

Elkhart County Courts Campus Request for Proposals (RFP)

Offeror represents that it has carefully read the terms and conditions of this RFP, including all attachments and addenda, and agrees to be bound by them.

OWNER:

Elkhart County, Indiana
Elkhart County Administrative Office Building
117 North Second Street
Goshen, IN. 46526

PROPOSAL FOR:

Furniture, Fixtures and Equipment (FFE)

PROJECT:

New Elkhart County Courts Campus
1905 Reliance Rd
Goshen , Indiana 46526

OWNER CONTACT PERSON:

All communications and questions with respect to this RFP must be in writing through the Owner's FFE Consultant directed via email to :

Candace Berger
cberger@enviospaceinc.com

DELIVER PROPOSAL TO:

Elkhart County Commissioners
117 N. Second Street
Goshen, IN 46526

With a copy via email to:
Candace Berger
(Via Email) cberger@enviospaceinc.com

PROPOSAL DUE DATE AND TIME:

Proposals shall be submitted no later than:

Tuesday, September 5, 2023
9:00 a.m. Local Time

All Proposals must be submitted pursuant to the instructions below. It is the Offeror's sole responsibility to ensure that the Proposal is delivered in the manner required in this RFP by the Due Date and Time. Owner has the right to reject any Proposals not properly delivered. The Owner further reserves the right to accept or reject any or all Proposals and to waive informalities and irregularities in the RFP and selection process.

SECTION 1: GENERAL INFORMATION

1.1 General

1.1.1 Offerors must submit their Proposals pursuant to the schedule and process set forth in this RFP. This RFP

is not an offer to enter into a Contract but is a solicitation of entities interested in fulfilling the Owner needs and requirements for the FFE for the Project.

1.1.2 Owner will identify the offer submitting the Proposal earning the “Best Value Proposal” calculated and enter into Contract Negotiations.

1.1.3 Furniture Solution

It is Elkhart County’s desire to receive an integrated furniture package described herein, which responds to all requirements listed in Exhibit A, “Furniture Specifications.” The Furniture Specifications include Basis of Design which will allow substitutions which will then be reviewed by the FFE Consultant for viability.

1.1.3.1 Objectives Listed in Order of Importance

- .1 Solution Meets Specifications
- .2 Quality
- .3 Relationship + Service
- .4 Cost

1.1.3.2 Submittal

The furniture vendor is to submit their proposal in hard copy and digitally in a presentation format. All proposals must include the following:

- .1 Furniture dealer’s name, address, and main point of contact.
- .2 Company overview.
- .3 Products proposed, including color images of all furniture, and identifying any supportive details.
- .4 3D renderings of all systems workstation furniture and private offices, to ensure materials and configurations are clearly understood.
- .5 Completed pricing summary sheet, as provided in Exhibit C.

1.2 Procurement Schedule

The following is the Procurement Schedule current at the time of issuing the RFP. The Owner reserves the right to modify the RFP and the schedule via Addenda. Any Addenda issued will be sent to Offerors known to have received this RFP, and any Addenda will be posted on the County’s Website. All Times indicated are in Eastern Time Zone.

| Date | Event |
|---|--|
| September 5, 2023 9:00 a.m. Local Time | Proposals Due |
| TBA if required | Offerors shall be Notified of Proposal Interview Time Slot Assignments- <i>If Required</i> |
| TBA if required | Proposal Interviews <i>Owner’s Jobsite Project House</i> <i>1905 Reliance Rd</i> <i>Goshen, IN 46526</i> |
| (TBD) | Pre-Award confirmation meeting between Owner and Owner’s FFE Consultant and apparent Best Value Proposal Offeror |
| October 2, 2023 9:00 AM EST | Board of Commissioners Regularly Scheduled Meeting <i>Elkhart County Administration Building Room 104</i> <i>117 North Second Street</i> <i>Goshen, IN 46526</i> • Receive Recommendation for Best Value Proposal |

| Date | Event |
|--------------|---|
| | <ul style="list-style-type: none"> <li data-bbox="618 231 1508 304">• Approve entering into Contract Negotiations with Best Value Proposal Offeror |
| TBA | Contract Negotiations |
| TBA | Award of Contract |
| TBA | Notice to Proceed |
| See schedule | Proposed Service Schedule is on the FTP website |
| | |

Upon receipt of a Notice to Proceed Proposer will complete the work in accordance with the approved Project Schedule included and will be Substantially Complete by Fall 2024.

1.3 All submittals from Offerors in response to this RFP must be consistent with and designed to achieve the goals and objectives set forth in this RFP.

