

**INDIANAPOLIS BOND BANK  
REQUEST FOR QUALIFICATIONS  
OWNER'S REPRESENTATIVE FOR DESIGN  
MANAGEMENT SERVICES  
INDIANAPOLIS-MARION COUNTY LAW AND  
JUSTICE FACILITIES**

**BOND BANK RFQ-LJF-2017-003**

**Issued: January 17, 2017**

## **SECTION 1 - BACKGROUND**

### **1.1 Request for Qualifications**

This Request for Qualifications solicits Statements of Qualifications for performing professional owner's representative services related to design management for the City of Indianapolis criminal justice facilities projects (Refer to Section 6 of this RFQ for selected capitalized terms used herein). A submittal of a Statements of Qualifications does not guarantee that the firm will be contracted to perform any services but only serves notice to the Indianapolis Local Public Improvement Bond Bank ("Indianapolis Bond Bank" or "Bond Bank") that the firm desires to be considered.

### **1.2 Criminal Justice Reform**

On May 11, 2016, in his inaugural State of the City Address, Mayor Joe Hogsett set Indianapolis on a path of holistic, data-driven criminal justice reform. Consistent with that commitment, Mayor Hogsett signed the Executive Order launching the Criminal Justice Reform Task Force as the vehicle for such change in Indianapolis. The Executive Order included three directives:

*(1) The Mayor hereby creates and orders his staff to support the Criminal Justice Reform Task Force whose mission shall be to assess, research, examine, and ultimately report recommendations for the systemic reform and optimization of the current county criminal justice system, and – based on those recommendations – identify requirements for the location, construction, and/or renovation of county criminal justice facilities.*

*(2) The Mayor shall appoint members of the Criminal Justice Reform Task Force from the three branches of City-County government and pertinent City-County agencies represented in the Criminal Justice Planning Council, as well as subject matter experts and members of the community at his discretion.*

*(3) The Criminal Justice Reform Task Force shall finalize its work and report its findings and recommendations to the Criminal Justice Planning Council at the CJPC's regularly scheduled meeting in December of 2016.*

### **1.3 Criminal Justice Facilities**

The Task Force identified its facilities recommendations in a December 2016 Report. The report and related information can be located at: <http://www.indy.gov/eGov/Mayor/CJRTF/Pages/findings.aspx>. The Report recommended construction of new facilities to suit its findings related to specific criminal justice design and process changes, including (in summary fashion) the following:

- **Assessment and Intervention Center** where arrestees are assessed for mental health and substance abuse treatment needs, receive short-term detoxification and behavioral health treatment, have access to social services, defense counsel and prosecutor staff, receive referrals to longer-term treatment plans and engagement with the wraparound care services based on individual treatment plans.
- **A 2,600 - 3,000 bed jail to replace current detention facilities**, with design elements that increase safety for jail staff and inmates by facilitating improved admission and inmate management
- **Acute health care and mental health units** that accommodate state-of-the-art care including suicide watch, geriatric and chronic disease care.
- **A consolidated Civil and Criminal Courthouse** that incorporates the design elements defined by a Courts Planning Group and collocated with the AIC and new Jail. The final determination of design and courts included will be made by the Marion County judiciary.
- **Contingent relocation of the Marion County Prosecutor's Office and Marion County Public Defender Agency** if the Criminal Courts are relocated to the new Justice Complex.
- **Renovate and reuse the APC, Jail II facilities and space in the City-County Building** if vacated by the courts, for Community Corrections and collocation of the IMPD Property Room, Crime Lab and Marion County Coroner's Office.

## **SECTION 2 - REQUEST FOR QUALIFICATIONS**

### **2.1 General Purpose**

The City and impacted stakeholders are moving forward with planning for the Project. The Bond Bank is a body corporate and politic established for, among other things, assisting qualified entities to develop infrastructure in the City and County, and it is facilitating the Project for this purpose. This RFQ is part of the Bond Bank's facilitation.

This RFQ is for an owner's representative to join the City's team in a project management capacity. This RFQ is not for professional architectural or engineering design services of record. Such architectural and engineering design services will be procured under one or more separate solicitations. Similarly, this RFQ is not for the performance of any construction or "public work" as that term is defined in Indiana Code Section 36-1-12-2 or other similar provisions of the Indiana Code. The actual construction or public work for the criminal justice facilities will be procured under one or more separate solicitations.

