

REQUEST FOR PROPOSALS/QUALIFICATIONS

DEKALB COUNTY, INDIANA

I. PROJECT INTRODUCTION:

In accordance with I.C. 5-23-5, the Board of Commissioners of DeKalb County, Indiana, invite any and all qualified parties to submit Proposals and Statements of Qualifications to obtain financing, construct, and transfer a public-use project in the County. The scope of the project will be determined based upon due diligence attained by the selected proposer during the scoping period, but the project scope is anticipated to include a series of buildings for the DeKalb County Highway Department (the "Project") under a public-private partnership. At a certain point in time, the County would assume ownership of the structure or structures, and will pledge financing adequate to cover the debt service.

II. PROJECT SCOPE:

The objective of this RFPQ is to select a BOT contractor to provide all financing, development services, site work, labor, and materials to construct the Project on property owned by the County, with the following general characteristics:

- **A 10,500 SF renovation to existing office area and storage area**
- **A 7,920 SF truck shop addition**
- **A 21,000 SF truck storage building**
- **A 9,000 SF uninsulated storage building**
- **An 80' x 80' salt storage building**
- **A refueling station for a 12,000 gallon above-ground storage tank, with canopy**

The design of this Project is being provided by Elevatus Architecture (the "Architect") of Fort Wayne, Indiana, which design is in progress and beyond the scope of the BOT Contract.

III. PROPOSAL EVALUATION:

The Commissioners desire to contract with an experienced Build-Operate-Transfer (BOT) team for completion of the new Highway Department on a site the County has purchased on U.S. 6 east of County Road 427 in Waterloo, Indiana. The objective of this RFPQ is to select a BOT Contractor to provide for the construction services. The BOT team will also include mechanical, electrical, plumbing, structural, civil engineering, construction trade contractors, as well as County representatives.

The County has formed a committee to review the proposals received. The criteria will be utilized in evaluating proposals as follows:

- Your experience developing similar projects;

- Your demonstrated ability and capacity to perform the work, including your reputation as indicated by your references for performing this type of work;
- Approach to develop the project;
- Your proposed financing strategy; and
- Proposed fees during scoping period.

IV. PROPOSALS:

Please respond to the following requests:

- A description of the Project team, including the Project lead, development, and construction team;
- Identify at least five (5) similar projects you have financed and developed, including names and telephone numbers to be used as references relative to the listed projects;
- A proposed schedule for the Project, including proposed dates to close on financing, to start and complete construction, and to convey the building to the County;
- A proposed financing strategy; and
- The scoping process may have a duration of several months, in which time the selected proposer would need to prepare site analysis, financing terms, and guaranteed budgets sufficient for the County to make a decision on proceeding (or not) with the Project and/or with the selected proposer. Please identify fees that may be requested by your team during this process. You may offer hourly rates, an overall lump sum, or multiple lump sums segregated by tasks.

V. GENERAL CONDITIONS:

It should be understood that:

- The County reserves the right to reject any and all Proposals/Statements of Qualifications at its sole discretion.
- The County does not require you to submit a certified check or other evidence of financial responsibility with your proposal.
- All proposers will be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. The County may enter into discussions with proposers to clarify and assure a full understanding of the proposals.
- The County may refuse to disclose the contents of the Proposals/Statement of Qualifications during discussions with eligible proposers.
- Since this Project will be secured and financed under I.C. 5-23, the Project will not utilize “public funds” as defined in I.C. 5-22-2-23. In accordance with both statutes, the selected proposer will not be subject to further public bidding under I.C. 36-1-12.
- Proposing firms shall not contact County Commissioners or any other voting body during the RFPQ process other than the RFPQ Committee’s representative listed

below. All correspondence and questions for this RFPQ should be directed as follows:

Susan Sleeper
DeKalb County Auditor
100 Main Street, #200
Auburn, IN 46706
Email: ssleeper@co.dekalb.in.us
Telephone: (260) 925-2362

- The County reserves the right to enter into a Scoping Agreement with a proposer for the development services prior to the County agreeing to move forward with the Project. After the scoping period, the RFPQ Committee shall either make a recommendation to award the public-private agreement to a proposer, engage another proposer, or shall terminate the request for proposal process.
- The BOT Contractor shall submit proof of appropriate liability insurance (\$1,000,000.00 minimum), including Workers' Compensation policy coverage to the satisfaction of the Commissioners.
- The BOT Contractor shall provide errors and omissions insurance coverage after the BOT Contractor has been selected, the BOT Contractor shall provide bonding for the Project.
- The Commissioners intend to award a contract to a BOT Contractor who is able to provide quality work and offer the best value. However, as indicated above, the Commissioners reserve the right to reject any or all proposals, and any subcontractors in whole or in part, submitted in response to this RFPQ. The Commissioners further reserve the right to negotiate the terms and conditions of any final contract for services.
- Questions and requests for further information and/or clarification of the RFPQ should be directed to:

