

## NOTICE OF REQUEST FOR PROPOSALS

Notice is hereby given that SOUTH BEND COMMUNITY SCHOOL CORPORATION (“School”), is requesting proposals from responsible offerors to provide construction manager as constructor (“CMC”) services for construction, reconstruction, alteration, and renovation of a leased building. CMC Services will include: (1) Preconstruction phase services, including advice during the preconstruction phase; (2) Consultation, collaboration, project construction management, and other services regarding construction during and after design/construction phases; (3) Development of construction schedule, estimated cost of construction, and analysis of qualifications of 1st tier subcontractors; (4) a guarantee of the cost of the project & the project schedule.

**The proposals will be received until January 29, 2024 by 3:00 PM EST** Proposals must be delivered to Kareemah Fowler, SOUTH BEND COMMUNITY SCHOOL CORPORATION, 215 South Dr. Martin Luther King Jr. Blvd., South Bend, IN 46601 and via [kfowler@sbcsc.k12.in.us](mailto:kfowler@sbcsc.k12.in.us) All proposals received after such time will not be considered and returned to the submitter unopened.

CMC Services will be performed under a CMC Contract with the Owner. The form of the contract is set forth in the RFP. The offeror must submit a financial statement, a statement of experience, a proposed plan or plans for performing the CMC Services, and the resources, labor, technology, materials, supplies, and equipment the offeror has available for the performance of CMC Services. The financial statement must be submitted on SBOA Form 96 (<https://forms.in.gov/Download.aspx?id=6422>).

Evidence of financial responsibility (“offeror security”) in the amount of **1%** of the offeror’s total contract price must be payable to SOUTH BEND COMMUNITY SCHOOL CORPORATION in the form of an irrevocable letter of credit, certified check, cashier's check, or a bond acquired from an IN DOI registered surety. Should a successful offeror within ten (10) days after written notice of contract award withdraw its proposal, fail to provide required bonds, or execute a satisfactory contract, the Owner may then declare that offeror security forfeited as liquidated damages, not as a penalty.

Discussions may be conducted with, and best and final offers obtained from, responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award. If School later determines to proceed with the project, School may enter into negotiations with the offeror whose proposal has been selected by an evaluation committee considering: (1) the responses to the RFP; (2) any interviews with selected offerors; and (3) evaluation of fees.

A CMC Contract may be made with an offeror whose proposals are determined to be advantageous to School, taking into consideration price and other evaluation factors set forth in the RFP. The RFP includes the criteria, process, and procedures including consideration of qualifications and fees, by which: an offeror will be evaluated; a CMC will be selected; and a CMC contract will be awarded.

The RFP documents for the CMC Services are on file with School and may also be examined at <https://www.sb.school/>

All offerors must comply with applicable laws including but not limited to requirements of Ind. Code § 5-16-6; 5-16-13; 5-32; and 36-1-12 and as outlined in the RFP. Offerors must also be able to and meet all requirements found in applicable CMC, public contract, and public work project statutes.

Prior to approval and execution of the CMC Contract, the responsible offeror who submits proposals determined to be reasonably susceptible of being selected for award must furnish satisfactory evidence showing evidence of financial responsibility and it can faithfully perform the contract and all obligations arising hereunder.

School expects to award the contract for CMC Services at its **February 5, 2024** board meeting to the responsible offeror(s) whose proposal is determined in writing to be the most advantageous to School, taking into consideration price and the other evaluation factors set forth in the RFP. School reserves the right to hold proposals, including any alternates, for up to **60** days from the date of the opening. School reserves in its sole discretion the right to cancel the solicitation, reject any and all proposals in whole or part, delay the opening, ask for new proposals, is not obligated to accept the lowest or any other proposal, and may waive any irregularities, discrepancies, omissions, variances or informalities in the request for proposal procedure.

A mandatory meeting for discussion of the CMC Services, reviewing the scope of work, project specifications and drawings, RFP documents, qualifying requirements, and other important matters will be virtually and/or held at SOUTH BEND COMMUNITY SCHOOL CORPORATION, 215 South Dr. Martin Luther King Jr. Blvd., South Bend, IN 46601 on **January 8, 2024** at 3:00 PM EST. Immediately following the mandatory meeting, an opportunity to tour the project site(s) will be offered. All prospective offerors must attend this important meeting. Offerors will be responsible for complying with items discussed at the meeting.

Questions regarding the contract(s) or requests for fair and equal treatment, can be directed in writing to Kareemah Fowler <kfowler@sbcsc.k12.in.us>