

**REQUEST FOR PROPOSALS TO DESIGN, BUILD, FINANCE, AND OPERATE THE
TOWN OF DALEVILLE TOWN HALL & POLICE STATION THROUGH A PUBLIC-
PRIVATE PARTNERSHIP AGREEMENT**

Issued: September 9, 2019

Responses Due: October 11, 2019

Contact: Joe Rhetts, Daleville Town Attorney
112 E Gilbert St
Muncie, IN 47305

Table of Contents

	<u>Page</u>
I. INTRODUCTION	1
A. Statement of Intent and Project Overview	1
B. Daleville Administrative Offices & Police Station.....	1
C. Goals and Objectives of the Project.....	1
D. Overview of Procurement Process.....	1
1. Review RFP Responses.	2
2. Offeror Recommended as Developer; Parties Execute BOT Agreement.....	2
II. PROJECT SPECIFICATIONS.....	2
A. Project Overview	2
B. Project Site.....	3
C. Responsibilities of Developer	3
1. Design	3
2. Site Development.....	3
3. Construction.....	4
4. Operations	4
5. Project Financing	4
6. FF&E.....	4
III. PROCUREMENT PROCESS	5
A. Public-Private Agreement.....	5
B. Negotiations	5
C. Recommendation/Public Hearing	5
D. BOT Agreement.....	5
E. Town’s Reserved Rights	6
F. Anticipated Procurement Schedule.....	6
IV. SOLICITATION & RFP REQUIREMENTS.....	6
A. Submission Deadline	6
B. Delivery of Response.....	6
C. Questions and Requests for Clarification	7
D. Addenda to the RFP	7
E. Modification & Withdrawal of RFP Responses	8
V. FORMAT AND CONTENT OF RFP RESPONSE	8
A. Format of Response	8
B. Organization.....	8
C. Content of Response	8
1. Offeror’s Business Structure.....	8
2. Offeror’s Business Experience & Expertise	9
3. Business Financials.....	10
4. Offeror’s Approach to the Project.....	10
5. Price	11
6. Schedule.....	11
7. Confidential Information	11
8. Legal Requirements	11
VI. EVALUATION AND SELECTION	12
A. Responsiveness/ Minimum Qualification (Pass/ Fail).....	12
B. Content of Proposal (Scored).....	12

INTRODUCTION

Statement of Intent and Project Overview

Daleville, Indiana, an Indiana Town duly organized pursuant to the laws of the State of Indiana (“Town”), issues this Request for Proposal (“RFP”) to prospective entities interested in submitting a proposal (“Offerors”) to (a) develop, design, build, and finance the Town’s administrative offices and police station (referred to herein as either “Town Hall” or “Project”); as more particularly defined herein, all pursuant to a public-private agreement to be entered into between the Town and the recommended Offeror (“Developer”) in accordance with Ind. Code §5-23 *et seq.*, (the “Act”).

The Town Hall shall be constructed on Town-owned property commonly referred to as 14551 W Main St, Daleville, IN 47334, Parcel Nos. 18-13-01-481-003.000-026 and 18-13-01-481-001.000-026 (“Project Site”).

Daleville Administrative Offices & Police Station

The Town has experienced significant growth in commercial development within the Town and additional commercial and residential growth is projected in the near future. Consequently, the Town’s existing facilities for both its administrative and police operations have become too small to accommodate existing and anticipated future needs. As such, it has become apparent that, in order to ensure the Town may continue to provide a high level of service to its residents and visitors, it is now necessary to explore options regarding the Town’s current and future space needs through the potential construction of a new Town Hall and Police Station facility.

Goals and Objectives of the Project

The Town now seeks private involvement in developing the Project. The Developer’s Project obligations include: (i) Project site engineering and excavation, (ii) development and construction of a seventeen thousand one hundred (17,100) square foot Town Hall and Police Station in accordance with the conditions described in this RFP, (iii) procurement of financing for the Project and (iv) purchasing certain furnishings, fixtures and equipment (“FF&E”).

The procurement process is designed to encourage innovative and creative plans to complete the Project. Through this public-private partnership procurement, the Town seeks (1) budget certainty (2) reduced financial risk from cost overruns; (2) innovative approaches to financing; (3) an aggressively expedited design and construction timeline; (4) innovative approaches to design, development, and construction of the Project.

