

## **Issuance of Request for Proposal with Statement of Qualification for Design and Construction Services**

### **Valpo REC (Recreation & Enrichment Campus)**

Date of Issue: July 8, 2025

The Valparaiso Parks Department (“Valpo Parks”) in conjunction with Sports Facilities Company (“SFC”) issues this request for Proposals with Statement of Qualification (“RFP”) for Design-Build teams interested in providing professional design and construction services for the Valparaiso Recreation & Enrichment Campus (“Valpo REC”) Project, a new recreation and enrichment facility to be located in Valparaiso, Indiana.

#### **Project Site:**

The property location is **909 Lafayette Street Valparaiso, IN 46383**. An Aerial photo is included in the attached exhibits. The Property is owned by the Valparaiso Redevelopment Commission although Valpo Parks is overseeing management of the Project.

#### **Project Description and Scope:**

This Project will be a combination of renovation, selective demolition, and new construction within the footprint of an existing 225,000 square foot building. Approximately 163,000 square feet of the existing building is available for use in this Project, with the remainder set aside for ongoing environmental remediation activities.

The proposed facility programming will be designed to occupy 130,000+/- square feet of the available 163,000 square feet. It will be an indoor sports complex facility with a programming comprised of approximately 25,000 square feet of courts, 32,000 square feet of indoor turf, and 20,000 square feet dedicated to an interactive children’s museum. An additional 53,725+/- square feet of flex space will accommodate youth and senior enrichment areas, a walking track, café, and support spaces. Design-Build activities on the new facility are slated to begin as early as October of 2025 with completion scheduled for late 2027.

Add alternates to include exterior features, splash pad/water feature area, a 1200 square feet pavilion, and a park with walking trails.

The Design-Builder’s scope of work will include:

1. Pre-construction Project planning including assistance in the preparation of a schedule, cost estimates and value engineering measures.
2. Preparing site civil, demolition, architectural, structural, mechanical, plumbing, and electrical design plans
  - a) Site Design: coordination with the civil engineering partner for site plans building and site layout, existing utility modifications and connections, construction details, lighting and signage, logistics for access and hardscape, landscape, and planting plans, parking, and paving.
  - b) Building Design: final building plan configuration, selective demolition plan, and

elevation elements including exterior building skin materials and colors, foundation, structural and roof systems, finishes, code compliance, building fenestration and openings, overall dimensions, materials testing requirements, MEP design including systems, equipment and calculations, energy and performance modeling, systems. Review, coordination and integration to include all utilities and controls, FFE, food service, AV, and low voltage.

3. Provide full and complete construction services necessary to manage the construction of the Project within the Owner's budget and schedule parameters.
4. Construction administration and observation including conferences, weekly site observations and meetings.
5. Work with SFC for the procurement, coordination, and installation of FF&E items. Many of the traditional FF&E items will be Owner direct purchases and will need to be properly scheduled with the construction activities.
6. Work with SFC and Project Team to develop financially acceptable Fixed Price.
7. Development and periodic refinement of cost estimates and Project schedules.
8. Project closeout, establishment of warranties, guarantees.

#### **RFP Schedule:**

Sealed proposals for the Valpo Rec Project will be received at the office of the Valpo Parks Administration Office, City of Valparaiso, 3210 N Campbell, Valparaiso, Indiana 46385, until **10:00am**, local prevailing time, on **Friday, August 22, 2025**. The sealed proposals will be opened at the Board of Public Works and Safety meeting within City Hall Council Chambers, 166 W. Lincolnway, Valparaiso, IN 46383 beginning at **11:00am**, local prevailing time on **Friday, August 22, 2025**. Proposals will be presented, and if acceptable, a recommendation of award will be made at the Board of Public Works and Safety meeting within City Hall Council Chambers, 166 W. Lincolnway, Valparaiso, IN 46383 beginning at **11:00am**, local prevailing time on **Friday, September 12, 2025**.

On-site visits of the existing commercial/industrial building will take place at 909 Lafayette St, Valparaiso, Indiana 46383 on the following dates:

- July 16, 2025: 8am – 12pm
- July 23, 2025: 8am – 12pm

Full Fixed Price contract and construction schedule will be finalized with successful respondent.

#### **Design Builder Evaluation / Selection Criteria and Scoring**

The Owner is required to follow the process outlined under Indiana Code 5-30-1 as it relates to design-build services. As provided under Indiana 5-30-1-5, Owner intends to combine the Request for Qualifications with a Request for Proposals. Each Submitter will be evaluated on their Statement of Qualifications ("SOQ"). The Submitter may be asked to interview with the evaluation team to help determine final ranking before final selection is made.

Each Submitter submitting qualifications for this RFP shall include an explanation of its Project team which shall consist of a list of the licensed in the State of Indiana design professionals, licensed contractors, and licensed subcontractors whom the Submitter proposes to use for the Project's design and construction. This team shall be maintained through Project unless otherwise approved.

Owner reserves the right to reject any and all submittals. This RFP does not obligate Owner to pay any cost incurred by Submitters in the preparation and submission of a response nor does it obligate Owner to accept or contract for any expressed or implied services.

