

NOTICE OF REQUEST FOR PROPOSALS

Notice is hereby given that the Jay County Solid Waste Management District (the “District”) will accept sealed proposals at the office, located at 5948 West State Road 67 Portland, Indiana 47371, up to the hour of 4:00 p.m. (local time) on 21st day of February 2025. Notice is further given that a public meeting of the District will be held on 24th day of February 2025 at 3:45 p.m. (local time), at 5948 W St. Rd. 67, Portland, Indiana 47371, at which place the District shall open and consider proposals pursuant to Indiana Code IC 5-22-9, for the design, drawings, plans and specifications for the construction of a new recycling facility. Specifics related to the project can be found in the Request for Proposals (RFP). Copies of the RFP can be found on the district’s website jaycosolidwaste.com or requested by emailing jcswmd@gmail.com or by calling 260-729-5071.

Dated this 29th day of January 2025

George McGinnis, District Superintendent

Request for Proposals

**For design, drawings, plans and specifications for the
construction of a new recycling facility**

Issued January 29, 2025

Response Due Date: February 24th, 2025

Jay County Solid Waste Management District

5948 West State Road 67

Portland IN 47371

260-729-5071

www.jaycosolidwaste.com

Section One

General Information and Requested Services

1. INTRODUCTION

The Jay County Solid Waste Management District (the District) is seeking proposals for the design, drawings, plans and specifications for the construction of a new recycling facility to be located on West Tyson Road, Portland, Indiana 47371.

2. PURPOSE OF THE RFP

The purpose of this Request for Proposals (RFP) is to enable the District to select an appropriate entity that can satisfy the need for design, drawings, plans and specifications for the construction of a new recycling facility. Successful proposals will include a plan for seeking input on the facility, designing and completing the construction drawings and plan sets for the facility, seeking input on any construction drawing revisions, submitting completed plans to the state and local building commissioner offices for approval, assisting with and overseeing a formal competitive bidding process for construction, and construction management of the final project.

3. SUMMARY SCOPE OF THE RFP

The District will have the option to award part, or all, of the contract to multiple contractors or award the design and construction of the facility to one contractor. Nonetheless, the District strongly encourages all potential designers/architects/contractors, regardless of intention, to submit a proposal.

4. QUESTION/INQUIRY PROCESS

All questions and inquiries regarding this RFP may be submitted in writing by February 12th, 2025 at 4:00 pm. Questions and inquiries may be submitted via email to jcswmd@gmail.com, or by mail to 5948 West State Road 67, Portland, Indiana 47371 to the attention of George McGinnis, Director.

5. DUE DATE FOR PROPOSALS

All proposals must be submitted by mail or delivered to the District office 5948 West State Road 67, Portland, Indiana 47371. All proposals are due by February 21st, 2025 at 4:00pm.

6. PROPOSAL CLARIFICATIONS AND DISCUSSIONS

The District reserves the right to request clarification on proposals submitted. The District also reserves the right to conduct proposal discussions, either oral or written, with respondents.

7. REFERENCE SITE VISIT

The parcel number of the proposed facility is 38-07-19-700-024.001-034, is located on West Tyson Road, Portland, IN 47371 and is open for inspection by respondents Monday-Friday 8:00am – 4:00pm.

8. CONTRACT OBLIGATIONS

The selected contractor will be responsible for the performance of any obligations that may result from this RFP and shall not be relieved by the non-performance of any subcontractor. And respondent's proposal must identify all subcontractors and describe the contractual relationship between the vendor and each subcontractor.

Proposals must show the strategic partnerships with local organizations, entities and governments that will assist with the project. Proposals shall also include a timeline for the project with a completion date of no later than December 31, 2025. Local contractors and subcontractors will be given priority consideration.

9. CONFIDENTIAL INFORMATION

Respondents are to be advised that materials contained in proposals are subject to the Indiana Public Records Act, IC 5-14-3 *et seq.*, and, after the contract award, the entire RFP file may be viewed and copied by any member of the public, including news agencies and competitors. Respondents claiming a statutory exception to the Indiana Public records Act must place all confidential documents (including the requisite number of copies) in a sealed envelope clearly marked "Confidential" and must indicate in the transmittal letter and on the outside of that envelope that confidential materials are included. The respondent must also specify which statutory exception of the Public Records Act applies.

The District reserves the right to make determinations of confidentiality. If the District does not agree that the information designated is confidential under one of the disclosure exceptions to the Indiana Public Records Act, it may either reject the proposal or discuss its interpretation of the allowable exceptions with the respondent.

If an agreement can be reached, the proposal will be considered. If an agreement cannot be reached, the District will remove the proposal from consideration for award and return the proposal to the respondent. The District will not determine the prices or costs to be confidential information.

10. PROPOSAL LIFE

Any and all portions of this RFP and any or all portions of the respondent's response shall be incorporated as part of the final contract.

10.1. TAXES

The District is exempt from federal, state, and local taxes. The District will not be responsible for any taxes levied on the contractor as a result of this RFP.

11. EQUAL OPPORTUNITY COMMITMENT

The District encourages minority businesses, women's enterprise's and veteran owned companies to participate in this RFP process. Compliance with the equal opportunity commitment will be taken into consideration during the evaluation phase of the RFP.

