

# **Culver Community School Corporation**

## **REQUEST FOR PROPOSALS**

### **2024 Renovations Project**

**March 18, 2024**

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## Request for Qualifications and Proposal

Notice is hereby given that Culver Community School Corporation shall receive proposals for renovations to the Elementary and Middle/High Schools (2024 Renovation Projects) until 1:00 p.m. on May 3, 2024 at the Office of the Superintendent located at 700 School St, Culver, IN 46511.

The Owner's objective in issuing the Request for Qualifications and Proposals is to provide a competitive means in which to select a single Qualified Provider to design and construct an all items designated in the Request for Qualifications and Proposals. Proposals will be evaluated utilizing the Evaluation Criteria found on page 10 of this document. For information contact:

Karen Shuman  
Superintendent of Schools

The RFQ/RFP has been posted at [www.culver.k12.in.us](http://www.culver.k12.in.us)

All Bids must include a proposal with the content and in the format described within the RFQ/RFP.

The Culver Community School Corporation School Board reserves the right to terminate this project prior to bids being received, to reject any and all proposals and to be the sole judge of the value and merit of the proposals offered.

Submission of one (1) hard copy and one (1) electronic copy of the proposal is required

## Proposed Timeline

<b>Activity</b>	<b>Date</b>
First Advertisement for RFP in local newspapers	March 25, 2024
Second Advertisement for RFP in local newspapers	April 1, 2024
RFP Due and RFP Review Begins	<b>May 3, 2024 (1:00 PM EST)</b>
Board Selects the Best Qualified Provider as Recommended by the Administration	May 6, 2024

## Overview

Culver Community School Corporation (the “School Corporation”) request proposals for the design and construction of a Culver Elementary and Middle/High School renovations. The School Corporation’s objective in issuing this Request for Proposals is to provide a competitive means in which to select a Qualified Provider to design and build this project. Each applicant must submit one (1) hard copy and one (1) electronic copy of the proposal. The cost of preparing a response to this RFP, including site visits and engineering analysis will not be reimbursed by the School Corporation.

The School Corporation reserves the right to eliminate from further consideration any proposal for any reason or no reason at all, and the School Corporation shall eliminate from further consideration any proposal it deems, in its sole and complete discretion, to be substantially or materially unresponsive to the requests for information contained herein.

All Bids must include a proposal with the content and in the format described within the RFP.

The Culver Community School Corporation School Board reserves the right to terminate this project prior to bids being received, to reject any and all proposals and to be the sole judge of the value and merit of the proposals offered.

The School Corporation is looking for a contractor to design and build the following:

I. Culver E.S. Scope of Work

1. Demo existing plumbing fixtures, ceilings, lighting, toilet partitions, and restroom accessories in C109, C112, D110, D113, C205, C209, D210, D213, A132, and A131 restrooms. Contractor shall demo A132 and A131 restroom flooring.
2. Furnish and install new plumbing fixtures, ceilings, lighting, toilet partitions, and restroom accessories in C109, C112, D110, D113, C205, C209, D210, D213, A132, and A131 restrooms. Contractor shall install in A132 and A131 new restroom flooring.

II. Culver M.S. Science Labs Scope Work

1. Demo existing lab casework and tops, terminate existing plumbing, gas, electrical, and etc. to the existing lab casework.
2. Demo existing ceilings and save existing light fixtures to reinstall later.
3. Demo two (2) existing masonry walls to create a more open classroom area.
4. Repair existing CMU walls and paint.
5. Install new ceilings and reinstall lighting.
6. Install new flooring and base.
7. Install new whiteboards.
8. Install four (4) new areas with new casework, tops and sinks.

