

SCHOOL CITY OF EAST CHICAGO

Request for Proposals No.: _____

Solicitation For:
Construction Project Manager

Response Due Date: January 27, 2020 at 4:00 P.M.

School City of East Chicago
1401 E. 144th St.
East Chicago, IN 46312

SECTION ONE
GENERAL INFORMATION AND REQUESTED PRODUCTS/SERVICES

1.1 INTRODUCTION

In accordance with Indiana statute, including IC 5-22-9, the School City of East Chicago (hereinafter “SCEC”) is requesting sealed proposals for the provision of contract services by a Construction Project Manager. It is the intent of SCEC to solicit responses to this Request for Proposals (RFP) in accordance with the statements, proposal preparation section, and specifications contained or referenced in this document. This RFP is being posted to the SCEC website (<http://www.scec.k12.in.us/>) on or after 12:00 P.M. local time on January 14, 2020 for downloading. Copies of the RFP will also be made available at or after 12:00 P.M. local time on January 14, 2020 at the SCEC Administration Building, 1401 E. 144th St., East Chicago, IN 46312, and may be examined at that location free of charge. A nominal fee will be charged for providing hard copies. Neither this RFP nor any response (proposal) submitted hereto are to be construed as a legal offer.

*****PLEASE NOTE: All Respondents who download or otherwise obtain a copy of this RFP must immediately provide an email address to lsimmons@ecps.org, with copy to jharris@harrislawfirmpc.net. Failure to do so may prevent or delay a Respondent from receiving clarifications, updates, or supplemental information relating to this RFP.*****

1.2 DEFINITIONS AND ABBREVIATIONS

Following are explanations of terms and abbreviations appearing throughout this RFP. Other special terms may be used in the RFP, but they are more localized and defined where they appear, rather than in the following list.

Award Recommendation	SCEC’s summary of the solicitation and suggestion on contractor selection for the purposes of beginning contract negotiations.
Contract Award	The acceptance of the SCEC Award Recommendation by the Board of Trustees.
Contractor	Any successful Respondent selected as a result of the procurement process to deliver the services requested by this RFP.
IAC	Indiana Administrative Code
IC	Indiana Code

Products	Tangible goods or manufactured items as specified in this RFP.
Proposal	An offer, as defined in IC 5-22-2-17.
Respondent	An offeror, as defined in IC 5-22-2-18. SCEC will not consider a proposal responsive if two or more offerors submit a joint or combined proposal. One entity or individual must be clearly identified as the Respondent who will be ultimately responsible for performance of the contract.
Services	Work to be performed as specified in this RFP

1.3 PURPOSE OF THE RFP

The purpose of this RFP is to select a contractor who can satisfy SCEC’s need for a Construction Project Manager with the requisite expertise to effectively and efficiently manage and direct several major current and future construction projects undertaken (or to be undertaken) by SCEC.

1.4 SUMMARY OF SCOPE OF SERVICES

In general, the Services contemplated by this RFP consist of: collaboration with engineers, architects, and construction firms to determine and ensure compliance with specifications for construction projects, negotiation of contracts with external contractors to reach profitable agreements for SCEC, and obtaining permits and licenses from appropriate authorities. Further information regarding the scope and nature of the Services may be found in the Specifications attached hereto as Attachment A.

1.5 RFP OUTLINE

The outline of this RFP document is described below:

Section	Description
Section 1 – General Information and Requested Products or Services	This section provides an overview of the RFP, general timelines for the process, and a summary of the products/services being solicited by SCEC via this RFP
Section 2 – Proposal Preparation Instruction	This section provides instructions on the format and content of the RFP, including a Letter of Transmittal, Business Proposal, and Cost Proposal.
Section 3 – Proposal Evaluation Criteria	This section discusses the evaluation criteria to be used to evaluate Respondents’ proposals.
Attachment A	Specifications
Attachment B	Sample Contract
Attachment C	Business Proposal Template
Attachment D	Q&A Template
Attachment E	Reference Check Form

1.6 QUESTION/INQUIRY PROCESS

All questions/inquiries regarding this RFP must be submitted in writing by the deadline of 12:00 P.M. on Wednesday, January 22, 2020. Questions/Inquiries must be submitted on the form provided in Attachment D, Q&A Template, via hand delivery at or certified mail to Harris Law Firm, P.C., 11410 Broadway, Crown Point, IN 46307, or via email to jharris@harrislawfirmpc.net, and must be received by the time and date indicated above.