Overview of Procurement Process

The Act authorizes the Town to solicit responses to a request for proposals, conduct discussions with Offerors for the purpose of clarification to assure full understanding of and responsiveness to the solicitation requirements, to receive best and final offers with responsible offerors who submit proposals that are determined to be reasonably susceptible of being selected for a public-private agreement, and to enter into a BOT agreement with the Developer to design,

construct, operate, maintain, and finance a public facility on behalf of the Town and to transfer the public facility back to the Town at an established future date (“BOT Agreement”).

The Town’s procurement process will be divided into the following, sequential steps:

Review RFP Responses.

The Town will review responses to this RFP to determine Offerors’ experience, expertise, proposed approach and conceptual design and capacity to satisfy the terms of a BOT Agreement for the Project and thereby determine the responsibility and responsiveness of each Offeror. If an Offeror is not Responsive or Responsible, the Town may, in its sole discretion, disqualify that Offeror from further consideration.

Town Recommends Offeror as its Developer for the Project and the Parties Enter into a BOT Agreement.

After the best and final offers from responsible offerors have been received and scored, the Town shall either make a recommendation of an Offeror as its Developer for the Project to its Town Board (“Board”) or, in its sole discretion, the Town may terminate the RFP process. The Board shall entertain the recommendation to enter into a BOT Agreement at a duly noticed public hearing. Any such notice shall include a statement indicating that the proposals and an explanation of the basis upon which the recommendation is being made are available for public inspection and copying at the principal office of the Board during regular business hours.

At all stages up and until the best and final offers from the responsible Offerors have been received, the Town reserves, in its sole discretion, the right, but not the obligation, to discuss this RFP with Offerors to clarify the Offerors’ understanding of and responsiveness to the solicitation requirements and to negotiate with Responsive and Responsible Offerors.

This Project will not use “public funds” as defined in Ind. Code § 5-22-2-23. As such, the Developer will not be required to comply with the Public Works statutes (Ind. Code § 36-1-12).

PROJECT SPECIFICATIONS

Project Overview

The Developer’s Project obligations may include: (i) Project site engineering and excavation, (ii) development and construction of a seventeen thousand one hundred (17,100) square foot Town Hall and Police Station in accordance with the conditions described in this RFP, (iii) procurement of financing for the Project and (iv) purchasing of FF&E. To the extent possible, all proposals should incorporate the criteria described in Appendix A to this RFP (“Project Criteria”). The project criteria have been developed to provide prospective Offerors guidance as to the Town’s objectives for the Project, including use, space, price, time, site, lifecycle and expansion possibilities. Offerors are encouraged to use the Project Criteria as a basis for submitting proposals that contain conceptual plans, detailed design criteria, performance and material specifications, sustainability and energy efficiency elements, and other creative and innovative features consistent with the project. The Developer shall be responsible for all aspects of the design, construction, financing, and operation of the Project, including FF&E. The Developer

shall also be required to provide performance bond and insurance coverage in connection with the construction work as described in Appendix B to this RFP. The Town anticipates the Project should cost approximately Three Million Nine Hundred Thousand Dollars (\$3,900,000.00), depending on the design features incorporated into a Developer's proposal.

Project Site

The Town currently owns the land, as more specifically described in Appendix C-1, attached hereto and incorporated herein, which is the proposed Project Site. The Project Site is approximately one (1) acre. The Town will provide Developer all necessary rights of entry to enter and access the Project Site to fulfill its obligations under this RFP. To the extent the Town possesses any additional information regarding the Project Site; the Town will provide that information to all Offerors upon request.

The Town also owns land, as more specifically described in Appendix C-2, attached hereto and incorporated herein, which may be considered as an alternative Project Site. The alternative Project Site is approximately one (1.75) acres. The Town will provide Developer all necessary rights of entry to enter and access the alternative Project Site to fulfill its obligations under this RFP. To the extent the Town possesses any additional information regarding the alternative Project Site; the Town will provide that information to all Offerors upon request.

The Town shall lease the real property owned or controlled by the Town upon which the Project will be located to the Developer for a predetermined period. The BOT Agreement must provide for ownership of all improvements by the Town, unless the Town elects to provide for ownership of the Project by the Developer during the term of the BOT Agreement. In this case, ownership reverts back to the Town upon the termination of the BOT Agreement.