1.3.1 Offerors shall be entitled to reasonably rely on the accuracy of the information set forth in the Plans and Specification as developed by Design Builder and the RFP attachments for the purposes of developing the Offeror’s Price Proposal. However, the selected Offeror will be required to perform an independent evaluation of all information. The Offeror is also responsible for notifying the FFE Consultant of any inconsistencies, conflicts, ambiguities, or other issues.

Any Offeror who knowingly contacts any Elkhart County employee or official during the formal RFP process and selection process for this Proposal will be subject to declaration of disqualification.

Provided the selected Offeror complies with all requirements set forth in the Contract, including but not limited to those regarding notice of claims to the Owner and identification of differing conditions, and only to the extent that the Contract allows the selected Offeror to an adjustment in the Contract Price and Project Schedule, the selected Offeror may be entitled to an adjustment in the Contract Price and Project Schedule. Such adjustment shall be limited to the extent of the Offeror’s actual documented costs, or the critical path of the Project Schedule has been adversely impacted by conditions that could not have been foreseen.

1.3.2 The Owner assumes no responsibility for conclusions or interpretations made by the Offeror based on the information provided by the Owner. Oral statements made by the Owner representatives or Consultant are not binding on the Owner unless the Owner confirms the statements and changes by written Addendum to this RFP. In the event of a conflict between codes, industry standards, and the Furniture Specifications, the most stringent requirements shall apply, and Offerors shall submit their Proposals based on the most stringent requirements.

1.4 Contract Documents

This RFP includes and attaches the following documents:

- 1.4.1 Exhibit A, Furniture Specifications
- 1.4.2 Exhibit B, Overall Floorplans
- 1.4.3 Exhibit C, Pricing Summary Sheet

1.5 Price Proposal

1.5.1.1 Offerors will submit their Price Proposal pursuant to the RFP. Price Proposals shall be based on the RFP and Contract Documents as amended by any Addenda. Offerors shall keep their Price Proposals open for sixty (60) days after submission of their Price Proposal. Offerors may reasonably rely on the written information provided by the Owner in the RFP and any Addenda in developing their Price Proposal; however, the selected Offeror will be required to validate all information for the work to be accomplished

within the Price Proposal submitted.

1.5.1.2 The Offeror has carefully examined the RFP and ascertained the nature, scope, and location of the work prior to submitting its Price Proposal. In completing the Proposal, the selected offeror has investigated and assured itself as to the general and local conditions that can affect the work or its cost, all existing site conditions, and any and all Plans, Specifications, Addenda, and Contract forms, whether provided by the Owner or developed by the selected Design-Builder during execution of Design-Build Services. The submittal of the Price Proposals shall be conclusive evidence that the Offeror has made such examinations and understands all the requirements for the performance of the completed work. Failure of the Offeror to take these actions will not relieve it of responsibility for properly estimating the difficulty and cost of successfully completing the work, or for proceeding to successfully complete the work without additional cost to the Owner. The Offeror shall determine the methods, materials, labor, and equipment required to perform the completed work and shall reflect their cost in the Price Proposal.

1.6 Selection of Best Value Proposal

1.6.1 Offerors will submit proposals by the date and time set forth in the RFP:

.1 Proposal. See Section 2 of this RFP for documentation requirements for submitting a Proposal.

1.6.2 Basis for Accepting the Proposal: The Offeror submitting the Proposal with the lowest adjusted price, after considering the Objectives in Section 1.1.3.1 will be deemed the Offeror with the Best Value Proposal.

.1 Prior to making a recommendation for accepting the Proposal to the Board of Commissioners, the FFE Consultant and Owner’s Representative will meet with the Offeror to validate the Proposal and reconcile any minor gaps or inconsistencies between the Proposal and the RFP.

.2 The Board of Commissioners will meet in a regularly scheduled public session and take action on the Best Value Proposal by either: a) Accepting the Proposal and authorizing the negotiation of final Contract Terms and Conditions, or (b) Reject all Proposals.

.3 The Owner reserves the right and option of selecting all or any part of an Offeror’s Proposal to achieve a “Best Value Proposal” and then making multiple awards to accomplish the needed FFE for the Project to meet the objectives of the Owner.

SECTION 2: PROPOSAL DOCUMENTATION and SUBMITTAL REQUIREMENTS

2.1 Submittal Package

2.1.1 The submittal shall include:

.a “Proposal For: FFE for New Elkhart County Courts Campus”

.b From: The name of the Offeror submitting the Proposal.

.c Due: September 5, 2023 at 9:00 a.m.

2.1.2 Offerors are responsible for ensuring timely delivery of submittals. The Owner is not responsible for late submittals.

