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**COMBINATION  
REQUEST FOR QUALIFICATIONS  
AND REQUEST FOR PROPOSAL  
For Progressive Design-Build Public Works Project**



**CLASSROOM ADDITION  
Thea Bowman Leadership Academy  
Gary, Indiana**

**March 6, 2023**



**INDEX**

**LETTER OF INSTRUCTIONS**

00 00 10	INSTRUCTIONS
00 00 20	PROJECT DESCRIPTION
00 00 30	SELECTION PROCESS
00 00 40	RATING SYSTEM
00 00 50	ADMINISTRATIVE REQUIREMENTS
00 00 60	VERIFIED STATEMENT OF QUALIFICATIONS AND REQUEST FOR PROPOSAL
00 00 70	PRICE PROPOSAL FORM

Attachments

END OF INDEX

**LETTER OF INSTRUCTIONS**

**ALL QUESTIONS SHALL BE SUBMITTED IN  
WRITING TO GARY FISHER.**

**EMAIL TO:**

**[gfisher@lancerarchitects.com](mailto:gfisher@lancerarchitects.com)**

**Gary Fisher is also available by phone number: 317-432-4832**

**Jerry Cripps is the official Design Criteria Developer for this Project. Any Design-Builder who contacts any employee, the Board of Directors or Technical Review Committee Member for the Thea Bowman Leadership Academy during the qualification and selection process for this project is subject to being disqualified.**

**END OF LETTER OF INSTRUCTIONS**

**SECTION 00 00 10  
INSTRUCTIONS**

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**PART 1 - COMMUNICATIONS**

- 1.1 Questions: ALL QUESTIONS SHALL BE SUBMITTED IN WRITING TO GARY FISHER. EMAIL TO: [gfisher@lancerbeebe.com](mailto:gfisher@lancerbeebe.com); Gary Fisher is also available by phone number: 317-432-4832.
- 1.2 Jerry Cripps is the official Design Criteria Developer for this project. Any Design-Builder who contacts any employee, the Board of Directors or Technical Review Committee of the Thea Bowman Leadership Academy during the qualification and selection process for this project is subject to being disqualified.

**PART 2 – PROJECT INFORMATION**

- 2.1 Project Information:
- A. Project Name: Classroom Additions
  - B. Owner: Thea Bowman Leadership Academy
  - C. Design Criteria Developer: Jerry Cripps, RA, Lancer Associates, 427 S. College Ave., Indianapolis, IN 46203; Phone: 317-750-5373; Email: [jcripps@lancerarchitects.com](mailto:jcripps@lancerarchitects.com)

**PART 3 – SUBMITTAL REQUIREMENTS**

- 3.1 Statement of Qualifications/Qualitative Proposal and Price Proposal:
- A. Proposals must be submitted in two (2) separate packages as follows:
    - 1. A statement of qualifications and qualitative proposal indicating the scope of the work proposed, the schedule and the work plans. Design Build teams are encouraged to provide sketches or drawings to illustrate proposed solutions.
    - 2. A price proposal.
- 3.2 Proposal Requirements:
- A. The statement of qualifications/qualitative proposal and the price proposal shall be submitted simultaneously in separately sealed and identified packages. The price proposal will remain sealed until opened in public.
- 3.3 Submittal Packages:
- A. Due Date and Time: April 10<sup>th</sup>, 2023 by 2:00 PM local time.

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COMBINED DESIGN-BUILD RFQ/RFP

- B. Deliver to: Thea Bowman Leadership Academy, 3401 W. 5<sup>th</sup> Ave. Gary, IN 46204
- C. Number of Copies Required for Statement of Qualifications/Qualitative Proposal: Eight (8) copies of Statement of Qualifications/Qualitative Proposal in 8-1/2" x 11" three ring binders. Provide dividers for each category.
- D. RFQ/RFP may be submitted electronically.
- E. Number of Copies for Price Proposal: Two (2) copies of the Price Proposal shall be submitted in a separate sealed envelope Clearly Labeled "Price Proposal" with the Design-Builder identified. Price proposals must be submitted physically.

**PART 4 – BUILDING OPEN FOR INSPECTIONS**

- 4.1 The site and building will be open for inspections by proposing design-build teams as follows:

March 16, 2023	10:00 AM Pre-Proposal Meeting at the Thea Bowman Leadership Academy
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**END OF SECTION 00 00 10**

**DOCUMENT 00 00 20**  
**PROJECT DESCRIPTION**

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**1.1 Project Description: Thea Bowman Leadership Academy**

The Offer for this project will be based on Project A only. A 5% contingency will be included in the Contract

A. Project A

1. New Classrooms:

- a. Provide Eight (8) new elementary school classrooms of approximately 800 net sf. The location of the new classrooms is shown on Attachment A. Addition should be 2 story.
- b. Provide stairs and exits as required.
- c. Relocate access road around addition.
- d. Student Restrooms
- e. Provide new student restrooms as part of the addition.
- f. Provide new restrooms for each floor of the addition.
- g. Work of Project D will be by Others.

B. Projects B and C

1. Four (4) additional classrooms supplement Project A classrooms.
2. Student restrooms located near the new classrooms.
3. Existing elementary playground expansion
4. Media Center remodel
5. Expanded parking lot.
6. Additional multi-use space.
7. Expanded kitchen.
8. Storage.
9. Baseball field.
10. Football field/Track Combination.
11. Weight Room.

12. Athletic Training Room.
  13. Two locker rooms.
  14. Two staff restroom.
  15. 5 staff offices.
- C. Project D
1. Project D will concurrent construction to support this project but will be provided by Others.
  2. Systems may be expanded only as required to extend existing system to new classrooms or may be replaced.
  3. Systems include:
    - a. Technology (networks, hardwired and wireless)
    - b. Intercom/Paging
    - c. Telecommunications (VOIP)
    - d. Security Systems including access control and camera systems.