## DEFINITIONS

### **Definitions of Terms in RFP**

- Unless the context suggests otherwise, the terms “Firm/company”, “Contractor”, “Proposer”, “Bidder”, “Submitter”, “Consultant”, or “Vendor” as used in this RFP (whether capitalized or not) shall refer to the same legal entity that submits qualifications and is responsible for responding to this RFP as the Design-Builder.
- “Firm” shall be interpreted as referencing the design entity, the construction entity, or the combined (e.g., joint venture) entity, as is reasonable.
- “Owner” is the Valparaiso Redevelopment Commission working in conjunction with the City of Valparaiso and the Valparaiso Parks Department. For the purposes of Project oversight, the Valparaiso Parks Department shall be the lead entity. The Owner has engaged SFC and will be holding the design build contract.
- Whenever the term “SFC” is used, it means the SFC Companies of Clearwater, Florida, and acting as Owners Representative for the Owner.
- Similarly, unless the context suggests otherwise, the terms “Bid”, “Qualification”, or “Bid/Qualification” shall refer to the formal response given to this RFP by the submitting entity incorporating all required elements of this RFP necessary for the SFC to determine whether the submitting entity is a qualified, responsible, responsive Firm/company.
- Whenever the term “RFP,” is used, the reference is to this Request for Proposal or portions thereof, together with any exhibits, attachments, or addenda it may contain.
- Issuance of this RFP does not commit the SFC nor Owner to award a contract, to pay any costs incurred in preparation of a proposal or to procure or contract for related services or supplies
- Whenever the terms “shall,” “will,” “must,” or “is required” are used in the RFP, the referenced task is a mandatory requirement of this RFP. Failure to meet any mandatory requirement will be cause for rejection of a submittal.
- Whenever the terms “can,” “may,” or “should” are used in the RFP, the referenced specification is discretionary. Therefore, though the failure to provide any items so termed will not be cause for rejection, the Selection Committee may consider such failure in evaluating the quality of the submittal.
- Whenever the terms “apparent successful” or “top-ranked” or “highest ranking” Submitter are used in this document, the reference is to the firm that the Selection Committee ultimately judges to have submitted the case best satisfying the needs of the Owner in accordance with the RFP. The selection of an apparent successful Submitter does not necessarily mean the Selection Committee accepts all aspects of the firm’s submittal or proposal.
- Whenever the term “SOQ” Statement of Qualifications is used in the RFP, the reference is to the response offered by a Firm, person, or corporation in accordance with this RFP.
- Whenever the term “Selection Committee” or “Review Committee” is used in the RFP, the reference is to the Owner’s representative responsible for administering and conducting the evaluation and selection process of the RFP. The Selection Committee or Review Committee shall be the technical review committee as required under Indiana Code 5-30-4-1.
- “Design-Build” refers to the construction Project delivery method in which, among other things, the Owner holds a single contract with a business entity that has responsibility both to design and to construct a project, and that holds the trade contracts.
- “Design Professional” (an inclusive term for all licensed building professionals), “Architect of Record,” an/or “Engineer of Record” all refer to the Project’s architect(s) and/or engineer(s), whose responsibilities generally include programming, design, code compliance, and detailing of the facility. Under the Design-Build delivery methodology, the Design Professional is an integral part of the Design-Builder entity under single contract with the Owner. These entities also operate under legal definitions of the State of Indiana with statutory liability and responsibility.
- “Building Commissioning” refers to a formal and systematic process of documentation,

adjustment, testing, verification, and training, focused on quality assurance and performed specifically to ensure that the finished facility operates in accordance with the Owner's documented Project requirements and the construction documents.

- "Project Team" refers to the Owner, Design Build firm of Architect and Contractor, Owner Representative, and other firms/individuals as selected by the Owner
- AIA A141 is the proposed form of agreement between the Owner and Design Build Firm. The parties may alter aspects of form agreement as necessary.
- "Fixed Price" refers to Guaranteed lump sum price.

## SCOPE OF WORK

### **Design Development**

1. The proposed conceptual floor plan will be the basis for the completion of the design. See attached exhibits.
2. **Add alternates to be included:**
  - a. *Outdoor splash pad and park area, see detail in proposed programming exhibit.*
  - b. *Raising the existing roof to provide 25' vertical clearance in lieu of selective demo and new PMB approach*
3. Based on provided conceptual floor plan, satisfactorily resolve all review comments from prior design phases and programming, and further refine the design to include the following revised and additional information:
  - a. Site Design: coordination of site plans: building and site layout, existing utility locations, modifications, new utilities and connections, construction details, lighting and signage, logistics for access and hardscape, landscape, and planting plans.
  - b. Building Design: final building plan configuration and elevation elements including exterior building skin materials and colors on a prefabricated building, foundation, structural and roof systems incorporating the engineered building components, finishes, code compliance, building fenestration and openings, overall dimensions, materials testing requirements, Mechanical/Electrical/Plumbing/Fire design including systems, equipment and calculations, energy and performance modeling, systems review, coordination and integration to include all utilities and controls, FFE, food service, AV, and low voltage.