2.1.3 Late submittals may not be evaluated.

2.1.4 Offerors are not required to submit a bid bond, certified check, or other evidence of financial responsibility.

2.2 Submittal Format Requirements

2.2.1 All submittals shall comply with the following format requirements:

2.2.1.1 Provide Proposals in 8.5” x 11” arranged in portrait format.

2.2.1.2 Follow the organization for Proposal information that follows in this section, with divider tabs as indicated.

2.2.1.3 There are no page limitations set forth for the Proposal, however brevity and clarity, along with a complete response to each submittal requirement is appreciated.

2.2.2 Tab 1: Executive Summary

2.2.2.1 Identify the Offeror submitting the Proposal.

2.2.2.2 Summarize any insights about the Project and work gained in the RFP process.

2.2.2.3 Provide a concise statement that summarizes the reasons that your Proposal should be selected.

2.2.2.4 Execution by representative of the Offeror authorized to sign and issue the Proposal.

2.2.3 Tab 2: Overall Management Approach

2.2.3.1 Describe your team's overall management approach to the work and the Project. Please address the following topics:

- .a** Based on the information provided in the RFP, what is your team's current understanding of the Owner's goals and objectives for this Project.
- .b** Identify what your team believes are the three (3) greatest challenges facing the success of the work. For each challenge identified:
 - Propose a strategy to mitigate the potential negative impact of the challenge.
 - What makes your team uniquely qualified to address this challenge? Cite any strengths, innovative proven approaches and/or differentiating resources (including key team members) that will assist the proposed team to implement the strategy and assist the Owner in achieving its goals.

2.2.3.2 Describe the team's commitment to safety and what innovations the Team will bring to the Project to enhance safety.

2.2.3.3 Quality Assurance/Quality Control ("QA/QC"). Provide the following information regarding the proposed team's approach on QA/QC. Include the following information:

- .a** The overall approach to your firm's QA/QC;
- .b** The proposed team's processes and tools to facilitate QA/QC;
- .c** The reporting and functional relationship(s) between the quality management personnel and the proposed team as a whole.

2.2.3.4 Communications. How will your team achieve exemplary communication within your team and between your team and the Design Builder, the FFE Consultant, and Owner?

- .a** How will you document the process?
- .b** How will you keep the entire team informed and provide information needed to make timely, intelligent decisions?
- .c** How will you proactively identify emerging issues and appropriately address and reconcile them before they adversely affect the work and the Project?

2.3.4 Tab 3: Schedule: The overall work schedule should meet the Owner's estimated completion date, promote efficiency, and have the least amount of impact on ongoing operations and the Project stakeholders as possible.

2.3.4.1 Describe the proposed team's overall approach to scheduling and sequencing for the work, in addition to the overall approach.

2.3.4.2 Identify the challenges in scheduling the installation for the Project and how the team will address those challenges.

2.3.4.3 Provide a detailed schedule for the execution of services.

2.3.5 Tab 4: Team Collaboration and Integration: One of the primary goals for the Project is to create a highly functioning, collaborative, and integrated team as early as possible and to incorporate the Design-Builder, Owner’s staff, and Owner’s consultants as part of that team.

2.3.5.1 Explain the team’s approach to creating a collaborative environment for the Project.

2.3.5.2 Describe how the team will engage the Project stakeholders and incorporate their input into the work.

2.3.5.3 Provide your approach to conflict resolution between your team and the Owner and or the Design-Builder.

2.3.6. Tab 5: Detailed Price Proposal: Offerors shall submit their Price Proposals in accordance with Section 1.5 and the requirements of this RFP.

2.3.6.1 A performance bond and a payment bond, each in the contract amount, may be required by the Owner. The Price Proposal should assume that a performance bond and a payment bond will be required.

2.3.6.2 Offerors are to provide the discount or price reduction that would be offered to the Owner if the Owner waives the requirement of a performance bond and a payment bond.

SECTION 3: REFERENCE DOCUMENTS/PROJECT WEBSITE: <https://ftp.performanceservices.com>

- I. Construction Documents prepared by Design-Builder
 - II. Project Millwork shop submittals
 - III. Milestone Schedule
- Contact FFE Consultant for access credentials.