Responsibilities of Developer

At its sole cost and expense, Developer shall perform the following services necessary to complete the terms of the BOT Agreement:

Design

The Developer shall be responsible for all aspects of the Project's design, which shall comply with all applicable laws, statutes, and/or ordinances, including without limitation the Town's applicable ordinances, as existing at the time of performance of such design services ("Laws"). The Town seeks designs that complement the tone and quality of the Town of Daleville. Developer shall submit for Town's approval completed (a) schematic designs/specifications; (b) design development drawings/specifications; and (c) construction documents/specifications.

Site Development

The Developer shall perform surveys, borings, tests, inspections, examinations, studies, and investigations, including without limitation, environmental assessments such as Phase I studies (and Phase II if required due to outcome of Phase I study), necessary to complete and deliver the Project in the required condition (which shall require the work to be in conformance with the contracts as defined herein ("Property Inspections")). In the event the Developer discovers

or encounters conditions at the site that are (1) subsurface or otherwise concealed physical conditions that differ materially from those indicated in this RFP or (2) unknown physical conditions of an unusual nature, that differ materially from those ordinarily found to exist and generally recognized as inherent in construction activities of the character provided for in this RFP, the BOT Agreement shall be subject to an equitable adjustment in time and compensation.

Further, the Developer shall be responsible for providing hardscape and landscape necessary to complete the Project as specified in the BOT Agreement and as required by the Laws. Additionally, Developer shall obtain all permits and approvals necessary for the completion of the Project and cause necessary utility relocations to be performed.

Construction

Developer shall be responsible for constructing the Project which includes, without limitation, overseeing day-to-day construction, overseeing and managing subcontractors, and working with vendors, utilities, security personnel, and any other entity necessary for and related to the Project. The Town desires that the Developer transfer the Project to the Town approximately one (1) year after construction commences.

Operations

Pursuant to the BOT Agreement, which shall include a Declaration of Covenants and Easements (“Declaration”), the Developer shall operate the Project for the benefit of the Town during the term of the BOT Agreement. The Declaration shall, among other issues, (a) provide the Town an easement to the Project and all uses located therein; (b) establish standards for the maintenance and repair of the Project; and (c) such other terms as may be agreed upon by the Town and Developer in the BOT Agreement.

Project Financing

Developer shall provide the financing (including any required debt and equity) necessary to complete the Project as described in the BOT Agreement. As part of the BOT Agreement, Developer shall guarantee a Maximum Project Cost. In consideration of Developer’s performance of the work necessary to complete the Project, Developer shall be paid an amount not to exceed the Maximum Project Cost, which amount shall be paid to Developer pursuant to a funding agreement included in the BOT Agreement. Any cost and expense for completing the Project in excess of the Maximum Project Cost, as may be adjusted under the BOT Agreement, shall be and remain the sole and exclusive liability and obligation of the Developer, except as may otherwise be provided in the BOT Agreement. The Town may utilize a combination of bond anticipation notes, bonds and/or general fund reserves, or any other designated funds to pay Developer in accordance with the terms of the BOT Agreement.

FF&E

Developer shall be responsible for providing FF&E for the Project as set forth in the Project Criteria and as may be modified by the BOT Agreement.

PROCUREMENT PROCESS

Public-Private Agreement

In general, the Act authorizes the Town to solicit proposals in response to its RFP, conduct discussions with Offerors for the purpose of clarification to assure full understanding of and responsiveness to the solicitation requirements, receive the best and final offers of responsible Offerors who submit proposals that are determined to be reasonably susceptible of being selected for a public-private agreement, and enter into a BOT Agreement with a Developer to design, construct, operate, maintain, and finance a public facility on behalf of the governmental body and to transfer the public facility back to the governmental body at an established future date.

The selection of the Developer will be based upon (a) responses to this RFP and (b) negotiations for the best and final offer, as more particularly described herein. The Town may refuse to disclose the contents of proposals during discussions with eligible Offeror(s).

Negotiations

Following receipt of RFP Responses, the Town reserves the right to conduct discussions with one or more of the Offerors to clarify the Offerors' understanding of and responsiveness to the solicitation requirements. Eligible Offerors must be accorded fair and equal treatment with respect to any opportunity for discussion and revisions of proposals. The Town shall negotiate the best and final offers of responsible Offerors who submit proposals that are determined to be reasonably susceptible of being selected as the Developer for the BOT Agreement.

