**Notice of Request for Information**

**Montgomery County Courthouse Annex**

In accordance with Indiana Code §5-23, Montgomery County’s Board of Commissioners (Commissioners) invite any and all qualified parties to submit Proposals and Statements of Qualifications for the design, construct, and financing of an office building, referred to as the Courthouse Annex (Project), in Montgomery County, Indiana in a public-private partnership. As currently contemplated by the Commissioners, the private party would purchase land and/or improvements for the Project, and Montgomery County (County) would assume ownership of the land and improvements and pledge to cover the costs of the Project. The selected proposer will provide all design services, site work, labor and material to construct an office building with the following general characteristics: (a) Approximately40,000 square feet with no fewer than 40 offices and office suites, a large public meeting room, several conference rooms, hallways, entry ways, restrooms, kitchen and lunchroom, storage areas, and other amenities consistent with office use for the County government; (b)Parking areas sufficient to accommodate 60 employees and not less than 30 public spaces; (c) Adequate mechanical systems, including, but not limited to electrical, plumbing, heating, cooling, telecommunications, interior and exterior lighting, water, sanitary, security, fire suppression, and other systems; and (4) Other amenities and systems which are necessary for the operation of the building for its intended use. The selected proposer will purchase the land and/or improvements, design and construct the Project, finance the Project, and, on a date to be determined, convey to the County the land and improvements comprising the Project. The Commissioners will review and evaluate the proposals received. In evaluating the proposals, the Commissioners will consider the following: (a) The proposer’s experience in designing, constructing, and developing similar projects; (b) The proposer’s experience in participating in similar public-private partnerships; (c) The proposer’s reputation for performing work similar to the project, including but not limited to comments provided by past customers of the proposer; (d) The proposer’s demonstrated ability and capacity to perform the work in a timely manner; (e) The proposer’s design vision for the Project; (f) The proposer’s plan of work for the Project, including but not limited to the intended process of development, use of subcontractors, use of equipment, and other relevant factors; (g) The proposer’s design and construction timetables; (h) The proposer’s estimated cost of the Project; (i) The proposer’s terms and conditions proposed for transfer of the Project to the County and for repayment by the County of the project costs; (j) The proposer’s other proposed terms and conditions for the Project; (k) The proposer’s responsiveness to the Request for Proposal; (l) The proposer’s financial ability and responsibility to carry out the Project; and (m) Any other factor relevant to the appropriateness of the selection of the private party. In this evaluation, Project cost, design vision, experience with similar projects and terms of financing will be given more weight than other factors. A proposer should provide the following with its response: (a) Six copies of its response; (b) A digital copy of its response (e-mailed to Mark Casteel, County Administrator at [Mark.Casteel@montgomerycounty.in.gov](mailto:Mark.Casteel@montgomerycounty.in.gov)); (c) References for at least three similar projects performed by the proposer and contact information for these references; (d) A proposed schedule for the project, including proposed dates of commencement and completion; (e) A description of the project team, including the project lead, design team, and construction team; (f) Proposed Build-Transfer agreements and financing agreements for repayment of project cost; (g) The proposer’s availability for interviews during March and April 2020 and (h) The proposer’s financial statements which show its capacity to execute the project. All responses must be submitted to Mark Casteel on or before March 20, 2020. The Selection Committee will evaluate proposals and select not more than three proposers for interviews. Interviews will be conducted and completed on or before April 10, 2020. It is anticipated that the Selection Committee will negotiate the best and final offers with proposers determined to be reasonable susceptible of being selected and recommend a proposal to the Commissioners on or before April 13, 2020. The Commissioners will either select a private partner or reject all proposals on or before May 11, 2020. However, the Commissioners reserve the right to take no action after receiving responses, and terminate the request for proposal process. The Commissioners reserve the right to reject any and all proposals, suspend the Project, cancel the Project or otherwise cease their consideration of the Project at any time, in their discretion. All proposers will be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. Submissions are not public documents and will not be made available to other proposers or members of the public during the selection process. The identity of proposers is public information and will be disclosed during the process. Proposers may not contact members of the Selection Committee, other than Mark Casteel, or the Commissioners directly during the process. All contact with the County during the process will be with Mark Casteel, County Administrator. Discussions may be conducted with Mark Casteel and proposers for the purpose of clarification to assure a full understanding of and responsiveness to the requirements of this request. No certified check is required, but proposers must demonstrate their financial capacity to execute the Project.

Date: February 25, 2020 Mark Casteel, County Administrator

Please publish on March 4 and March 11