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**REQUEST FOR QUALIFICATIONS  
DESIGN AND CONSULTING SERVICES FOR  
THE JUVENILE DETENTION CENTER OF THE  
INDIANAPOLIS-MARION COUNTY  
COMMUNITY JUSTICE CAMPUS**

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**BOND BANK RFQ-CJC-2019-001**

**PUBLISHED: MARCH 11<sup>TH</sup>, 2019**

**THE INDIANAPOLIS LOCAL PUBLIC IMPROVEMENT BOND BANK**  
**REQUEST FOR QUALIFICATIONS**  
**DESIGN AND CONSULTING SERVICES FOR THE JUVENILE**  
**DETENTION CENTER OF THE INDIANAPOLIS-MARION**  
**COUNTY COMMUNITY JUSTICE CAMPUS**

**BOND BANK RFQ-CJC-2019-001**

**DUE: MARCH 29TH, 2019, AT 5 PM EST**

## **SECTION 1 - BACKGROUND**

### **1.1 REQUEST FOR QUALIFICATIONS.**

This Request for Qualification solicits Statements of Qualifications for Design and Consulting Services for the Juvenile Detention Center related to the City of Indianapolis-Marion County Community Justice Campus (the “Project”). A submittal of a Statement of Qualification does not guarantee that the firm will be contracted to perform any services but only serves as notice to the Indianapolis Local Public Improvement Bond Bank (“ILPPIBB” or “Bond Bank”) that the firm desires to be considered.

### **1.2 CRIMINAL JUSTICE REFORM.**

In his inaugural State of the City address in 2016, Indianapolis Mayor Joe Hogsett created the Indianapolis Criminal Justice Reform Task Force (the “Task Force”) “to assess, research, examine, and ultimately report recommendations for the systemic reform and optimization of the current county criminal justice system.” In a report released on December 12, 2016, the Task Force recommended a series of changes to the criminal justice system, including initiatives to address mental health illness and drug addiction, improve health and safety, prevent crime, and redirect offenders back to a successful life in the community. Task Force recommendations for new and reconfigured facilities included a community justice campus with a 2,700-bed jail with a 300-bed acute health care and mental health unit, an assessment and intervention center and a consolidated criminal and civil courts complex. The Task Force further recommended replacement and relocation of the current Juvenile Detention Center currently located at 2451 N. Keystone Avenue, consistent with the Juvenile Court’s preferred operational model, as well as all applicable and desirable facility certifications, codes, and national best practices.

The City of Indianapolis and the Bond Bank have been working with the Marion County Sheriff’s Office, the Superior and Circuit Courts and other criminal justice agencies, as well as engineering, design, planning, finance, and legal professionals, to develop the community justice campus concept. The City-County Council of the City of Indianapolis and of Marion County, Indiana (the “Council”) passed Proposal No. 175, in July of 2017, approving up to \$20 million in short-term notes secured by LOIT revenues (the “2017A LOIT Notes”) for the purpose of financing a portion of the planning and design costs for Community Justice Center. The 2017A LOIT Notes were authorized by the Bond Bank as a two-year Draw Direct Purchase structure; they closed on November 15, 2017, and mature on November 15, 2019.

On January 29, 2018, the Council adopted Proposal No. 411, 2017 unanimously on a 23-0 vote, which authorizes up to \$55 million in short-term financing secured by LOIT revenues (the “2018 LOIT Notes”) for site preparation, construction mobilization and related expenses, planning and design consulting services, and land acquisition and lease expenses. The 2018 LOIT Notes were authorized by the Bond Bank as a two-year Draw Direct Purchase structure; they closed on March 23, 2018, and mature on March 23, 2020.

On November 19, 2018, the Council adopted Proposal No. 367, 2018 passed on a 24-01 vote, which makes a preliminary determination to enter a lease with the Indianapolis-Marion County Building Authority (“IMCBA”) for purposes of financing the Assessment and Intervention Center Project (“AIC”).

Additional information on the 2017A LOIT Notes and the 2018C LOIT Notes is available at [www.indycjc.com](http://www.indycjc.com).

Proceeds from both the \$20 million 2017A LOIT Notes and the \$55 million 2018C LOIT Notes are being utilized for their respective purposes of design, development, planning and site preparation costs necessary for the larger Community Justice Campus. Overall project costs for the Community Justice Campus are currently estimated at \$571,589,859 for the Adult Detention Center & Courthouse and \$14.1M for the Assessment and Intervention Center, **but these estimates are preliminary, the project lease has not yet been approved by the Council, and the design-build procurement process is ongoing.** The Bond Bank plans to take out both the 2017A LOIT Notes and the 2018C LOIT Notes with one or more bond issues which will include funding for project costs, capitalized interest and cost of issuance expenses.