Recommendation/Public Hearing

If a recommendation to award the public-private agreement is made, the Board shall schedule a public hearing on the recommendation and publish notice of the hearing one (1) time in accordance with Ind. Code § 5-3-1 at least seven (7) days before the hearing. The proposals and a written explanation of the basis upon which the recommendation is being made shall be delivered to the Board and made available for inspection and copying in accordance with Ind. Code § 5-14-3 at least seven (7) days before the scheduled hearing. After the procedures required in the Act have been completed, the Board shall make a determination as to the most appropriate response to this RFP and may award the public-private agreement to the successful Offeror(s). If the Town terminates this request for proposal process, the Town may, at the option of the Town, return all the proposals to the Offerors, and the Town may refuse to disclose the contents of the offers.

BOT Agreement

The Developer shall enter into a BOT agreement with the Town to be fully responsible for designing, constructing, financing, and operating the Project on behalf of the Town. The Town desires that the Developer transfer the Project to the Town approximately one (1) year after construction commences. The Town further may desire that the Developer operate and maintain the Project for a limited time.

Town's Reserved Rights

The Town reserves, at all times in connection with this procurement, all rights available to it under the Act and applicable law, including without limitation, with or without cause and with or without notice, the right to the following: (1) terminate this RFP in whole or in part prior to the execution of the BOT Agreement, (2) issue a subsequent RFP after the withdrawal of this RFP for the Project or any part of the Project, (3) reject any and all RFP Responses, (4) terminate, suspend, or elect not to proceed in negotiations with Offeror(s) at any time, and (5) waive any deficiencies, nonconformities, irregularities, and/or apparent clerical mistakes in an RFP Response, all in accordance with the Act. The issuance of this RFP does not commit or bind the Town to enter into a contract or to proceed with the procurement process. Unless otherwise stated herein, the Town assumes no obligations, responsibilities, or liabilities to reimburse all or part of the costs incurred by parties responding to this RFP, which shall be borne solely and exclusively by each Offeror.

Anticipated Procurement Schedule

RFP Issued	September 9, 2019
Deadline for Questions regarding the RFP	October 2, 2019
Deadline for Town's response to Questions	October 7, 2019
RFP Responses Due	October 11, 2019
Negotiation with Responsible Offerors	October 14-31, 2019
Town Makes Recommendation of Offeror as its Developer for the Project and Schedules Public Hearing on Recommendation	1st Town Board Meeting following Agreed-upon BOT Agreement that meets all applicable notice requirements (currently anticipated to be November 11, 2019)

This schedule is for illustration purposes only and should not be construed as binding; except that all RFP Responses shall be submitted by or before October 11th, 2019.

SOLICITATION & RFP REQUIREMENTS

Submission Deadline

RFP Responses must be received by the Town at the address provided below **no later than October 11, 2019 at 3:00 p.m. local time** (the "Submission Deadline"). Only complete RFP Responses delivered on or before the Submission Deadline will be accepted by the Town. RFP Responses delivered after the Submission Deadline will be automatically rejected and returned unopened to the Offeror. The Town will not accept facsimile or e-mail submission of RFP Responses.

Delivery of Response

All RFP Responses shall be delivered to the following person ("Contact"):

Brooke | Stevens, P.C.
c/o Joe Rhettts, Attorney
112 E Gilbert St
Muncie, Indiana 47305

Offerors shall submit one (1) original and three (3) complete copies of its original RFP Response in a sealed package. Additionally, Offerors shall submit one (1) electronic copy of its RFP Response on a CD, DVD, or USB drive. The sealed package containing the RFP Responses must have the following information written on the outside of the package:

SEALED RFP RESPONSE – DO NOT OPEN

Town of Daleville Town Hall & Police Station Project

Attn: Joe Rhetts, Attorney

(Name of Offeror)

(Name of Offeror's Duly Appointed Representative)

(Mailing Address of Offeror)

(Telephone Number of Offeror)

(E-Mail Address of Offeror)

RFP Responses need not be accompanied by a certified check; however, as provided herein, Offeror shall provide the Town with information relative to its financial responsibility.