Following the submission of a question pursuant to this section, the Board Attorney for SCEC will provide a response, including reference to the specific question, that will be copied to all parties who have downloaded or obtained a copy of the RFP. Respondents who fail to provide an email address as noted in Section 1.1 of this RFP will not receive copies of the questions and responses. Additionally, the questions and responses will be compiled by SCEC on January 24, 2020 and will be posted on the SCEC website as quickly as possible thereafter.

Only answers transmitted via email from jharris@harrislawfirmpc.net and/or posted on the SCEC website will be considered official and valid. No Respondent shall rely upon, take any action, or make any decision based upon any verbal communication with any SCEC employee, agent, or Trustee. Inquiries by a Respondent or prospective Respondent directed to any employee or Trustee of SCEC are strictly prohibited; such action may disqualify a Respondent or prospective Respondent from consideration for a contract resulting from this RFP.

If it becomes necessary to revise any part of this RFP, or if additional information is necessary for a clearer interpretation of provisions of this RFP prior to the due date for proposals, an addendum will be posted on the SCEC website and emailed to every person or entity who has requested a copy of the RFP. If such addenda issuance is necessary, SCEC may extend the due date and time of proposals to accommodate such revisions or additional information requests.

1.7 DUE DATE FOR PROPOSALS

All proposals must be received by SCEC at the SCEC Administration Building, 1401 E. 144th St., East Chicago, IN, no later than 4:00 P.M. on Monday, January 27, 2020. Each Respondent must submit one original CD-ROM or USB Flash drive (marked "Original") and three (3) complete copies on CD-ROM or USB Flash drive of the proposal, including the Transmittal Letter and other related documentation as required in this RFP. The original CD-ROM or USB Flash drive will be considered the official response in evaluating responses for scoring and protest resolution. The Respondent's proposal response, as submitted on CD-ROM or USB Flash drive, may be posted on the SCEC website, (<http://www.scec.k12.in.us>) if recommended for selection. Each copy of the proposal must follow the format indicated in Section Two of this document. Unnecessarily elaborate brochures or other presentations, beyond those essential to present a complete and effective proposal, are not desired.

All proposals must be addressed to:

School City of East Chicago
1401 E. 144th St.
East Chicago, IN 46312

It is the responsibility of the Respondent to make sure that solicitation responses are received by SCEC on or before the designated time and date. Late submissions will not be accepted. The Security Desk time-stamp is the official timekeeping device for all submissions.

Regardless of delivery method, all proposal packages must be sealed and clearly marked with the RFP number, due date, and time due. SCEC will not accept any unsealed proposals. Any proposal received by SCEC after the due date and time will not be considered. Any late proposals will be returned, unopened, to the Respondent upon request. All rejected proposals not claimed within 30

days of the proposal due date will be destroyed. No more than one proposal per Respondent may be submitted.

SCEC accepts no obligations for costs incurred by Respondents in anticipation of being awarded a contract.

1.8 MODIFICATION OR WITHDRAWAL OF OFFERS

Modifications to proposals submitted in response to this RFP may only be made in a manner and format consistent with the submittal of the original proposal and acceptable to SCEC, and must be clearly identified as a modification.

A Respondent, or its authorized representative, may withdraw its proposal, in person, at any time prior to the due date. Proper documentation to confirm the identity and authority of the representative will be required before SCEC will release the withdrawn proposal. The authorized representative will be required to sign a receipt for the withdrawn proposal.

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

1.9 PRICING

Pricing on this RFP must be firm and must be offered for a period of not less than 180 days from the proposal due date. Any attempt to manipulate the format of the document, attach caveats to pricing, or submit pricing that deviates from the current format will put a proposal at risk of disqualification.

