

Request for Qualifications:

2026 Northwest Indiana Regional Development Authority (RDA) Design Services for Gary Metro Rail Station

Due Date: November 9, 2026

All proposals must be submitted electronically via email to: ajakubin@rda.in.gov. Responses submitted only by hard copy or mail will not be accepted.

Issue Date: October 9, 2026

Section 1: Proposal Instructions

1. Communications Regarding this Project.

- a. All questions or requests for clarification must be submitted via email to: ajakubin@rda.in.gov until October 23, 2026
- b. Any responses made by the Northwest Indiana Regional Development Authority (RDA) related to this RFQ will be posted on the RDA's website as an Addendum. All Offerors are responsible for regularly checking the RDA's website for any addendums issued by the RDA.
- c. Offerors are strictly prohibited from contacting any other RDA employees, any third-party representatives of the RDA, or the City of Gary on any matter having to do with this RFQ. This may result in disqualification.

2. RFQ Schedule.

- a. The following is the anticipated schedule for the RFQ Process:

Issue RFQ:	10/09/2026
Last Day to Submit Questions:	4 p.m. (local time) on 10/23/2026
Written Responses to Questions:	10/29/2026
Due Date for Qualification Submittals:	10 a.m. (local time) on 11/09/2026
Anticipated date that an Offeror is Selected:	11/27/2026

3. Preventing Unfair Advantage.

- a. Fairness and transparency in the procurement process requires that Offerors competing for a specific project do not derive a competitive advantage from having provided services related to the project/contract/work assignment in question.
- b. The Offeror shall disclose active contracts with clients and communities in Lake County in the State of Indiana.
- c. Title VI Solicitation Notice: The RDA, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all Offerors that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, will be afforded full and fair opportunity to submit bids in response to this invitation and no businesses will be discriminated against on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in consideration for an award.
- d. All contracts and subcontracts that result from this solicitation incorporate by reference the provisions of 29 CFR part 201, et seq, the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part- time workers.
- e. The Offeror has full responsibility to monitor compliance with the referenced statute or regulation. The Offeror must address any claims or disputes that arise from this requirement directly with the U.S. Department of Labor – Wage and Hour Division.

4. RFQ Submissions

- a. While each proposal will be considered objectively, the RDA assumes no obligation to accept or to take action on any proposal. The RDA assumes no liability for any costs incurred in preparing or submitting any proposals.
- b. All proposals must be submitted electronically via email to: ajakubin@rda.in.gov by 10:00 am (local time) on November 9, 2026. Responses submitted by hard copy or mail will not be accepted.
- c. Late proposals will not be accepted.

5. Criteria.

- a. Each submitted proposal will be evaluated based on the following criteria. After receipt and review of the written proposal, the RDA may elect to have the proposal presented in person or clarifications submitted in writing.
- b. Offerors shall not assume that any information shared with the RDA prior to this RFQ will be considered in the evaluation process of this RFQ. The evaluation team may or may not have prior knowledge of any discussions and processes. Evaluation will be completed on the information submitted in response to the RFQ only.

Item	Description
1	Qualification and Capability of Firm and Subconsultants
2	Key Personnel
3	Similar Projects and Past Performance
4	Capacity/Availability to Complete Work
5	References
6	MBE/DBE Commitment

6. Purpose and Need/Project Description.

- a. Project Purpose: SEA434-2023 provided funding for the revitalization of the Gary Metro Rail Station in downtown Gary. The firm selected will provide architectural and design services for a new multi-modal rail station and associated parking garage.
- b. The selected firm will complete final design, environmental clearance, and advanced engineering to deliver a modern, ADA-accessible, multimodal transit hub in Downtown Gary, Indiana. The revitalized station will replace the deteriorated Adam Benjamin Metro Center with a safe, efficient regional node serving commuter rail, local and intercity bus, and regional trail and first/last mile networks as a single, integrated multimodal facility.
- c. The design should address core transportation elements; including, ADA-accessible commuter rail station, GPTC and Greyhound bus interface, trail and multimodal connections to the Marquette Greenway, structured commuter parking (approximately 425 spaces). and roadway and circulation improvements.
- d. The design shall include input from the community and the potential users of the rail. The selected firm shall expect to conduct community engagement.
- e. This project will be led by RDA leadership with the assistance of a set of existing consultants. The RDA is requesting qualifications for technical services to supplement existing team expertise.
- f. The City of Gary is a key stakeholder and will be an active participant in all process flows of this project; including, selection of Architect, design reviews, and milestone approvals.
- g. The RDA is established as a separate body corporate and politic under Indiana Code 37-7.5 et seq.

7. Requested Expertise.

The RDA is requesting responses from firms or teams qualified in the following disciplines to assist the RDA with:

Pre-Construction Services: Site analysis, survey, geotechnical investigations (if not already provided), preliminary design, cost estimating, scheduling, constructability reviews, value engineering, and permitting.