The Design-Builder shall design and coordinate installation of a complete building security package, including interior and exterior surveillance (CCTV) systems, access control for staff and public areas, and intrusion detection systems. These systems must be compatible with the Owner's existing or preferred technology platforms. Design shall include coordination of power, data, and structural requirements, and meet all local codes and applicable best practices for recreation and educational facilities.

The Design-Builder shall be responsible for the design and coordination of structured cabling, server room layout, data drops, wireless access point placement, and audio/visual (A/V) systems throughout the facility. Design must accommodate flexible programming needs, including support for sports broadcasting, digital signage, guest Wi-Fi, and staff operations. Coordination with Owner IT staff and/or vendors shall be required for network hardware integration.
4. Expand outline specification to Design Development level and integrate systems, controls, products, and procedures for architectural, civil and landscape
5. Documents produced in digital format: AutoCAD and pdf
6. Conform to current building and fire code requirements for the City of Valparaiso and State of Indiana.
7. Conduct regular, biweekly, design meetings.
8. Review and confirm total original budget from Schematic Design phase review. Review any proposed value-engineering opinions or cost saving items, final strategy and reconcile variances.
9. Review and confirm sustainability goals and prepare life cycle cost analysis.

10. Review, update and confirm Project schedule.
11. Attend Owner and user meetings to coordinate and resolve value engineering, constructability, construction phasing and scheduling issues in the preliminary design.

### **Permitting, Reviews and Approvals**

1. Review and/or present design concepts to the City of Valparaiso Planning Department and any other regulatory agencies whose approval is necessary for Project site and building development.
2. Submit plans and applications to regulatory agencies
3. Attend meetings as necessary for all approvals. Provide responses and modifications to regulatory comments.
4. Provide presentation material and present said material as required by Local Jurisdiction and/or Owner.
5. Assist Owner with marketing materials and renderings.

### **Construction Documents (CD)**

1. Based on the approved DD plans, satisfactorily resolve all review comments from prior design phases and prepare and finalize all construction drawings and specifications to include building systems, site utilities and components that will form the basis for the Project's Construction Documents sufficiently complete to support the prepared budget, obtain necessary permits and construct the Project.
2. Documents produced in digital format: AutoCAD and pdf
3. Prepare an updated Project schedule.
4. Incorporate bid alternates as necessitated by the Project budget.
5. Conduct regular, monthly, design meetings.

### **Fixed Price**

1. The Fixed Price shall conform to the contract requirements, financial reporting, and Owner requirements. The Fixed Price must include all labor, material, and equipment necessary to accurately reflect the total cost of design, construction, commissioning, turnover, and closeout of the Project.
2. In addition to the direct cost of the work, the Fixed Price shall consist of the fees, insurance, bonds, General Conditions/General Requirements, other contractor indirect costs, contingencies, allowances, and other required costs.
3. Design-Builder shall include reasonable design and construction contingencies in their Fixed Price proposal to account for unknown conditions and design development. The proposal shall also include clearly identified allowances for FF&E, low voltage systems, and utility connection fees. A contingency log shall be maintained and submitted monthly during construction to track use and authorization of all contingency funds, subject to Owner approval.
4. Suggest and incorporate bid alternates as necessitated by the Project budget.
5. Finalize and execute the Fixed Price as AIA A141
6. Any other duties, responsibilities and activities as negotiated and mutually agreed upon

### **Responsible Bidder Ordinance (RBO) Compliance**

The Owner has decided to apply the provisions of Municipal Code 35.85 commonly known as the Responsible Bidders Ordinance ("RBO"). All contractors working on the Project must supply certain information to the City as well as commit to properly classifying its workers. Upon request and showing good cause, the Owner may waive certain provisions of the RBO.

The following criteria are required to be met to be considered a responsive and responsible Design-Build Firm:

1. **\*\*Compliance with All Applicable Laws\*\***: The bidder must follow all applicable federal, state, and local laws including but not limited to:
  - OSHA and other applicable safety regulations,
  - Federal and state nondiscrimination and equal opportunity laws.
2. **\*\*Financial and Legal Standing\*\***:
  - The bidder must not be in default on any loan or financing agreement.
  - The bidder must not be barred from public contracts.
  - The bidder must disclose any material litigation or bankruptcy history.
3. **\*\*Qualified Workforce\*\***:
  - All workers must be properly classified as employees or independent contractors according to state and federal law.
  - The bidder must use employees who have appropriate certifications and licenses for their respective trades.
4. **\*\*References and Past Performance\*\***:
  - Bidders must provide at least three (3) references for similar projects completed in the past five (5) years.
7. **\*\*Proof of Insurance and Bonding\*\***:
  - Bidders must provide certificates of insurance and evidence of bonding capacity as required elsewhere in this RFP.

Failure to meet any of the above requirements may result in the disqualification of the bidder as non-responsive or non-responsible.

