MAY 3, 2016

REQUEST FOR DESIGN-BUILD QUALIFICATIONS

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DESIGN AND CONSTRUCTION FOR THE CITY OF CARMEL PARKING GARAGE NORTH AND PARKING GARAGE SOUTH AT MIDTOWN EAST

Pursuant to the statutory provisions of the Indiana Design-Build Statute as codified at Indiana Code, §5-30-1 *et seq*. ("Design-Build Statute"), the Carmel Redevelopment Commission ("CRC"), as Owner, is soliciting Qualifications from firms interested in providing Design-Build Services for the design and construction of the Carmel Parking Garage North and Parking Garage South at Midtown East, Carmel, Indiana ("Project").

This Request for Qualifications ("RFQ") will identify a Design-Build firm capable of providing the above-mentioned services. All respondents to this RFQ are subject to the instructions communicated in this document, and are cautioned to completely review the entire RFQ and follow instructions carefully. CRC reserves the right to reject any or all Qualifications, and to waive any technicalities and informalities at the discretion of CRC.

A. GENERAL PROJECT INFORMATION

Project Description

Design and construct two **multi-deck parking facilities** at Midtown East campus, located between the Monon Trail and 1st Ave SW; south of 4th Street SW and north of the Monon Square Plaza.

Parking Garage North is to house a minimum of 580 parking spaces on north side of Midtown East, together with garage entrances and exits, ramps and drives, elevator lobbies, and related facilities ("Garage North"). The Garage North will also include public restrooms and premium bike parking. The Garage North: (a) is a "Parking Facility" and a "Public Improvement" as defined by applicable statute and (b) excludes the Retail Tenant Build-out adjacent to building and site work.

Parking Garage South is to house a minimum of 308 parking spaces on the south side of Midtown East, together with garage entrances and exits, ramps and drives, elevator lobbies, and related facilities ("Garage South"). The Garage South: (a) is a "Parking Facility" and a "Public Improvement" as defined by applicable statute and (b) excludes site work.

See Page 3 for preliminary layout information.

Project Schedule

The Owner anticipates execution of the Contract with the successful Design-Builder, and obtaining CRC approvals, by on or about July 20, 2016. The Owner anticipates issuing its Notice to Proceed to the Design-Builder within ten (10) days of Contract execution and

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approval. The site will available for mobilization and commencement of design-build activities on September 1, 2016. The Garage North and the Garage South shall be Substantially Complete by the Design-Builder no later than October 1, 2017. The Garage North and Garage South shall be finally complete by no later than November 1, 2017.

The successful Design-Builder should anticipate working under winter conditions during 2016 and 2017, and to working on an accelerated basis, as necessary, in order to meet the Substantial Completion date.

Project Budget

The total design-build contract budget is anticipated to be in the range of $7,800,000 - $9,140,000 for the Garage North and $4,000,000 - $4,774,000 for Garage South, with total costs not to exceed $13,914,000.

Best Value Proposal

The CRC will make the final Design-Builder selection in compliance with the Design-Build Statute.

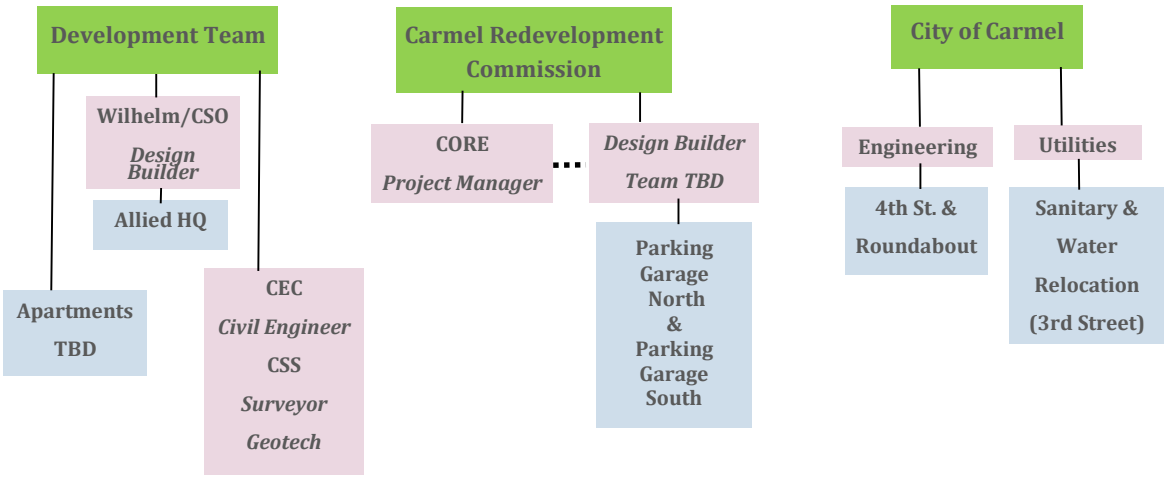
The Design-Builder will be accountable to the CRC and to the City of Carmel for financial controls and overall cost.

