



REQUEST FOR PROPOSAL – RFP # CO-18-002

For a

Project Manager for the Kokomo Project

ISSUE DATE: 10-31-2018

<u>Significant Milestones</u>	<u>Time</u>	<u>Date</u>
Last Day to Submit Written Questions	10:00AM EST	11/08/2018
Response to Questions/RFP Amendments	4:00PM EST	11/15/2018
RFP Due Date	2:00PM EST	11/21/2018

The College reserves the right to modify the schedule.

All documents required and related to this procurement will be submitted and stored online in Ivy Tech's system – Bonfire: <https://ivytech.bonfirehub.com/opportunities/8095>

Ivy Tech Community College of Indiana
Facilities Planning
50 West Fall Creek Parkway North Drive
Indianapolis, Indiana 46208

Point of Contact: **Heather Vasquez**

Ivy Tech Community College of Indiana

Ivy Tech Community College of Indiana (Ivy Tech) is the state's largest public postsecondary institution and the nation's largest singly accredited statewide community college system serving nearly 160,000 students annually with approximately 3,500 full-time staff and faculty.

Ivy Tech has campuses throughout Indiana. It serves as the state's engine of workforce development, offering affordable degree programs and training that are aligned with the needs of its communities. In addition, its courses and programs transfer to other colleges and universities both in Indiana and across the country. It is accredited by the Higher Learning Commission and is a member of the North Central Association.

Ivy Tech Community College prepares Indiana residents to learn, live, and work in a diverse and globally competitive environment by delivering professional, technical, transfer, and lifelong education. Through its affordable, open-access education and training programs, the College enhances the development of Indiana's citizens and communities and strengthens its economy.

Information Submission

Each Respondent must submit, via Bonfire, one PDF copy of the proposal package AND must respond to all questionnaires required in the Bonfire Tool. Final submission is complete when all the required steps in Bonfire have been completed. Response to this RFP must be received **no later than 02:00 p.m. on November 21, 2018**. Submission instructions are outlined on page 10.

Incomplete responses, or responses received by any delivery method other than electronic upload to the Bonfire system will not be evaluated for consideration. If you have any problems accessing this information, please contact the Designated Employee (information below).

RFP Contact (designated employee)

Name: Heather Vasquez

Title: Assistant Director of Statewide Procurement

Email: hvasquez2@ivytech.edu

Phone: 317-916-7967

RFP Opportunity Overview

Ivy Tech Community College is in the process of renovating and constructing buildings at the Kokomo campus. The general scope of this construction project is shown in the attachment. Ivy Tech Community College is seeking a qualified person to be the Project Manager for the current Ivy Tech project. This person will act on

behalf of and act as an agent solely for Ivy Tech. It the estimated duration of this Project Manager position would be for a period of approximately 18 months. If you or your firm is already part of the team working on the Kokomo project, you will not be eligible for selection. For the contract period this person will report to the management structure inside Ivy Tech. Respondents will provide Ivy Tech with the following:

1. The comprehensive resume' of the individual the respondent would assign to Ivy Tech for this service.
2. A thorough explanation of how the proposed person would adequately fit the needs of Ivy Tech for this work.
3. The precise per hour cost for this person. This should include all necessary travel and administrative cost. Ivy Tech will be invoiced monthly for this person's service.
4. Detail the administrative support and expert consulting this person would receive from the responding company.

Project Manager Qualifications

- Ivy Tech Community College seeks a highly qualified person to act as overall Project Manager (PM) for the large construction project in Kokomo. This person should have the following qualifications:
 1. An engineering degree or a four-year technical degree from a recognized educational institution.
 2. At least 10 years of Construction Experience and extensive working knowledge of all of the construction trades.
 3. At least five years of Construction Management experience, including experience with large-scale construction projects in the areas of public works and educational facilities.
 4. An excellent working knowledge of and experience in use of Construction management software packages.
 5. Understanding of bid packages, public bidding a plus.
 6. Ability to negotiate and extensive solution oriented problem-solving experience.
 7. At least five years of in the field "hands on" construction management.
 8. Excellent written and verbal communication skills.
 9. The ability to work constructively with a wide variety of persons in both a field construction and office environment.

Project Manager Duties and Requirements

- The overall duties and objectives of this Project Manager would include the following:
 1. The Project Manager (PM) would establish phasing schedule for each area of the respective campus where the construction work is to occur. The PM would coordinate with all affected

departments on the campus and to the greatest extent possible ensure that normal operations and the educational process is not disrupted.

2. The PM will represent Ivy Tech and serve as the primary point of contact for the Architect and Engineering firm, the Construction management company and the Commissioning partners. The PM will coordinate among all of these parties in the best interest of Ivy Tech and engage Ivy Tech Persons as needed to move the project forward expeditiously.
3. The PM will determine the timeframe and manner in which Ivy Tech persons will be involved for coordination.
4. The PM will have as the ultimate goal to complete the Ivy Tech project on time and within the defined budget. The PM should be seeking to take advantage of opportunities, which arise that can reduce the cost or shorten the timeframe of the project.
5. The PM will proactively and expeditiously communicate any changes and updates to the proper Ivy Tech persons with an overriding interest in this project. At a minimum, the PM will provide weekly updates to Ivy Tech members on project status, work in progress and upcoming activities, which could affect Ivy Tech operations.
6. The PM will coordinate with vendors that supply materials to the campus that are not a part of the overall construction project contract. An example of this would include furniture or educational supplies vendors.

