



DRAFT REQUEST FOR QUALIFICATIONS

Concord – Community Wealth Building

I. PROJECT DESCRIPTION:

Midtown Indy invites qualified Construction Management (CM) Companies to participate in the Request For Qualifications (RFQ) and invites your company to provide Statements of Qualifications attesting to your interest, experience, and capacity to serve the role of Construction Manager for an upcoming commercial construction/renovation project which seeks to upgrade the Concord Building, (the “Project”) located at 3802 N Illinois Street, Indianapolis, IN 46208. The project is brought forth as part of a community partnership, between Midtown Indy, Kheprw Institute, and New Life Development Ministries, which together seek to foster the creation of community wealth through the establishment of Alkhemy – a center for entrepreneurship – and to leverage the Project renovations to provide an opportunity for 20 individuals to gain training and experience in construction trades in partnership with New Life Development Ministries. The CM will be an instrumental member of the team serving to guide the implementation of the Project’s design from planning to realization. The CM will oversee the project including, but not limited to, permit submission, bid issuance, contractor selection, all contractor/subcontractor/vendor scheduling and compliance, and will be responsible for ensuring a safe and well run project that is delivered in accordance with the project timeline, budget, and other key project goals.

The ideal CM will demonstrate the requisite experience, skills, and capacity to facilitate the project in accordance with the Scope of Services, as well as a commitment to maximizing learning and training opportunities, a recognition of key junctures for enhanced inclusivity and opportunities for trainees, contractors, subcontractors, and vendors.

II. CONSTRUCTION MANAGER’S RESPONSIBILITIES:

The selected Construction Manager will serve Midtown Indy with responsibilities including but not limited to the following SCOPE OF SERVICES”

- Construction Schedule Management (Development/Bid/Delivery)
 - Establish and manage a Project schedule which assures that major milestones are established, are met, and the project remains on schedule. Time is money and anything that impacts the schedule needs to be clearly identified and justified. Direct Project contractors/vendors to submit revised schedules when the project is impacted by design changes, weather, or any other conditions.
 - Manage the start and all stages of work performed related to the Project, on site and off, by all contractors, subcontractors, and vendors including the coordination of all onsite training in concert with New Life Development Ministries.
- Contractor/Vendor Selections
 - The CM will be responsible for recruiting the complete construction team through bid procurement and will manage all aspects of the bidding assuring a diverse and qualified team of contractors, subcontractors, and vendors in accordance with the project needs and goals.
 - Assembling a construction team that demonstrates an extraordinary commitment to equitable and inclusive opportunities will be essential to the success and impact of this project. The CM will be tasked with the strategy development, outreach, and accountability



to procurement goals which seek to achieve 60% participation by Certified Minority, Women, Veteran, and Disability-owned businesses. Participation will be considered at all levels of project engagement, including but not limited to general contractors, subcontractors, material/equipment suppliers, and other project based vendors. Midtown Indy will assist in selecting and qualifying all project contractors/vendors.

- Budget/Bid Management
 - The selected CM will work proactively with the Design Team (Puzzello Architects & w/purpose Design), Contractors, and Vendors to ensure adherence to budget goals and to identify opportunities to improve value and reduce costs and cost overruns throughout the Project.
 - CM will assure that all accepted bids are complete and thorough.

- Contract Administration
 - CM will ensure that all stakeholders of the construction project are meeting established expectations, that established expectations are clearly communicated throughout the Project and will take corrective action as needed;
 - All required coordination is conducted with the local utilities including, but not limited to, AES (formerly Indianapolis Power and Light) and Citizens Energy throughout the project, the final design/permitting phase;
 - Appropriate coordination is conducted with all federal, state, and local building authorities to secure required permitting/approvals and assure compliance with required standards and inspections.

- Invoice/Pay Application Review
 - CM will provide review and recommended approval of all progress billings for direct payment to be made upon final approval by Midtown Indy and the Project Architect. CM will ensure all invoice/pay application processes as defined within the PO's and/or contracts are complied with. CM will ensure payment is made only for goods or services received or required material deposits, and/or work paid for is work that has been completed in accordance with contractual terms.
 - The Project will use AIA Contracts and Pay Application Documents.

- Insurance/Licensure/Bonding/Other Credentials & Documents
 - CM will verify all contractors/vendors are carrying the proper insurance, licensure, bonding, and that all associated credentials documenting compliance are maintained throughout the project.

- Change Order Management
 - CM will ensure no change order work is authorized to proceed nor paid until the contractor has gone through the proper channels as specified within the Contract. All change orders will need to be presented, reviewed, and signed by Midtown Indy and the Project Architect.

- Project Closeout



- CM will verify all federal, state, and local authorities have completed the required inspections throughout the project as well as secure of Certificate of Occupancy prior to demobilization. CM will collect and review O & M's and closely monitor the punch list operation.

