

APRIL 1, 2023



REQUEST FOR INFORMATION

DEVELOP, DESIGN, AND CONSTRUCTION NEAR TOWN HALL ON OAK STREET

The Zionsville Redevelopment Commission (“RDC”), as **Owner**, is soliciting Information Inquiries from firms interested in developing, designing, constructing a commercial/office development with on-site parking on parcels 0190002702 (1 vacant lot), Zionsville, Indiana (“Project”).

This Request for Information (“RFI”) will generate ideas and identify a firm capable of delivering the above-mentioned Project. All respondents to this RFI are subject to the instructions communicated in this document and are cautioned to completely review the entire RFI and follow instructions carefully.

A. GENERAL PROJECT INFORMATION

Project Description

Deliver a P3 project that includes (a) includes commercial and/or office on the 1st floor, (b) office on above floors, and (c) Project parking demands are met on-site. Project to be a minimum two stories. Project to be architecturally compatible with Town hall and the new office building west of the property.

Project Schedule and Information

The RDC will accept RFI responses through May 19, 2023. RFI responses will be public information and may be referenced in public meetings following RDC’s receipt. The RDC will respond back to interested parties by the end of June, 2023.

It is anticipated that RDC will issue a future RFQ/RFP Design/Build proposal thereafter.

The RDC will make existing survey information available to interested parties.

B. INSTRUCTIONS FOR PREPARING RFI RESPONSES

1. Ten (10) original, printed sets of the proposal shall be prepared and submitted to the RDC as noted herein.
2. One electronic copy provided on a flash drive must accompany the submission.
3. Each submittal shall be identical and include a transmittal letter.
4. Each proposal shall be prepared simply and economically, providing straightforward, concise delineation of respondent’s capabilities.
5. Emphasis must be on completeness, relevance, and clarity of content.

C. RFI MUST BE CATEGORIZED AND NUMBERED AS OUTLINED BELOW

1. Cover Letter
 - a. Answering; why your idea?
2. Team Credentials
 - a. Project Team Organizational Chart: Present an organizational chart to depict the structure of the management hierarchy for both design and construction phases as well as the role of each individual proposed.
 - b. Provide a list of a minimum of two and a maximum of-five projects completed within the last five years of similar type and relevance.
3. Project Concept/Idea
 - a. State the team's approach to design and appropriateness within its surroundings.
 - b. Outline the Project concept including but not limited to;
 - i. Use
 - ii. Density
 - iii. Economic Impact
 - iv. Project Costs
 - v. Potential Project Pro Forma
 - vi. Project ownership concept (aka Public Private Partnership structure)
 - vii. Potential draw-backs from getting the proposed concepts accomplished.

F. DELIVERABLES

Ten (10) original sets must be sealed in an opaque envelope or box and the words "ZIONSVILLE OAK STREET DEVELOPMENT IDEAS" must be clearly indicated on the outside of all the envelopes and/or boxes. No email or facsimile submissions will be accepted.

Zionsville Redevelopment Commission
1101 Oak Street
Zionsville, IN
Attn: Corrie Sharp, Zionsville Redevelopment Commission Director

No submittals will be accepted after the time set for receipt. All expenses for preparing and submitting responses are the sole cost of the party submitting the response. The RDC nor Owner are not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of the RDC. Labeling information provided in submittals "proprietary" or "confidential", or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award.

The RDC intends to structure a public-private partnership for this project. The RDC reserves the right to:

1. Terminate this process at any point without cause.
2. Reject any and all submittals, and/or to not proceed with a RFQ/RFP or Contract award.

Submission of Questions and Requests for Clarification

Questions about any aspect of this RFI, or the project, shall be submitted to: Corrie Sharp, Zionsville Redevelopment Commission Director, e-mail: csharp@Zionsville-in.gov.

The RDC reserves the right to request clarification or additional information from any Proposer. Specific questions may be addressed to any Proposer and may consider further elaboration by the Proposer of any information previously submitted.