



*Engineering Department*

**Engineering Services for  
Bloomington Hospital Re-Use (BHRU) Infrastructure & Site  
Engineering – Phase 1 East**

***REQUEST FOR INFORMATION***

**ISSUED:**  
March 5, 2021

**DEADLINE FOR SUBMITTALS:**  
April 9, 2021  
5:00 PM local time (EDT)

**SUBMIT INFORMATION TO:**  
Andrew Cibor  
City Engineer  
[andrew.cibor@bloomington.in.gov](mailto:andrew.cibor@bloomington.in.gov)

## **GENERAL INFORMATION AND SUMMARY**

### **Organization Issuing Request for Information:**

City of Bloomington  
Engineering Department  
401 N. Morton St, Suite 130  
Bloomington, Indiana 47404

### **Contact:**

Andrew Cibor  
City Engineer  
andrew.cibor@bloomington.in.gov

### **Summary of Request:**

The City of Bloomington (the City) is issuing this Request for Information (RFI) to aid in the selection of a consultant team to perform design services for the Bloomington Hospital Re-Use (BHRU) Infrastructure & Site Engineering – Phase 1 East project. Interested parties must provide submittals as outlined in this document no later than April 9, 2021, at 5:00 PM local time.

### **Communications and Project Management:**

All communications from interested parties to the City prior to the deadline for submissions in response to this RFI shall be made electronically through email only. Should any interested party find discrepancies in or omissions from this RFI, or should they be in doubt as to their meaning, written notification should be made to Andrew Cibor at [andrew.cibor@bloomington.in.gov](mailto:andrew.cibor@bloomington.in.gov) no later than March 29, 2021.

The City will host a virtual project overview meeting on March 15, 2021, at 10:00 AM local time, Eastern Daylight Time. Attendance at this meeting is not a requirement of teams that provide a submittal response to the RFI. There will be an opportunity for questions and answers at this meeting. A summary of the meeting's discussion and/or a recording will be posted as an addendum to the RFI on the project website. Interested parties will need to notify Andrew Cibor at [andrew.cibor@bloomington.in.gov](mailto:andrew.cibor@bloomington.in.gov) no later than March 11, 2021, if they are interested in attending this meeting so meeting invitation information can be shared.

Interpretation of this RFI will be made only by written addenda. A copy of each addendum will be posted on the City's website at <https://bloomington.in.gov/engineering/projects/bhru-ph1east> no later than April 5, 2021. Interested parties are responsible for checking the City's website for addenda, though the City may choose to contact all known interested parties with notification of posted addenda. The City shall not be responsible for any other explanations or interpretations of this RFI. If significant changes to this RFI are required, the City may postpone the final date for submission.

Interested parties may notify the city project manager, Andrew Cibor, by email of their intent to submit a response to this RFI but are not required to do so. Failure to notify the City of intent to submit a response may result in omission from future communications, including notification of addenda and the virtual project overview meeting.

Responses to the RFI must be submitted in PDF format no later than April 9, 2021, at 5:00 PM local time. Submittal requirements and details are outlined below. Responses that, in the judgment of the

City, are incomplete, inaccurate, or otherwise not in compliance with the requirements described in this RFI may be rejected.

Due to this Project’s size and funding source, consultant selection is not limited to the City’s Pre-Approved Consultant List. Applicants should list applicable INDOT prequalifications they have that are necessary to complete the applicable services for this type of work; however, the City does not require any INDOT prequalifications for this Project.

Any costs incurred while responding to this RFI in anticipation of receiving a contract award shall be the responsibility of the entity submitting the response. The City shall not reimburse any respondent for any such expenses.

**Process Schedule:**

March 5, 2021	RFI Advertisement
March 15, 2021 (10:00 AM local time)	Project overview meeting (optional attendance)
March 29, 2021	Deadline for questions/clarifications
April 5, 2021	Last day for addenda from the City
April 9, 2021 (5:00 PM local time)	RFI Response Deadline
April 30, 2021*	Respondents Notified of Results
June 9, 2021*	Issue Notice to Proceed (NTP)

*\*Dates indicated are tentative and subject to change as needed.*

**PROJECT DETAILS**

**Overview:**

This infrastructure and site engineering project (“Phase 1 East”) is the first step for the City of Bloomington toward the redevelopment of the IU Health Bloomington Hospital site (i.e., Bloomington Hospital Re-Use or “BHRU”). The details of the BHRU project in its entirety may be found at [bloomingtonhospital.com](http://bloomingtonhospital.com).

