

REQUEST FOR PROPOSALS/QUALIFICATIONS
TIPTON COUNTY PUBLIC LIBRARY PROJECT
TIPTON, INDIANA

IC-5-23 PUBLIC PRIVATE PARTNERSHIP

RFP/Q Release Date: 1.27.2023

RFP/Q Notification Date 1: Digital 1.27.2023

Print 1.27.2023

RFP/Q Notification Date 2: Digital 2.3.2023

Print 2.3.2023

RFP/Q Due Date: 2.10.2023

RFQ Contact: Jason Fields – Library Director
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I. PROJECT INTRODUCTION:

In accordance with IC 5-23-5, the Board of Trustees (Board) of the Tipton County Public Library (Library) in Tipton, Indiana, invites any and all qualified parties to submit Proposals and Statements of Qualifications to construct the Phase 3 Renovation of the Tipton County Public Library in Tipton, Indiana in a public-private partnership under the BOT statute. The purpose of this RFP/Q is to identify a team that is capable of scoping and constructing the potential project. At a certain point in time, the Library would assume ownership of the improvement.

II. PROJECT SCOPE:

Description:

- **Site:** The renovation will occur at TCPL’s main branch at 127 E. Madison Street, Tipton, Indiana.
- **Proposed Renovation:** Browning Day is currently in schematic design of a partial interior renovation, which includes new flooring, relocation of the circulation desk and the creation of four small team/conference rooms.
- **Schedule:** It is the Library’s desire to begin construction during the second quarter of 2023 with a completion date in the third quarter of 2023.

General:

- Selected proposer will provide all services necessary to scope, contract, and construct the Phase 3 Renovation for the Tipton County Public Library and may include the purchase of furniture fixtures and equipment.
- Please note that the final scope, budget, design, and financing will be determined during a scoping period, and the final approval of the Project by the Library will not occur until the scoping period deliverables have been satisfactorily completed by the selected proposer. The Library reserves the right to use this procurement for the Project or to cancel this RFPQ/scoping process altogether if the selected proposer’s scoping deliverables are not satisfactory.
- Please note that the Library has procured design services under a separate procurement process, and proposers should not offer design services as part of their response to this RFP/Q.
- The entity selected to perform the work will be expected to enter into a contract with TCPL that will provide for the prevailing party in any litigation to recover attorney fees and costs and that will also include standard terms applicable to such contracts with governmental entities. These terms will include, but not be limited to (a) provisions related to engaging in activities with Iran; (b) participation in e-verify programs and other assurances prohibiting employment of unauthorized aliens; (c) prohibitions against discrimination including compliance with the Americans with Disabilities Act; and (d) assurances regarding non-collusion.

III. PROPOSAL EVALUATION:

The Library will form a committee to review the proposals received. The criteria which will be utilized in evaluating proposals is as follows:

- Your scoping process, estimating process, and fees *(15pts)*
- Your experience developing similar projects *(30pts)*
- Your demonstrated ability and capacity to perform the work *(20pts)*
- Your reputation as indicated by your references for performing this type of work *(20pts)*
- Explain your process of development of similar projects *(15pts)*

IV. PROPOSALS

Please respond to the following requests:

- Identify at least three (3) similar projects you have constructed. Include names, telephone numbers and addresses to be used as references relative to the listed projects.
- A proposed schedule for the project, including proposed dates to start and complete construction and convey the improvement to the Library.
- A description of the project team including the project lead and construction team. Please provide main point of contact for the team and resumes of project managers who may be assigned to the project.
- Project approach in regard to scoping process, open book estimating, bidding, and construction.
- The scoping process may include time where the selected proposer would need to work with our design team on final design and guaranteed budgets sufficient for the Library 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 task.
- Please limit proposals to a total of 20 pages, inclusive of all imagery.

V. General Conditions

It should be understood that:

- The Library does request that proposers make a concerted effort to engage with Tipton County Contractors (defined as companies contracted to perform construction trades with a principal place of business in Tipton County, Indiana) during the bidding and negotiation process.
- The Library does anticipate that the successful proposer will solicit multiple bids for each scope of work.
- The Library reserves the right to reject any and all Proposals/Statements of Qualifications at its sole discretion.
- The price of the stated scoping period fees is an important factor, but it is not the sole or determinative factor. The proposer's demonstrated experience, ability, and capacity to perform the work will be equally weighted. For purposes of clarity: a favorable scoping period fee by a proposer who is unable to demonstrate their ability to deliver a quality project will not suit the needs of the Library.
- The Library does not require you to submit a certified check or other evidence of financial responsibility with your proposal, however the Library may request proof of bonding capacity, safety record, and legal standing of shortlisted teams.
- All proposers will be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. The Library may enter into discussions with proposers to clarify and assure a full understanding of proposals.
- The Library may refuse to disclose the contents of the Proposals/ Statement of Qualifications during discussions with eligible proposers.
- Proposing firms shall not contact Library Board Members or any other voting body.
- All correspondence and questions for this RFP/Q should be handled through Jason Fields, Library Director:

Jason Fields, Library Director / rfpq@tiptonpl.org

- The Library reserves the right to enter into a Scoping Agreement with an proposer for preliminary design and development services prior to the Library agreeing to move forward with the Project. After the Scoping period, the Library shall either make a recommendation to award the public-private agreement to an proposer, engage another proposer or shall terminate the request for proposal process.
- The Library anticipates holding interviews of shortlisted teams in late February, 2023
- Submittal: An electronic PDF of the Proposal/Statement of Qualifications should be emailed to:

Jason Fields | Library Director - rfpq@tiptonpl.org

Proposals must be received by 4:00 pm EST on Friday, February 10, 2023