chart of the organization.

### **COST STRUCTURE/PROPOSAL**

**10 available points**

A guaranteed maximum price for the work will be established. Please provide your recommendation as to when the GMP should be established.

With the construction of three (3) laboratories/post facilities, a cost structure should be provided for each separately. Describe how you would propose establishing the GMP for each location.

Payment and performance bonds shall be required in an amount not less than the estimated construction costs of the project or the GMP. Construction may not proceed without bonds.

### **PARTICIPATION OF MBE, WBE, AND VBE FIRMS**

**15 available points (5 each)**

Pursuant to IC 4-13-16.5 and in accordance with 25 IAC 2-20, the IDOA has determined that there is a reasonable expectation of minority business enterprise participation in this contract.

Therefore a contract goal of not less than five percent (5%) minority business enterprise (MBE) participation and not less than three percent (3%) women business enterprise (WBE) has been established and all offerors and their subcontractors will be expected to comply with the regulations set forth in 25 IAC 2-20.

In accordance with Executive Order 13-04 and IC 5-22-14-3.5, it has been determined that there is a reasonable expectation of Indiana Veterans Business Enterprises (VBE) subcontracting opportunities on a contract awarded under this RFI. Therefore, a contract goal of 3% for Indiana Veterans Business Enterprises has been established.

### **QUESTIONNAIRE**

**5 available points**

1. Name and address of principal location and Indiana office(s), if any, for principal firm and any consulting firms or individuals.

2. If selected as CMc, please explain what functions your firm would perform during preconstruction, construction and post-construction phases of this project and describe how a communication plan would be implemented that integrates ISP and IDOA into the project.
  
3. References:  
List several persons who can provide information about similar work your firm has completed. (References may be contacted).