## **SECTION 2 – REQUEST FOR QUALIFICATIONS.**

### **2.1 GENERAL PURPOSE.**

The City and all impacted stakeholders are moving forward with planning for the Project. The Bond Bank is a body corporate and politic established for, among other things, assisting qualified entities to develop infrastructure in the City and the County, and it is facilitating the Project for this purpose. This RFQ is part of the Bond Bank’s facilitation.

### **2.2 SCOPE OF SERVICES.**

The Bond Bank is seeking the Design and Consulting Services for the Juvenile Detention Center related to the City of Indianapolis-Marion County Community Justice Campus. The Bond Bank and the City retain exclusive and sole discretion for making the selection of team members.

## **SECTION 3 – PROCUREMENT PROCESS**

### **3.1 PROCUREMENT AUTHORITY.**

This RFQ is being issued under the Bond Bank's general power to make contracts under Indiana Code Chapter 5-1.4-3.

### **3.2 SELECTION PROCESS AND CRITERIA.**

The Bond Bank intends to select potential members based on professional qualification, competence, documented experience and the expertise of key personnel to be assigned to the Project. Consideration may also be given to the following factors:

- familiarity or demonstrated experience with the Site, the Project and the criminal justice system in the City of Indianapolis and Marion County;
- key staff personnel available locally for the Project;
- special or unique expertise in the Project;
- experience with design and/or consulting or projects involving brownfields;
- MBE/WBE/VBE/DOBE certification or demonstrated ability to partner with MBE/WBE/VBE/DOBE certified firms;
- ability to begin work immediately and the firm's existing workload;
- the firm's proximity to the project;
- extent of work which must be subcontracted by the firm and their proposed method of accomplishing project objectives; and
- performance evaluations on similar projects, if any.

### **3.3 CONFLICT OF INTEREST.**

Consistent with Indianapolis-Marion County Ordinance Section 295-2(a), Indiana Code Section 5-30, *et. seq.*, and industry best practices, successful respondents who enter into written agreements for the Project (and any of their affiliates, parent companies, or subsidiaries) will be prohibited from participating in any other design or construction teams performing services or construction work on the Project.

### **3.4 QUESTIONS.**

Questions regarding this RFQ, if any, or additional questions related to the Bond Bank or the Community Justice Campus must be submitted in writing before March 13<sup>th</sup>, 2019, at noon EST, to André Zhang Sonera, Bond Bank Project Manager & Public Affairs Manager at [andre.zhangsonera@indy.gov](mailto:andre.zhangsonera@indy.gov) with reference to **Indianapolis Bond Bank RFQ-CJC-2019-001**. Official answers to questions, if any, will be issued via addenda to this RFQ by 5:00 PM EST on March 18<sup>th</sup>, 2019.

### 3.5 SCHEDULE.

*The Bond Bank reserves the right to adjust this schedule.*

Date	Event
March 11 <sup>th</sup> , 2019	RFQ Issued
March 13 <sup>th</sup> , 2019	Any related questions to the RFQ must also be submitted by noon EST
March 18 <sup>th</sup> , 2019	Answers released via addenda by 5 PM EST
March 29 <sup>th</sup> , 2019	<b>RESPONSES DUE VIA EMAIL AT 5 PM EST</b>
Week of April 15 <sup>th</sup>	Interviews will be conducted (if needed)
Week of April 22 <sup>nd</sup>	Final selection announced by the Bond Bank

### 3.6 FORM OF CONTRACT.

The respondent deemed most competent and qualified by the Bond Bank will be provided with a form of written agreement for final negotiations on all terms and conditions, including compensation that the Bond Bank determines to be reasonable. It is possible the written agreement will be in the form of a sub-consultant agreement with another team member. The Bond Bank reserves the right to reject any and all responses.

## **SECTION 4 – RESPONSES**

### 4.1 RFQ RESPONSES.

**Responses must be sent in electronic PDF form via electronic mail to André Zhang Sonera at [andre.zhangsonera@indy.gov](mailto:andre.zhangsonera@indy.gov) with reference to Indianapolis Bond Bank RFQ-CJC-2019-001 in the subject line of the electronic mail.**

The response shall include the following:

- *Cover Letter – not to exceed two pages.* The response should include a cover letter expressing the respondent’s interest in the Project and serve as an executive summary of the proposal.
- *Statement of Qualifications – proposals should be limited to fifteen (15) pages. Proposals must utilize a 12-point font size.* The response should include a written statement organized in conformance with, and responding to, the criteria listed in Section 3.2 of this RFQ. Exhibits to

the Statement of Qualifications (including brochures, professional resumes, references, or other materials will not be counted against the page limit; however, these should be kept to a minimum and only those materials the respondent believes are highly relevant to its ability to perform the specified services).

