

Town of Bristol, Indiana

Request for Proposals and Qualifications (“RFPQ”): Street Garage Project

Issued by: Town of Bristol, Indiana

Contact: Mike Yoder, Town Manager (574-298-3331)

1. Introduction

The Town of Bristol (“Town”), pursuant to Indiana Code § 5-23 (the “Act”), is soliciting Proposals and Statements of Qualifications (“Proposals”) from qualified development teams (“Offerors”) interested in designing and constructing a new Road Department Garage facility, as further described herein (the “Project”), through a public-private agreement under the Act (the “BOT Agreement”).

The Town seeks a private development partner to lead the delivery of the Project to serve as the Town’s Street Department’s operations and storage center. The facility is expected to be approximately **8,000 square feet** in size. Final program, layout, and construction details will be refined in collaboration with the selected development partner during the scoping and design process.

2. Project Overview

- **Facility Purpose:** Garage, equipment storage, and maintenance space for the Highway Department.
- **Size:** Approximately 8,000 square feet (subject to refinement).
- **Site:** Location to be designated by the Town.
- **Delivery Method:** BOT agreement under IC 5-23.
- **Town Role:** The Town will retain ownership of the facility upon completion of the BOT term.

3. Developer Responsibilities

The successful Offeror will be responsible to provide all financing, development services, site work, labor, and materials to construct the Project as further described below:

- Leading design and construction of the facility.
- Managing permitting, approvals, and coordination with regulatory agencies.
- Procuring and managing subcontractors and suppliers.
- Providing project schedule and budget oversight.
- Delivering the completed facility to the Town in turn-key condition at agreed upon GMP.
- Providing payment and performance bonds as required by IC 5-23 (100% payment; 50% performance).

4. Procurement Process

This procurement will follow the Act, which allows negotiation, best and final offers, and BOT contracting. The Town reserves the right to:

- Reject any or all Proposals.
- Terminate or reissue this RFPQ.
- Negotiate with one or more Offerors.
- Accept the Proposal deemed in the best interest of the Town.

A public hearing will be held prior to the award of any BOT Agreement, as required by the Act.

5. Proposal Requirements

Offerors should submit a concise Proposal that includes:

- **Cover Letter & Contact Information** – Identify primary point of contact.
- **Team Qualifications** – Experience with municipal facilities, garages, or similar projects.
- **Project Approach** – General strategy for delivering the project. Detailed designs are not required.
- **Experience & References** – Up to three relevant projects with owner contacts.
- **Preliminary Cost Awareness** – Narrative on approach to budgeting and cost control (a general GMP required at this stage).
- **Scoping and Design** – A fixed scoping and design fee payable upon the presentation of GMP regardless of acceptance by the Town.
- **Local Engagement** – Plan to utilize local contractors, vendors, or labor where possible.

6. Evaluation Criteria

Proposals will be evaluated by the Town Council of the Town based on:

- Relevant experience and qualifications of the Offeror team.
- Demonstrated understanding of municipal needs and project delivery under the Act.
- Proposed approach to design, construction, and budget control.
- Ability to meet Town schedule requirements.
- Use of local resources.

7. General Conditions

- No certified check is required with submission.
- Proposers shall bear all costs of preparing and submitting proposals.
- Communication during the RFPQ process should be directed only to the Town Manager. Offerors shall not contact Town Council members during the RFPQ process. The Town Manager may engage with Offerors for the purpose of clarification to assure full understanding of and responsiveness to the solicitation requirements.
- Any BOT Agreement will require statutory payment and performance bonds.
- The Town may refuse to disclose the contents of the Proposals/Statement of Qualifications during discussions with eligible Offerors.
- Since this Project will be secured and financed under the Act, the Project will not utilize "public funds" as defined in IC 5-22-2-23. In accordance with both statutes, the selected Offeror will not be subject to further public bidding under IC 36-1-12.
- The Town reserves the right to enter into a Scoping Agreement with an Offeror for the development services prior to the Town agreeing to move forward with the Project. After the

scoping period, the Town Council shall either award the BOT Agreement to an Offeror, engage another proposer, or shall terminate the request for proposal process.

- The successful Offeror shall submit proof of appropriate liability insurance (\$1,000,000.00 minimum), including Workers' Compensation policy coverage to the satisfaction of the Town Council.
- The successful Offeror shall provide errors and omissions insurance coverage after the successful Offeror has been selected.
- The Town Council intend to award a contract to an Offeror who is able to provide quality work and offer the best value. However, as indicated above, the Town Council reserves the right to reject any or all proposals, and any subcontractors in whole or in part, submitted in response to this RFPQ. The Town Council further reserve the right to negotiate the terms and conditions of any final contract for services.

8. Submission Instructions

- **Deadline:** October 21, 2025, 2:00 pm
- **Format:** Submit one electronic copy via email to the Town Manager.
- **Delivery Address:** Town of Bristol, Attn: Mike Yoder, Town Manager, Mikeyoder@Bristol.IN.gov (Town will provide acknowledgement of receipt)
- **Phone:** 574-298-3331

By order of the Town of Bristol, Indiana dated _____.