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Posting Date: 11-08-21

REQUEST FOR PROPOSAL NOTIFICATION

Project : Construction Inspection of New Elkhart County Courts Facility

Response due date and time: December 3, 2021, 4:00 p.m.

This Request for Proposal is official notification of desired professional services. This RFP is being issued to solicit a Letter of Interest (LOI) and other documents from firms qualified to perform engineering work. A submittal does not guarantee the firm will be contracted to perform any services but only serves notice the firm desires to be considered.

Contact for Questions: Jeff Taylor, County Administrator
117 North Second Street
Goshen, IN 46526
574-534-3541
jtaylor@elkcohwy.org

Submittal Requirements:

1. Letter of Interest – Three Copies (required content, format and instructions follow)
2. Compensation Proposal – One copy in separate sealed envelope

Submit to: Jeff Taylor, County Administrator
117 North Second Street
Goshen, IN 46526
574-534-3541
jtaylor@elkcohwy.org

Selection Procedures:

Consultants will be selected for work further described herein, based on the evaluation of the Letter of Interest (LOI) and other required documents. Final selection ranking will be determined by the highest score being the top ranked firm.

Proposals will be reviewed and scored by a selection committee, with a consultant's final score being the average of each individual reviewer's score for that firm, except for the compensation component.

Following evaluation of the Letters of Interest, the selection committee will open and evaluate the compensation packages as outlined below. The committee will then recommend to either select a consultant based solely on the received proposals or to interview the highest-rated consultants. If the selection is made based solely on the proposals, the County will send an email to all firms submitting a proposal informing them of the County's selection. If the County intends to hold interviews, the consultants to be interviewed will be contacted to schedule an interview. Following the interview and consultant selection, the County will initiate contractual negotiations with the highest-rated consultant. The compensation package included with the proposal is used to determine the firms understanding of the size and scope of the request, and for the County to budget the appropriate resources. It is important to note the County is not interested in the firm who submits the lowest compensation, rather the firm that is most qualified and who's compensation package demonstrates an understanding of the commitment of the appropriate amount of skilled resources to the project. An email will be sent to all firms submitting a proposal informing them of the County's selection. The interview will further evaluate the consultant in the following categories:

(1) Project Manager/Key Personnel
(2) Overall Qualification of Firm/Team
(3) Project Approach
(4) Previous Experience

The point values or ratings for these categories are subject to change based upon the interview. The individual scores each reviewer assigns each proposal will not be released. The aggregate score of all reviewers for each firm's proposal may be released to that firm on request.

Following selection of the highest rated Consultant, the County will negotiate contractual terms, level of effort and scope of services, and upon successful negotiations an award recommendation will be made to the Board of County Commissioners. Contract award will be made to the Consultant whose proposal best complies with the RFP and will be the most advantageous to the County. The County, because of time constraints and depending upon the thoroughness of the proposals, may at its sole option award a contract based upon the initial proposal submittal.

The RFP and the accepted Consultant's proposal will become part of the contract. If the County and the highest rated Consultant are unable to achieve successful negotiations on contractual terms, County may terminate such negotiations and proceed to negotiate contractual terms with the next highest rated Consultant for an award recommendation to be made to the Board of County Commissioners. This process may be continued until the County is able to negotiate agreeable contractual terms.

The letter of interest shall be signed by a person authorized to submit and sign a proposal and include the firm name, address, telephone number, the name of the person authorized to submit/sign the proposal, and his/her title, telephone number and e-mail address.

Proposals received after the designated time may be rejected from the selection process. The County reserves the right to accept or reject any or all proposals and to waive informalities or irregularities in the selection process.

If it becomes necessary to revise any part of the Request for Proposal (RFP) or otherwise provide additional information, an addendum will be issued by the County and posted on the Elkhart County website.

The County will not be liable for any costs incurred by the respondents in replying to this RFP. The County is not liable for any costs for work or services performed by the selected consultant prior to a written Notice to Proceed.

Requests for further information or questions regarding this Request for Proposal should be addressed only to the individual listed above. UNAUTHORIZED CONTACT REGARDING THIS REQUEST FOR PROPOSAL WITH ANY COUNTY EMPLOYEE MAY RESULT IN DISQUALIFICATION. Any oral communication will be considered unofficial and non-binding. Proposers shall rely only on written addenda.