### **Furniture, Fixtures & Equipment (FF&E) Coordination**

The Design-Build (DB) Team shall coordinate fully with the Owner's Furniture, Fixtures, and Equipment (FF&E) Consultant and related vendors to ensure successful integration of FF&E into the project. While FF&E procurement and installation are **excluded from the DB Team's contract**, the DB Team is responsible for providing all necessary design, infrastructure, and scheduling support required for full integration of these elements into the facility.

This coordination is particularly critical in a sports and recreation environment, where FF&E components—such as athletic equipment, lockers, audio-visual systems, concession equipment, and spectator seating—must interface closely with the building's architecture and systems.

#### **The DB Team's responsibilities shall include, but are not limited to:**

##### **1. Design Phase Coordination**

- Coordinate with the Owner's FF&E Consultant to identify infrastructure requirements for FF&E items, including:
  - Gymnasium equipment (e.g., retractable hoops, divider curtains, scoreboards)
  - AV/IT systems (e.g., sound systems, video boards, control rooms) Concession and vending areas
  - Ensure power, data, blocking, structural anchoring, and mechanical support are accounted for in design documents and BIM coordination (as applicable).
  - Incorporate FF&E coordination milestones into the overall project schedule.

## **2. Construction Phase Support**

- Provide utility rough-ins, structural supports, and any base building modifications required to accommodate FF&E components.
- Coordinate early access or phased turnover of finished spaces for timely FF&E delivery and installation.
- Review FF&E shop drawings for interface verification and integration with base building systems.

## **3. Interface Responsibilities**

- Ensure clarity around division of responsibilities between the DB Team and FF&E vendors, particularly for:
- Final utility connections for AV systems, vending equipment, and built-in fixtures
- Equipment anchorage to walls, floors, or ceilings
- Integration of controls or data networks for digital signage, scoreboards, and access control
- Collaborate with the FF&E Consultant to avoid scope gaps and ensure smooth system integration.

## **4. Commissioning and Close-Out**

- Participate in commissioning and systems testing involving any FF&E that interfaces with building systems (e.g., AV integration, powered gym equipment).
- Attend punch list walks for spaces where FF&E is installed.
- Provide accurate as-built documentation reflecting FF&E coordination items.

The DB Team is expected to engage proactively with the FF&E Consultant to identify and resolve coordination issues early, minimize construction conflicts, and support timely and complete installation of all FF&E elements in alignment with the Owner's operational goals.

### **Construction Administration**

1. Provide construction administration and observation associated with the site and building improvements including a preconstruction conference, biweekly site observations, weekly OAC meetings, and processing pay requests.
2. Provide interpretations of prepared drawings and specifications, submittal and shop drawing review and approvals, as well as preparation of change orders and construction change directives.
3. Each monthly application for payment shall be accompanied by a monthly report. The monthly report would include updates to construction activities, construction photos, construction schedule, inspections, cost reports, and other information as required by Owner.
4. Maintain the RFI and Submittal logs.
5. Produce the construction QA/QC procedures
6. Coordinate all testing and inspections with local authorities and Owner's testing agencies.

### **Construction**

1. Site work to be included in this Project:
  - a. Site utilities, including connections for fire line and domestic water, sewer and grease trap, telecom and data, storm, natural gas and electrical service and site lighting.
  - b. Paved parking and roads, including striping, concrete curbs and walkways, landscaping, and site/parking lighting.
  - c. Splash Pad (if included in the Project)
  - d. Park areas and walkways

2. Building construction to include but not be limited to:
  - a. The Design-Builder shall be responsible for all temporary facilities and site controls required during construction. This includes but is not limited to: chain link construction fencing, barriers, construction signage, staging areas, site access control, temporary utilities (electric, water, sanitary), waste disposal, jobsite trailers, and site safety measures. All measures must comply with OSHA, local building regulations, and Owner-approved logistics plans.
  - b. Selective demolition required for construction of a Prefabricated Exterior Metal Building and/or conventional structure within the existing footprint of the subject building.
  - c. Selective demolition and renovation of existing building interior, exterior, MEP systems as required.
  - d. The Design Builder shall be responsible for coordination with all utility providers for design, service connections, meters, and required utility permits. This includes coordination with the electric utility, water/sewer provider, natural gas supplier, and telecom providers. Design-Builder shall manage all associated approvals and pay associated tap, meter, or utility fees unless otherwise noted in the FF&E matrix or Allowance schedule.
  - e. Exterior building enclosure, including insulated exterior wall cavities with appropriate thermal barriers, exterior window systems, hollow metal doors and upward acting sectional doors.
  - f. Interior finishes including gypsum wall board on metal stud framed partitions, floor, wall and ceiling finishes, interior doors, casework, painting, wall protection and window coverings.
  - g. Toilet, bathroom fixtures and accessories with associated plumbing.
  - h. Front of House and Back of House for public areas of sports, entertainment, food service.
  - i. Mechanical, plumbing, electrical and fire protection systems, and controls.
  - j. The Design Builder shall be responsible for scheduling and coordinating all required special inspections and materials testing as required by the State of Indiana Building Code and the City of Valparaiso. Testing scope includes soils compaction, concrete strength, structural steel, fireproofing, welding, MEP system pressure tests, and life safety systems. An Owner-hired testing agency will perform the work unless otherwise agreed. The Design-Builder shall be responsible for incorporating and resolving all inspection results into Project delivery.
  - k. Specialty equipment and FFE requirements and coordination for the Food Beverage package, Family Entertainment Center, sports courts, athletic flooring, flex areas and team rooms, lockers, and any other items on responsibility matrix.
  - l. Interior and exterior signage.