Please refer to the Cost Proposal sub-section under Section 2 for a detailed discussion of the proposal pricing format and requirements.

1.10 PROPOSAL CLARIFICATIONS AND DISCUSSIONS

SCEC the right to request clarifications from the Respondent to any proposal submitted in response to this RFP. SCEC also reserves the right, pursuant to IC 5-22-9-6, 9, and 10, to conduct proposal discussions and/or negotiations, either oral or written, with one or more Respondents at any time after the deadline for submission of proposals.

These discussions may include, but shall not be limited to, requests for additional information, requests for qualifications or additional references, and/or requests for cost or technical proposal revision. Additionally, in conducting discussions, SCEC may use information derived from proposals submitted by competing Respondents; consistently with IC 5-22-9-6, 9, and 10; however, SCEC shall use this information only if the identity of the Respondent providing the information will not be disclosed to other Respondents in the process. SCEC will provide equivalent information to all Respondents which have been chosen for discussions. Discussions, along with negotiations with responsible Respondents, may be conducted for any appropriate purpose at the discretion of SCEC.

SCEC will schedule all discussions. Any information gathered through oral discussions must be

reduced to writing.

1.11 TYPE AND TERM OF CONTRACT; CONTRACT NEGOTIATIONS

SCEC intends to sign a contract with a Respondent for performance of the services described in this RFP. A sample contract is provided in Attachment B. If a Respondent intends to request changes to the sample contract, a copy of the sample contract with the proposed changes included must be submitted with that Respondent's proposal. (See Section 2.3.5 of this RFP for further details). SCEC reserves the right to reject any requested changes to the sample contract. It is SCEC's expectation that any negotiations or discussions regarding material elements of the contract will be substantially finalized prior to contract award.

The term of the contract shall be for a period of one (1) year from the date of contract execution. There may be up to three (3) annual renewals for a total of three (3) additional years at SCEC's option.

1.12 BEST AND FINAL OFFER

SCEC may request best and final offers from any or all Respondents determined to be responsible, responsive and sufficiently qualified and viable for a contract award. However, SCEC reserves the right to award a contract on the basis of initial proposals received. Therefore, each proposal should contain the Respondent's best terms from a price and technical standpoint.

Following evaluation of best and final offers, if requested, SCEC may select for final contract negotiations and execution the offer that is most advantageous to SCEC, considering cost and the evaluation criteria contained in Section 3 of this RFP.

1.13 CONFIDENTIAL INFORMATION

Respondents are advised that materials contained in proposals are subject to the Access to Public Records Act (APRA), IC 5-14-3 et seq., and, after the contract award, the entire RFP file may be posted on the SCEC website and may be viewed and copied by any member of the public, including news agencies and competitors. The responses are deemed to be "public records" unless a specific provision of IC 5-14-3 protects them from disclosure. Respondents claiming a statutory exception to public disclosure must indicate in the Transmittal Letter which specific provision that the Respondent believes is applicable to which specific part of the response. Confidential information must also be clearly marked in a separate folder on any included CD-ROM. Please note citing "Confidential" on an entire section is not sufficient. The Public Access Counselor (PAC) provides guidance on APRA.

If the Respondent does not identify any statutory exception to public disclosure, SCEC will not consider the submission confidential. SCEC also reserves the right to seek the opinion of the PAC for guidance with regard to the applicability of the cited exception.

1.14 COMPLIANCE CERTIFICATION

Proposals submitted in response to this RFP serve as a representation that the Respondent has no

current or outstanding criminal, civil, or enforcement actions initiated by SCEC of Indiana, the United States Government, or any other state government, and it agrees that it will immediately notify SCEC of any such actions should they arise during evaluation of the Respondent’s proposal.

1.15 EQUAL OPPORTUNITY STATEMENT

In the process of evaluating proposals and awarding the contract contemplated herein, SCEC intends to comply with the equal opportunity provisions contained in Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, 42 U.S.C. §1981, and Chapter 39 of the City Code of East Chicago, to the extent that they are applicable to this RFP and contract award.