Questions and Requests for Clarification

Offerors must refrain from communicating with any Town official, employee, agent, or representative regarding the Project during this RFP process, except as permitted by this RFP. All communication and requests for information and clarifications shall be made via e-mail correspondence to the following address: jrhettts@brooke-stevens.com. No oral requests will be considered. No requests for additional information or clarification to any person other than the e-mail address provided in this section will be considered. Failure to abide by this section may result in disqualification from the procurement process.

If an Offeror considers any of its questions or request for clarifications to be confidential in nature, it must specifically state the reasons for why it believes the information to be confidential. The Town intends to respond individually to those questions identified by Offeror and deemed by Town, in its sole discretion, as containing confidential information relating to Offeror's response to this RFP. The Town reserves the right to disagree with Offeror's assessment regarding confidentiality in order to comply with applicable law. In the event the Town disagrees with Offeror's confidential assessment, the Town may allow Offeror to withdraw the question, rephrase the question, or have the question answered non-confidentially.

All questions and requests for clarification must be submitted on or before September 30th at 5:00 p.m. local time. Answers to questions deemed appropriate for response by the Town, in its sole discretion, will be provided within a reasonable time by disclosing the question(s) and answer(s) on the Town's official website at the following address: www.dalevilleindiana.org. Offerors shall be responsible for checking the Town's website. The Town may rephrase questions as it deems appropriate and may consolidate similar questions.

Addenda to the RFP

The Town reserves the right to issue written addenda to this RFP (each, an "Addendum" or "Addenda") at any time before the Submission Deadline and will post any Addenda on its

official website. These Addenda will be numbered consecutively. Any Addenda shall constitute a part of this RFP and all RFP Responses shall be prepared with full consideration of the Addenda issued prior to the Submission Deadline. Each Offeror is solely responsible to ensure that it has received all Addenda issued by the Town. Offerors should monitor the Town's official website for information concerning this procurement.

Modification & Withdrawal of RFP Responses

RFP Responses may be modified or withdrawn in writing to the above-referenced contact at the Town, if received prior to the Submission Deadline. Any modification to an RFP Response received by the Town after the Submission Deadline will not be considered by the Town. The Offeror may also withdraw its RFP in person at any time before the Submission Deadline.

FORMAT AND CONTENT OF RFP RESPONSE

Format of Response

The RFP Response shall be bound and typed. The Response shall include a table of contents, which identifies the major RFP Response sections as outlined herein, and any illustrations, tables, charts, graphics or exhibits included in the RFP Response.

Organization

Offerors must organize their RFP Response in the order set forth in Appendix D, attached hereto and incorporated herein. If an Offeror elects to include material in addition to the information specifically requested, Offeror shall append that material to the end of the most appropriate defined section of the outline.

Content of Response

Offerors must provide the appropriate information in accordance with the content and format requirements set out in each of the following categories:

Offeror's Business Structure

This Section of the Response should be dedicated to providing the Town with information relative to the Offeror's overall business structure, including a description of its members (LLC) or shareholders, officers, team members, organizational and management structure, and proposed contractual relationship among team members. Offeror shall provide information relevant to qualifications of Offeror, its equity members, and other team members. Offeror shall provide information relevant to its management structure and how it is best suited to meet the requirements of the Project.

The following is a list of recommended items to be included in any response to this RFP:

- Legal name of Offeror
- Nature and History of Organization
 - o Identify the legal structure and name of Offeror's organization

- When was organization created
- Location of organization
- Number of employees
- Operations within the State of Indiana
- Describe the management structure of Offeror's organization
 - Allocation of roles and responsibilities
 - Mission of organization
 - Provide an organizational chart
- Identification of key members within the organization
 - List the equity members in the organization
 - Position of each equity member within the organization
 - Background/expertise of each equity member
 - Percentage of ownership in the organization
 - List other important team leaders
 - Position of each member within the organization
 - Background of each member
- Identify a contact person for the Offeror
 - Provide his/her name, title, address, telephone number and e-mail address
- Describe how Offeror's overall business structure is well suited to complete all tasks contemplated by the Project
- Identify other key Project team members, including the architect/engineer and primary contractors that the Offeror intends to use for the Project

Offeror's Business Experience & Expertise

Offeror shall provide the Town with information relative to Offeror's relevant experience in designing, constructing, operating, managing and financing developments similar to this Project. The Offeror shall provide information detailing its experience working with public entities, scheduling and budgeting complex projects, managing costs and changes, and compliance with established budgets and schedules. Offeror shall provide the Town with information regarding other public-private projects that Offeror has participated in.