Questions and Inquiries

Questions regarding this RFP should be directed to the “Opportunity Q&A” section within Bonfire. Questions must be received by **no later than 10:00 a.m. on November 8, 2018**. Questions submitted after that time will not be addressed. All answers will be shared as a Public Notice on Bonfire **by close of business on November 21, 2018** and vendors that have interacted with the RFP will be sent an email alerting them of the update. Following the evaluation of proposals, in-person interviews will be held with those shortlisted.

Should you have questions related to use of the Bonfire tool, please email Heather Vasquez at hvasquez2@ivytech.edu.

Information Requirements

General Information

In its submittal, each Respondent must include general information about the organization:

1. Parent Company (if applicable)
2. Dun and Bradstreet ‘DUNS’ Number
3. Respondent Overall Experience
4. An authorized representative of the firm must sign the Respondent’s submission.

Primary Contact

Each Respondent must provide the name, address, telephone number, and e-mail address of the individual authorized to represent the Respondent from the time the Respondent’s submittal is delivered until the College has executed an Agreement.

Vendor Expectations of Ivy Tech

Ivy Tech will cooperate with the Respondent in the performance of this project to the extent that is practical. Respondents must state in the submittal what expectations it has for Ivy Tech in its work on this project, if any. Ivy Tech will attempt to provide for the expectations listed in the Respondent’s submittal, however Ivy Tech does not guarantee that any of the expectations listed will be met.

References and Related Experience

Each Respondent must provide a list of references consisting of at least three clients for whom the Respondent has provided products and/or services that are the same or similar to those products and/or services requested in this request including references for institutes of higher education.

Information provided should include the name, address, and telephone number of the client facility and the name, title, and phone/fax numbers of a person who may be contacted for further information.

State Registration

Before an out-of-state Respondent can do business with the Owner, the Respondent must be registered with the Indiana Secretary of State and Indiana Department of Revenue. It is each Respondent's responsibility to register prior to the initiation of any contract discussions. The Respondent need not be registered as a prerequisite to responding to this RFP.

Preliminary Information

Any information released either verbally or in writing prior to the issuance of this RFP is considered preliminary and is not binding upon the College in any manner.

Submission Deadline-Withdraw, Rejection and Opening

Respondents may withdraw their RFP before the submission deadline. The College will reject any RFP received after the submission deadline. After the submission deadline, the RFP will be opened and reviewed at the convenience of the College. There will be no public opening of the RFP.

Submittal Costs

The College will not pay for any information requested under this RFP, nor is it liable for any costs incurred by the Respondent in responding to this RFP. If a Respondent is invited to come to the College to present its proposals, it will do so at its own expense.

Confidentiality of RFP Process

Each potential respondent is provided with the same information and is subject to the same requirements and deadline in order to provide the same opportunity to all. All who are involved, either directly or indirectly must keep all aspects of the process and the RFP confidential. On the RFP due date; only the names of the Respondents will be available. RFP's are not available for review by anyone, other than the evaluation team, until after the award is made.

Information Ownership

All submittals submitted become the property of the College; they will not be returned and are subject to the Indiana Access to Public Records Law (IC 5-14-3). The College reserves the right to use any concept presented in the RFP to obtain the most beneficial and effective path to achieving the College's desired goals. The selection or rejection of an RFP does not affect the College's rights under this section.

Terms and Conditions

The College will utilize the AIA Document A133-2009.

Confidential Information

Contractor acknowledges that in the course of providing goods or services it may have access to personal and confidential information, including but not limited to names, addresses, social security numbers, personal data, and financial information.

Contractor shall implement appropriate measures, including the establishment and maintenance of policies, procedures, and technical, physical, and administrative safeguards, that are designed to ensure the security and confidentiality of personal and confidential information, protect against reasonably foreseeable threats to the security and integrity of that information, and protect against unauthorized disclosure of, access to or use of that information.

Contractor shall promptly notify College upon discovery of any possible loss, unauthorized disclosure, or unauthorized use of any personal or confidential information. With respect to its duties under this section, Contractor shall comply with all relevant laws and regulations, including but not limited to the Gramm-Leach-Bliley Act, the Family Educational Rights and Privacy Act, IC 4-1-10, IC 4-1-11, and the regulations promulgated under those federal and state statutes and indemnify the College for its costs incurred as a result of any unauthorized disclosure of, access to or use of personal or confidential information.

Non-Collusive Certificate

Each Respondent must include a completed non-collusion certificate with its RFP. A copy of the non-collusion certificate can be found in the Bonfire tool entitled "Non-Collusive CertificateForm.pdf."

Supplier Diversity Information

Each Respondent must include a completed supplier diversity information form with its RFP. A copy of the supplier diversity information form is available in the Bonfire tool entitled "Supplier Diversity Form.pdf."

