

**Request for Proposals  
Departments of Metropolitan Development and Public Works**

**RFP-DMD-2012-#1**

**ARCHITECTURAL DESIGN SERVICES FOR THE RECONSTRUCTION OF THE  
VERMONT STREET PLAZA OF THE DOWNTOWN CANAL**

Selected architectural companies are invited to provide the City of Indianapolis/Department of Metropolitan Development (DMD) with a proposal for programming, design, construction bid document preparation, and construction administration services for the reconstruction of the Lower Canal-Vermont Street Basin which contains a total of approximately 15,000 square feet of plaza and eight sets of stairs (similarly as to how the Ohio Street Basin was repaired). All construction work would hopefully be completed by Canal opening the first of April, 2012.

Your proposal should include but not necessarily be limited to the following:

- Previous experience providing design and architectural services for exterior urban spaces.
- Previous experience working for the City of Indianapolis and/or other Indiana municipalities
- Project approach including an anticipated project schedule.
- Proposed project team including your anticipated project manager

To facilitate project development which includes the review of work and coordination with local officials, the general public, the Departments of Public Works and Metropolitan Development, the successful individual or firm shall have an office established within the Indianapolis Metropolitan Statistical Area (IMSA), which includes Marion County and the adjoining counties. All work must be performed under the direct control of the firm's local office unless prior approval is obtained from the City.

Selection of the preferred vendor will be done utilizing a qualification based selection (QBS) process. The City will enter into contract negotiations with the selected vendor to establish the specific scope and appropriate compensation for the project. In the event that an agreement cannot be reached with the preferred vendor, the City reserves the right to enter into negotiations with another respondent to this solicitation.

The selected vendor will be required to sign a standard professional services agreement with the City of Indianapolis. It is anticipated that compensation for these professional services will be lump sum, and billing will be done monthly on percent completion basis.

Please contact Steve Schulmeyer at (317) 327-5822 or Peggy Frazier at (317)327-5815 for other information.

**Insurance and Professional Liability Requirements**

A valid current copy of your company's and any consultants and/or architect/engineer of record's Certificates of Insurance will be required for the selected vendor during contract negotiations.

Insurance requirements for this project are:

1. Worker's Compensation -Statutory requirements

2. Employer's Liability:
  - Bodily Injury Accident \$100,000 each accident
  - Bodily Injury by Disease \$500,000 policy limit
  - 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.
  - General Aggregate Limit \$2,000,000 (Other Than Products/Completed Operations)
  - Products/Completed Operations \$2,000,000
  - Personal & Advertising \$1,000,000 Injury Limit
  - Each Occurrence Limit \$1,000,000
  - Damage to Rented Premises \$100,000 each occurrence
  - Medical Expense Limit \$5,000
4. Comprehensive Auto Liability \$1,000,000 (single limit) (owned, hired & non-owned)
  - Bodily injury & property damage \$1,000,000 each accident
5. Umbrella Excess Liability \$1,000,000 each occurrence and aggregate
6. Professional Liability \$1,000,000 per claim and aggregate
7. Section 7.2.1 of the City of Indianapolis professional services agreement stipulates that "Professional liability coverage, if available to the engineering profession, shall be in effect from the effective date of this Agreement and shall remain in effect continuously until the applicable statute of limitations has run. (Coverage Period). Coverage also shall extend to employees who may retire, transfer or otherwise cease employment with ENGINEER during the Coverage Period."

### **Additional Goals**

The City of Indianapolis, Marion County, State of Indiana Executive Order No. 1, 1987 encourages all certified Minority Business Enterprises (MBE'S) and Women Business Enterprises (WBE's) to submit statements of interest and will not discriminate against any individual or firm on the grounds of race, color, sex, physical handicap or national origin in the selection process.

It is the policy of the Consolidated City of Indianapolis (G.O 581 as amended and Executive Order #5) that Women's Business Enterprises (WBE), Minority Business Enterprises (MBE) and Veteran Owned Businesses (VBE) shall have the maximum feasible opportunity to participate in the performance of contracts. DPW encourages all firms to meet the city's MBE/WBE/VBE goals of 15%/8%/3% respectively.

Each firm shall include with its submittal the listing and percentage breakdown of MBE/WBE/VBE subcontractors, and if needed, an explanation as to the reason the goals may be unable to be met. Failure to provide this information may result in a firm being deemed nonresponsive. Further, firms shall:

- Ensure MBE/WBE/VBE's are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities; including placing MBE/WBE/VBE's on solicitation lists and soliciting them whenever they are potential sources.

- Make information on forthcoming opportunities available to MBE/WBE/VBE's and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by MBE/WBE/VBE's in the competitive process. This includes, whenever possible, posting solicitation for bids or proposals for a minimum of 30 calendar

days before the bid or proposal closing date.

Consider in the contracting process dividing when economically feasible into smaller tasks or quantities to permit maximum participation by MBE/WBE/VBE's in the competitive process.

Encourage contracting with a consortium of MBE/WBE/VBE's when a contract is too large for one of MBE/WBE/VBE consultant may be able to handle individually.

Use the services and assistance of the Minority and Women Business Development Department of the City of Indianapolis.

### **Additional Information Requirements**

Please provide additional information to enable us to assess your qualifications, including the following.

- 1 Provide three (3) complete hardcopy sets of your proposal. Proposals should not exceed twenty (20) pages.
- 2 Provide the name of the legal entity proposed to provide said architecture services.
- 3 Provide the names and resumes of the proposed project team for this project.
- 4 Provide at least three (3) examples of similar projects you have completed.

We welcome your questions and ideas during the proposal process. If you have any questions, please contact Steve Schulmeyer at (317) 327-5822, Peggy Frazier at (317)327-5815 or Jeff Reeves, Senior Project Manager, at (317) 327-2146. Please communicate any questions you may have regarding the level of detail we require prior to submission of your proposal.

**ALL PROPOSALS ARE DUE NO LATER THAN 12:00 PM ON February 10, 2012, DELIVERED TO STEVE SCHULMEYER AT 200 E. WASHINGTON, SUITE 2042 (CITY-COUNTY BUILDING), INDIANAPOLIS, INDIANA 46204.**