Owner Project Team

The Design-Builder will hold a Contract with the CRC. All potential design-builders shall communicate directly with the CRC Executive Director, Corrie Meyer, throughout the RFQ/RFP procurement process. This Project includes the Owner, selected design-builder, and the Development Team (Old Town, Ambrose, and JC Hart). The Development Team will be the end user and the manager and operator thereof. Core Planning Strategies, LLC has been separately retained by the CRC to serve as the Owner's Representative throughout the design/construction process. Additionally, the City of Carmel Engineering and Utility Divisions will be working on the Midtown East campus completing adjacent infrastructure construction concurrently with the Contract Work at the Garage North and Garage South. Thus, Core Planning Strategies and the City of Carmel will be included in design and construction correspondence.

To further assist on this Project, the Development Team has separately engaged Central States Surveying to furnish a land survey of the campus site, although this survey is not intended for construction and is not a full situation survey containing topographical information. The Development Team has also hired Civil & Environmental Consultants, Inc. (CEC) as the civil engineer for the Project site, CSO Architects to develop conceptual drawings of Garage North and Garage South, as has had a geotechnical evaluation performed. None of these consultants has undertaken specific engineering work or surveying work in connection with the Project.

The parties' relationships are depicted as follows:



Aesthetic Statement

Midtown Carmel is located between the City Center campus and the Arts & Design District, and is intended to unify downtown Carmel into a single, larger downtown core. While the Carmel City Center has its own unique architectural aesthetic statement, Midtown East aims for a more warehouse and industrial feel. Character Images provided by the developer are included in Exhibit A. This process will look to the respondents for creativity and tasteful expression in their proposed designs which reflect the proposed aesthetic appearance and design of Midtown East and expand upon the conceptual designs provided by CSO Architects (during RFP).

It is desirable and anticipated that the Garage North and Garage South design maximize local and regional materials which are compatible and consistent with the commercial, residential and multi-purpose structures of the area and promote local manufactured and produced materials. The desired aesthetic effect is a balanced blend of function, design flair and local flavor. Respondents are urged to study the attached Character Images for the influences that will contribute and maximize these important criteria.

Site Plan: CRC Midtown East

Type of Construction

At this time, the City of Carmel will accept proposals for a post-tensioned or pre-cast garage.

B. SCHEDULE OF EVENTS

The following Schedule of Events represents the Owner's best estimate of the schedule. All times indicated are prevailing times in Carmel, Indiana. The Owner reserves the right to adjust the schedule as the Owner deems necessary.

a. Owner issues public advertisement of RFQ	5/6/16	
b. Pre-proposal meeting	5/13/16	1:00 PM City of Carmel Council Chamber Room, 1 Civic Square
c. Deadline for submission of written questions and requests for clarification	5/16/16	3:00 PM
d. Deadline for submission of responses to RFQ clarification questions	5/18/16	
e. Verified Statement of Qualifications due to CRC	5/20/16	3:00 PM
f. Interview select teams	5/25/16	
g. Owner selects finalists and issue Request for Proposal	5/27/16	
h. Deadline for RFP submittal	7/8/16	9:00 AM
i. Public opening of Price	7/14/16	9:00 AM
j. Deadline for Owner to select preferred firm Design-Builder	7/19/16	6:30 PM
k. Owner and Design Builder execute design / build contract and seek CRC approval	7/20/16	
l. Site available for mobilization	9/1/16	

It is anticipated that the future Request for Proposals (RFP) will include the following documents:

1. Existing Geotechnical Reports
    a. Design Builder may at their own choice and cost undertake additional site exploration and examination of the surface and subsurface soils and load bearing conditions, including additional soil borings and soil tests, as the structural concrete pads are being designed and constructed.
    b. The Design-Builder shall be responsible for its own geotechnical engineering work. It may use any geotechnical engineer at its option. However, regardless of the entity selected, the same entity must do both the geotechnical investigation and construction phase geotechnical services.
2. Civil Engineering Drawings for the site (by CEC)
3. Conceptual Drawings (by CSO Architects)
4. Design-Build AIA Contract form

C. SELECTION AND AWARD OF DESIGN-BUILD CONTRACT

A short list of respondents shall be identified by the CRC for continuing with the procurement process. The finalists on the short list will be determined by the CRC Technical Review Committee (TRC). The TRC will qualify potential design-builders as provided in Indiana Code, § 5-30-5, rate and score qualitative proposals as provided in Indiana Code, § 5-30-6 and Indiana Code, § 5-30-7, and may interview parties submitting proposals and conduct other business necessary to fulfill the purposes outlined in the Design-Build Statute. A minimum of the three highest points total will determine successful design-builder respondents selected to respond to a forthcoming Request for Proposal ("RFP").

