



REQUEST FOR PROPOSALS

Construction Management – Agency Professional Services

Parks' Project Number:
19-002-CP

Release Date:
May 8, 2019

Responses Due:
May 24, 2019
3:00 p.m. EST

Mail or Hand Deliver Responses To:
Brownsburg Parks
ATTN: Jonathan K. Blake, AICP
402 E. Main Street
Brownsburg, Indiana 46112

SUBMITTALS WILL NOT BE OPENED PUBLICLY

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Invitation

The Town of Brownsburg, located on the west side of Indianapolis, is soliciting written proposals from qualified firms or individuals (“Consultants”) to provide professional Construction Management – Agency services for the Brownsburg Parks Department (“Brownsburg Parks”) for the construction of Cardinal Park, Ph. 2 (“Project”). There is the potential for this relationship to continue beyond the Project currently identified. As a Request for Proposals (“RFP”) this is not an invitation to bid and, although, price is very important, other factors will be considered pursuant to the *Selection Criteria* identified in this RFP.

Proposals must be received no later than 3:00 p.m. EST on Friday, May 24, 2019. All responses must be in a sealed envelope and have “CM-AGENCY PROPOSAL” clearly marked on the outermost envelope. Please submit three (3) bound hard copy original and one (1) electronic copy (in PDF format) as follows:

Mail or Hand Deliver To:

Brownsburg Parks
ATTN: Jonathan K. Blake, AICP
402 E. Main Street
Brownsburg, Indiana 46112

Proposals will not be accepted after the date and time stated above. Incomplete proposals or proposals that do not conform to the requirements specified herein will not be considered. Issuance of the RFP does not obligate Brownsburg Parks to award a contract, nor is Brownsburg Parks liable for any costs incurred by the Consultant in the preparation and submission of proposals for the subject work. Brownsburg Parks reserves the right to select a Consultant, multiple consultants or reject any and all proposals submitted for the subject work.

Questions concerning this RFP, the anticipated work or the scope of services required under this RFP, must be submitted in writing via email to Jonathan K. Blake, AICP, Assistant Director - Park Operations and Development, at jblake@brownsburgparks.com no later than **Wednesday, May 15, 2019 at 3:30 p.m.** All questions regarding this RFP should be sent via email to the above-named individual only. Prospective consultants contacting other Town officials or Town staff may be disqualified for doing so.

Any addenda shall be posted on the Brownsburg Parks & Recreation Department’s website at www.planbrownsburgparks.com. It is each prospective consultant’s responsibility to ensure they have received all addenda prior to submitting a sealed proposal.

The Town of Brownsburg and Brownsburg Parks are equal opportunity employers. They do not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation or military status, in any of their activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors and provision services. Brownsburg Parks expects its chosen consultants to comply with these standards.

Community Profile

Over the past 10 years Brownsburg has experienced significant growth in the single-family and multiple-family residential markets as well as the commercial, industrial and light manufacturing sectors. Over the past five years the Town has invested heavily in local planning efforts, including the 2012 Comprehensive Plan; 2013 Zoning Ordinance and Map Update, 2015 Unified Development Ordinance and the 2014-2018 Strategic Plan. Through the strong leadership of its elected and appointed officials Brownsburg remains one of the fastest growing communities in the state of Indiana. Between 2000 and 2010 the town's population grew from 14,848 to 21,285 (a 43% increase). Even during the economic recession in 2008-2010 the town experienced slow but steady growth in new single-family residential permits however, the Town survived the downturn and the housing market has grown exponentially since. Between January 1, 2014 and December 31, 2017 the Department of Development Services issued 743 single-family residential permits and approved 787 multiple-family residential units. Based on current projections (local estimates) of existing and new residential inventory the town's population could reach 30,000 by 2020.

Brownsburg has been recognized twice by *CNN Money* magazine among the nation's "Best Places to Live" for its low crime, strong local economy, affordable homes and excellent schools. The influx of residents to the community, and surrounding areas, is due in large part to the reputation of the Brownsburg Community School Corporation. The School Corporation recently celebrated its designation by the Indiana Department of Education as an *All A* school district, for the 5th consecutive year in a row.