III. PROPOSAL EVALUATION:

The Midtown Indy board will review the proposals received. The criteria which will be utilized in evaluating proposals are as follows:

- Construction Manager's experience with developing similar projects;
- Construction Manager's demonstrated ability and capacity to perform the work, including Construction Manager's reputation as indicated by the references for performing this type of work (See Preliminary Design Documents Attached);
- Construction Manager's articulated plans for meeting the project goals, expectations, and the development of the Project in collaboration with Midtown Indy and the reviewing board.
- Construction Manager's general understanding of the community and landscape relative to community development;
- Construction Manager's proposed fee structure during the scoping period.

IV. PROPOSALS

Please respond to the following requests:

- Executive Summary – (2 Pages Max) Provide a concise abstract providing an overview of the Construction Managers understanding of the project and the Construction Managers experience and qualifications in each of the identified Scopes of Services and the Preliminary Design Documents.
- Company Background & Qualifications
 - Provide a history of the company and include a statement about company mission, vision, and values;
 - Provide a listing of all relevant company credentials and certifications;
 - Safety Record/Program
- Include the following information on the CM:
 - Name of company
 - Address
 - Telephone Number
 - Website URL
 - Contact Person and email address for this Project.
- Firm's Qualifications and Management
 - Number of years company has operated in Indiana.
 - Company officers



- Provide a detailed description of the team members who will be assigned to the project with resumes and detailed work experience on similar projects.
- A proposed approach to the Project based on Scope of Services and Preliminary Design Documents assuming a late September 2021 Construction start date. Include any questions/concerns that you may have related to this timeline.
- Proposed CM Fee Structure: Describe your anticipated fee structure. (Flat Fee? Percentage? Range or Scale Based on Budget Size?)

V. General Conditions

Respondents should understand that:

- Midtown Indy reserves the right to reject any and all Statements of Qualifications at its sole discretion.
- The price or price structure of your services are important factors, but they are not the sole or determinative factor. The CM's demonstrated experience, ability, and capacity to perform the work will be equally weighted. Pricing submitted will be considered an estimate of the general fee structure as final pricing will be negotiated upon selection and in accordance with the Project budget.
- All respondents will be accorded fair and equal treatment with respect to any opportunity for discussion related to any information offered prior to the submission deadline. Upon final submission, Midtown Indy may seek individual information from respondents for purposes of clarification and or negotiations which shall be reviewed only by the selection committee.
- Midtown Indy may refuse to disclose the contents of the Proposals/ Statement of Qualifications during discussions with eligible CM's.
- Proposing CM's shall not contact any Puzzello Architects, w/purpose, Midtown Indy, Kheprw Institute, or New Life Development Ministries board members or staff upon release of this RFQ other than the RFQ Committee's representative (the "Representative(s)") listed below, unless authorized or directed to do so by the Representative. All correspondence and questions for this RFQ should be directed to the Representative(s) as follows:

[Michael McKillip, info@midtownindy.org](mailto:info@midtownindy.org)

[Nick Koon, nickkoon123@gmail.com](mailto:nickkoon123@gmail.com)

- Submittal: A single electronic PDF of the Proposal/Statement of Qualifications and submission documents should be emailed to the above Representative(s) with Subject Line: "RFQ Response"– Company Name."

Proposals must be received by 12:00PM local time on June 4th, 2021

An optional pre-submission conference will be offered at the project site on May 24th, from 10 a.m. to 11 a.m. All attendees must register in advance by May 23rd at 5 p.m. to info@midtownindy.org (Subject Line: "CM RFQ Pre-Submittal Mtg."). Attendees are asked to limit participation to no more than two (2) representatives per responding organization. Midtown Indy, Kheprw Institute, New Life Development Ministries, and the Project Architects will be on hand to detail the project, submission requirements, and to answer questions. Following the pre-submission conference, a "Walk through" open house format with consideration for



social distancing will be available from 11 a.m. to 1 p.m. All questions asked and answered will be made available in writing to all interested respondents they can be requested by email after May 25th or viewed online at www.midtownindy.org.

RFQ Timeline:

Release Date: 5/17/2021

Pre Submission Conference: 5/24/2021 at 3802 North Illinois 10-11 a.m. Walk Through – 11 a.m. to 1 p.m.

Submission Deadline: 6/4/2021 12 p.m. (Noon)

RFQ Submission Review: Week of 6/14/2021

Respondent Outreach – Interviews Scheduled with Select Respondents: Week of 6/21/2021

Final Selection Anticipated: Week of June 28th, 2021.

Contract Negotiation & Execution: By July 16th, 2021

Project Set Up with Selected CM & Design Team: By August 16th, 2021

Target Construction Start: By September 20th, 2021.

Project Attachments Include:

1. Preliminary Project Design Documents dated: 3/21/2021
Download PDF: https://www.dropbox.com/s/21k6rcrthmfdux4/3-21-2021_78%25%20SET%20%283%29.pdf?dl=0

Additional Resources:

RFQ Information Page: www.midtownindy.org

What is Community Wealth? <https://alkhemyki.org/what-is-community-wealth/>

Kheprw Institute: www.kheprw.org

Midtown Indy: www.midtownindy.org

New Life Development Ministries: <https://m.facebook.com/NLDM7>

Design Team:

Puzzello Architect Practice: <http://www.puzzello.com/>

w/purpose Design: <http://www.wpurpose.com/>