### **Post Construction Phase/Deliverables**

1. The Design Builder shall provide complete commissioning services, including but not limited to documentation, functional performance testing, verification, and Owner training, for all major systems. These systems include mechanical (HVAC), electrical, plumbing, fire protection, and controls. Commissioning shall follow the ASHRAE Guidelines and applicable LEED or equivalent best practices.
2. Prepare as-built documents based on information in AutoCAD or BIM format or in such other format as the owner requires.
3. Prepare a Facility Maintenance Plan in a format selected by Owner.
4. Assist in Project close-out, turnover documents, and establishment of warranties and guarantees.

## DESIGN-BUILDER EVALUATION AND SELECTION CRITERIA

### **Design-Build Team Experience Requirements and Capabilities**

Submitters should identify their entire Team's experience with public and/or privately bid design-build projects, especially indoor recreation centers, and specifically describe those projects that best characterize the proposers' capabilities including work quality and cost control measures. These projects must have included the completion of construction drawings, technical specifications and construction estimates that led to a complete constructed project currently in operation.

At a minimum, successful submittals shall demonstrate experience and technical competence with the following requirements:

1. Responsively and successfully designing to Owner's program.
2. Demonstrated history of successful collaboration constructing facilities utilizing a Design- build methodology.
3. Obtaining permits through the City of Valparaiso permitting processes and/or Inspections/Building Permit Department.
4. Effectively providing contract and construction administration services utilizing effective team communication and working methods.

### **Design-Build Team Minimum Qualifications**

*Submitters must meet the criteria in the bullet points immediately below. Submitters that do not meet these criteria are automatically disqualified.*

1. Firm's "Designer(s) of Record" MUST have a current Indiana Architectural and/or Engineering license(s) as appropriate for their portion of the design work. **A copy of the license(s) is to be included in the SOQ**
2. Firm's "Builder" MUST have a current Indiana Contractor's license with an unlimited building classification. **A copy of the license is to be included in the appendix.**
3. The Owner prefers a safety Experience Modification Rate of 1.0 or less over the last three years. Any Firm with an EMR greater than 1.0 MUST provide a written explanation of their current safety program and safety training initiatives directed toward minimizing future work-related injuries.
4. Designer of Record must demonstrate successful experience with or identify a qualified partner with successful experience in the design of interactive children's museum or similar programming components.
5. Design-Build Firm MUST have bonding capacity to provide Labor and Material Payment and Performance bonds with coverage each equal to the total cost of the Project.
6. Design-Build Firm MUST be able to get a Builder's Risk Insurance Policy for this Project with coverage equal to the total cost of the Project.
7. Design-Build Firm MUST agree to keep and maintain insurance for the duration of this Agreement including but not limited to commercial general liability, automobile liability, workers' compensation, employer's liability, and umbrella coverage with at least the minimum limits shown below. The Contractor, upon request, shall furnish the Owner with certificates of insurance for each type of insurance described herein. The Owner reserves the right to negotiate different limits and coverage in the final contract.)

Commercial General Liability:	\$2,000,000 per occurrence	Commercial Auto Liability:	\$1,000,000 combined single limit
Liability:	\$10,000,000	Excess (Umbrella)	
Workers' Compensation:	Statutory		
Employer's Liability:	\$1,000,000 each accident/total disease/employee disease		

Professional Liability (Errors & Omissions) coverage for Architect of Record and Engineer(s) of Record shall provide coverage not less than \$1 million per claim. (The Owner reserves the right to negotiate different limits and coverage in the final contract.)

All insurance companies must be authorized to do business in Indiana with a Best rating A-VIII or higher.

**NOTE: In order to be deemed eligible for evaluation, the submitting lead Design-Build Firm must include the Declaration Statement (signed) included in this RFP attesting to the above requirements and coverages in its submittal.**

**Clarifying Qualification During Evaluation**

During the evaluation process, the Owner has the right to require any clarification it needs in order to understand the Firm/company's view and approach to the Project and scope of the work. Any clarifications to the Qualification made before executing the contract will become part of the final Firm/company contract. QUALIFICATIONS SUBMITTAL REQUIREMENTS AND FORMAT

**Physical Submittal: Contact, Deadline for Receipt of Qualifications, Format**

Sealed proposals for the Valpo Rec Project will be received at the office of the Valpo Parks Administration Office, City of Valparaiso, 3210 N Campbell, Valparaiso, Indiana 46385, until 10:00am, local prevailing time, on Friday, August 22, 2025.