## 2.2 Scope of Services

The owner's representative for design management will be responsible for providing all services necessary to manage the design process for one or more aspects of the Project. These services may include, but will not be limited to the following:

### *PRE-CONSTRUCTION SERVICES*

- Assist the Bond Bank, the City and other Project stakeholders with construction budgets and schedules
- Assist in the selection of a delivery method or methods for the Project
- Assist in selection of the full design team for the Project including a lead architect of record
- Coordinate and manage the design development process
- Consult with Project stakeholders and facilities user groups to ensure Project planning and design will meet desired operational needs and efficiencies
- Assist in the selection of construction contractors or other vendors for the Project
- Review and analyze design relevant design work previously conducted
- Complete review of drawings and other contract documents
- Assist in monitoring the approved budget and schedule throughout the Project
- Review overall project schedule with other consultants and monitor the approved schedule.
- Attend regularly scheduled design and project coordination meetings and participate in presentations to the Bond Bank, the City and/or other Project stakeholders
- Evaluate and advise on mechanical, electrical, security, technology systems, etc.
- Participate in all aspects of the environmental review process with an environmental consultant, legal counsel, and appropriate authorities and monitor and report on any actions required
- Direct appropriate communication tools and project update report throughout the Project
- Identify "action items" for consideration that may enhance delivery of products and take advantage of the construction market

### *DESIGN MANAGEMENT*

- Pursue the use of alternative products, technologies, etc., that might be appropriate (e.g. sustainable design)
- Monitor the progress of the architect and other design consultants.
- Coordinate and attend regularly scheduled design review and project coordination meetings

- Participate as a representative of Owner in the review of all design and construction documents, and coordinate the Project's consultants responsible for reviewing and commenting on construction documents
- Review all requests for payment (including required documentation and lien or bond claim waivers) submitted by the design team
- Review and evaluate all requests submitted by design consultants for additional services
- Provide technical review/assistance as requested, i.e., products, vendors, etc.
- Attend meetings, including design meetings and plan reviews
- Work with architects or design engineers to define the commissioning requirements that will be included in the drawings and specifications

#### *PROJECT CLOSE-OUT SERVICES*

- Assist and participate in all "punch list" inspection of the project, coordinate the preparation of a project "punch list," and monitor remedial and corrective action required; follow through with contractors and vendors responsible for remedial and corrective action; track "punch list" corrective action
- Participate in post-construction evaluations
- Assist in project close out including coordination of as-built drawings, review of owner's manuals and warranty information and reconciliation of budget and contracts
- Assist in any commissioning or testing necessary for all systems incorporated into the Project
- Remain as owner's representative and consultant following opening, move-in and an initial period of operations to assist with resolution of design and construction issues revealed during initial period of operations

### **SECTION 3 - PROCUREMENT PROCESS**

#### **3.1 Procurement authority**

This RFQ is being issued under the Bond Bank's general power to make contracts under Indiana Code Chapter 5-1.4-3.

#### **3.2 Selection process and criteria**

Selection of the owner's representative is not based on competitive bidding, but on professional qualifications, documented experience and the expertise of key personnel to be assigned to the project. Persons submitting a response may be called to participate in one or more interviews. Consideration is also given to the following factors:

- familiarity with the Project and the criminal justice system in the City of Indianapolis and Marion County;
- key staff personnel available locally for the project;
- special or unique expertise;
- ability to begin work immediately and the firm's existing workload;
- the firm's proximity to the project;
- extent of work which must be subcontracted by the firm and their proposed method of accomplishing project objectives;
- extent of work experience relative to the projects applied for;
- method of accomplishing project objectives; and
- performance evaluations on similar projects, if any

### **3.3 Conflicts of Interest**

Consistent with Indianapolis Marion County Ordinance Section 295-2(a) and industry best practice, the owner's representative (and any of its affiliates, parent companies, or subsidiaries) will be prohibited from participating on any other design or construction teams performing services or construction work on the Project.