The following is a list of recommended items to be included in any response to this RFP:

- Project Management
 - Experience in managing projects of similar disciplines: design, construction, operation, maintenance, and financing.
 - Experience working with public entities
 - Experience in scheduling and budgeting complex projects
 - Experience in managing costs, changes, and compliance with established budgets and schedules
 - Ability to effectively manage risk
 - Affirmation that Offeror is not currently and has not been for a period of (3) years subject to litigation, including without limitation threatened litigation. If such an affirmation cannot be made, Offeror shall provide a full description of all such litigation or threatened litigation.

- Project Related Experience
 - o A description of other projects performed by Offeror that demonstrates Offeror's experience in similar projects. This section should highlight Offeror's experience constructing other public facilities and police stations and operating and maintaining public facilities and police stations. Each response should include but not be limited to the following information:
 - A general description and depiction of the project
 - Offeror's role in the project
 - Work performed by Offeror
 - Construction value of the project
 - Financing value of the project
 - Provide references and contact information
- Public-Private Partnerships
 - o If the Offeror has participated in other public-private projects, please provide the following information:
 - A general description and depiction of the project
 - Offeror's role in the project
 - Work performed by Offeror
 - Construction value of the project
 - How the project was financed and Offeror's role in financing the project
 - Provide references and contact information

Business Financials

Offeror shall provide the Town with sufficient information necessary to enable the Town to evaluate Offeror's financial strength. Offeror shall include information demonstrating that it has sufficient net worth, financial stability, and capacity to meet the objectives of the Project. Offeror shall include bank references and provide the Town with Offeror's legal standing with regard to other projects. Offeror shall provide the Town with information regarding the business and risk position of its RFP Response.

Offeror's Approach to the Project

Offeror shall provide the Town with information regarding its proposed approach to this Project and how it believes its approach will best accomplish the Town's goals and objectives for the Project. Offeror shall provide the Town with a conceptual plan to design, construct, operate, and finance the Project. Offeror shall include drawings/pictures representative of other work similar to this Project. Offeror shall additionally provide information regarding how it anticipates allocating responsibilities amongst its team members. Offeror shall provide the Town with innovative concepts that reduce costs and accelerate the delivery of the Project.

The following is a list of recommended items to be included in any response to this RFP:

- Ability to achieve the Project Objectives
 - o Overview of Offeror's general approach to design, construct, finance, operate, and maintain the Project

- Allocation of responsibilities among team members
- Project oversight
- Overview of Offeror’s general approach to project financing,
 - a list of anticipated timelines and milestones to obtain financial commitments and close project financing
- Innovative ideas to reduce overall costs of the Project
- Innovative ideas to accelerate the delivery of the Project
- Relationship with Town and Other Parties
 - Ability to work with Town to meet its specific needs of the Project
- Preliminary Plans to Design, Construct, Finance, and Operate the Project
- Conceptual design for the Project consisting of drawings of a site plan, floor plans, elevations and illustrative sketches or computer renderings
- Drawings or Pictures representative of work similar to the Project
 - Address of the project
 - Type of project
 - Dimensions of project
 - Purpose of project
 - Offeror's role in the project

Price

This Section shall include the Offeror’s commitment to design, construct, finance, and operate the Project, along with any assumptions, clarifications and exclusions, at or below a cost of Three Million Nine Hundred Thousand Dollars (\$3,900,000.00) total Project cost.

Schedule

This Section shall include the Offeror’s proposed schedule using project milestones and shall include the proposed substantial completion date for the Project.

Confidential Information

This Section shall include any confidential and proprietary information that the Offeror claims should be exempt from public disclosure. Offeror is solely responsible for reviewing the Act, Indiana’s Public Records Act, and applicable law requiring disclosure. The Town will not, under any circumstances, be responsible or liable to Offeror/Developer or any other party as a result of disclosing materials that it determines, in its sole discretion, is not protected by the Act and/or Indiana’s Public Records Act, including, without limitation, items marked “Confidential.”