Criteria for evaluation of DESIGN-BUILD Qualifications:

Design-builder Credentials	60 points
Project Approach	35 points
Ability to follow RFQ directions	5 points
Total	**100 points**

Notification

Design-Builders selected as finalists will receive written notification from the Owner for interviews to review their submissions and to answer questions prepared by the Owner based on the prior review of their submissions.

Each Proposer is responsible to promptly notify the CRC as to any change in the information in its submitted proposal. Failure to inform the CRC within 24 hours of occurrence of a change may result in removal of the Proposer from consideration for the project.

Any changes to a Proposer entity after it has submitted its proposal may result in removal of the Proposer from consideration for the Project. Any additions, deletions, or substitutions in a Proposer's Team after it has submitted its proposal require a showing of good cause and must be clearly identified.

If the Proposer consists of a Joint Venture ("JV"), as part of the Proposer's Statement of Qualifications, a copy of the JV Agreement must be submitted for the CRC's review and approval. The CRC shall have the right, as a condition of approval of the Proposer, to review the JV Agreement terms and conditions, and to require modifications thereto. The J/V Agreement thereafter cannot be materially altered or modified during the performance of the procurement process and award of the Contract and the Proposer's obligations and duties thereunder without the CRC's consent.

Interviews

The CRC reserves the right to conduct interviews with all or some of the Proposers at any point during the evaluation process. However, the CRC may determine that interviews are not necessary. In the event interviews are conducted, information provided during the interview process shall be taken into consideration when evaluating firms using the above-stated criteria.

Each finalist shall be notified in writing and informed of the place and time for the interview session. The time allotted for the interview shall not exceed one hour to include: 5 minutes for setup, 25 minutes for presentation, 25 minutes for Committee questions, and 5 minutes to adjourn. The format of the presentation session is at the discretion of the presenter. Members of the TRC will be present during all of the presentations and interviews. Proposers shall not address any questions, prior to the interview, to anyone other than the contact designated on page 8 of this RFQ.

Final Selection

Upon completion of the proposal evaluation by the TRC, a minimum of three Proposers with the highest point totals as described herein Section C, will be notified of the Owner's intent to issue an RFP for the project and potential award of the Contract for the Project.

In the event the Contract is awarded tentatively to the successful Proposer selected, the Proposer will, within five (5) business days after the notice of award is submitted (or such other time as indicated in the Notice of Award, enter into a written contract with the CRC in the form included in the RFP in accordance with the accepted Proposal, and give to CRC Performance and Labor and Materials Payment Bonds with good and sufficient sureties satisfactory to the CRC in the amount of one hundred percent (100%) of the Contract Price.

D. INSTRUCTIONS FOR PREPARING DESIGN-BUILD STATEMENT OF QUALIFICATIONS

1. Ten (10) original, printed sets of the proposal shall be prepared and submitted to the Owner as noted herein.
2. One electronic copy provided on a flash drive or CD must accompany the submission.
3. Each submittal shall be identical and include a transmittal letter.
4. Submittals must be typed on standard (8.5"x11" or folded 11"x17") paper in a 3-ring binder.
5. The pages of the Qualifications must be numbered.
6. A table of contents, with corresponding tabs, must be included to identify each section.
7. Responses are limited to twenty (20) pages or less using a minimum of a 10-point font.
8. Any exhibits, affidavits, or other enclosure information called for may be included in an appendix and will not count toward the page limit.
9. Each proposal shall be prepared simply and economically, providing straightforward, concise delineation of respondent's capabilities.
10. Emphasis must be on completeness, relevance, and clarity of content.

E. STATEMENT OF QUALIFICATIONS MUST BE CATEGORIZED AND NUMBERED AS OUTLINED BELOW, AND RESPONSIVE TO ALL REQUESTED INFORMATION