Today, Brownsburg Parks manages more than 295 acres of park land and open space, and 13 miles of trails/greenways; and provides a variety of recreational programs, activities and special events throughout the year. There are more than 117,000 residents within a 15-minute drive of Arbuckle Acres, the Town's oldest and most well-known community park. Brownsburg Parks currently serves customers residing in the corporate limits of the Town, as well as customers from the surrounding unincorporated areas; however, only those residents located in the Town limits contribute to the park system through property taxes.

There are five parks in the Town and each park is used for a variety of active and passive recreational programs, services and sports leagues. In addition, Brownsburg Parks owns another 11 properties for future parks, trails and greenways. Many of our park properties contain buildings, facilities and other structures used by the public and our Recreation Services Division for programming and/or pre-approved permitted uses.

History of Brownsburg Parks

- In 1958 the Town of Brownsburg entered into a five-year land lease, for what is now known as Arbuckle Acres, with Mrs. Ivory Tolle of Lebanon, Indiana (daughter of Alex H. Arbuckle). In January 1963, the Town made the final lease payment, concluding the lease for a total of \$58,000. Today, Arbuckle Acres Park encompasses nearly 53 acres.
- On July 23, 1959 the first official Park Board was established. The board was charged with controlling community parks, purchasing equipment for maintenance, building rentals and coordinating public activities.

- In December 1997 the Town agreed to purchase the Williams family property, an 80 acre tract located on S. Locust Lane, for \$850,000. The Town issued a bond in April 1998 that was backed by the Food & Beverage Tax. The bond was paid off on April 23, 2004.
- On July 23, 1998 the Town acquired ownership of Stephens Park from the Lincoln Township Trustee. This property must always be maintained as a park; if the Town no longer wishes to maintain it as a park the property will revert back to Lincoln Township.
- In 1999, the Town of Brownsburg hired the first Park Director, formally establishing the parks and recreation department. Up to this point there was no recreation programming provided, the Town simply maintained the park grounds.
- In 2004, the Park Board entered into an agreement with the Brownsburg Community School Corporation to lease the former Lincoln Elementary School building, located on Eastern Avenue, and convert it into a community and recreation center. The center operated in this location until December 31, 2009, due to the implementation of property tax caps (<http://www.in.gov/dlfg/files/CircuitBreakerFactSheet.pdf>) and to meet the facility needs of the School Corporation.
- In 2007, Brownsburg Parks agreed to exchange land with the Brownsburg Community School Corporation (BCSC) to provide for an expansion of Brownsburg High School. The 10.2 acre property, known as Vic Overman Sportsfield Park, was transferred to BCSC in exchange for 15.33 acres located south of Cardinal Elementary School on Hornaday Road.
- In January 2010, Brownsburg Parks' offices moved into Town Hall and began the process of creating the 2010 Strategic Business Plan, which set the direction for better fiscal responsibility, quality events, and programs through established goals, policies and standards.
- Brownsburg Parks acquired a constructed portion of the B&O Trail, between S. Green Street and Co. Rd. 300 N. in 2015; and constructed an extension of the trail between Co. Rd. 300 N. and Ronald Reagan Parkway in 2017, filling the gap between the Parkway and Co. Rd. 575 E.
- In 2013 Brownsburg Parks entered into a contract with the Brownsburg Community School Corporation to implement the Before- and After-School Enrichment (B.A.S.E.) program which helps students grow in five areas, below.
 - Physical health, well-being and movement
 - Social and emotional development
 - Approaches to learning
 - Thinking abilities and general knowledge
 - Communication, language and literacy
- Seeing a great success in implementing the B.A.S.E. program in its first year, the School Corporation extended the contract with Brownsburg Parks' indefinitely. The amended agreement requires BCSC to provide a minimum of 1-year notice to Brownsburg Parks' of their intention to terminate the agreement. Today, more than 25% of all BCSC Elementary Students attend the B.A.S.E. program.

- In 2014 Brownsburg Parks conducted a study to evaluate the feasibility of developing and operating a community center. As the study suggests, a community center is more than a sports complex, it's a location to *"gather and celebrate living in Brownsburg."*
- For three consecutive years (2016-2018) Brownsburg Parks' self-generated revenue from user-fees, sponsorships and grants exceeded \$1 Million.

Purpose & Intent

VISION STATEMENT

"To enhance the quality of life in Brownsburg and further its economic development goals to create a community of choice to live, work, and play now and for future generations."

MISSION STATEMENT

"To maximize resources in providing beautiful parks, recreation activities, and facilities to the Brownsburg community that enhances the residents' health and promotes economic vitality for long-term sustainability."

