

REQUEST FOR QUALIFICATIONS:

Notice is hereby given that qualifications for General Contractor will be received by the City of Mishawaka, Indiana for:

**RFQ #11-002
MISHAWAKA RIVER CENTER APARTMENTS
PREQUALIFICATION TO BID THE
GENERAL CONSTRUCTION BID PACKAGE**

Contractors are invited to submit qualifications to make the prequalification list of general contractors who will be allowed to competitively bid the above noted project to the CITY OF MISHAWAKA. Qualifications will be received by the Board of Public Works and accepted until:

DATE: June 21, 2011

TIME: 10:00 AM (local time)

**To the attention of: Lory Timmer, Community Development Director
City of Mishawaka
600 East Third Street
Mishawaka, IN 46544**

The City of Mishawaka reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFQ does not obligate the City to pay any costs incurred by respondents in the preparation and submission of their statement of qualifications. Furthermore, the RFQ does not obligate the City to accept or contract for any expressed or implied services.

It is the City of Mishawaka's policy to assure that no person shall, on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.

The City is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, disability, or sexual orientation. The successful general contractor must comply with the City of Mishawaka's equal opportunity requirements.

Contractors are instructed to visit the City of Mishawaka's website at www.mishawaka.in.gov/ to review the full RFQ.

Dated this 2nd day of June, 2011.

**M. Wayne Troiola
Secretary of Mishawaka Redevelopment Commission**

Published: Mishawaka Enterprise, June 2, June 9
South Bend Tribune, June 3, June 10

City of Mishawaka

Request for Qualifications

Request for Qualification Information:

RFQ Number: **RFQ# 11-002**
RFQ Name: Mishawaka River Center
Apartments General
Construction
Date Issued: June 2, 2011
Contact Person: Lory Timmer
Phone #: (574) 258-1668
Email: ltimmer@mishawaka.in.gov

Submittals delivered to:

Address: City of Mishawaka
Attn: Lory Timmer
Community Development Director
600 East Third Street
Mishawaka, IN 46544
Submittals
Accepted Until: **June 21, 2011 @ 10:00 AM**

General Information

- **NOTICE:** Notice is hereby given that letters of interest and statement of qualifications will be received by the City of Mishawaka, Indiana, for General Contractors wishing to bid on the Mishawaka River Center Apartments project by filing with the City at the above location.

PURPOSE/BACKGROUND: The City of Mishawaka (the "City") is soliciting requests for qualifications for the purpose of prequalification of General Contractors (GC) for the proposed Mishawaka River Center Apartment project (MRCA). The MRCA project involves the rehabilitation of the existing MRCA building (formerly the Mishawaka High School, and most currently occupied by the Mishawaka Furniture Company) into thirty-two residential apartment units for seniors, age 55 or older. The existing four-story building is approximately 45,000 Square Feet in size, and will be renovated to include 32 apartment units (18 one-bedroom and 14 two-bedroom units). The project includes an addition of approximately 2,400 SF. The exterior site design will involve parking and landscape improvements, accessibility improvements at the north building entry and related enhancements of the perimeter grounds and landscaping. Upgrades to site utilities will be required, including improvements to the storm, sanitary, water, electric, gas and communications systems.

QUALIFICATIONS: This project will require the General Contracting firm to have the following qualifications:

- Construction experience, including multi-family projects, housing rehabilitation and historic rehabilitation. (minimum 3 projects, at least one of a minimum size of \$3,000,000 construction cost and two others at minimum size of \$1,000,000 construction cost)
- Experience working with municipal and regulatory entities (minimum 3 projects, minimum size of \$1,000,000)

- **RFQ SCHEDULE:**

<u>Event</u>	<u>Date</u>
RFQ Release	June 2, 2011
Vendor Questions (if any) Due	June 14, 2011
Responses to Vendor Questions posted on Internet	June 16, 2011
Proposal Responses Due	June 21, 2011
PreQualification Approval Release	June 28, 2011