Project will consist of Project A and additional work Project B and Project C scope that will be accommodated by the budget. Projects are listed by order of priority.

## **1.2 Project Location**

- A. See Attachments A and B.

## **1.3 Codes and Standards.**

- A. See Section 00 00 50 Administrative Requirements

## **1.4 Design Requirements for Additions and Renovations**

- A. Provide site regrading and drainage to accommodate the addition.
- B. Reroute existing site utilities as required to construct the addition.
- C. Relocated access drive around the new addition.
- D. Finish grade and seed or sod disturbed lawn areas.
- E. Provide sidewalks, curbs and curb cuts and other site construction to incorporate the new addition into the site.
- F. Include classroom interior finishes including carpet tile, VCT floors, rubber base, painted walls and 2 x 2 acoustical ceiling.
- G. Include restroom interior finishes including ceramic tile floors and walls, painted walls and 2 x 2 washable acoustical ceilings.

- H. Provide window blinds to match existing window blinds.
- I. Provide casework, countertops and equipment to match existing elementary school classrooms.
- J. Provide slab on grade floors, masonry walls and steel framing to match existing construction or describe alternative systems proposed.
- H. Provide new HVAC systems to serve the addition.
  - 1. The proposed system must address
    - a. Indoor air quality
    - b. Occupant comfort
    - c. Humidity Control
    - d. Classroom noise Levels
  - 2. Utilize existing services to the extent possible, provide new services as required.
  - 3. Temperature settings for summer is 74 F, winter is 72 F, unoccupied summer is 80 F and unoccupied winter is 60 F.
- I. Provide new plumbing fixtures and specialties to match existing fixtures.
- J. Provide new sanitary waste and vent piping and tie into existing systems.
- K. Provide domestic hot and cold water systems and hot water recirculating systems and tie into existing systems.
- P. Modify and extend existing fire sprinkler and fire alarm systems as required.
- Q. Provide new LED ceiling lighting fixtures. Provide dual control lighting levels and occupancy sensors for interior lighting control.
- R. Provide new LED exterior lighting to maintain exterior lighting.
- S. Provide new emergency lighting utilizing emergency battery drivers or emergency fixtures and required.
- T. Provide new branch circuits and receptacle devices in all classrooms as required for the classroom technology.
- U. Provide rough ins for outlets and connections required for Project D systems as required.

### **1.5 Plumbing, Mechanical and Electrical Specifications**

The successful design builder shall provide submittals for owner's review approval prior to purchasing or each of the following.

#### **DIVISION 21 FIRE SUPPRESSION SPECIFICATIONS**

- Wet Pipe Sprinkler Systems



- Chrome-recessed pendent heads, centered in ceiling tiles for all areas with lay-in ceilings.
- Up-right heads with cages for all areas without ceilings
- No sprinkler piping is to be routed through any electrical or technology rooms. Provide sidewall sprinkler heads to serve these areas.

## DIVISION 22 PLUMBING SPECIFICATIONS

- Domestic Water Piping:
  - To be copper with soldered joints; plastic not allowed.
  - Fitting option: Extruded-tee connections and brazed joints. Mechanical fittings may be used if allowed by Indiana Plumbing Code
  - Installation practices shall follow the Copper Development Association [www.copper.org](http://www.copper.org) guidelines
  - *The maximum velocity for water in a copper tube system is*
    - 5 - 8 feet per second (fps) for cold water systems,
    - 4 - 5 fps for hot water systems < 140° F, and
    - 2-3 fps for hot water systems with a temperature greater than 140° F.
  - Provide calibrated balancing valves or domestic flow station on HWR piping branches.
- Sanitary Waste and Vent Piping:
  - PVC not allowed in air plenums
  - Cast iron required adjacent to noise sensitive areas.
  - American made and tested cast-iron bearing the collective trademark of the Cast Iron Soil Pipe Institute.
- Sanitary waste and vent specialties.
  - Floor sinks and trench drains (interior) to be stainless
  - Trench drains (exterior) to be cast iron
  - Wall hydrants; box type, non-freeze, anti-siphon, automatic draining with stainless steel finish.
- Facility Storm Drainage Piping:
  - PVC not allowed in air plenums
  - Cast iron required adjacent to noise sensitive areas.
  - American made and tested cast-iron bearing the collective trademark of the Cast Iron Soil Pipe Institute.
  - Roof and overflow drains with cast-iron low silhouette dome.
- Plumbing Fixtures;
  - All to be low-flow, LEED compliant.
  - Vitreous china wall-hung water closets, urinals and lavatories
  - Mounting height to be appropriate for locations.
  - No single handle faucets
  - Manual flush valves preferred
- Drinking Fountains and Water Coolers:
  - Energy Star rated

- 5 year compressor warranty
- Stainless steel, china not allowed
- Include water-bottle fill station

## DIVISION 23 MECHANICAL SPECIFICATIONS

- General Mechanical Requirements
  - Include complete replacement set of all filters, to be installed at owner occupancy.
  - Include replacement belts for all belt driven fans
- General Duty Valves for Mechanical and Plumbing Piping:
  - wafer style valves are not allowed
  - provide handle extensions for valves in insulated lines
  - All components shall be lead-free.
  - Shut-off valve locations: in all branch lines, off every main, every pipe chase,
- Motors for HVAC
  - All shall be "premium efficiency."
  - All 3 phase motors shall be VFD compatible
  - Single phase motors shall be ECM.
- Vibration and Seismic Control for HVAC and Plumbing Equipment
  - These shall comply with structural requirements
- Hangers and Supports for HVAC and Plumbing
  - These shall comply with MSS-SP58, -SP69 and -SP89.
  - Hangers for chilled and cold water shall be outside of insulation, with non-compressible shields and inserts.
  - Expansion and contraction of pipe systems shall be considered in the lay-out
  - Pipe hanger spacing shall not allow for sagging.
  - Groove joint systems shall have two hangers per pipe length.
- Identification of HVAC and Plumbing Piping and Equipment
  - Comply with industry standard nomenclature and color schemes.
  - Permanent labels are required, magic marker labels and stencils are not acceptable.
  - Flow arrows are required
  - VAV terminals and fan coils above lay-in ceilings shall have the equipment designation in 1/2" engraved letters fixed to the ceiling grid directly below control cabinet
  - All electrical motor starters, disconnects and VFDs shall be labeled with the panel and breaker number.
  - All piping at access panel and door to chase locations shall be identified.