VALUES

INCLUSION: We embrace different ways of thinking to ensure we help to build a community for everyone.

GROWTH: We challenge ourselves to have a bigger impact on the community.

INTEGRITY: We strive to build the respect and trust of the community.

RELATIONSHIPS: We build relationships to connect with our community.

WELLNESS: We improve our well-being so we can create an opportunity for community members to live a healthy lifestyle.

STRATEGIC MASTER PLAN GOALS

- Develop and maintain quality parks and experiences for people of all ages in an equitable manner throughout the community to achieve 11 acres of parkland per 1,000 residents of which we will develop up to 70% of our park land for recreation purposes while protecting the remaining acres for conservation purposes.
- Develop a Multi-generational community center for people of all ages that can operate in a financially sustainable manner.
- Develop and implement creative park and recreation programs that target all residents in the Town to maximize the community's appreciation for quality park and recreation experiences.
- Seek dedicated funding sources to support parks and recreation in Brownsburg Parks for the next ten years.
- Recruit, hire and retain highly engaged, driven and innovative staff to deliver quality parks, recreation facilities and programs in the Town that demonstrate the best of public services.

Scope of Services

The design plans for this Project are available for review by contacting Jonathan Blake at Brownsburg Parks via email request at jblake@brownsburgparks.com. It is anticipated that the total budget for the Project shall not exceed \$850,000.

To advance Brownsburg Parks' capital project implementation efforts – specifically including Cardinal Park, Ph. 2 – with respect to the management, administration, cost schedule and control of scope during the construction phase of the Project, Brownsburg Parks is seeking to engage a Consultant with expertise in CM-Agency, including: budgeting, scheduling, plan review, cost estimating, document preparation, document control and record keeping, project reporting, bidding, bid administration, construction inspection, quality control oversight and other management responsibilities, including but not limited to:

- Review of construction documents, plans and specifications for clarity and completeness and identifying issues that can arise in bidding and construction and providing recommendations to avoid these situations.
- Development of construction cost estimates at various stages of design.
- Assist and make recommendations for construction contract advertisement, bid solicitation, award and contract administration.
- Provide continuous, day-to-day, construction management, administration and inspection services required to ensure the Project is constructed in accordance with the construction documents.
- Review shop drawings, prepare change orders, and project application(s) for payment based on subcontractors' certificates for payment.
- Coordinate and direct construction trades and subcontractors
- Track cost estimates against budgets.
- Prepare, update and distribute detailed project pre-construction and construction schedules, incorporating the activities of the contractors on the Project, including activity sequences and durations, allocation of labor and materials, processing product samples, delivery of products requiring long lead time and procurement.
- Conduct regular progress meetings with Owner throughout pre-construction and construction phases.
- Prepare progress reports and provide weekly updates to Owner regarding the completed, ongoing and upcoming construction activities that impact, or may impact, the use of the project area, neighboring properties, local traffic patterns or other sensitive populations, features or assets owned by the Public.

Time is of essence and, as such, the successful Consultant should have the available capacity to commence work on the project immediately upon execution of the contract and issuance of Notice to Proceed.

Submittal Requirements

Consultants must mail or hand-deliver their response to the individual and address identified in the “Invitation” section of this RFP. Submissions must be provided in 8.5” x 11” paper format and must include a minimum of three (3) bound hard copy originals and one (1) electronic copy (in PDF format). Submissions should be prepared simply and economically, providing a straightforward, concise description of the consultant’s qualifications. Submissions shall be limited to fourteen (14) sheets, double-sided. **Any information beyond these limitations will not be considered in evaluating the submission.**

At a minimum, the Statement of Qualifications should include the following items:

Cover Letter: (1 page) Indicate your interest in providing the services outlined in the RFP and any unique qualifications that the selection team should take into consideration. The letter also should include the contact information for the primary point of contact during the RFP evaluation process who is authorized to negotiate on behalf of the firm or individual.

Firm Overview: (1-2 pages) Include information on the lead consultant and any sub-consultants included in the team. Please identify the type of organization (corporation, partnership, etc.). Also include relevant technical capabilities, similar experience and any DBE/WBE certifications held by the lead or sub-consultants. Describe the capacity of the key personnel and their ability to perform the work in a timely manner relative to present workload. Identify the location of the primary office that will be responsible for the majority of the work identified in the Scope of Services.