- **SUBMITTAL REQUIREMENTS:** Responses to this RFQ must include the following information:
 - A cover letter/ statement of interest indicating the company's interest in the project and highlighting its qualifications to perform this project.
 - A summary of the company's experience, together with contact information for the primary contact person for the owner, related to:
 - Multi-family projects
 - Housing rehabilitation
 - Historic rehabilitation
 - Housing Authorities
 - A description of the firm's experience involving construction for municipal government entities and contact information for the governmental entities.
 - Statement of qualifications, including related experience with similar types of projects and specific qualifications of the company. Include resumes of key team members such as the proposed Project Manager, Project Superintendent, etc.
 - Examples of similar projects
 - A minimum of three (3) references relating to completed projects for the services being requested with full name, title, address, phone numbers, and email addresses
 - A copy of the latest audited financial report to be submitted in a sealed envelope (only to be reviewed if awarded project through the Bid Process)
 - Confirmation of the company's bond qualifications for a \$5,500,000 project.
 - Provide three (3) copies of your submittal (one original and two copies)
- **SIGNATURES:** RFQs shall be signed by one of the legally authorized officers of said corporation. If awarded the contract, the Contract shall also be so executed.
- **EVALUATION CRITERIA:** Evaluations will be based on the criteria listed below:
 - Experience of company with related projects;
 - Resumes of proposed project team and key team members;
 - Ability to provide a bond for the project in the amount of \$5,500,000; and
 - Overall quality of statement of qualifications
- **QUESTIONS:** Questions regarding this Prequalification may be directed in writing to Lory Timmer at ltimmer@mishawaka.in.gov. Any oral communications will be considered unofficial and non-binding on the City. Any questions will be answered in writing and posted on the City's website at <http://mishawaka.in.gov/>. It is the responsibility of individual firms to check the website for any amendments or Q&As to this RFQ.

- **REJECTION OF SUBMITTALS:** The city reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFQ does not obligate the city to pay any costs incurred by respondents in the preparation and submission of their qualifications. Furthermore, the RFQ does not obligate the city to accept or contract for any expressed or implied services.
- **EQUAL OPPORTUNITY EMPLOYMENT:** The successful consultant or consultants must comply with the City of Mishawaka equal opportunity requirements. The City of Mishawaka is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality or disability.
- **TITLE VI:** It is the City of Mishawaka's policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.
- **INSURANCE REQUIREMENTS:** The selected firm shall maintain insurance that is sufficient to protect the firm's business against all applicable risks, as set for in the city's Standard Insurance Requirements (Appendix A). Please review insurance requirements prior to submitting a statement of qualifications.
- **COMPLIANCE WITH LAWS AND REGULATIONS:** In addition to nondiscrimination and affirmative action compliance requirements previously listed, the general contractor ultimately awarded a contract shall comply with federal, state, and local laws, statutes and ordinances relative to the execution of the work. This requirements includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.
- **BID PROCESS DOCUMENTATION:** Although not a requirement of this RFQ, the following information does outline the requirements for the Bid Proposal for the General Construction Work. Bidders will need to provide the following, as outlined in the forthcoming Contract Documents:
 - Residential Prevailing Wage Scale (to be established)
 - 20% of work is to be self-performed by GC
 - Subcontractors will be required to be listed and named on the Bid Proposal Form.
 - Pay Applications will be required to be submitted on AIA forms including the Schedule of Value sheet. Also included with the pay application shall include monthly Certified Payroll (including name, position, and pay rate of each employee) for Owner review.
 - Local representation will be required during the Warranty Phase of the project
- **BONDING REQUIREMENTS:** In addition to other compliance requirements, it is anticipated that the general contractor awarded the project will be required to provide a Performance & Labor and Material Payment Bond in the amount of 125% of their bid proposal, including the maximum amount of their base bid plus any add alternates.

APPENDIX A: STANDARD INSURANCE REQUIREMENTS

The Contractor shall purchase and maintain for the life of the contract Comprehensive General Liability Insurance as is appropriate for the work being performed. The City of Mishawaka shall be named as an additional insured for the following minimum amounts or greater when required by law:

A. Worker's compensation

1. State Statutory
2. Employer's Liability \$500,000 Each accident,
\$500,000 Disease Each employee
\$500,000 Disease Policy Limit

B. Comprehensive General Liability

1. Bodily Injury
 - a. \$1,000,000 Each occurrence
 - b. \$2,000,000 Annual aggregate, products and completed operations
2. Property Damage
 - a. \$1,000,000 Each occurrence
 - b. \$2,000,000 Annual aggregate
3. Property Damage Liability Insurance will provide Explosion, Collapse and Underground coverage's where applicable.
4. Personal Injury
 - a. \$1,000,000 Annual Aggregate
5. The Contractor shall carry an Umbrella Policy in the amount of
 - a. \$3,000,000 Each occurrence
(Minimum Umbrella \$3,000,000.00)
 - b. \$3,000,000 Annual Aggregate

C. Comprehensive Automobile Liability

1. Bodily Injury and Personal Property
 - a. \$1,000,000 Combined Single Limit

D. Contractual Liability Insurance

1. Bodily Injury
 - a. \$1,000,000 Each occurrence
 - b. \$2,000,000. Annual Aggregate, products and completed operations
2. Property Damage
 - a. \$1,000,000 Each occurrence
 - b. \$2,000,000 Annual aggregate