PROPOSAL EVALUATION CRITERIA

The following information must be included in each proposal and will form the basis of the evaluation. The point number is the weight of each criterion. Interviews may be conducted to obtain additional information regarding the proposal.

Reviewers may assign points for each category anywhere from zero to the maximum allowed in that category.

Firm's Project Lead Person, Inspector(s), Key Personnel – 30 Points

1. **10 Pts:** Provide the name and qualifications of the Project Lead Person (PLP) to be assigned to this project. Include the following:

    - Educational background: Universities attended, dates attended, and degree(s) earned.
    - Professional registration(s).
    - Similar project experience as an engineer/architect: include project description, duties, project construction cost, date or anticipated date of completion, and client name. Denote which projects were with current firm.

- Similar project experience as project lead person: include project description, duties, project construction cost, date or anticipated date of completion, and client name. Denote which projects were with current firm.

For any projects listed include the name and phone number of the owner's representative in charge of the project.

2. **10 Pts:** Provide the identity and qualifications of the lead inspector to work on this project, including the adequacy and appropriateness of their credentials and capabilities, expected project assignments, the extent of their project participation, and the relevance of their prior experience to this project.

3. **10 Pts:** Identify any other names of key personnel, and scope of proposed services on this project. Include the role and qualifications of each of the personnel.

Project approach – 30 points

1) A statement of project understanding. This is the consultant's opportunity to demonstrate their level of understanding of the project and the underlying goals. Creative approaches to achieve the County's goals or proposals that demonstrate superior architectural/engineering inspection or potential cost savings to the County receive higher scores.

2) Project Timeline. Included is a Gantt chart showing estimated construction timeline with milestones and proposed dates. The selected consultant will be expected to assist with the proposed schedule through dedicating adequate resources for the project inspection. A schedule indicating the appropriate dedication of resources to inspecting the project will receive favorable consideration.

3) A proposed level of effort document which includes:
   a) An understanding of all major tasks. These tasks should also be consistent with the timeline.
   b) A detailed listing of all proposed project personnel by task.
   c) Proposed hours for all project personnel by task.
   d) List and describe all assumptions used in developing the level of effort document.

   The County will closely scrutinize the proposed level of effort portion of the proposal. It is crucial that consultants submit proposals that contain ample time and effort to perform adequate inspection as defined under this RFP. If, in review of the proposed level of effort, the County believes the consultants have not submitted adequate time and effort, consultants will be significantly penalized in terms of points received.

Overall Qualifications of Firm/Team – 15 Points

Provide a brief description of the overall qualifications of your firm/team.

Provide examples (not more than three) of similar projects completed by your firm within the last five years. The examples should include the nature of the project, your involvement in the project, any special environmental, political or technical problems involved in the project, how the problems were resolved, the name and phone number of the owner's representative in charge of the project, the fee for the project, the total project cost, and when the project was completed.

Previous Experience with the County – 20 Points

Firms that have worked with Elkhart County in the past will be evaluated according to (1) Quality of Work, (2) Performance Against Schedule, (3) Performance Against Budget, and (4) Project Coordination, based on experience with previous projects. A maximum of five points will be awarded to firms based on each of these areas. If a firm has no previous experience with the County, they shall be awarded 10 points. Firms with previous experience should provide a list of the Elkhart County projects they have worked on including dates of completion for each project.

Compensation Requirements - No points

Present a **separate sealed package** with the proposal that is plainly marked, "Compensation Proposal." The Compensation Proposal shall include all items required to complete the proposed scope of services, including sub-consultant items. All incidental costs such as mileage, sustenance, other fees, etc. shall be included in the hourly, not to exceed fee included in the submitted Compensation Proposal. Points will not be awarded, however the proposed fee will be evaluated on the understanding of the resources necessary to complete the inspection and closeout of the project, not exclusively based on the lowest price.

The completed agreement for services is expected to be an hourly, not to exceed contract. Billing is expected to be on a monthly basis based upon hours worked and billed. Details on the items expected to be completed by the consultant as part of this project are included in the project description.