**Statement of Qualifications Provisions**

The Owner intends to limit the cost Submitters incur to respond to this solicitation; therefore, Submitters are encouraged to be brief and succinct. Thick volumes of background and general marketing material are not desired. Instead, Submitters should highlight their responsiveness to the evaluation criteria. If multiple Firms are proposed as one team, each Firm should describe its own relevant qualifications within the same submittal.

Qualifications must confirm the Firm will comply with all provisions in this RFP, and **Qualifications must be signed by a company officer empowered to bind the company.** A Firm's failure to include these items in their Qualifications may cause their Qualification to be determined to be non-responsive and the Qualification may be rejected.

**Proposal Considerations**

It is the intention of the Owner and SFC to make every effort to be fair and equitable in its dealings with all candidates for selection. If, however, the determination occurs that none of the Design-Build teams submitting are advantageous to the Owner, **Owner reserves the right to reject all Statement(s) of Qualifications.** Issuance of this Request for Qualifications does not commit the SFC nor Owner to award a contract, to pay any costs incurred in preparation of a proposal or to procure or contract for related services or supplies.

## CHECKLIST FOR SOQ SUBMISSION

**Submitters must include the following mandatory checklist items ( □ ) as part of their SOQ. Please update any changes for these items from the RFQ. If no changes, please note for those items:**

- **Cover Letter** – 1 page  
Qualifications must include a Cover Letter with the complete name and address of the Firm/company and the name, mailing address, and telephone number of the person that Owner should contact regarding the Qualification. If there are multiple Firms proposed as one team, each Firm must describe itself accordingly in the RFP submittal. **Indicate on the first page of the submittal which Firm/company is the lead Design-Builder, any Firm/company qualifying as a minority entity, and the individual whose signature grants authority to bind Submitter to the RFP provisions.**
  
- **Executive Summary & Project Background and Understanding** – 1 page  
A brief narrative statement of understanding of the scope of work, key challenges and the Submitter's overall vision and approach for the successful development of a high-quality project consistent with the minimum criteria requirements outlined in this RFP. Include a brief description of the Firm/company's knowledge of the Project's background and context.
  
- **Project Challenges** – 1 page  
Describe the challenges anticipated for performing the requested services that may impact the scope, schedule or budget and the proposed solutions to address these concerns. Include references where such solutions were utilized in the past.
  
- **Firm/company Qualifications and Experience** – 4-6 pages  
Section shall include a brief description and history of each Firm/company on the proposed team including the number of years the Firm/company has been in business and its growth history, experience in projects with SFC and any past or current experience with the proposed Design- Build team. Indicate:
  1. Firm/company name.
  2. Physical address- and if different, mailing address & zip code.
  3. E-mail address and name of primary contact at each Firm/company.
  4. Main telephone number and direct telephone number for contacts.
  5. Number of years in business for each Firm/company
  6. Form of Firm/company ownership including state of residency or incorporation. Include description of the submitter/s company structure: i.e. sole proprietorship, partnership, corporation, Limited Liability Company (LLC), joint venture or other structure.
  7. Also briefly describe projects that your Firm/company has completed in the past five years that also required design-build services Also briefly describe the largest project your Firm/company has completed within the past five years and indicate the delivery method used on that largest project. These projects may also be described in further detail in the related experience section.
  8. List any active or pending litigation with owners, subcontractors, and other construction- related entities and explain. List and briefly describe any and all legal actions for the past three years in which respondent has been a debtor in bankruptcy, a defendant in a lawsuit for deficient performance under a contract or agreement; a respondent in an administrative action for deficient performance, or a defendant in a criminal action. Failure to fully comply with this item will be grounds for elimination from the RFP process.
  9. Has the Firm/company ever failed to complete any work awarded to it or has it been removed from any project awarded to the Firm? If so, explain.

□ **Related Design-Build Project Experience** – 3-6 pages

Provide descriptions for a minimum of five (5) reference projects for which the Firm/company has provided professional design and/or construction services of a nature, quality, size, and scope specifically similar to those required in this RFP. Include:

1. Name of the organization to which services were provided
2. Project location.
3. Start and complete dates during which services were performed.
4. Brief description of the project.
5. Cost description (which at a minimum must include the following information original project budget, final project cost and an explanation of any difference in original and final costs if applicable, construction value, fee for professional services)
6. Proposed team members that worked on the projects including their title and role on that project.
7. Identification of a current contact reference including organizational title, address, telephone numbers and e-mail address for each project.
8. List five (5) total major trade contractor references. Include company name, contact name, e-mail address and telephone number.

□ **Project Team Organization** – 1 page

1. Provide Project team's list of licensed contractors, licensed subcontractors, and licensed design professionals whom the design-builder proposes to use for the Project's design and construction as noted in Proposed Personnel section below
2. This project team shall have no changes without prior written consent.