Architecture and Engineering Design: Complete architectural, structural, mechanical, electrical, plumbing, security, fire protection, interiors, and environmental (Phase 1/2/3), ensuring compliance with all applicable codes, standards, and Owner requirements.

8. Content and Form of Proposal.

a. The following are the required submittal contents:

i. LETTER OF TRANSMITTAL

1. The Offeror shall provide a transmittal letter with authorizing signature for the proposal. The letter must briefly summarize the vendor's ability and willingness to perform the services required by the RFQ.

ii. COMPANY PROFILE AND BACKGROUND

1. Location – The street address of the Offeror's company headquarters.
2. Company's Primary Business. State the Offeror's primary business, the number of years in the Offeror's industry, and the number of employees assigned to these related activities.
3. State the legal make-up of your company. Sole proprietorship, partnership, corporation, etc. Also, state MBE/DBE status and/or statements of Diversity Equity and Inclusion commitment.
4. Please list any Lawsuits that you are currently engaged in. Please provide any and all suits (include, but not limited to Federal, State, Local or other Municipalities and Governmental agencies).

iii. QUALIFICATION AND CAPABILITY OF FIRM

1. Offeror and each of its proposed sub-consultants for this engagement shall provide a narrative of prior experience within the past five (5) years. Include a description of the work performed, identify the percentage of the total project completed by you (and each sub-consultant) and any special practices that were implemented to assist your clients to achieve their goals.

iv. KEY PERSONNEL FOR THIS PROJECT

1. Provide a graphic and narrative description of the organizational structure for the provision of services to the areas of expertise, specifically outlining each individual's professional qualifications and experience and availability for the proposed projects; their reputation and professional integrity and competence; and their experience in similar project types. The overall project manager and other individuals who will be assigned to coordinate the activities of the respective firms and key project staff members must be identified. Provide the professional qualifications and experience (a resume may be sufficient) within the past five (5) years for all individuals identified for engagement and a narrative description of specific similar project experience and competence.

v. SIMILAR PROJECTS AND PAST PERFORMANCE

1. Provide a list of similar project examples, including summary sheets, images, location, dates, costs, and contact information. The summary sheets shall be tailored to the expertise(s) Offerors are submitting on as part of this RFQ. Include a description of how the firm has incorporated community engagement in each project.

vi. CAPACITY/AVAILABILITY TO COMPLETE WORK

1. Provide a summary/chart of staff to complete work and percentage of time available to complete work.
2. Hourly rates shall be provided for each position working on the project.

vii. REFERENCES

1. Provide the name, address, and telephone number of at least three (3) clients that are familiar with the quality of work performed by you of a similar nature.

viii. ACTIVE CONTRACTS

1. The Offeror shall disclose active contracts with clients and communities in Lake County in the State of Indiana.

ix. MBE/WBE COMMITMENT

1. State MBE/WBE status and/or statements of Diversity Equity and Inclusion commitment and expected percentage of overall contract fee including subconsultants. The RDA expects Offerors to endeavor to include meaningful contributions from MBE/WBE firms in support of the project or otherwise staff with a Diverse Representation for this RFQ effort.

x. SUPPLEMENTAL INFORMATION

1. Any brochures and supplemental documentation, for the RDA's consideration, must be included with the proposal.

9. Selection Process.

- a. The Selection Committee will include representatives from the RDA, the City of Gary, and the Gary Metro Center Station Revitalization Project Board.
- b. The Offeror(s) whose proposal is/are found to be the "Most Advantageous" will be offered the opportunity to negotiate with the intent to enter into an Agreement with the RDA. The scope, terms and conditions of that Agreement shall be in substantial conformance with the terms, conditions and specifications described in this RFQ and in the contract, (Attachment A).
- c. The Offeror should be prepared to begin contract negotiations upon submitting a proposal. If the Offeror is not able to begin contract negotiations, the RDA may disqualify that Offeror.
- d. The RDA reserves the right to negotiate the Agreement to include any portion or portions of the services covered by this RFQ. The RDA reserves the right to reject any and all proposals in total or by components.
- e. The RDA reserves the right to make one total award, one award for each section, multiple awards, or a combination of awards, and to exercise its judgment concerning the selection of one or more proposals, the terms of any resultant agreement(s), and the determination of which, if any, proposal(s) is Most Advantageous to the RDA, as a result of this RFQ process.
- f. Any false statement(s) made by the Offeror will void the submittal and eliminate the Offeror from further consideration. Verbal responses to inquiries shall not be binding; only a written addendum to this RFQ will modify its specifications and terms.
- g. Notwithstanding any other provision of this RFQ and in addition to any other rights reserved by the RDA herein, the RDA reserves to itself the following rights:
 - i. The right to modify or amend any provision of this RFQ, including, without limitation, the provisions of the Agreement.
 - ii. The right to reject in whole or in part any or all submittals for any reason.
 - iii. The right to cancel its award to any firm(s) at any time before an agreement with such firm(s) has been fully executed and delivered, and RDA reserves the right to cancel its award to an Offeror without any liability.
- h. The specific terms of the engagement for professional services will be governed by the terms of a final negotiated agreement. In the event of a conflict between the provisions of the final agreement and any provision of the RFQ, the provisions of the final agreement shall control.