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COMBINED DESIGN-BUILD RFQ/RFP

- All piping to be identified using self-adhesive pipe labels: Printed plastic with permanent adhesive backing spaced a maximum of 20'-0".
- Meters and Gages
  - Digital light powered thermometers required at inlet and outlet of heat-addition and heat-removal equipment, including boilers, chillers, water heaters, as a minimum. These shall be located so as to be readable in ambient light.
  - Pressure gages required across pump strainers and at pump discharge (use single gage for all three); at all heat exchangers (use one for both inlet and outlet); at make-up to system; at connection to city water; natural gas both side of regulating valves, as a minimum.
  - Gage range shall be approximately twice the anticipated operating range
  - P & T ports required across all heat transfer coils.
  - Include P & T test kit
- Testing, Adjusting and Balancing for HVAC and Plumbing
  - To be AABC or NEBB certified.
  - Owner shall have final approval over agent.
  - Systems that are brought on-line in a phased sequence shall be rebalanced at the conclusion of the entire job.
- Commissioning of HVAC and Lighting Controls
  - This shall be included in the D-B scope of work as part of the BMS start-up. It shall be the work of the D-B to cooperate with the BMS, to ensure a complete and workable system.
- Plumbing and HVAC Insulation:
  - Thicknesses and R-values shall meet or exceed Indiana Energy Code
  - All exterior piping and ducts shall be protected with aluminum or UV-resistant PVC jackets
  - Screws and staples are not allowed on any systems requiring vapor barriers.
  - PVC jackets (30 mil) are required in high traffic areas such as gyms, in areas where students can access insulation, and in mechanical rooms within 6 Ft of the floor.
  - Flexible elastomeric insulation not allowed on systems operating above 120F.
- Temperature Controls (Building Management System, or BMS):
  - The HVAC systems in the additions should be controlled and monitored by the existing facility/building/energy management system (BMS).
- Metal Ducts
  - Duct liners, if used, shall be anti-bacterial. These are discouraged except for double wall ducts with perforated liners.

- All returns shall be ducted
  - Duct sizing criteria:
    - low pressure supply = 0.08" per 100 Ft. friction;
    - return and exhaust = 0.06" per 100 Ft. friction;
    - medium pressure supply = static regain calculations based on max velocity of 2500 FPM
  - All supply duct systems shall be leak tested
    - Allowable leakage rates shall be per ASHRAE:
      - rectangular ducts = class 6;
      - round and flat oval = class 3
  - Pressure classes shall be:
    - medium pressure before VAV terminals = 5 inch WG;
    - supply air low pressure = 3 inch WG;
    - return and exhaust ducts = negative 2 inch WG;
    - exhaust ducts on discharge side of fans = 2 inch WG.
  - Ducts exposed in finished spaces shall be painted and shall be "paint-grip finish"
- Air Duct Accessories
    - Fire dampers and duct coils shall have access doors
    - Balance dampers shall be included, duct mounted preferred to louver mounted
    - Spin-in fittings not allowed.
    - All take-offs shall be high-efficiency
    - Flex duct connections to ceiling diffusers shall be supported to eliminate sags and pinch points.
    - Flex duct maximum length is 6 feet
  - HVAC Power Ventilators
    - Direct drive preferred; belt drive discouraged
    - Motorized dampers preferred in lieu of back-draft dampers. Dampers shall be by BMS.
    - Ensure maintenance access to damper
    - 1/2" Bird screen on outlet
    - All aluminum construction, galvanized not allowed.
    - Minimum curb height to be 16".
    - Ceiling mounted units may not be supported from ceiling tiles
  - Air Terminal Units
    - Pressure independent operation
    - Fan powered VAV are discouraged
    - Sound attenuator section required
    - Solid wall internal surface, no porous insulation exposed to air stream
    - Access panels required
    - Heating coils shall have leaving air temperature sensors

- Trane, Price, Krueger, Anemostat acceptable
- Diffusers, Registers and Grilles
  - Supply grilles and registers shall be aluminum
  - Perforated face supply grilles are discouraged.
  - Grilles on VAV systems shall be selected to prevent dumping at low flows
  - Return grilles in gyms, cafeteria, and where installed at floor level shall be extra heavy duty
  - Provide means to balance all air outlets and critical inlets. Dampers at louver faces are not preferred.
- Air Handling Units
  - Trane, York, Carrier, AAON and Daikin acceptable
  - Double wall, minimum of 2" internal insulation
  - solid liner
  - stainless steel, double sloping drain pans
  - Low-leakage dampers
  - Direct drive plenum fans preferred
  - AHUs larger than 15,000 CFM shall have dual fans
  - Access doors between coils and at all operable sections
  - Access doors shall have both inside and outside handles.
  - Fan section access door to have window
  - AHUs larger than 3,000 CFM shall have internal LED lights, wired from a single spring timer.
  - MERV-13 minimum filters. Flat filter sections not allowed.
  - Low leakage dampers.
- Roof Mounted (or Ground Mounted) AHUs and RTUs
  - Ensure safe maintenance access and distance from roof edges.
  - Specs similar to AHUs, above
  - Units mounted outdoors shall have 16" high curbs
  - Units mounted outdoors shall be specifically manufactured for outdoor installation.
  - Provide a 120V GFI utility outlet at fan section
- Packaged outdoor heating and cooling units
  - Trane preferred, York, Carrier and Daikin acceptable
  - Variable speed fans required
  - Variable speed compressors required
  - Include open protocol interface to BMS.
  - Mounted on concrete pad at grade (preferred), or on 16" curb on roof (acceptable).
  - Hail guards on vertical condenser surfaces
  - Motorized O/A dampers

- Minimum 5 year warranty, non-pro-rated for parts and labor.