1. Cover Letter
    a. Answering; why you?
2. Design-builder Credentials
    a. Statement that the design-builder credentials demonstrate compliance with ALL required qualifications
    b. Project Team Organizational Chart: Present an organizational chart to depict the structure of the management hierarchy for both design and construction phases as well as the role of each individual proposed.
        i. Architect & Sub-consultant firm(s) credentials (provide all sub-consultants anticipated)
        ii. Key Team Member Resumes
        iii. List of sub-contractors that would be asked to bid, if short-listed for the RFP response, including, but not limited to:
            1. Architectural pre-cast (façade)
            2. Concrete
            3. Structural pre-cast
    c. Approach to local participation and M/WBE participation.
    d. Outline how much work will be self-performed versus subcontracted and the philosophy towards self-performed work on this project.
    e. Provide a list of a minimum of two and a maximum of-five projects completed within the last five years of similar type and relevance.
        i. If any of the proposed team members participated, describe their roles.
        ii. Provide references with email and telephone contact information.
            1. Owner
            2. Local Building Official
        iii. Provide project details (include photo)
            1. site size in acres
            2. building area
            3. height

4. location
5. number of stories
6. number of parking spaces
7. materials
8. structural system
9. original construction budget vs. actual construction costs
10. original design and construction schedule vs. actual

f. Provide a current project list (design and construction phase) of the Prime Proposer.
g. Provide a statement of experience with the City of Carmel
    i. The respondent's team shall have experience interfacing with the Owner, permit department and all related local branches of government having a role on the project's successful outcome.
h. Per the Design-Build Statute design-builder must provide statements addressing:
    i. Design-builder or the team members have completed or demonstrated the experience, competency, capability, and capacity to complete projects of similar size, scope, or complexity.
    ii. Proposed key personnel have sufficient experience and training to competently manage and complete the design and construction of the project.
    iii. The design-builder or team members have the licenses, registrations, and credentials required to design and construct the project, including information on the revocation or suspension of a license, credential, or registration.
    iv. The design-builder has the capacity to obtain all required payment and performance bonding, liability insurance, and errors and omissions insurance.
    v. Design-builder or the employees of the team performing construction services, including the employees of all subcontractors, have completed or are enrolled in an apprenticeship program certified by the United States Department of Labor Bureau of Apprenticeship and Training.
i. Design Builder must provide:
    i. The experience modifier rate, the United States Occupational Safety and Health Administration total recordable case incident rate (TCIR) and days away, restricted or transferred case incident rate (DART) for the design-builder and each design build team, and the average United States Occupational Safety and Health Administration TCIR and DART rates for the industrial classification of the design-builder and each design-builder.
    ii. Information regarding any prior serious, repeat, willful, or criminal violation of the federal Occupational Safety and Health Act of 1970 and any equivalent violation under a state plan authorized under Section 18 of the federal act that has become a final order.
    iii. All open and unresolved litigation and disputes history.
    iv. Information concerning the debarment, disqualification, or removal of the design-builder or a team member from a federal, state, or local government public works project. Information concerning the bankruptcy or receivership of the design-builder or a team member.

3. Project Approach
    a. Detail how the team will manage the process and project to ensure budget and schedule compliance.
        i. Include an approach statement addressing managerial resources and management plan for this project.
    b. Detail the team's quality assurance and quality control process.
    c. Detail the team's dispute resolution process.
    d. Detail the team's approach to this project including, but not limited to, the site specific interface with adjacent structures and traffic flow maximization.
    e. State the team's approach to reflect Midtown East's design and appropriateness within its surroundings.
    f. State the Team's approach to the use of locally produced materials, products and services.

F. DELIVERABLES

Ten (10) original sets must be sealed in an opaque envelope or box and the words "CARMEL PARKING GARAGE NORTH AND PARKING GARAGE SOUTH AT MIDTOWN EAST DESIGN-BUILD PROPOSAL" must be clearly indicated on the outside of all of the envelopes and/or boxes. Qualifications must be physically received by the Owner prior to the deadline indicated in the *Schedule of Events - Section B* at the exact address below. No email or facsimile submissions will be accepted.

Carmel Redevelopment Commission
30 West Main Street, Suite 220
Carmel, IN 46032
Attn: Corrie Meyer, Carmel Redevelopment Commission Director

No submittals will be accepted after the time set for receipt. All expenses for preparing and submitting responses are the sole cost of the party submitting the response. The Owner is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of the Owner. Labeling information provided in submittals "proprietary" or "confidential", or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award.

The CRC intends to procure a design-builder for this project. The CRC reserves the right to:

1. Terminate this process at any point without cause.
2. Reject any and all submittals, and/or to not proceed with a RFP or Contract award.

Submission of Questions and Requests for Clarification

Questions about any aspect of this RFQ, or the project, shall be submitted to: Corrie Meyer, Carmel Redevelopment Commission Director, e-mail: cmeyer@carmel.in.gov; the deadlines for submission of questions relating to the RFQ are the times and dates shown in the *Schedule of Events- Section B.*

The CRC reserves the right to request clarification or additional information from any Proposer. Specific questions may be addressed to any Proposer and the TRC may consider further elaboration by the Proposer of any information previously submitted.