□ **Proposed Key Personnel** – 1 page per person

Provide general information about personnel capability and a list of qualified and available staff and resources including classifications, numbers of employees, respondents' ability to provide sufficient qualified personnel for this project upon award, the locations and staffing of relevant offices and an organizational chart of staff including the percentage of time they will be assigned to the Project. (Note: any proposed subcontractor personnel must also include additional submitted resume and/or project experience information per the requirements listed in this section for similar disciplines/trades.)

1. Submit a 1-page resume for each individual key personnel with relevant information as described below including title, education, previous work experience, applicable training and certifications, previous projects with the Firm/company and length of service with the Firm/company. At this stage, Firms/companies may list more than one person qualified and available for the proposed project. Changes to this personnel and team must be notified and approved by the owner.

□ **Firm/company Financial Responsibility Information** – 1 page

1. List total annual billings for each of the past three calendar years. If forming a partnership, list separately by company/firm.
2. List the contact persons, addresses, and telephone numbers for your insurance carrier and agent.
3. List the contact persons, addresses, and telephone numbers for the company/firm's bonding company and agent.
4. What percentage of your company/firm's work has been negotiated during the past five years?
5. Supply firm's Current Ratio (Current Assets / Current Liabilities) experience for the last five years, with a signed statement placed in the responder's SOQ submittal's appendix section.

- **Project Controls / Deliverables - Quality and Schedule – 2-3 pages**  
Provide information on managing the quality of proposed deliverables including a proposed milestone schedule that illustrates total project time (in weeks) from award of contract through Project completion, and a general Quality Assurance Plan and Safety Plan that identifies how quality control will be implemented throughout the design and construction process.
- **Conclusion and Statement of Why the Proposing Firm Should Be Selected – 1 page**  
This section provides each Firm/company the opportunity to provide specific information that differentiates them from others in the RFP process.
- **Qualification and Attachments to SOQ**  
Include copies of:
  1. Signed Team Declaration form confirming certification and submission items - Exhibit A
  2. Sample Design Build contract AIA A141 is the proposed form of agreement between the Owner and Design Build Firm
  3. Joint Venture agreement (if applicable)
  4. Professional Architectural / Engineering and Contractor’s licenses
  5. Qualifications to RFP
  6. Preliminary Schedule
  7. Pricing breakdown

**EVALUATION CRITERIA**

**RFP Scorecard**

Consistent with Indiana Code 5-30-7-6, the Selection Committee intends to recommend awarding a contract to the company with the “lowest adjusted price providing the best value to the taxpayer. The public agency is not required to accept the lowest price proposal.” **The criteria for making this evaluation will be based on the following 100-point scale:**

Design-Build team experience and qualifications	<i>20 Points</i>
Project personnel, managerial resourcing plan/capacity	<i>15 Points</i>
Project understanding and approach	<i>15 Points</i>
Safety controls / performance	<i>15 Points</i>
Project Budget Compliance (Fixed Price Approach)	<i>30 Points</i>
Financial and bonding Capacity	<i>4 Points</i>
Past performance	<i>1 Points</i>

**Design-Build Team Experience and Qualifications - 20 Points**

- Points for this criterion will be awarded based on an evaluation of the qualifications and experience of the proposed lead Design-Builder and Design-Builder’s General Contractor/Builder (if a different entity.)
  - Expertise each will bring to the Design-Build process
  - Respondent’s general design-build experience for projects that the firms (GC and AE) have worked on together
  - Project history and successful track record with ‘on-time and on budget’
  - Project levels of quality

- The emphasis should be on demonstration of design-build experience and sports facilities.
- Location at which work was performed.
- Similarity of client type.
- Any current, pending or past project legal matters or litigation and submitting Firm/Company safety records and professional reputation credentials.
- References
- Professional/Industry Awards. – Awards, Letters of appreciation, recognition, or commendation, etc.

#### Project Personnel managerial resourcing plan/capacity - 15 points

- Points for this criterion will be awarded based on the qualifications, experience and demonstrated availability of the proposed Project Personnel and Firm's Organization.
  - Responses should identify for each key individual:
    - Experience with the overall Design-Build process (including specific experience with the team's lead General Contractor)
    - Successful experience with similar project types, especially on sports facilities
    - Location at which work was performed.

#### Project Understanding and Approach - 15 Points

- Points for this criterion will be awarded based on:
  - Firm clearly addressing their approach to dealing with key tasks, activities, and issues required to complete each project phase including deliverables, proposed construction schedule, methods (specifically building shell), sitework, and project coordination issues
  - Firm's experience within 60 miles of the Project for both the contractor and architect. Resident firms may receive preference in procurement of Design Build, Architectural, and the subsequent building and site subcontractor selections

#### Safety Controls / Performance - 15 Points

- Points for this criterion will be awarded based on:
  - The firm's proposed approach to project controls including milestone scheduling, quality control and management for deliverables and the design and construction processes and submitted cost budgets and safety plans.
  - Timeliness of past performance
  - Respondent's unique qualifications to perform on this Project.
    - For example - Self-performance of trades and divisions.