## DIVISION 26 ELECTRICAL

- Common Work results for Electrical
  - Industry Standards, Codes and Specifications that apply to this work
    1. NEC National Electrical Code (NFPA No. 70) with State A. Amendments
    2. UBC International Building Code with State Amendments
    3. ANSI C2 National Electrical Safety Code.
    4. IEEE Institute of Electrical and Electronics Engineers.
    5. ASTM American Society of Testing Materials.
    6. IPCEA Insulated Power Cable Engineers Association.
    7. NEMA National Electrical Manufacturers Association.
    8. NFPA National Fire Protection Association.
    9. UL Underwriters Laboratories.
    10. NECA Standard of Installation, National Electrical Contractors Association.
    11. NFPA No. 101 Life Safety Code.
    12. FM Factory Mutual
    13. ADA Americans with Disabilities Act
  - Applicable codes and standards shall also include all the state laws, local ordinances, utility company regulations
  - All equipment shall bear U.L. labels
  - Nothing in these drawings and specifications shall be construed to permit work not conforming to governing codes; and shall not be construed as relieving the Contractor from complying with all requirements of the plans or specifications which may exceed requirements of the hereinbefore mentioned governing codes and rules and not contrary to same.
- Low Voltage Electrical Power Conductors and Cables
  - 600-volt insulated copper
  - Aluminum conductors are allowed only where listed in the spec
- Grounding and Bonding
  - Connections to underground grounding electrodes shall be welded or permanent compression style only
- Hangers and Support for Electrical Systems
- Raceways and Boxes for Electrical
  - Liquid tight flexible metal conduit: fittings shall maintain electrical continuity through fitting and conduit
  - Rigid aluminum: all couplings and fittings to be threaded
  - Rigid metal: couplings and fittings to be threaded
  - EMT: fittings to be compression steel, set screw fittings not allowed

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COMBINED DESIGN-BUILD RFQ/RFP

- Non-metallic: use sch. 80 PVC below grade, conduits turning up from ground shall have galvanized steel elbows with asphaltic coating.
- Identification for electrical systems
  - Engraved plastic laminate for switchboards, panelboards, transformers, disconnects, VFDs, motor starters, etc.
- Cable Tray for electronic systems cabling
  - Use wire mesh style, ladder style not preferred
- Low-Voltage Transformers
  - Square D preferred, Eaton/C-H, Siemens, GE acceptable
  - Shall be NEMA TP-1 Energy Efficient style transformers, 96% minimum efficiency at 75% loaded
- Switchboards, Distribution Panelboards, Disconnect Switches, Motor starters, and Branch Circuit Panelboards
  - Square D preferred, GE, Westinghouse acceptable
  - At main switchboard, include full function electronic metering package for connection to BMS (section 230900)
  - Include surge protection and power conditioning (TVSS) at main switchboard
  - Enclosures shall be NEMA 1 for indoors, NEMA 4X for outdoors and kitchens.
- Wiring Devices
  - Interior cover plates to be stainless steel
- Variable Frequency Drives (VFDs) for Motors
  - VFDs furnished under the BMS (section 230900) shall comply with the requirements of that section.
  - Square D preferred, Eaton/C-H, Siemens, GE, ABB acceptable
  - By-pass not required
  - Include communications gateway to BMS.
- Light Fixtures
  - LED exterior lighting shall be specifically designed for exterior applications
    - Exterior lighting controls shall be by photocell with auxiliary contact for connection to BMS. Local timers, if used, shall have 24 hour battery
  - LED interior lighting
    - Include 5% replacement fixtures and/or bulbs
- Lighting Control Devices
  - Shall be per IESNA standards
  - Occupancy/Vacancy sensors shall be dual technology style
    - Include auxiliary contact for connection to BMS (section 230900) for classrooms and other areas with dedicated HVAC
- IT and Network System, VOIP Telecom, and Security
  - To be determined.

## 1.6 Progressive Design Build

Design Build Teams will provide bid for Project A work only and provide a description of the proposed project structural, mechanical, electrical and plumbing systems. Drawings may be submitted as needed to illustrate the project.

A single team will be selected for the project. The first phase of the progressive design build project will be to provide a final cost based on drawings, specifications and other materials as required to fully describe the project.

The final phase of the project will be completion of design detail, obtaining permitting and construction of the project.

## 1.7 Anticipated Schedule:

<u>Timeline</u>	<u>Event</u>
March 6, 2023	RFQ/RFP Released.
March 16, 2023	10:00 PM Pre-Proposal Meeting
April 5, 2023	2:00 PM Responses due to RFQ/RFP
April 13, 2023	TRC Interviews Design Build Teams Times to be Determined based on Number of Proposals 4:00 PM TRC Scores Proposals and Opens Price Proposals  Recommendation to Award

**END OF SECTION 00 00 20**



**DOCUMENT 00 00 30  
SELECTION PROCESS**

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**1.1 TECHNICAL REVIEW COMMITTEE PROCEDURE**

A. The following have been appointed Voting Members of the Technical Review Committee:

1. Eve Gomez	Board Member	Drexel Foundation
2. Jason Beres	Board Member	Drexel Foundation
3. Michael L Suggs	Board Member	Drexel Foundation
4. Marissa Simmons	Principal	Thea Bowman Leadership Academy
5. Antoinette Troupe	Operations Manager	Thea Bowman Leadership Academy
6. Tahirah Thompson	Dir. of Facilities	Phalen Leadership Academies
7. Jerry Cripps	Design Criteria Developer	Lancer Associates, Inc
8. Tom Durkin	Engineer	Professional Engineer

B. Procedure: The Technical Review Committee will rate the potential design-builders responding to the Request for Qualifications/Request for Proposals based on the rating system described herein. The Technical Review Committee will not consider cost - related or price-related evaluation factors when rating the potential design-builder.