Non-Disclosure of Proprietary or Trade Secret Information

Respondents are prohibited from including proprietary or trade secret information in their RFP or any documentation provided to the College in response to this RFP. Information submitted in response to this RFP may be considered public record and subject to disclosure.

Per Ind. Code 5-14-3-1:

Any person may inspect and copy the public records of any public agency, except as provided in section 4 of the Access to Public Records Act ("APRA"). Ind. Code 5-14-3-3(a). Since it is the public policy of the APRA that it is to be construed liberally in favor of disclosure, exceptions to that general rule of disclosure are to be narrowly construed. IC 5-14-3-1. See Robinson v. Indiana University, 659 N.E.2d 153, 156 (Ind. Ct. App. 1995).

Among the types of records that may not be disclosed by a public agency unless access to the records is specifically required by a state or federal statute or is ordered by a court under the rules of discovery, are records containing trade secrets. IC 5-14-3-4(a)(4). "Trade secret" for purposes of the APRA has the meaning set forth in Indiana Code 24-2-3-2, the Indiana Uniform Trade Secrets Act ("IUTSA"). IC 5-14-32(o).

"Trade secret" means information, including a formula, pattern, compilation, program, device, method, technique, or process, that:

(1) derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use; and

(2) is the subject of efforts that are reasonable under the circumstances to maintain its secrecy.

Ivy Tech Community College of Indiana Reserved Rights

The College reserves the right to:

- 1) Waive any irregularity in any submittal received;
- 2) Conduct discussions with any or all Respondents for the purpose of clarification of submittals;
- 3) Waive, or decline to waive, any insignificant defect in any submittal;
- 4) Reissue the RFP;
- 5) Request submittal presentations if the College determines further information would benefit the decision-making process.

Access to Public Records

As a public institution in the in the State of Indiana, Ivy Tech Community College must comply with Access to Public Records laws. Information submitted in response to this RFP may be considered public record and subject to disclosure. Should a public records request be made regarding the information submitted in response to this RFP, Ivy Tech will analyze the request and respond according to the requirements of the law.

ATTACHMENTS

PROJECT DESCRIPTION - #1

KOKOMO CAMPUS PROJECT

MAIN BUILDING

73,522 SF renovation
Construction budget:
\$7,000,000

SCHEDULE

DD Set Issue – January 12, 2018
Final CD Set Issue – March 30, 2018
Begin Construction – June 04, 2018

Substantial Completion – November 30,
2018

SCHEDULE

DD Set Issue – January 26, 2018
Final CD Set Issue – March 30, 2018
Begin Construction – April 02, 2018

Substantial Completion – June 28, 2019

DUPONT BUILDING

70,682 SF
renovation/addition
Construction budget:
\$12,000,000

KYBY1 – ‘LRC’ BUILDING

43,007 SF renovation/addition
Construction budget:
\$6,000,000

SCHEDULE

DD Set Issue – March 16, 2018 Final
CD Set Issue – June 01, 2018 Begin
Construction – July 01, 2019

Substantial Completion – December 13, 2019

KYBY2 – ‘INDUSTRIAL TECH’ BUILDING

35,870 SF renovation
Construction budget:
\$3,000,000

SCHEDULE

DD Set Issue – March 16, 2018 Final
CD Set Issue – June 01, 2018 Begin
Construction – July 01, 2019

Substantial Completion – October 11, 2019

Submission Instructions for Suppliers

Please follow these instructions to submit via our Public Portal.

1. Prepare your submission materials:

Requested Information

Name	Type	# Files	Requirement	Instructions
RFP	File Type: PDF (.pdf)	Multiple	Required	
Supplier Diversity, Non-Collusive	File Type: PDF (.pdf)	Multiple	Required	

Requested Documents:

Please note the type and number of files allowed. The maximum upload file size is 1000 MB.

Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.

Requested Questionnaires:

The Questionnaire Response Templates can be obtained at <https://ivytech.bonfirehub.com/opportunities/8095>.

Please note that Questionnaires may take a significant amount of time to prepare.

2. Upload your submission at:

<https://ivytech.bonfirehub.com/opportunities/8095>

The Q&A period for this opportunity starts October 31, 2018 5:00 PM EDT. The Q&A period for this opportunity ends November 15, 2018 10:00 AM EDT. You will not be able to send messages after this time.

Your submission must be uploaded, submitted, and finalized prior to the Closing Time of **November 28, 2018 2:00 PM EDT**. We strongly recommend that you give yourself sufficient time and **at least ONE (1) day** before Closing Time to begin the uploading process and to finalize your submission.

Important Notes:

Each item of Requested Information will only be visible after the Closing Time.

Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.

You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.

Minimum system requirements: Internet Explorer 11, Microsoft Edge, Google Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.

Need Help?

Ivy Tech Community College of Indiana uses a Bonfire portal for accepting and evaluating RFP's digitally. Please contact Bonfire at Support@GoBonfire.com for technical questions related to your submission. You can also visit their help forum at <https://bonfirehub.zendesk.com/hc>