### **3.4 Form of Contract**

The respondent deemed most qualified by the Bond Bank will be provided with a form of written agreement for final negotiations on all terms and conditions, including compensation. The Bond Bank reserves the right to negotiate with two or more respondents.

## **SECTION 4 - RESPONSES**

### **4.1 Responses shall be sent in electronic PDF form via electronic mail to Andre Zhang Sonera, Bond Bank Project Manager, [Andre.ZhangSonera@Indy.Gov](mailto:Andre.ZhangSonera@Indy.Gov) with reference to Indianapolis Bond Bank RFQ-LJF-2017-003 in subject line of the electronic mail and shall include the following:**

- *Cover Letter – not to exceed two pages.* The response should include a cover letter expressing the respondent's interest in the Project and the owner's representative services.
- *Statement of Qualifications – not to exceed 15 pages.* The response should include a written statement organized in conformance with, and responding to, the criteria listed in Section 3.2 of this RFQ. Exhibits to the Statement of Qualifications (including brochures, professional resumes, references or other materials will not be counted against the page limit; however, these should be kept to a minimum any only those materials the respondent believes are highly relevant to its ability to perform the owner's representative services).

- *Rate Sheet.* The response should include the rates of the team members the respondent would expect to be working with the City's team and, if necessary, general rates for the firm and any other firms responding with the primary respondent.

**4.2 Deadline – Friday, February 10, 2017 at 5:00 p.m. (Indianapolis Time)**

**4.3 Reserved**

**4.4 Contact Person – All inquiries regarding this RFQ shall be directed to Andrew J. Mallon, Corporation Counsel for the City of Indianapolis**

## **SECTION 5 - ADDITIONAL REQUIREMENTS**

**5.1** The City of Indianapolis, Marion County, State of Indiana Executive Order No. 1, 1987 encourages all certified Minority Business Enterprises and Women Business Enterprises to submit statements of interest and will not discriminate against any individual or firm on the grounds of race, color, sex, physical handicap or national origin in the selection process.

**5.2** It is the policy of the Consolidated City of Indianapolis (G.O 581 as amended and Executive Order #5) that Women's Business Enterprises, Minority Business Enterprises and Veteran Owned Businesses shall have the maximum feasible opportunity to participate in the performance of contracts. The Bond Bank encourages all firms to meet the city's MBE/WBE/VBE goals of 15%/8%/3% respectively.

**5.3** Each firm shall include with its submittal the listing and percentage breakdown of MBE/WBE/VBE subcontractors, and if needed, an explanation as to the reason the goals may be unable to be met. Failure to provide this information may result in a firm not being selected. Further, firms shall:

5.3.1 Ensure MBE/WBE/VBE's are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities; including placing MBE/WBE/VBE's on solicitation lists and soliciting them whenever they are potential sources.

5.3.2 Make information on forthcoming opportunities available to MBE/WBE/VBE's and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by MBE/WBE/VBE's in the competitive process.

5.3.3 Consider in the contracting process dividing when economically feasible into smaller tasks or quantities to permit maximum participation by MBE/WBE/VBE's in the competitive process.

- 5.3.4 Encourage contracting with a consortium of MBE/WBE/VBE's when a contract is too large for one of MBE/WBE/VBE consultant may be able to handle individually.
- 5.3.5 Use the services and assistance of the Minority and Women Business Development Department of the City of Indianapolis.

## **SECTION 6 - DEFINITIONS**

- 6.1 The Bond Bank** is the Indianapolis Local Public Improvement Bond Bank was created in 1985, pursuant to Indiana Code Section 5-1.4-3-1.
- 6.2 Request for Qualifications or RFQ** means this solicitation for owner's representative services to manage the Projects.
- 6.3 Statement of Qualifications** means a written response to this RFQ consistent with the requirements in Section 4.
- 6.4 The Executive Order** means the May 11, 2016 Executive Order issued by Indianapolis Mayor Joe Hogsett establishing the Task Force.
- 6.5 The Task Force** means the Indianapolis Criminal Justice Reform Task Force established by the Order.
- 6.6 The Project** means on or more construction or development projects to design, build, finance, operate and maintain criminal justice facilities for the City of Indianapolis and other stakeholders involved in criminal justice services throughout Indianapolis and Marion County.

(Capitalized terms not defined in this RFQ are defined in the report)