1.16 SUMMARY OF MILESTONES

The following timeline is only an illustration of the RFP process. The dates associated with each step are not to be considered binding. Due to the unpredictable nature of the evaluation period, these dates are commonly subject to change. At the conclusion of the evaluation process, all Respondents will be informed of the evaluation team’s findings.

Key RFP Dates

Activity	Date
Issue of RFP	January 14, 2020
Deadline to Submit Written Questions	January 22, 2020, 12:00 P.M.
Response to Written Questions/RFP Amendments	January 24, 2020
Submission of Proposals	January 27, 2020, 4:00 P.M.
<i>The dates for the following activities are target dates only. These activities may be completed earlier or later than the date shown.</i>	
Proposal Evaluation	January 27 & 28, 2020
Proposal Discussions/Clarifications (if necessary)	January 29 & 30, 2020
Interviews (if necessary)	January 29 & 30, 2020
Best and Final Offers (if necessary)	On or Before February 3, 2020
RFP Award Recommendation	On or Before February 19, 2020

1.17 CONFLICT OF INTEREST

Any person, firm or entity that has assisted with and/or participated in the preparation of this RFP solicitation document is prohibited from submitting a proposal responsive to this specific RFP. For the purposes of this RFP, “person” means any individual or entity working with or advising SCEC or involved in the preparation of this RFP solicitation document. This prohibition would also apply to an entity which currently employs, or has employed within a one-year period prior to the publication of this RFP, a person that assisted with and/or participated in the preparation of this RFP.

SECTION TWO PROPOSAL PREPARATION INSTRUCTIONS

2.1 GENERAL

To facilitate the timely evaluation of proposals, a standard format for proposal submission has been developed and is described in this section. All Respondents are required to format their proposals in a manner consistent with the guidelines described below:

- Each item must be addressed in the Respondent's proposal.
- The Transmittal Letter must be in the form of a letter. The business and technical proposals must be organized under the specific section titles as listed below.
- Electronic copies of a proposal submitted should be organized to mirror the sections below and the attachments.
- Each item, i.e. Transmittal Letter, Business Proposal, Technical Proposal, Cost Proposal, etc., must be separate standalone electronic files if the proposal is submitted electronically. Proposals should not be submitted as one large file.
- Whenever possible, all attachments should be submitted in their original format.
- Confidential Information must also be clearly marked in a separate folder/file.

2.2 TRANSMITTAL LETTER

The Transmittal Letter must address the following topics except those specifically identified as "optional."

2.2.1 Agreement with Requirements Listed in Section 1

The Respondent must explicitly acknowledge understanding of the general information presented in Section 1 and agreement with any requirements or conditions listed in Section 1.

2.2.2 Summary of Ability and Desire to Supply the Required Products or Services

The Transmittal Letter must briefly summarize the Respondent's ability to perform the services which are the subject of this RFP. The letter must also contain a statement indicating the Respondent's willingness to provide the requested products and/or services subject to the terms and conditions set forth in the RFP including, but not limited to, the conditions set forth in the sample contract.

2.2.3 Signature of Authorized Representative

A person authorized to commit the Respondent to its representations and who can

certify that the information offered in the proposal meets all general conditions, including the information requested in Section 2.3.4, must sign the Transmittal Letter. In the Transmittal Letter, Respondent must indicate the principal contact information for matters relating to the proposal, including an address, telephone and fax number, and an email address.

2.2.4 Respondent Notification

Unless otherwise specified or requested in the Transmittal Letter, Respondent will be notified via e-mail with regard to any questions, clarifications, or determinations by SCEC.

It is Respondent's obligation to notify SCEC of any changes in any address that may occur during the pendency of this solicitation and/or the evaluation of proposals. SCEC will not be held responsible for miscommunication resulting from incorrect contractor/contractor addresses.

2.2.5 Confidential Information

For all information which a Respondent intends to classify as confidential, the Respondent must provide the following supplemental information:

- A list of all documents, or sections of documents, for which statutory exemptions to APRA are being claimed;
- A specific citation to the statutory exception from APRA which applies for each document, or section of the document; and
- If possible, a separate redacted (for public release) version of the document.