#### Project Budget Compliance - 30 Points

- Points for this criterion will be awarded based on:
  - An executive summary, summaries by division, summaries by area and items proposed to be self-performed.
  - Thoroughness of the inclusions, exclusions, and allowances
  - The fees, insurance, bonds, General Conditions/General Requirements, other contractor indirect costs, contingencies, allowances, and other required costs must be included.

#### Financial and Bonding Capability - 4 points

- Points for this criterion will be awarded based on:
  - Financials
  - Bonding Capacity
  - Insurance
  - Successful Reference Checks

Past Performance – 1 *Point*

- A point for this criterion will be awarded based upon the performance in past projects where the responding Design Build team has delivered a similar scope of work.

**INTERVIEW PROCESS**

After receipt and review of the RFP responses, each of the invited firms may be asked to participate in an interview with the Selection Committee. Each firm will be notified of the exact date, time and location for their presentation and firm’s expected team members.

**SELECTION**

**The Selection Committee will make its recommendation to the City of Valparaiso Board of Works for a Bidder to be awarded a contract. Upon approval by the City of Valparaiso Board of Works, the parties will enter negotiations for a contract. All agreements shall be executed by the mayor, Jon Costas. Consistent with Indiana Code 5-30-7-8, if a contract cannot be reached, the Board can consider other submitted proposals.**

**PRE-SUBMITTAL MEETING AND CLARIFICATIONS**

**RFP Q&A’S**

RFP questions should be submitted to the Parks Administration. Questions must be submitted in writing per the schedule noted in this RFP and to the email address included below. Written questions will be answered via an addendum by email and updated publicly on a weekly basis. All questions are due by **Friday, August 15, 2025 by 5:00pm** local prevailing time.

**Tristan Leonhard, Assistant Director Valpo Parks**  
Tleonhard@valpo.us

**Site Visit**

The owner will make the existing building available for walk through from 8am to 12pm on two dates, July 16 & 23. The owner’s project representative will be on site both dates. Respondents must utilize this time to conduct all site survey activities needed to assess the existing structure as needed.

**SOQ and Clarifications**

It is the responsibility of each Submitter to examine the entire RFP, seek clarifications in writing, and review their SOQ for accuracy before submitting their qualifications. Once submission deadlines have passed, all submissions will be final. The Owner will not request clarification from any individual Submitter relative to their submission but reserves the right to ask for additional information from all parties that have submitted qualifications.

It is the intention of the Owner to be fair and equitable in its dealings with all candidates for selection. If, however, the Owner should determine that none of the Design-Build teams submitting are advantageous to the Owner, **Owner shall have the absolute right to reject all submittals.**

## Exhibit A

### DESIGN-BUILD TEAM DECLARATION STATEMENT

(Include a signed copy of this form in the submitted Statement of Qualifications appendix section)

1. *We (the submitting Design-Build entity) certify that each licensed design-build team member including design professionals and sub-consultants included in this submittal was selected based upon demonstrated competence and qualifications*
2. *We certify that our Design-Build entity's "Designer(s) of Record" have current Indiana Architectural and/or Engineering license(s) as appropriate for their portion of the design work.*
3. *We certify that our Design-Build entity's "Builder" has a current Indiana Contractor's unlimited license.*
4. *We certify that our Firm/company will have and maintain liability insurance coverage: a total of \$1 million/occurrence, \$2 million/general aggregate for commercial general liability, \$10 million Umbrella, and not less than \$1 million per claim for commercial business automobile liability.*
5. *We certify that we will have coverage for professional liability and errors and omissions by all Designer(s) of Record / Design Professionals of not less than \$10 million per claim*
6. *We certify that our Firm has sufficient bonding capacity to provide Labor and Material Payment and Performance bonds with coverage of each equal to the total cost of the Project.*
7. *We certify that our Firm can and will obtain a Builder's Risk Insurance Policy for this Project with coverage equal to the total cost of the Project.*
8. *We certify that our Firm/company/personnel have/has no potential or actual conflict of interest to report and that no relationships, transactions, circumstances, or positions held are believed to contribute to any such conflict of interest.*
9. *I hereby certify that the information set forth in this declaration is true and complete to the best of my knowledge.*

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*(Authorized Signature, Title, Design-Build Entity Name and Date)*

By signature on this Qualification, responders certify that they comply with:

- a. The laws of the State of Indiana
- b. The applicable portion of the Federal Civil Rights Act of 1964
- c. The Equal Employment Opportunity Act and the regulations issued there under by the federal government
- d. The Americans with Disabilities Act of 1990, and the regulations issued thereunder by the federal government
- e. All terms and conditions set out in this RFP
- f. A condition that the Qualification submitted was independently arrived at, without collusion, under penalty of perjury
- g. That their bids, if applicable, will remain open and valid for at least **120 days**.

If any responder fails to comply with sections [a] through [g] of this paragraph, the Owner reserves the right to disregard the Qualification, terminate the contract, or consider the Firm/company in default.

**Exhibit B**

LiDAR Virtual Tour and Dimensional Drawings are located on the [valpoparks.org](http://valpoparks.org) Valpo REC-Request for Proposals bid postings page.