

REQUEST FOR QUALIFICATIONS

BOONE COUNTY COURTHOUSE – WINDOW REPLACEMENT

BOONE COUNTY, INDIANA

I. PROJECT INTRODUCTION:

In accordance with IC 5-32 [Construction Manager as Constructor (CMC)], Boone County, Indiana (the “County”), invites any and all qualified parties to submit Statements of Qualifications to for Construction Management Services for the Boone County Courthouse Window Replacement. The purpose and intent of the Project is to improve the historic courthouse windows through careful replacement of the windows. Maintaining public safety and minimizing disturbances to the courthouse operations is of utmost importance.

II. PROJECT SCOPE:

The project is removal of existing windows and installation of new aluminum clad historical windows on 3 levels. It includes alternates for painting existing windows or removing and replacing same windows at the basement and attic level dome base. Painting of a 2nd floor exterior door system, decorative iron rail, and existing louvers is also included.

The drawings have been attached for reference.

III. TIMELINE

The following key dates illustrate the anticipated timeline for the Request for Qualifications (RFQ).

- RFQ Available March 22, 2024 (first advertisement)
- Pre-SOQ Submittal Meeting April 1, 2024, 10:00 am, (second advertisement)
- Questions Due April 5, 2024
- Written Responses Due April 9, 2024
- SOQ Due April 19, 2024, 2:00 pm
- Interviews April 25 (8:30 am, 9:45 am, 11:00 am)
- Selection Award anticipated May 6, 2024

IV. SOQ ORGANIZATION AND CRITERIA:

The County has formed a committee to review the proposals received. To facilitate the County’s review of the SOQs, the respondents are strongly encouraged to follow the SOQ outline provided below. The SOQ shall be limited to 15 pages.

- **Cover Letter** (up to two pages, not included in the page limit, no points available)
- **Organizational Chart & Areas of Responsibility:** The proposed project teams members and their role on the project (10 points available).
- **Project Manager & Superintendent:** Provide resumes for proposed project team members which should include the project manager and superintendent that would be assigned to the project (PM – 10 points, Superintendent – 20 points)
- **Recent Similar Experience with References:** Recent experience (last 5 years) of the proposed project team on similar projects identifying each team member’s role on the project. Include references for each project (25 points available).

- **Project Approach and Schedule:** Phasing and sequencing of the work will be important since the facility will be occupied during the construction phase (25 points).
- Safety Program & History: Outline of Safety Program (10 points)

V. General Conditions

It should be understood that:

- Attendance at the Pre-SOQ meeting is strongly recommended.
- The County reserves the right to reject any and all Statements of Qualifications at its sole discretion.
- The County does not require you to submit evidence of financial responsibility with your qualifications.
- All proposers will be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. The County may enter discussions with proposers to clarify and assure a full understanding of proposals.
- The County may refuse to disclose the contents of the Statement of Qualifications during discussions with eligible Construction Managers.
- The County will select up to three CMC proposers for interviews. Interview will be conducted on **April 25, 2024.**
- This Project will be procured under IC § 5-32, and therefore selected proposer will not be subject to further procurement processes under IC § 36-1-12 or any other statute. However, the selected proposer will be required to provide a performance bond for 100% of the construction costs and a payment bond for 100% of construction costs per IC § 5-32
- **Cone of Silence:** Proposing firms shall not contact County Commissioners, Council members, staff, or any other public officials during the RFQ process other than the RFQ Committee’s representative (the “Representative”) listed below, unless authorized or directed to do so by the Representative. Failure to comply with the “Cone of Silence” will result in disqualification.
- **All correspondence and questions for this RFQ should be directed to the Representative as follows:**
Don Higgins, AIA
Project Manager
The Etica Group, Inc.
dhiggins@eticagroup.com
- The County reserves the right to enter into negotiations with the most qualified CMC proposer prior to the County agreeing to move forward with the Project. After the negotiation period, the RFQ Committee shall either make a recommendation to award the contract to a proposer, engage another proposer, or shall terminate the request for proposal process.
- Submittal: An electronic PDF of the Statement of Qualifications should be emailed to:
- Representative: DON HIGGINS
- Email: dhiggins@eticagroup.com

Proposals must be received by 2:00 PM local time on April 19, 2024.