12. FINANCIAL RESPONSIBILITY

There is no requirement for the respondents to submit a bond, cashier's check or other evidence of financial responsibility with their proposal.

13. SUMMARY OF MILESTONES

<u>Milestone</u>	<u>Expected Completion Date</u>
Submittal of RFP Proposals	February 21, 2025
Respondent selection	February 24, 2025
Contract signing	March 24, 2025
Work begin	March 24, 2025
Input sought from District	March 31, 2025
First drawings presented for District input	April 30, 2025
Revisions incorporated and presented	May 15, 2025
Final completion of drawings & specs	May 30, 2025
Project let for bids	June, 2025
Construction begin	August, 2025
Estimated project completion	April, 2026

Section Two

Proposal Preparations Instructions

2.1 General

To facilitate the timely evaluation of proposals, a standard format for proposal submission has been developed. All respondents are required to format their proposals in a manner consistent with the guidelines described below:

All items must be addressed.

Attach a copy of proof of insurance to complete the work.

Use a separate sheet of paper if necessary to answer the questions completely.

Proposal Questions:

Company

Name: _____

Individuals

Name: _____

Business

Address: _____

Phone Number/Email

Address: _____

Please describe the method by which you plan to complete the work.

Please describe who will be doing the work (Yourself, subcontractors, etc), and what percentage of them are considered local.

Please describe your previous experience with designing and overseeing the completion of a recycling or similar type facility.

Please describe why you or your company has sufficient resources, ability, and knowledge to complete the work.

Please provide a list of any and all (non-profits, government entities, organizations, etc) that you will use as "project partners" to complete the project. Describe in detail their role in the community and participation with the project.

Please describe any other beneficial characteristics that you plan to utilize in relation to the work that you are proposing.

I, by completing the Proposal above, agree to execute said proposal upon award, and further agree to have all work completed by ____ of _____, 2025.

Signed:

Date:

2.2 MINORITY & WOMENS BUSINESS ENTERPRISE PARTICIPATION PLAN

Include Attachment A with your proposal for Minority & Women's Business Enterprises consideration. This is optional, and will not disqualify you from award, but it will increase selection chances.

MINORITY AND WOMEN'S BUSINESS ENTERPRISES PARTICIPATION PLAN

A Bidder is expected to submit in its contract bid a Minority and Women's Business Enterprises Participation Plan in accordance with IC 4-13-16.5 and 25 IAC 5. The Plan must show that there are, participating in the proposed contract, Minority Business Enterprises (MBE) and Women Business Enterprises (WBE) listed in the Minority and Women's Business Enterprises Division (MWBD) directory of certified firms. A Bidder must indicate the name of each MBE and WBE firm with which it will work, the firm's contact name and phone number, the service supplied by the firm, the specific dollar amount from this contract that will be directed toward each firm, and the approximate date these products and/or services will be utilized. If participation is met through use of vendors who supply products and/or services, the Bidder must also indicate the vendor's tax ID number as well as provide a description of products and/or services provided to the Bidder that are directly related to this contract and the cost of direct supplies for this bid. All prime contractors, including MBE and WBE prime contractors, must meet the contract goals through use of subcontractors. MBE and WBE prime contractors will get no credit toward the contract goal for the use of its own workforce. The State does not accept national plans.

Failure to meet these requirements will affect the evaluation of your bid. The Indiana Department of Transportation (INDOT) reserves the right to verify all information included in the Plan.

Bidders are encouraged to contact and work with MWBD to design a plan to meet established goals. MWBD's website address is www.IN.gov/idoa/minority/ and contains a complete list of all INDOT's certified MBEs and WBEs.

**Minority & Women's Business Enterprises Participation
Letter of Commitment**

A signed letter on company letterhead from each participating MBE and WBE must be submitted within 24 hours of the INDOT posting of unofficial bid results. A commitment letter shall serve as acknowledgement from the MBE and/or WBE of its amount of participation, the scope of products and/or services, and approximate date these products and/or services will be utilized.

By submission of the bid, the Bidder acknowledges and agrees to be bound by the regulatory processes involving the State's M/WBE Program. Questions involving the regulations governing the Plan should be directed to MWBD's Compliance Unit at 317/232-3061

MBE/WBE PARTICIPATION PLAN

CONTRACT NUMBER _____ LETTING DATE _____
BIDDER _____
ADDRESS _____
CITY/STATE/ZIP _____
PHONE () _____

The following MBEs and/or WBEs listed in the MWBD directory will be participating in the contract:

<u>MBE/WBE</u>	<u>PHONE</u>	<u>COMPANY NAME</u>	<u>SCOPE OF PRODUCTS/SERVICES</u>	<u>UTILIZATION DATE</u>	<u>AMOUNT</u>

*If additional room is necessary, indicate here _____. Please attach a separate page.

THIS DOCUMENT MUST BE INCLUDED IN YOUR BID

Section Three

Proposal Evaluation

3.1 Proposal Evaluation Process

The evaluation and selection of a vendor will be at the sole discretion of the District. The selection process will take into consideration a myriad of factors, including the price. The winning proposal shall be the one deemed most beneficial to the needs of the District not necessarily the lowest bid.

General Sketch of the needed areas for the proposed building.