III. Culver H.S. Marketing Classroom

1. Demo one (1) existing wall
2. Frame one (1) wall
3. Add new flooring, repaint room, and add new ceilings
4. Add new casework and top
5. Reinstall existing lighting

IV. Culver M.S./H.S. Cafeteria Restroom

1. Demo existing walls and create a single use ADA restroom

- V. Culver M.S. Applied Skills Classroom
- 1. Demo existing wall to create a corridor to the existing ADA restrooms
- 2. Create a ADA kitchen including washer and dryer

## **Qualitative Proposal Components**

- I. Table of Contents
  - a. Responses shall include a table of contents properly indicating the section and page numbers of the requested information.
- II. Executive Summary
  - a. Responses shall include a concise review/abstract stating the respondent's overview of the project contained on no more than three pages.
- III. Company Qualifications
  - a. Company Profile:
    - i. Provide general information on the responding firm including: company name, address, telephone number, contact person(s) for the project, and evidence of Qualified Provider status under I.C. 36-1-12.5.
    - ii. Provide the location of the responding firm's headquarters.
    - iii. Provide the number of years the responding firm has been operating in Indiana.
  - b. Project Team:
    - i. List the lead personnel employed by the responding firm involved in these projects. Include a resume for each person listing the following: name, title, education, experience, work history, and responsibilities on these projects. Specifically identify the type of work performed by each person and the period of time such person has performed such work.
    - ii. List all engineers, architects, contractors, subcontractors, and material suppliers that will be a part of the responding firm's team and that are not personnel employed by the responding firm.
    - iii. Legal Grievances: The responding firm shall describe in detail any litigation related to any construction or renovation projects or any services contracts, past or present, with any public entity.
  - c. References:

- i. The responding firm must list a minimum of three (3) building construction/improvement contracts with private/public businesses or organizations. Include the following detailed information with each:
  - 1. Company name, contact, telephone number
  - 2. Description of scope of work
  - 3. Contract value
  - 4. Start & Completion date of the installation phase of the project

d. Certificate of Insurance

The responding firm shall include a certificate of insurance in its proposal indicating its insurance coverage, and until the project has been completed, the Qualified Provider shall maintain such insurance in full force and effect at all times in the following amounts:

<b><u>Coverages</u></b>	<b><u>Limits of Liability</u></b>
General Liability	\$1,000,000
General Aggregate	\$1,000,000
Product & Completed Operations Aggregate	\$1,000,000
Personal & Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
Workman's Compensation	\$500,000
Umbrella Policy (in addition to individual coverage)	\$5,000,000

IV. Technical Approach

Each Proposal should contain the following information about the responding firm's technical approach to meeting the School Corporation's learning environment, operating cost reduction, and schedule objectives.

a. Documentation:

- i. Detailed Design Development level drawing (schematic level drawing will not be accepted).

b. Project Management:

Include a description of the responding firm's approach to managing the proposed projects from contract award through the project completion. Include a resume of the project manager who will be responsible for the projects.

c. Additional Information:

Additional information about the responding firm's technical approach to the projects may be included in this section of the proposal.

V. Price

- a. Provide a total price of the project for the work to be performed



## Questions

Questions with regards to the RFQ/RFP may be submitted by email to Karen Shuman at [kshuman@culver.k12.in.us](mailto:kshuman@culver.k12.in.us) before April 26, 2024. Telephone or in-person inquiries or requests for clarification will not be addressed. Only questions sent by email as set forth above shall be answered. Responses will be posted on the RFQ/RFP site and will be emailed to all vendors that declare their intention to propose.

## Evaluation Criteria

Culver Community School Corporation will award this project to the Qualified Provider offering the proposal with the best value. The School Corporation may reject any proposal for any reason or for no reason at all. Any proposal that was not rejected shall be scored based upon the criteria below. The corporation reserves the right to scale down each project based upon the anticipated cost prior to making a selection.

### Qualitative Criteria

- I. Ability to Successfully Implement Program (50 points)
  - a. Reputation of the responding firm for implementing the specific proposed solution recommended with scopes of work similar to those being considered for these projects (20 points)
  - b. Background and qualifications of the people responsible for implementing the specific proposed solution recommended by the responding firm. This includes in-house engineers and technicians responsible for the designing, programming, and commissioning of these projects (20 points)
  - c. References of the responding firm and people responsible for implementing the projects (10 points)
- II. Technical Approach (30 points)
  - a. Design and quality of the proposed solution (30 points)
- III. Price (20 points)
  - a. Price and value for the price of the project (20 points)