Project Understanding and Approach: (3 pages) Provide a statement demonstrating your understanding of the project and your approach to completing the Scope of Work. Explain how the team will leverage work that has been previously achieved to complete the project in an efficient and effective manner.

Key Personnel Qualifications: (3 pages) Identify the project manager, who will serve as the primary contact throughout the term of the contract. Provide a detailed resume, job description and relevant qualifications for the key team members – including educational qualifications and previous work assignments related to the services proposed – who will be involved in the delivery of services to Brownsburg Parks. Identify applicable professional licenses and/or certifications held by these individuals.

Team Experience: (2 page) Provide at least four (4) projects that demonstrate relevant project experience similar to the services proposed in this RFP. These examples should come from team members’ experience, identifying the specific role(s) each team member played, and unique resources that yield a relevant added value or efficiency to the services provided.

References: (1 page) Provide contact information for at least five (5) references for similar work performed, or completed, by the firm within the past five years.

Fee Schedule: (1-2 pages) Provide the proposed cost for the services required in this RFP. The total cost for services should include a breakdown of: 1) staff hours for each individual person assigned to the project, 2) hourly rates for each staff person, 3) overhead and profit rates and 4) direct costs anticipated in the performance of work.

Selection Criteria

A selection committee will review and evaluate responses based on the desired qualifications described in this RFP. The committee will rate each of the following criteria on a six point scale (0-5) and the scores for each criterion will be weighted as follows:

Overall Proposal (Weight = 15)

- Does the proposal specify the firm's capacity to perform the work outlined in the RFP?
- Does the proposal follow the general format and instructions outlined in the RFP?
- Was the proposal easy to read and were there grammatical or geographic errors?
- Is the proposal complete?

Firm Qualifications (Weight = 25)

- Does the firm have relevant experience in similar work categories, as outlined in the RFP?
- If the proposal is a partnership between multiple firms, have the firms worked together in the past?
- Does the firm offer the quality of services required in the RFP?
- Has Brownsburg Parks had a prior relationship with the firm that has been terminated, by Brownsburg Parks, for any reason?

Key Personnel Qualifications & Experience (Weight = 25)

- Do the qualifications of key personnel identified in the proposal coincide with the tasks and Scope of Services outlined in the RFP?
- Do the assigned personnel have requisite education, experience and professional credentials required to perform the work outlined in the RFP?
- Does the proposal identify information regarding the team organization or leadership that will ensure efficiency and accountability during the course of a project as outlined in the Scope of Services?

Project Understanding & Approach (Weight = 30)

- Does the project approach provide sufficient evidence that the firm is capable of completing the work in a timely fashion, using technical and professional expertise that adds value to Brownsburg Parks' processes?
- Does the firm have a good understanding of local issues and the impact new development has on park facilities, programs and services?
- Does the firm understand the services requested in the Scope of Services and are they able to perform the work identified?

DBE, MBE or WBE Certification **(Weight = 5)**

- Is the firm certified as a Disadvantaged Business Enterprise (DBE), Minority-Owned Business Enterprise (MBE), or Women-Owned Business Enterprise (WBE) through the State of Indiana?

Supplemental Information

GENERAL PROVISIONS

- A) Prospective consultants must disclose any potential conflicts of interest that the firm may have in performing the requested services for the Project and must provide a statement of assurance that the firm is not currently in violation of any regulatory rules or regulations or the subject of litigation that may have any impact on the firm's operations.
- B) Prospective Consultants may not attempt to improperly influence any member of the selection staff or elected or appointed officials of the Town of Brownsburg and Brownsburg Parks. Any such attempt(s) shall disqualify that proposal without further consideration.
- C) A prospective Consultant may withdraw their proposal at any time prior to the date and time set forth herein as the deadline for acceptance of proposals.
- D) Brownsburg Parks reserves the right to request additional information from any and all prospective Consultant(s) as deemed necessary by Brownsburg Parks in order to evaluate the proposal. This process may not be used as an opportunity to submit missing documentation or to make substantive revisions to the original proposal.
- E) As required by I.C. 5-22-16.5, the Consultant must certify that it is not engaged in investment activities in Iran. Providing false certification may result in consequences listed in I.C. 6-22-16.5-14; including termination of the contract and denial of future contracts, as well as imposition of a civil penalty.
- F) Pursuant to I.C. 22-5-1.7, each Consultant that is awarded a contract with Brownsburg Parks must enroll in and verify the work eligibility status of all newly hired employees of Consultant through the E-Verify Program. Consultant is not required to verify the work eligibility status of all newly hired employees through the Program if the Program no longer exists.
- G) The Consultant must comply with all applicable federal, state and local laws, rules, regulations and ordinances, and all provisions required thereby to be included herein are hereby incorporated by reference.
- H) **All communications from interested parties to Brownsburg Parks during the RFP submittal process shall be made electronically through email only (see "Invitation" section).**
- I) Once submitted, a response to this RFP becomes property of Brownsburg Parks. The release of information will conform to Indiana law.
- J) Brownsburg Parks reserves the right to enter into an agreement with any prospective Consultant at any time, deviate from this Request, reject any or all proposals, continue to advertise for new proposals, negotiate with multiple entities simultaneously, waive any