C. Selection and Award: A single design-builder will be selected by the committee based on qualifications. The design-builder will deliver the project in two distinct phases including a preliminary design and pricing phase and a second phase for completing design and construction.

**END OF SECTION 00 00 30**

**DOCUMENT 00 00 40  
 RATING SYSTEM**

- 1.1 The Technical Review Committee will rate the potential design-builders responding to this Request for Qualifications/Request for Proposals based on the rating system below:**
- 1.2 Pass/Fail Criteria: Proposals must meet the following minimum criteria:**
- A. Design-Builder shall provide list of names of professional along with their Indiana Registration Numbers as required to design and construct the project.**
  - B. Design-Builder will provide evidence of their ability to obtain Performance & Payment Bonds for this project.**
  - C. Design-Builder shall provide Certificates of Insurance for amounts indicated in Section 00 00 60 Verified Statement of Qualifications and Request for Proposal.**

<b>1.1 Minimum Requirements</b>	
A. License and Registrations to complete project	Pass or Fail
B. Capacity to obtain Performance & Payment Bonds	Pass or Fail
C. Certificate of Insurance	Pass or Fail
<b>1.2 Design-Builder's Team Qualifications</b>	<b>0-30 Points</b>
A. Key staff	0-15 points
B. Team Composition	0-15 points
<b>1.3 Design-Builders Past Performance and Ability to Perform</b>	<b>0-30 Points</b>
A. Similar project experience	0-10 points
B. Design-Build experience	0-10 points
C. Ability to perform the work of the project	0-10 points
<b>1.4 Proposed Design, Schedule and Work Plan</b>	<b>0-30 Points</b>
A. Proposed project schedule and work plan	0-15 points
B. Proposed scope of the project	0-15 points
<b>1.5 Safety</b>	<b>0-10 Points</b>
C. Safety record and plan.	0-10 points
<b>Total Possible Points</b>	<b>100 Points</b>

**END OF SECTION 00 00 40**

**SECTION 00 00 50**  
**ADMINISTRATIVE REQUIREMENTS**

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**1.2 DESIGN-BUILD CONTRACT**

- A. DBIA Standard Form: Progressive Design-Build Agreement.
- B. General and Special Conditions shall be DBIA Standard Form of General Conditions of Contracts Between Owner and Design Builder as revised by the Design Criteria Developer.
- C. The Design-Builder shall provide:
  - 1. All engineering and related design services required for a public project.
  - 2. All labor, materials, and other construction services for the same public project including:
    - a. Permits and filing fees required for the project.
    - b. Design-Builder's overhead and profit.
    - c. Contingency allowances for design and construction
    - d. Accounting.
    - e. Temporary facilities used for construction.
    - i. Utility location services.
    - j. Printing costs.
    - k. Mileage and postage.
    - l. Deliveries.
    - m. Removal and disposal of waste.

**1.3 CODE AND ORDINANCE COMPLIANCE**

- A. The Design-Builder shall comply with all Federal, State and Local codes, ordinances, regulations, standards, rulings and interpretations that apply to this project including, but not limited to:
  - 1. State of Indiana
    - a. Indiana Building Code
    - c. Indiana Electrical Code
    - f. Indiana Fire Code
    - i. Indiana General Administrative Rules
    - j. IOSHA
    - k. Indiana Department of Environmental Management
    - l. Indiana Department of Transportation
    - m. Indiana Energy Conservation Code
  - n. Indiana Mechanical Code

- o. Indiana Plumbing Code
  
- 2. Federal Codes and Standards
  - a. American with Disabilities Act
  - b. CABO/ANSI A117.1
  - c. OSHA Standards
  - d. NFPA
  - e. SMACNA Standards for Sheet Metal Work
  - f. Model Energy Code, ASHRAE Standard 90.1 (2016) and IESNA
  - g. NSF 61, Drinking Water Systems Components – Health Effects
  
- 3. Local Jurisdiction Codes and Ordinances

**1.4 COORDINATION AND PROJECT CONDITIONS TO BE PROVIDED BY THE DESIGN-BUILDER:**

- A. Coordinate scheduling, submittals, and Work of various components of the project to ensure efficient and orderly sequence of installation of interdependent construction elements, with provisions for accommodating items installed later.
  
- B. Verify requirements and characteristics of electrical equipment are compatible with building utilities. Coordinate work of various sections having interdependent responsibilities for installing, connecting to, and placing in service, operating equipment.
  
- C. In finished areas conceal wiring within construction. Coordinate locations of fixtures and outlets with finish elements.
  
- D. Coordinate completion and clean-up of Work of separate sections in preparation for Substantial Completion and for portions of Work designated for Owner's occupancy.
  
- E. After Owner occupancy of premises, coordinate access to site for correction of defective Work to minimize disruption of Owner's activities.

**1.2 PRECONSTRUCTION MEETING**

- A. Prior to the start or any construction operations, the Design Builder will conduct a pre-construction meeting with the Owner.
  
- B. Agenda:
  - 1. Designation of Design-Build project manager and site superintendent.
  - 2. Review proposed project schedule.
  - 3. Review decision making processes.
  - 4. Use of premises by Owner and Contractors.

5. Owner's requirements.
  6. Security and housekeeping procedures.
- C. The Design-Builder will record minutes and distribute copies to participants.