SECTION 4 Performance Systems Criteria Narrative

4.1 *The Owner’s RFP Performance Systems Criteria Narrative should be tested, updated, and appropriately expanded and revised with the selected Proposer as appropriate.*

| TITLE | DESCRIPTION |
|----------------------------|---|
| Project Summary | <p>Design, Construction, Equipping and Commissioning of a new County Courts Facility for Elkhart County, Indiana. The Courts will be re-organized into three (3) divisions: Criminal Courts, Civil Courts and Family Courts.</p> <p>All available Project information can be obtained on the Project Website. Contact the Consultant for access credentials to the website.</p> <ul style="list-style-type: none"> ▪ Construction Documents prepared by Design-Builder ▪ Schedule Prepared by Design Builder ▪ Project Millwork shop drawings ▪ Project scope documents prepared by Consultants |
| Site | 1905 Reliance Road, Goshen, IN 46526 |
| Code Analysis | The proposal must meet all current applicable codes and standards. Compliance with ADA should embrace the principles of Universal Design for all public and courtroom areas. |
| Existing Conditions | <p>The Offeror must review all available project related documents and become thoroughly familiar with existing site conditions and obtain any and all additional information needed to complete design and completion of the work.</p> <p>No additional cost for differing site conditions will be granted unless site conditions are demonstrated to deviate substantially from all information available at the time of Owner’s acceptance of the Offeror’s offer.</p> |
| Logistics | <ul style="list-style-type: none"> • The Offeror shall be the single point of contact for the complete work scope including <i>purchase, store, and installation</i>, all warranties and callbacks. |

| TITLE | DESCRIPTION |
|--|--|
| | <ul style="list-style-type: none"> • Have the ability to purchase direct from manufacturers and get direct factory pricing from each manufacturer. • Offeror must have direct access to suppliers and vendors that will be required in conformance with included scope for the courthouse, • The Offeror must have all necessary staff and subcontractor capability to receive (off site) all purchases and store them until installation. • Offeror must have capability to order, receive, sort and stage delivery and manpower to accomplish a multi-phase installation floor by floor. • Offeror must have a competent and talented installation team |
| Owner's Work | Proposer must collaborate with the Owner, Design-Builder and the Owner's Representatives for the design and work provided by the Offeror. |
| Permits and License | As part of Offeror's Services, the selected Offeror will prepare permits and license lists and schedule. It is the Offeror's responsibility to identify and plan for all required submittals, reviews, permits, license and approvals. The Owner will sign applications prepared by the Offeror; fees will be paid by the Offeror. |
| Professional Services | Offerors shall include all professional services as required in their proposal including all QA/QC testing, inspections, and commissioning. |
| Other Activities | <p>The Owner has separately retained PMSI.usa LLC as its Owner's Representative. PMSI has retained the following sub-consultants:</p> <p>FFE EnviroSpace, Inc. Candace Berger</p> <p>Information DSA, Inc. Lowell Davidson</p> <p>Technology</p> <p>Design:</p> |
| Delivery | The work will be delivered in accordance with attached RFP and all related documents. |
| Instructions for Procurement | Instructions for proposal phase procurement are found in the Owner's RFP |
| Procurement Forms and Supplements | Instructions for the format of the Proposal are found in the RFP. |
| Procurement Subdivisions | <p>All materials, and labor associated with the following areas must be individually broken out and invoiced separately:</p> <ol style="list-style-type: none"> Public Defenders Department and Offices Title IV-D Court Room and Offices |
| Conditions of the Construction Contract | General Conditions of the Contract were based on DBIA Document 535, <i>Standard Form of General Conditions of Contract Between Owner and Design-Builder</i> |
| Revisions, Clarifications and Modifications | <p>Any changes to the RFP after the published date will be by Addendum to the RFP.</p> <p>After selection of the Offeror, any negotiated revisions, clarifications and modifications shall be reflected in the final form of Agreement.</p> <p>After Owner's issuance of a Notice to Proceed, clarifications and modifications that do not affect Time, Cost or Performance Requirements shall be documented with meeting minutes. Revisions, clarifications and modifications that affect Time, Cost or Performance Requirements shall be documented by Change Order.</p> |
| Vertical Conveying Systems | <p>Three classifications of elevators are expected in the building and the Offeror must coordinate use with Design-Builder and Offeror shall only use the Staff Service Elevator.</p> <p>Security Service: Elevators in secure staff areas is intended to be used by building staff having proper access credentials.</p> |
| Electrical Service and Distribution | See Design-Builders plans and specifications included on the Project Document website. |
| Price and Payment Procedures | See the RFP (Form of Agreement) |
| Administrative | See the RFP |

| TITLE | DESCRIPTION |
|--|--|
| Requirements | |
| Quality Requirements | See the RFP |
| Execution and Closeout Requirements | See the RFP (Form of Agreement) |
| Taxes | Project is Tax Exempt |
| Insurance Requirements | Offer to provide Certificate of Insurance with the proposal. Owner, PMSI.usa LLC, and Performance Service Inc. are to be named as an additional insureds |
| Bonding | NO Bid Bond is required with Proposal submission, A performance bond and a payment bond may be required by the Owner. See the instructions in Section 2.3.6. |
| Overhead | To be included in Proposal |
| Profit | To be included in Proposal |
| Contingencies | Offeror's contingencies if any, must be included in Proposal |