

**REQUEST FOR PROPOSAL/QUALIFICATIONS  
TOWN HALL PROJECT  
YORKTOWN, INDIANA**

**I. PROJECT INTRODUCTION:**

In accordance with IC 5-23-5, the Town of Yorktown, Indiana (Town), invites any and all qualified parties to submit Statements of Proposal, under a public-private partnership, to design, obtain financing, and construct a town hall in Yorktown, Indiana. At a certain period of time, the Town would assume ownership and pledge financing adequate to cover the debt service from a selected financial institution.

**II. PROJECT SCOPE:**

**General:**

- Provide all design services, site work, labor and material to construct a Town Hall on property owned by the Town with the following general characteristics;
  - Approximately 16,000 SF
  - Conventional steel frame construction with a masonry façade.
  - Minimum two stories with elevator
  - Office space for the Town and Police Department (including holding cells)

**III. PROPOSAL EVALUATION:**

The criteria that will be utilized in evaluating proposals are as follows:

- Terms on proposed financing
- Your experience developing similar projects
- Your demonstrated ability and capacity to perform the work
- Your reputation as indicated by your references for performing this type of work

Of all evaluation criteria listed in this Request for Proposal, overall experience will be given the most weight by the Town.

The Town reserves the right to reject any and all Statement of Proposals at its sole discretion.

The Town does not require you to submit a certified check or other evidence of financial responsibility with your proposal.

**IV. PROPOSALS:** Please respond to the following requests:

- List three (3) case studies of similar projects you have financed and constructed. Include names, telephone numbers and addresses to be used as references to the listed projects.
- A proposed schedule for the project, including proposed dates to close on financing, start and complete construction, and convey the building to the Town.
- Proposed Financial Institution with terms and conditions or repayment outlined along with a description of the proposed financing solution.

Be it understood that:

- All offerors will be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. The Town may enter into discussions with offerors to clarify and assure a full understanding of proposals.
- The Town may refuse to disclose the contents of the Statement of Proposals during discussions with eligible offerors.
- The Town reserves the right to enter into a Scoping Agreement with an offeror for preliminary design and development services prior to the Town agreeing to move forward with the Project. After the Scoping period, the Town shall either make a recommendation to award the public-private agreement to an offeror or shall terminate the request for proposal process.

An electronic PDF of the Statement of Proposal should be emailed to:

Mr. Pete Olson, Town Manager, at [polson@yorktownindiana.org](mailto:polson@yorktownindiana.org)

**Proposals must be received by 3:00 pm local prevailing time on October \_\_\_\_\_, 2017.**