### **1.3 PROGRESS MEETINGS**

- A. The Design-Builder will schedule and administer meetings throughout progress of the Work at bi-weekly intervals.
- B. Agenda:
1. Progress last 15 days.
  2. Anticipated progress next 15 days.
  3. Maintenance of progress schedule.
  4. Owner discussions, concerns and comments.
- C. The Design-Builder will record minutes and distribute copies to participants.

### **1.4 COORDINATION MEETINGS**

- A. The Design-Builder shall schedule coordination meetings with their sub-contractors and distribute meeting minutes.

### **1.10 TEMPORARY FACILITIES AND CONTROLS**

- A. The Design-Builder shall provide all temporary facilities and controls required for performance of the work.
- B. The Design-Builder may use the Owner's electrical supply and water supply without metering or paying for usage.

### **1.11 FINAL CLEANING**

- A. Execute final cleaning prior to Owner occupancy.
- B. Remove waste and surplus materials, rubbish, and construction facilities from site.

### **1.12 PROTECTING INSTALLED CONSTRUCTION**

- A. Protect installed Work and provide special protection where required.
- B. Protect finished surfaces from traffic, dirt, wear, damage, or movement of heavy objects, by protecting with durable sheet materials.
- C. Prohibit traffic from landscaped areas.

### 1.13 PROJECT RECORD DOCUMENTS

- A. Maintain on-site one set of the following record documents; record actual revisions to the Work:
  - 1. Drawings.
  - 2. Specifications.
  - 3. Addenda.
  - 4. Change Orders and other modifications to the Contract.
  - 5. Reviewed Shop Drawings, Product Data, and Samples.
  - 6. Manufacturer's instruction for assembly, installation, and adjusting.
- B. Ensure entries are complete and accurate, enabling future reference by Owner.
- C. Store record documents separate from documents used for construction.
- D. Record information concurrent with construction progress, not less than weekly.
- E. Specifications: Legibly mark and record at each product section description of actual products installed, including the following:
  - 1. Manufacturer's name and product model and number.
  - 2. Product substitutions or alternates utilized.
  - 3. Changes made by Addenda and modifications.
- F. Record Drawings and Shop Drawings: Legibly mark each item to record actual construction including:
  - 1. Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements.
  - 2. Field changes of dimension and detail.
  - 3. Details not on original Contract drawings.
- G. Submit documents to the Owner.

### 1.14 OPERATION AND MAINTENANCE DATA

- A. Submit data bound in 8-1/2 x 11 inch (A4) text pages, three D side ring binders with durable plastic covers, and electronic copies in .pdf format on disc or thumb drive.
- B. Prepare binder cover with printed title "OPERATION AND MAINTENANCE INSTRUCTIONS", title of project, and subject matter of binder when multiple binders are required.
- C. Internally subdivide binder contents with permanent page dividers, logically organized as described below; with tab titling clearly printed under reinforced laminated plastic tabs.
- D. Drawings: Provide with reinforced punched binder tab. Bind in with text; fold larger drawings to size of text pages.

THEA BOWMAN LEADERSHIP ACADEMY  
COMBINED DESIGN-BUILD RFQ/RFP

- E. Contents: Prepare Table of Contents for each volume, with each product or system description identified, typed on white paper, in three parts as follows:
1. Part 1: Directory, listing names, addresses, and telephone numbers of Architect/Engineer, Contractor, Subcontractors, and major equipment suppliers.
  2. Part 2: Operation and maintenance instructions, arranged by system and subdivided by specification section. For each category, identify names, addresses, and telephone numbers of Subcontractors and suppliers. Identify the following:
    - a. Significant design criteria.
    - b. List of equipment.
    - c. Parts list for each component.
    - d. Operating instructions.
    - e. Maintenance instructions for equipment and systems.
  3. Part 3: Project documents and certificates, including the following:
    - a. Shop drawings and product data.
    - b. Certificates.
    - c. Originals of warranties and bonds.

**1.15 MANUAL FOR MATERIALS AND FINISHES**

- A. For equipment, or component parts of equipment put into service during construction and operated by Owner, submit documents within ten days after acceptance.
- B. Submit two sets of final volumes in final form within 10 days after final inspection.

**1.23 APPLICATIONS FOR PAYMENT**

- A. Submit two copies of each application on a form acceptable to the Owner.
- B. Content and Format: Utilize Schedule of Values for listing items in Application for Payment.
- C. Submit updated construction schedule with each Application for Payment.
- D. Payment Period: Submit at intervals stipulated in the Agreement.
- E. Submit waivers required by the Owner.
- F. Substantiating Data: When Design Criteria Developer requires substantiating information, submit data justifying dollar amounts in question. Include the following with Application for Payment:
1. Current construction photographs.
  2. Partial release of liens from major subcontractors and vendors.
  3. Affidavits attesting to off-site stored products and insurance.
  4. Construction progress schedules, revised and current.

## 1.24 CHANGE PROCEDURES

- A. The Design-Builder may propose changes by submitting a request for change to Owner, describing proposed change and its full effect on the Work. Include a statement describing reason for the change, and effect on Contract Sum/Price and Contract Time with full documentation and a statement describing effect on Work by separate or other Contractors.
- B. Stipulated Sum/Price Change Order: Based on Proposal by the Design-Builder's request for Change Order as approved by the Owner.
- C. Document each quotation for change in cost or time with sufficient data to allow evaluation of quotation.
- D. Change Order Forms: As issued by the Design-Builder.
- E. Execution of Change Orders: Issue Change Orders for signatures of parties as provided in Conditions of the Contract.
- F. Correlation Of Contractor Submittals:
  - 1. Promptly revise Schedule of Values and Application for Payment forms to record each authorized Change Order as separate line item and adjust Contract Sum/Price.
  - 2. Promptly revise progress schedules to reflect change in Contract Time, revise sub-schedules to adjust times for other items of work affected by the change, and resubmit.
  - 3. Promptly enter changes in Project Record Documents.