defects in proposals, or proceed otherwise. The RFP and the selection process will in no way be deemed to create a binding contract or agreement of any kind between Brownsburg Parks and any prospective Consultant(s).

- K) Brownsburg Parks is tax exempt from Federal and State excise, use and sales tax.
- L) The successful Consultant(s), their officers, agents, employees and subcontractors shall not discriminate against any employee or applicant for employment to be employed in the performance of work with Brownsburg Parks, with respect to his or her hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of his or her race, sex, sexual orientation, gender identity, religion, color, national origin, ancestry, age, disability or United States military service veteran status.
- M) In the sole judgement of Brownsburg Parks, any and all proposals are subject to disqualification on the basis of a conflict of interest. Brownsburg Parks may not contract with a consultant if the consultant or an employee, officer or director of the proposer's firm, or any immediate family member of the preceding, has served as an elected official, employee, board or commission member of the Town who influences the making of the contract or has a direct or indirect interest in the contract.
- N) All costs associated with preparation of a proposal shall be borne by the prospective consultant. Brownsburg Parks shall not be liable for any costs incurred by the prospective consultant for the preparation and production of the proposal or for any work performed prior to the execution of a contract.
- O) Any selected consultant will be required to enter into an Agreement with Brownsburg Parks that will include terms and conditions that are acceptable in the sole discretion of the Department.

BONDS, INSURANCE AND SPECIAL PROVISIONS

The consultant(s) selected under this RFP will be required to carry the following insurance during the contract, unless granted a waiver by the Town of Brownsburg. Certificates of Insurance, naming the Town of Brownsburg as an "additional insured," must be filed with Brownsburg Parks prior to commencement of any work. These certificates must contain a provision that the policies and the coverage afforded will not be cancelled until at least thirty (30) days after written notice has been given to Brownsburg Parks.

A) Commercial General Liability (Occurrence Basis)

Bodily injury, personal injury, property damage, contractual liability,

Product/completed operations

Each Occurrence Limit	\$1,000,000.00
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Damage to Rented Premises	\$100,000.00
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Medical Expense Limit	\$5,000.00
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Personal and Advertising Injury Limit	\$500,000.00
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General Aggregate Limit	\$2,000,000.00
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(Other than Products/Completed Operations)

NOTE: GENERAL AGGREGATE TO APPLY PER PROJECT

Products/Completed Operations	\$1,000,000.00
B) Professional Liability	\$1,000,000.00 (per occurrence)
	\$1,000,000.00 (aggregate)
C) Auto Liability	\$1,000,000.00
	(combined single limit)
	(owned, hired & non-owned)
Bodily injury & property damage	\$1,000,000.00 (per accident)
D) Excess/Umbrella Liability	\$1,000,000.00
	(per occurrence & aggregate)
E) Worker's Compensation & Disability	Minimum required by statute.
F) Employer's Liability	
Bodily Injury Accident	\$100,000.00 (each accident)
Bodily Injury by Disease	\$100,000.00 (each employee)
Bodily Injury by Disease	\$500,000.00 (policy limit)

Anticipated Process Schedule

CM-Agency RFP Release	May 8, 2019
Written (email) Questions Due to Brownsburg Parks	May 15, 2019
Proposals Due to Brownsburg Parks	May 24, 2019
Review of Proposals Completed	June 5, 2019
Identification of Top-Ranked Firm	June 7, 2019
Contract Signed & NTP Issued	June 21, 2019
Commencement of Project	July 2019

Brownsburg Parks reserves the right to conduct interviews with consultants as it deems necessary during the selection process.