

NOTICE OF REQUEST FOR PROPOSALS

Notice is hereby given that the Jay County Commissioners will accept sealed proposals at the Jay County Courthouse, located at 120 N Court St #11, Portland, IN 47371, up to the hour of 5:00 p.m. (local time) on 11th day of July, 2025. Notice is further given that a public meeting of the Commissioners will be held on 14th day of July, 2025 at 9am (local time), at Commissioners Court Room 120 N. Court St, Portland, Indiana 47371, at which place the County Commissioners shall open and consider proposals pursuant to Indiana Code 36-7-14-22, for the design, drawings, plans and specifications for the construction of a new Public Safety facility. Specifics related to the project can be found in the Request for Proposals (RFP). Copies of the RFP can be found on the county's website

<https://jaycounty.net/plugins/content/content.php?content.25> or requested by emailing jauditor@co.jay.in.us

Dated this 11th day of June, 2025

_____, Commissioner President

Request for Proposals

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

Issued June, 11th, 2025

Response Due Date: July, 11th, 2025

Jay County Commissioners

120 N. Court Street

Portland IN 47371

Section One

General Information and Requested Services

1. INTRODUCTION

The Jay County Commissioners are seeking proposals for the design, drawings, plans and specifications for the construction of a new Public Safety facility to be located next to adjacent property 1376 W. Votaw St, Portland, Indiana 47371. Parcel# 38-07-18-400.003-0034

2. PURPOSE OF THE RFP

The purpose of this Request for Proposals (RFP) is to enable the Commissioners to select an appropriate entity that can satisfy the need for design, drawings, plans and specifications for the construction of a new Public Safety 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. Other needs include but may not be limited too,

3. SUMMARY SCOPE OF THE RFP

The Commissioners 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 Commissioners strongly encourage 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 27th of June 2025 at 5:00pm. Questions and inquiries may be submitted via email to bwalters@ecirpd.org, or by mail to 120 N. Court Street, Portland, Indiana 47371 to the attention of Commissioner Aker.

5. DUE DATE FOR PROPOSALS

All proposals must be submitted by mail or delivered to the Commissioner's office at 120 N. Court Street, Portland, Indiana 47371. All proposals are due by 11th of July 2025 at 5:00pm.

6. PROPOSAL CLARIFICATIONS AND DISCUSSIONS

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

7. REFERENCE SITE VISIT

The site address of the proposed facility is property adjacent to 1376 W. Votaw St. Portland, In. 47371 and is open for inspection by respondents Monday-Friday 8:00am – 5:00pm.

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 the respondents' proposal must identify all subcontractors and describe the contractual relationship between the vendor and each subcontractor.

Proposals must show 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 31st of December 2026. 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 Commissioners reserve the right to make determinations of confidentiality. If the Commissioners do not agree that the information designated is confidential under one of the disclosure exceptions to the Indiana Public Records Act, they 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 Commissioners will remove the proposal from consideration for the award and return the proposal to the respondent. The Commissioners will not determine the prices or costs to be confidential information.

10. PROPOSAL LIFE

All portions of this RFP and any or all portions of the respondents' response shall be incorporated as part of the final contract.

10.1.TAXES

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

11. EQUAL OPPORTUNITY COMMITMENT

The Commissioners encourage minority businesses, women's enterprises and veteran owned companies to participate in this RFP process. Compliance with 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	11 th of July 2025
Respondent selection	28 th of July 2025
Contract signing	28 th of August 2025
Work begin	29 th of August 2025
Input sought from the Commissioners	22 nd of September 2025
First drawings presented for the Commissioners input	27 th of October 2025
Revisions incorporated and presented	24 th of November 2025
Final completion of drawings & specs	22 nd of December 2025
Project let for bids	5 th of January 2026
Construction begin	2 nd of March 2026
Estimated project completion	30 th of November 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 an Public Safety 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 Commissioners. The selection process will take into consideration a myriad of factors, and the winning proposal shall be the one deemed most beneficial to the needs of the Commissioners, not necessarily the lowest bid.