**END OF SECTION 00 00 50**



00 00 60

**VERIFIED STATEMENT OF QUALIFICATIONS AND REQUEST FOR PROPOSAL**

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**1.1 DATE:** \_\_\_\_\_

**1.2 DESIGN-BUILDER**

- A. Name of Design–Builder: \_\_\_\_\_
- B. Address: \_\_\_\_\_
- C. City/State/Zip Code: \_\_\_\_\_
- D. Telephone Number: \_\_\_\_\_
- E. Primary Contact Person: \_\_\_\_\_
  - a. Email: \_\_\_\_\_
  - b. Phone Number: \_\_\_\_\_
  - c. Cell Phone Number: \_\_\_\_\_

**1.3 DESIGN-BUILD TEAM QUALIFICATIONS**

- A. Provide a listing of all prime contractors and architectural and engineering firms that participate as part of team and their role as a team member.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- B. Provide information confirming team experience with design-build.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- C. Provide a statement that the Design-Builder or the team members have completed or demonstrated the experience, competency, capability, and capacity to complete the projects of similar size, scope, or complexity. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- D. Provide a list of projects completed by the Design-Build Team similar in size, scope and complexity of the proposed project. Include team performance record, quality, schedule and cost of each project.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- E. Provide a statement why this team should be considered a highly qualified Design-Builder including organizational resources and depth.  
\_\_\_\_\_  
\_\_\_\_\_

THEA BOWMAN LEADERSHIP ACADEMY  
COMBINED DESIGN-BUILD RFQ/RFP

F. Provide a statement that key personnel have sufficient experience and training to competently manage and complete the design and construction of the project.

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G. Provide resumes of each key personnel on the team under a separate tab.

H. Provide your management plan for this project.

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I. Describe your quality assurance plan for this project.

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J. Describe your ability to complete the work of this project in a timely manner.

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K. Provide a statement that the design-builder or team members have the licenses, registrations, and credentials required to design and construct the project, including information on the revocation or suspension of a license, credential, or registration.

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L. Provide a list of names of professionals on the Design-Build team who will provide the certifications necessary for this project along with their Indiana Registration Numbers.

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M. Provide a statement that the Design-Builder has the capacity to obtain all required payment and performance bonding, liability insurance and errors and omissions insurance.

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N. Provide experience of Design-Builder dealing with bonding authorities and a letter from Surety indicating that the Design-Builder has the capacity to Bond a \$3,000,000 project.

THEA BOWMAN LEADERSHIP ACADEMY  
COMBINED DESIGN-BUILD RFQ/RFP

- O. Provide Certificates of Insurance under a separate tab in the following minimum amounts:

Worker's Compensation & Liability

Employer's Liability  
*Bodily Injury by Accident*  
\$500,000

Employer's Liability  
*Bodily Injury by Disease*  
\$500,000

Employer's Liability  
*Bodily Injury by Disease*  
\$500,000

Commercial General Liability (Occurrence Based)  
General Aggregate Limit (Per Job)  
*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

Comprehensive Auto Liability  
Single limit – each accident  
*Owned, Hired & Non-Owned*  
*Bodily Injury & Property Damage*  
\$1,000,000

Umbrella Excess Liability  
Each Occurrence & Aggregate \$5,000,000

- P. Provide the experience modifier rate, the United States Occupational Safety and Health Administration total recordable case incident rate (TCIR) and days away, restricted or transferred case incident rate (DART) for the design-builder and each design build team, and the average United States Occupational Safety and Health Administration TCIR and DART rates for the industrial classification of the design-builder and each design build team.

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- Q. Provide a copy of the Design-Builder's Occupational Safety and Health Administration Form 300A, Summary of Work Related Injuries and Illnesses for the most recent year available.
- R. Provide a statement that the design-builder or the employees of the team performing construction services, including the employees of all subcontractors, have completed or are enrolled in an apprenticeship program certified by the United States Department of Labor Bureau of Apprenticeship and Training.

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- S. Provide information concerning the debarment, disqualification, or removal of the design-builder or a team member from a federal, state, or local government public works project.

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THEA BOWMAN LEADERSHIP ACADEMY  
COMBINED DESIGN-BUILD RFQ/RFP

- T. Provide information concerning the bankruptcy or receivership of the design-builder or a team member.  
\_\_\_\_\_  
\_\_\_\_\_
- U. Provide Design-Builders history of contracting with or hiring minority business enterprises and women's business enterprises.  
\_\_\_\_\_  
\_\_\_\_\_
- V. Provide information concerning any litigation and disputes history of the Design-Builder and team members with School Corporations.  
\_\_\_\_\_  
\_\_\_\_\_
- W. Provide a list of five client references with Name, phone number and email address.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- X. Under a separate tab, provide any additional information about the Design Builder and Team Members.

**1.4 REQUEST FOR PROPOSAL RESPONSE REQUIREMENTS**

Proposal response shall include the following:

- A. A narrative describing the work and the scope of the work.
- B. A building and site layout and additional drawings to illustrate the proposal.
- C. A project schedule including milestone dates and final completion of each portion of the work proposed.

OATH AND AFFIRMATION

I affirm under the penalties of perjury that the facts and information contained in this Verified Statement of Qualifications are true and correct.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
(Name of Organization)

By: \_\_\_\_\_

\_\_\_\_\_  
(Title of Person Signing)

ACKNOWLEDGEMENT

STATE OF \_\_\_\_\_)

) SS:

COUNTY OF \_\_\_\_\_)

Before me, a Notary Public, personally appeared the above named \_\_\_\_\_ and swore that the statements contained in the foregoing document are true and correct.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

County of Residence: \_\_\_\_\_

**SECTION 00 00 70  
PRICE PROPOSAL FORM**

To: THEA BOWMAN LEADERSHIP ACADEMY

Project: CLASSROOM ADDITION

Date: .....