Legal Requirements

This Section shall include the following documents:

Transmittal Letter. The Responses must include one fully-executed Transmittal Letter, in accordance with the form of Transmittal Letter set out in Appendix E, attached hereto and incorporated herein, from the Offeror acknowledging that the Offeror has fully reviewed and

understands and agrees to be bound by the terms and requirements of this RFP and procurement process. The Transmittal Letter must be executed by a duly authorized representative of Offeror.

Non-Collusion Affidavit. Each Offeror must certify that it has not participated in collusion or other anticompetitive practices in connection with its RFP Response or this procurement process by executing and returning with its RFP Response the Non-Collusion Affidavit provided in Appendix F, attached hereto and incorporated herein.

No Default, Breach, or Bankruptcy. The RFP Response must include an affidavit, as provided in Appendix G, attached hereto and incorporated herein, of the Offeror's authorized representative affirming that the Offeror and its affiliates (a) are not involved in any current or pending litigation or legal disputes with any governmental entity; (b) are not in arrears to any governmental entity for any debt or contract; (c) are not a defaulter as surety or other obligation upon any governmental entity; (d) have not failed to perform faithfully in any previous contract with a governmental entity within the last five (5) years; and (e) have not, within the last five (5) years, voluntarily or involuntarily filed for bankruptcy or other similar insolvency proceeding. In the event Offeror cannot affirm representations (a)-(e), it must sufficiently detail the reasons why and provide the Town with sufficient detail surrounding the event or proceedings.

EVALUATION AND SELECTION

Responsiveness/ Minimum Qualification (Pass/ Fail)

In accordance with Ind. Code § 5-23-5-2, the Town will evaluate the RFP Responses to determine whether the RFP Response is complete and responsive. Only those timely submitted RFP Responses that are complete and responsive will be evaluated by the Town.

Content of Proposal (Scored)

The Town will evaluate and rank the RFP Responses based upon the following criteria:

- **Business Structure:** **5 Points**
- **Business Experience & Expertise:** **10 Points**
- **Financials:** **10 Points**
- **Approach to the Project:** **25 Points**
- **Conceptual Design:** **30 Points**
- **Price:** **10 Points**
- **Schedule:** **10 Points**

- **TOTAL:** **100 Points**

Although the overall Project costs are a consideration to the Town in its selection of an Offeror, the Town is also placing significant emphasis on the Offeror's approach to the Project, including its proposed conceptual design and Offeror's prior business experience, expertise, and financial stability.

APPENDIX A
TOWN'S PROJECT CRITERIA

- New Daleville Administrative Offices & Police Station totaling approximately 17,100 SF
- Facility shall include at a minimum:
 - Facility to include Multi-purpose space to accommodate 50 people
 - Support spaces to include locker rooms (15 male/8 female), workout room (2,000 SF) for weights, cardio, and defensive tactics – total support space = 5,400 SF
 - Town Hall Administration (Administrative Assistant, Records, Conference Room, Deputy Clerk, Clerk, Work Room, Break Area and other areas) – total = 1,800 SF
 - Special Services (Evidence Processing/Transfer/Storage and other related areas) – total = 2,000 SF
 - Patrol (Offices, Squad/Training Room, Vehicular Sallyport and other associated areas) – total = 5,000 SF
 - Investigations (Interview Rooms, Conference Room, Storage, Electronic Forensic Lab) – total = 1,300 SF
 - Police Administration (Chief's Office, Work/Supply Room, Deputy Chief's Office, Conference Room, Storage) – total = 1,600 SF
- Site design to accommodate public, police and staff parking
- Flexible design to accommodate future growth
- Design and construction must meet all applicable standards and codes
- Design and construction must reinforce the aesthetic goal of the “new” downtown and provide for long-term durability
- Proposals should provide options with respect to exteriors of the proposed facility
- Proposals should include proposed methods of financing for the Town and the Offeror

**APPENDIX B
INSURANCE REQUIREMENTS FOR DEVELOPER**

The final negotiated agreement will contain various insurance provisions. The minimum requirements for limits of liability will be as follows:

1. Workers Compensation:	Statutory Limits
2. Employer's Liability	
(i) Bodily Injury by Accident:	\$100,000 each accident
(ii) Bodily Injury by Disease:	\$500,000 policy limit
(iii) Bodily Injury by Disease:	\$100,000 each employee
3. Commercial General Liability (Occurrence Basis) Bodily injury, personal injury, property damage, contractual liability, products-completed operations.	
NOTE: GENERAL AGGREGATE TO APPLY PER LOCATION/PROJECT	
General Aggregate Limit (other than Products/Completed Operations):	\$2,000,000
Products/Completed Operations:	\$2,000,000
Personal & Advertising Injury Limit:	\$1,000,000
Each Occurrence Limit:	\$1,000,000
Damage to Rental Premises:	\$ 150,000
Medical Expense Limit (any one person):	\$ 5,000
4. Comprehensive Auto Liability (single limit) (owned, hired and non-owned) Bodily injury and property damage	\$1,000,000 each accident
5. Umbrella Excess Liability	\$5,000,000 each occurrence and aggregate
The Deductible on the Umbrella Liability shall Not be more than	\$ 10,000

**APPENDIX C-1
PROPOSED PROJECT SITE**

Common Address: 14551 W Main St
Daleville, IN 47334

Parcel Nos.: 18-13-01-481-003.000-026
18-13-01-481-001.000-026

**APPENDIX C-2
ALTERNATIVE PROJECT SITE**

Common Address: 14425 W Main St
Daleville, IN 47334

Parcel Nos.: 18-14-06-352-012.000-026
18-14-06-352-014.000-026
18-14-06-352-015.000-026
18-14-06-352-016.000-026
18-14-06-352-019.000-026
18-14-06-352-020.000-026
18-14-06-352-022.000-026
18-14-06-352-029.000-026
18-14-06-352-030.000-026

**APPENDIX D
OUTLINE OF RFP RESPONSE**

Offerors shall organize their responses to this RFP in the order set forth below. If an Offeror includes material in addition to the information specifically requested, Offeror shall append that material to the end of the most appropriately defined section of the outline.

- I. Table of Contents**
- II. Offeror's Business Structure**
- III. Offeror's Business Experience & Expertise**
- IV. Business Financials**
- V. Offeror's Approach to the Project**
- VI. Price**
- VII. Schedule**
- VIII. Confidential Information**
- IX. Legal Requirements**
 - a. Transmittal Letter**
 - b. Non-Collusion Affidavit**
 - c. No Default, Breach, or Bankruptcy Affidavit**

**APPENDIX E
TRANSMITTAL LETTER**

**Offeror:
Town of Daleville
Attn: Joe Rhettts, Attorney
112 E Gilbert St
Muncie, Indiana 47305**

The undersigned (“Offeror”) submits this proposal in response to the Request for Proposal dated September 9, 2019, as amended (“RFP”), issued by the Town of Daleville (“Town”) to design, construct, finance, operate, and maintain the Project. Offeror represents and warrants that it has read the RFP and any addenda issued by the Town and agrees to abide by the contents and terms of the RFP.

Offeror understands that the Town is not bound to negotiate with any Offeror and may reject each response that it receives. Offeror further understands that all costs and expenses incurred by it in preparing this RFP Response and participating in the procurement process will be borne solely by Offeror, except as specifically provided in the RFP. Offeror understands that any documents, work product, or proprietary information submitted to the Town in response to this RFP or throughout the procurement process shall become the sole and exclusive property of the Town.

Offeror acknowledges and agrees that the Town reserves, at all times in connection with this procurement, all rights available to it under the Act and applicable law, including without limitation, with or without cause and with or without notice, the right to the following: (1) terminate this RFP in whole or in part at any time prior to the execution of the BOT Agreement, (2) issue a subsequent RFP after the withdrawal of this RFP for the Project or any part of the Project, (3) reject any and all RFP Responses, (4) terminate, suspend, or elect not to proceed in negotiations with Offeror(s) at any time, and (5) waive any deficiencies, nonconformities, irregularities, and/or apparent clerical mistakes in an RFP Response, all as may be permitted by the Act. Offeror acknowledges and agrees that the issuance of this RFP does not commit or bind the Town to enter into a contract or proceed with the procurement process.

Offeror acknowledges and agrees that this RFP and all aspects of the procurement process shall be governed by and construed according to the laws of the State of Indiana.

By: _____ Date: _____

Its: _____