10. Pricing Structure and Schedule.

- a. Hourly rates shall be provided for each staff position working on the project.
- b. Overall fee shall be negotiated upon selection. Fees shall not be accepted at time of RFQ submission.

Section 2: Process and Contracting Instructions

A. Question/Inquiry Process

All questions/inquiries regarding this RFQ must be submitted via e-mail to ajakubin@rda.IN.gov. **Questions/Inquiries must be received by 4:00 p.m. (local time) on the date specified in Section 1a of this document.**

Inquiries are not to be directed to any staff or board member of the RDA who is not the Designated RDA Employee. Such action may disqualify Respondent from further consideration for a contract resulting from this RFQ.

If it becomes necessary to revise any part of this RFQ, or if additional information is necessary for a clearer interpretation of provisions of this RFQ prior to the due date for proposals, an addendum will be posted on the RDA website. If such addenda issuance is necessary, the RDA may extend the due date and time of proposals to accommodate such additional information requirements, if required.

B. Modification or Withdrawal of Offers

Modification to, or withdrawal of, a proposal received by the RDA after the exact hour and date specified for receipt of proposals will not be considered.

C. Taxes

Proposals should not include any tax embedded in the fees, as the RDA is tax exempt.

D. Compliance Certification

Responses to this RFQ serve as a representation that Respondent has no current or outstanding criminal, civil, or enforcement actions initiated by any government entity or agency, and Respondent agrees that it will immediately notify that RDA of any such actions. The Respondent also certifies that neither it nor its principals are presently in arrears in payment of taxes, permit fees or other statutory, regulatory or judicially required payments to the state or federal government. The Respondent agrees that the RDA may confirm, at any time, that no such liabilities exist, and, if such liabilities are discovered, that the RDA may bar the Respondent from contracting with the RDA, cancel existing contracts, withhold payments to set off such obligations, and withhold further payments or purchases until the entity is current in its payments on its liabilities.

E. Equal Opportunity Commitment

Pursuant to IC 36-7.5-2-8, it has been determined that there is a goal for minority and woman business enterprises subcontracting opportunities on a contract awarded under this RFQ.

Therefore, Respondent should attempt to meet the contract goals of 15% for Minority Business Enterprises and 5% for Woman Business Enterprises participation.

Failure to meet these requirements will affect the evaluation of Respondent's proposal.

F. Americans with Disabilities Act

The Respondent specifically agrees to comply with the provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.* and 47 U.S.C. 225).

G. Contract Terms/Clauses

A sample modified A1A B133 contract that the RDA expects to execute with the successful Respondent is provided in the supplemental attachments. This contract contains both mandatory and non-mandatory clauses. Mandatory clauses are listed below and are non-negotiable. Other clauses are highly desirable. It is the RDA's expectation that the final contract will be substantially similar to the sample contract provided.

The mandatory contract terms are as follows:

- Authority to Bind Contractor;
- Boilerplate Affirmation Clause;
- Duties of Contractor, Rate of Pay, and Term of Contract;
- Compliance with Laws;
- Insurance;
- Drug-free Workplace Provision and Certification;
- Employment Eligibility Verification (E-Verify);
- Funding Cancellation;
- Ethics;
- Indemnification;
- Governing Laws;
- Non-discrimination clause;
- Condition of Payment;
- Telephone Privacy;
- Penalties/Interest/Attorney's Fees;
- Termination for Convenience; and
- Non-collusion and Acceptance.

Any or all portions of this RFQ and any or all portions of the Respondent's response may be incorporated as part of the final contract.

H. Additional Information

RDA creates no obligation, expressed or implied, of any kind in issuing this RFQ or receiving a response. Neither this RFQ nor any response shall be construed as a legal offer.

Proposals shall be considered a public record and subject to disclosure under Indiana's public records laws. Should a responder to this RFQ contend that its proposal includes information not subject to disclosure under Indiana's public records laws, responder shall clearly mark in its proposal such specific information as "Confidential" and further agrees that should any administrative or legal action be commenced against RDA including but not limited to complaints filed with the Indiana Public Access Counselor that relate to or arise out of RDA's production of the responder's proposal with the designated "confidential" information redacted in response to any applicable public records requests, the responder agrees to defend, indemnify and hold RDA harmless from and against such actions including reasonable attorney fees.

RDA reserves the right to terminate the RFQ process for any reason and at any time, to be the sole judge of the value and merit of the proposals submitted, to reject all responders and to waive any informalities or irregularities in any of the proposals.