GENERAL FORMAT

All proposals shall contain concise written material and illustrations. Legibility, clarity, and completeness are essential. All submittals must use 8-1/2" by 11" paper, but may be supplemented with 11" by 17" illustrations. All submittals must have the following sections:

- Project Manager/Key Personnel, (6 page maximum)
- Project Approach (5 page maximum)

- Overall Qualifications of Firm/Team (5 page maximum)
- Previous Experience with the County (1 page maximum)

And in a second, sealed package:

- Compensation Proposal

PROJECT DESCRIPTION

Elkhart County Courthouse Construction - CR17 at Rieth Blvd.

The Elkhart County Commissioners seek an engineering/architectural firm to perform construction inspection for the construction of a 170,000 square feet, four-story courthouse. In addition to the building, the construction contract includes site work and drainage, utility installations, asphalt and concrete work, and other related improvements to the 22-acre site. A copy of the preliminary design plans is included with this RFP to reference the size and scope of the project to be constructed.

Elkhart County has contracted with PMSI USA, LLC, to provide Owner's Project Representative services. PMSI serves as the project representative for Elkhart County. The services requested in this proposal include the daily inspection and monitoring of the project.

The Commissioners seek a firm to provide daily construction inspection to confirm the project complies with the design specifications. Desired construction inspection services include, but are not limited to:

1. Ensuring the project is constructed in conformity to the approved design plans and specifications. Firm shall be onsite daily for the observation and documentation of construction progress. Daily inspection reports are to be completed and preserved by the firm. Daily inspection reports shall be those which are typical for the industry which document data such as materials used, contractor labor on site, nature and location of the work performed, site conditions, weather, safety compliance, and record any occurrence that may result in a claim or change in contract time or cost.

2. Schedule and attend regular progress meetings with contractor, owners, and any other attendees.

3. The inspector/firm will serve as the conduit of information flowing between the owner (or Owner's Representative) and the contractor for any construction issues that are observed including defects in materials or workmanship, safety violations or concerns, and interactions with the public or traffic.

4. Ensuring the project is completed according to the approved design plans and specifications. Inspector/firm will be responsible for confirming progress payment requests are consistent with the work completed to date. Inspector will also communicate any change order requests from the contractor and document approval from the owner.

5. Monitor the construction schedule and report any delays or concerns.

6. Assist with the review of shop drawings, samples, product data, and any other material or design submissions to comply with the approved plans and specifications. Notify owner if work begins prior to approval of shop drawings.

7. Assist with the interpretation of the contract documents when questions arise from the contractor or the owner. Subcontrators work for the contractor, not the owner. As such, all communication should flow through the contractor, however it is recognized that informal questions from subcontractors may rise from time to time that may be answered by the inspector when appropriate. In circumstances that are not clear or where doubt exists, communication should flow through the contractor.

8. Monitor the project for compliance with safety standards and report violations or concerns to the owner or owner's project representative.

9. Monitor the project for compliance with storm water requirements and report any irregularities or violations.

10. Attend any construction coordination meetings that are held by the contractor, suppliers, subcontractors.

11. Observe all testing required by contract documents. Record and report test procedures and results to the owner and include in daily inspection reports.

12. Review work for completeness through completion of the project and assist with confirming as-built drawings are accurate.

13. Maintain punch list of unfinished, incomplete, or incorrect work. Coordinate the completion with contractor until the request for substantial completion can be approved.

14. Document final completion and coordination with the contractor for such verification.

15. Maintain a checklist of move-in items for completion prior to occupancy.

Expected Schedule:

November 1, 2021	Limited notice to proceed to contractor (site work and materials order)
December 1, 2021	Letters of Interest and Compensation Proposals Due
December 31, 2021	Consultant Selection Complete
January 17, 2022	Consultant Services Agreement Signed
June 17, 2024	Substantial completion
December 31, 2024	Project closeout

Deliverables:

Elkhart County expects the selected consultant to perform all tasks listed including inspection reports and other associated documentation to substantiate the completion of the project throughout the courthouse move until the facility is in use.

Coordinate with the contactor (on behalf of owner) and confirm that all as-builts are accurate and consistent with the design plans and specifications, including any change orders.

Coordinate with the contractor (on behalf of owner) that all manuals, equipment warranties, and other associated documents are provided to the owner at the time of occupancy.