- *Diverse Business Utilization.* The response should indicate whether the respondent satisfied intended MBE/WBE/VBE/DOBE participation on its own without teaming. This shall, at a minimum, include the factors included in Section 5.2.
- *Rate Sheet.* The response should include the hourly rates of the team members the respondent would expect to be working with the City's team and, if necessary, general rates for the firm.
- *Certificate of Insurance.* The response should include a copy of the respondent's certificate of insurance with current insurance limits, including professional liability insurance limits.

#### **4.2 DEADLINE FOR SUBMITTAL OF RESPONSES.**

**March 29th, 2019, at 5:00 PM EST** – Pursuant to section 4.1, offerors should provide a PDF copy via electronic mail.

#### **4.3 ADDITIONAL INFORMATION.**

- [City of Indianapolis – Criminal Justice Task Force Page](#)
- [Indy CJC – Community Justice Campus Project Page](#)

#### **4.4 CONTACT PERSON AND COMMUNICATIONS.**

All inquiries regarding this RFQ should be provided in the form of written questions pursuant to section 3.5, above. Other matters or inquiries can be directed to William Shrewsberry, President of Shrewsberry & Associates, LLP.

## **SECTION 5 – ADDITIONAL REQUIREMENTS**

### **5.1 EXECUTIVE ORDER NO. 1, 1987.**

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

### **5.2 XBE GOAL REQUIREMENT.**

It is the policy of the Consolidated City of Indianapolis (G.O. 581 as amended and Executive Order No. 5) that Women’s Business Enterprises, Minority Business Enterprises, Veteran Owned Businesses, Disability-Owned Businesses shall have the maximum feasible opportunity to participate in the performance of contracts. The Bond Bank encourages all firms to meet the city’s MBE/WBE/VBE/DOBE goals of 15%/8%/3%/1% respectively.

In order to be considered as a MBE/WBE/VBE/DOBE for this project, the respondent must be at least 51 percent (51%) owned, controlled and managed (proven & demonstrated) by a U.S. citizen(s) and must be certified by the City of Indianapolis Office of Minority & Women Business Development.

### **5.3 RESPONDENT DIVERSE BUSINESS UTILIZATION PLAN.**

Each respondent shall state whether it meets MBE/WBE/VBE/DOBE certifications on its own or via potential partners or sub-consultants. If respondents intend or need to rely on partners or sub-consultants to meet these requirements, then they are encouraged to identify MBE/WBE/VBE/DOBE certified firms they have worked with on other relevant projects as part of the Diverse Business Utilization Plan section of their responses to this RFQ. The Bond Bank reserves the exclusive right to select or approve MBE/WBE/VBE/DOBE certified firms as partners or sub-consultants for respondent(s) or otherwise. Further, respondents are encouraged to address, as part of the Diverse Business Utilization Plan section of their response, how they would plan to meet the following items if selected as part of the Bond Bank’s team:

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

5.3.2 Make information on forthcoming opportunities available to MBE/WBE/VBE/DOBE certified firms and arrange time frames for



contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by MBE/WBE/VBE/DOBE certified firms in the competitive process.

- 5.3.3 Consider in the contracting process dividing when economically feasible into smaller tasks or quantities to permit maximum participation by MBE/WBE/VBE/DOBE certified firms in the competitive process.
- 5.3.4 Encourage contracting with a consortium of MBE/WBE/VBE/DOBE certified firms when a contract is too large for one MBE/WBE/VBE/DOBE consultant to handle individually.
- 5.3.5 Define the payment terms so that MBE/WBE/VBE/DOBE certified firms will be paid in a timely fashion, i.e. within 10 days of receipt of payment by the Bond Bank or allowing for the Bond Bank to have a direct payment arrangement with the MBE/WBE/VBE/DOBE certified firms.
- 5.3.6 Use the services and assistance of the Minority and Women Business Development Department of the City of Indianapolis.

**5.4 RESPONDENT ESTABLISHMENT WITHIN IMSA.**

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

## **SECTION 6– DEFINITIONS**

- 6.1 The Bond Bank** is the Indianapolis Local Public Improvement Bond Bank and was created in 1985, pursuant to Indiana Code Section 5-1.4-3-1. The Bond Bank operates during normal business hours.
- 6.2 Request for Qualification or RFQ** means this solicitation for firms with respect to design and consulting services of the Project.
- 6.3 The Executive Order** means the May 11, 2016, *Executive Order No. 4, 2016* by Indianapolis Mayor Joe Hogsett establishing the Task Force.
- 6.4 The Task Force** means the Indianapolis Criminal Justice Reform Task Force and was established by the Executive Order.
- 6.5 The Report** means the recommendations report to the mayor released in December 2016 by the Task Force.
- 6.6 The Project** means one or more construction or development projects to design and build a Community Justice Campus for the Consolidated City of Indianapolis and Marion County and other stakeholders involved in criminal justice services through Indianapolis and Marion County.

*(Note: Capitalized terms not defined in this RFP are defined in the Report)*