Submitted by:.....  
(full name)

(full address) .....

.....

(phone number).....

1. OFFER – PROJECT A: NEW CLASSROOMS

Having examined the Place of The Work and all matters referred to in the Combined Request for Qualification and Request for Proposal as prepared by LANCER ASSOCIATES, INC for the above mentioned project, we, the undersigned, having become thoroughly familiar with local conditions affecting the performance and costs of the work at the place where the Work is to be completed, and having fully inspected the site in all particulars, hereby offer to enter into a Contract to perform the Work for the Sum of:

.....  
.....

.....\$.....dollars, in lawful money of the United States of America.

2. ACCEPTANCE

This offer shall be open to acceptance and is irrevocable for thirty days from the price proposal opening date.

If this bid is accepted by the Owner within the time period stated above, we will:

- Execute the Agreement within seven days of receipt of Notice of Award.
- Furnish the required bonds within seven days of receipt of Notice of Award.

- Commence work within seven days after written Notice to Proceed.

4. ADDENDA

The following Addenda have been received. The modifications to the Request for Proposal noted below have been considered and all costs are included in the Price Proposal.

Addendum # ..... Dated .....

Addendum # ..... Dated .....

Addendum # ..... Dated .....

Addendum # ..... Dated .....

Addendum # ..... Dated .....

5. BID FORM SIGNATURES

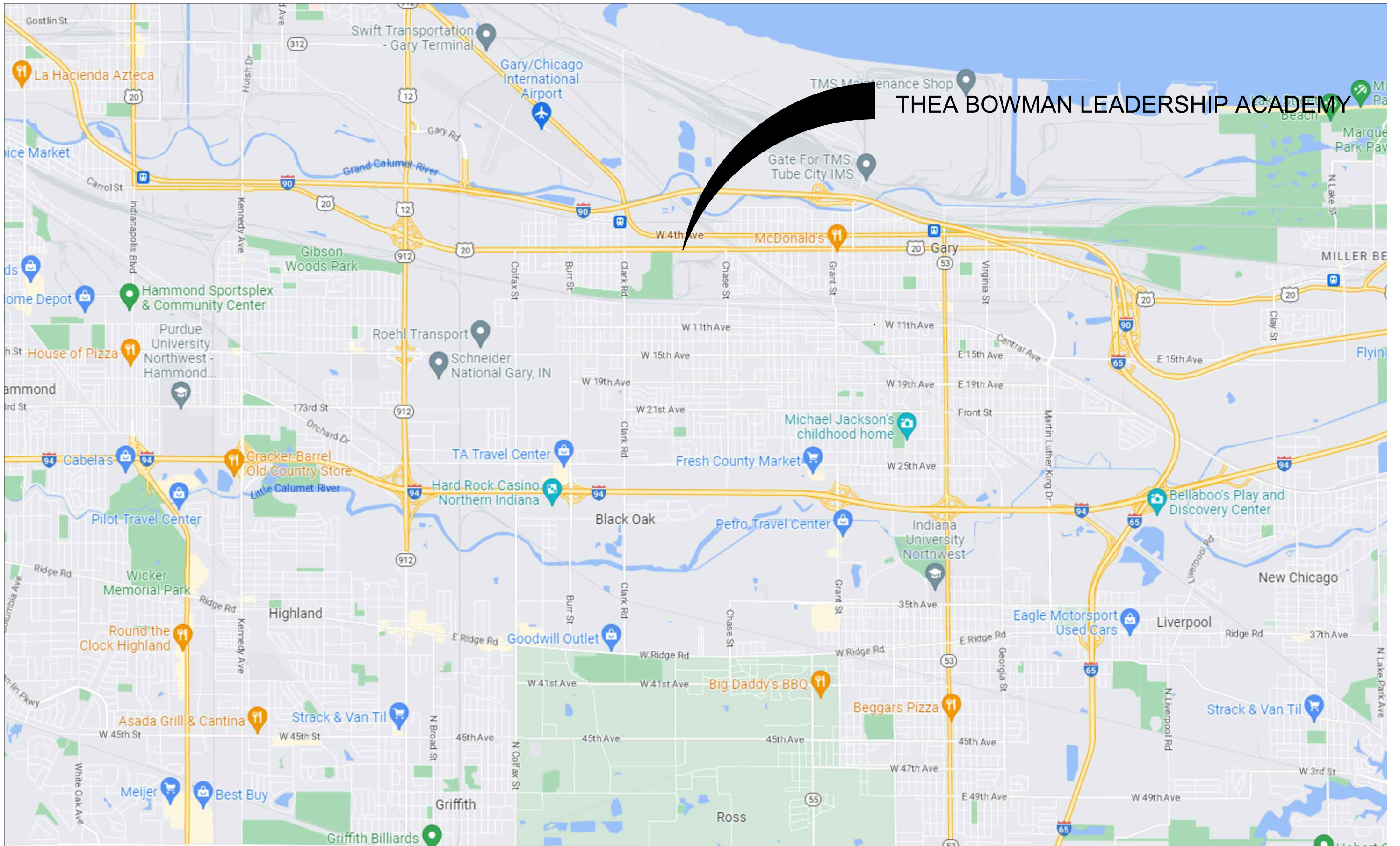
.....  
(Bidder - print the full name of your firm)  
was hereunto affixed in the presence of:

.....  
.....  
(Authorized signing officer) (Title)

.....  
.....  
(Authorized signing officer) (Title)

If the Bid is a joint venture or partnership, add additional forms of execution for each member of the joint venture in the appropriate form or forms as above.

**END OF SECTION 00 00 70**



THEA BOWMAN LEADERSHIP ACADEMY