Legal: James P. McCanna, Attorney
Email: jmccanna@burtblee.com
Telephone: (260) 433-7800

Project Description and Scope of Work: Ryan Grogg
Email: rgrogg@elevatusarchitecture.com
Telephone: (260) 424-9080

VI. WORK SCHEDULE AND CONDITIONS:

Potential contractors may visit the County and examine the construction property and its surroundings in order to obtain all information that may be necessary for preparing the proposal at their own interest and cost.

VII. SUBMITTAL REQUIREMENTS:

An electronic PDF of the Proposal/Statement of Qualifications should be emailed or delivered in a sealed envelope to:

DeKalb County Auditor
100 Main Street, #200
Auburn, IN 46706
Email: ssleeper@co.dekalb.in.us

The Sealed envelope should clearly be marked on the outside with:

1. "Proposal for a New DeKalb County Highway Department Home and Qualifications"

c/o Board of Commissioners of DeKalb County
Attn: Susan Sleeper, Auditor
100 Main Street, #200
Auburn, IN 46706
2. Name of Proposer
3. The County is under no compulsion to consider, accept, or reject any alternative proposals provided by the proposer and reserves the right to negotiate the final scope and price of any alternative proposal prior to award of the BOT Contract.

VIII. COUNTY'S EVALUATION OF PROPOSALS AND AWARD OF CONTRACT

The Commissioners and its review Committee will evaluate the proposals according to weighted evaluation criteria listed below:

TEAM QUALIFICATIONS and PAST PERFORMANCE:

1. Competence and experience in BOT construction and development of building sites:
 - (1) Description: To the extent that the BOT Team demonstrates competence and successful past performance in the BOT construction and development of building sites.
 - (2) Basis of Assessment: This criterion seeks to evaluate the entire BOT team's past performance record and successful experience in the construction and development of building sites, particularly using BOT delivery.

2. Quality of Key Staff:

- (1) Description: To the degree that the key staff of the BOT's team that will be most directly involved with this Project exhibit excellent leadership, professional competence, character, integrity, openness, and an appropriate working relationship with the County.
- (2) Basis for Assessment: This criterion seeks to evaluate the quality of key individuals within the BOT team on the basis of their professional competence and character. This criterion gives consideration for the "chemistry" of the working relationship between those individuals and the County, both in the process of preparing this proposal and prior experience of working together.

3. Composition of the Team:

- (1) Description: To the degree that the composition of the BOT's team includes organizations and individuals capable and empowered to effectively address all aspects of the Project.
- (2) Basis for Assessment: This criterion seeks to evaluate the quality of the composition of the BOT team. The qualifications of each entity that is part of the team will be evaluated. The structure of the team and its perceived ability to operate as an integrated unit greater than the sum of its parts will be evaluated. The completeness of the team, and its ability to address all aspects of the Project will be evaluated. Teams shall include a full complement of subcontractors at the time of proposal.

4. Effective Trade Contractor Engagement:

- (1) Description: To the degree that the BOT's practices and performance exhibit excellent engagement of local trade contractors during the construction process in a manner that provides a synergy resulting in delivery of the best value to the County.
- (2) Basis for Assessment: This criterion seeks to evaluate the quality process and practice of the BOT team.

The County will review all proposals and may enter into discussions with proposers to clarify and assure full understanding of proposals. At this time, the County is not asking for specific prices for the contract to be submitted; rather, after discussions with the County, the Architect, and the Proposer, and after plans and specifications are completed, an agreeable not-to-exceed price will be negotiated between the Proposer and the County pursuant to the Build-Operate-Transfer Contract. All proposers will be accorded fair and equal treatment with respect to opportunity for discussion and revision of proposals. After receipt of the best and final proposals from proposers, the County will make a recommendation for award of an agreement based upon compliance with the above-requested specifications, as well as schedule and other terms, or shall terminate the request for proposal process.

The County reserves the right to modify or cancel this Project at any time before a BOT Team enters into a formal agreement with the County.

Proposals must be received by 9:00 a.m. local time on August 29, 2022.