2.3 BUSINESS PROPOSAL

2.3.1 Statement of Qualifications

Respondent should provide a general statement, on the form included as Attachment C, of its qualifications, certifications, and related experience and expertise which confirms Respondent's qualification to perform the services described in the project specifications (see Attachment A).

2.3.2 Contract Terms/Clauses

A sample contract for services is provided in Attachment B. It is SCEC's expectation that the final contract will be substantially similar to the sample contract provided in Attachment B. If a clause is not acceptable as worded, Respondent should suggest specific alternative wording to address its concerns with the specific clause. Further, if a Respondent wishes to propose additional contract terms, they should be included in this section. SCEC reserves the right to reject any and all of these requested changes.

This RFP, or any portion thereof, and Respondent's proposal, or any portion thereof, may be incorporated as part of the final contract.

2.3.3 References

Reference information is to be provided on Attachment E. Respondent should complete the reference information portion of the Attachment E, which includes the name, title, and phone/fax numbers of a person who may be contacted for further information if SCEC elects to do so. SCEC should receive at least two (2) references from clients or other entities for whom the Respondent has provided services that are the same or similar to those products and/or services requested in this RFP.

2.3.4 Cost Proposal

Respondent shall provide a list or schedule of hourly fees, as applicable, for performance of various aspects of the Services. Respondent may itemize a varying fee or rate for performance of different services, or may propose a flat rate to cover all services.

2.3.5 Evidence of Financial Responsibility

This section will require the Respondent to provide evidence of financial responsibility, to the extent that Respondent's cash flow and current obligations will allow Respondent to effectively perform the Services if selected to do so.

Notwithstanding any other provision relating to the beginning of the contract term, no contract will become effective until satisfactory evidence of financial responsibility is presented.

SECTION THREE
PROPOSAL EVALUATION

3.1 EVALUATION CRITERIA

Proposals will be evaluated based upon the proven ability of the Respondent to satisfy the requirements of the RFP in a cost-effective manner. If any one or more of the listed criteria on which the responses to this RFP will be evaluated are found to be inconsistent or incompatible with applicable federal laws, regulations or policies, the specific criterion or criteria will be disregarded and the responses will be evaluated and scored without taking into account such criterion or criteria.

Summary of Evaluation Criteria:

Criteria	Points
1. Adherence to Mandatory Requirements	Pass/Fail
2. Management Assessment/Quality (Business and Technical Proposal)	50 available points
3. Cost (Cost Proposal)	30 available points
Total	80 available points

3.2 PROPOSAL EVALUATION PROCEDURE

The procedure for evaluating the proposals against the evaluation criteria will be as follows:

Step 1

Proposals will be evaluated only against criteria noted in Category 1, to ensure that they adhere to all mandatory and compliance requirements set forth in previous sections of this RFP. Any proposals not meeting any mandatory requirement will be disqualified.

Step 2

The proposals that meet the mandatory requirements will then be scored based on Criteria 2 and 3 ONLY. This scoring will have a maximum possible score of 80. All proposals will be ranked on the basis of their combined scores for Criteria 2 and 3 ONLY. This ranking will be used to create a “short list.” Any proposal not making the ‘short list’ will not be considered for any further evaluation.

Step 3

The short-listed proposals will then be re-evaluated based on all of the evaluation criteria outlined in the table above. The short-listed proposals may be re-scored using the 80-point scale at this time. Step 3 may also include one or more rounds of proposal

discussions, oral presentations, interviews, clarifications, or conferences focused on cost and other proposal elements.

Based on the results of this evaluation, the qualifying proposal determined to be the most advantageous to SCEC, taking into account all of the evaluation factors, may be selected by SCEC for further action, such as contract negotiations. If, however, SCEC decide that no proposal is satisfactory or sufficiently advantageous to it, SCEC may elect to reject all proposals and take whatever further action is deemed necessary to fulfill its needs. If, for any reason, a proposal is selected but the parties are unable to reach agreement on material contract terms, SCEC may begin contract preparation with the next qualified Respondent or determine that no such alternate proposal exists.