The project limits of the BHRU Phase 1 East project are bounded by 2<sup>nd</sup> Street to the north, 1<sup>st</sup> Street to the south, the B-Line Trail to the east, and Rogers Street to the west. The project area and anticipated scope of work is included in the adjacent figure from the Master Plan Report (please refer to the Master Plan Report for more details). Some specific objectives of the Phase 1 East project include:

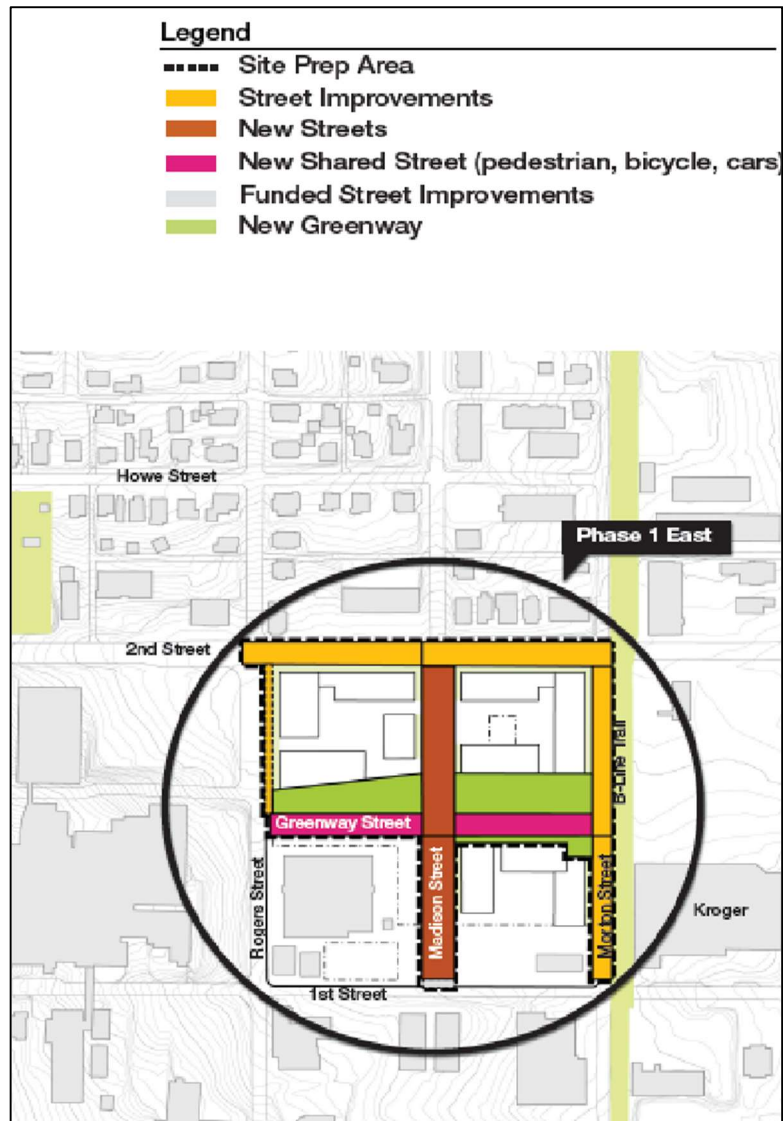
- 1) **Demolition:** The Project will create development-ready lots, including demolition of above-ground property improvements on properties to be owned by the City. Underground utilities and features will also be evaluated for possible removal and/or relocation. The site grading will also be evaluated to support desired building elevations on each adjacent parcel in relation to the adjacent transportation infrastructure.
- 2) **Utilities:** Phase 1 East will include the assessment of existing public (e.g., communication, water, storm sewer, and sanitary sewer) and private (e.g., power, gas, communication) infrastructure to serve the Project’s maximum projected Phase 1 East buildout and mixed use profile as prescribed in the Master Plan. Design and sizing of public utility facilities within the Phase 1 East project area requiring upgrade or replacement to support the development contemplated in the Master Plan will be a part of the Project. Additionally, the consultant team

will coordinate with private utilities regarding possible relocations/removals, accommodating anticipated future utility needs, and limiting future disturbances to the area’s proposed infrastructure. As a part of the design effort, upstream considerations beyond the Phase 1 East area will need to be studied to inform the impact on the Phase 1 East project area (e.g., stormwater plan).

- 3) **Transportation & Public Facilities:** This Project will include the design of Madison Street between 1<sup>st</sup> Street and 2<sup>nd</sup> Street, a new pedestrian street and adjacent greenway between the B-Line and Rogers Street, improvements to 2<sup>nd</sup> Street between Rogers Street and Morton Street, and improvements to Morton Street between 1<sup>st</sup> Street and 2<sup>nd</sup> Street. The proposed

improvements identified in the Master Plan will be further developed and evaluated as the project development progresses, and some design elements may be listed as bid alternates as the Project progresses. Special design considerations and place-making features should be incorporated as suggested in the Master Plan. Design guidelines should be prepared and documented for future phases to assure a consistent look and feel to the Master Plan area.

- 4) **Property & Platting:** Phase 1 East shall also include the re-platting of the project area per City Unified Development Ordinance (UDO) requirements to deliver development-ready parcels as detailed in the Master Plan. The City shall provide detailed parcel ownership and transfer data following the award of this RFI. Interested parties should assume the City will acquire all necessary parcels to move forward with the design and construction of



the Phase 1 East improvements identified in the Master Plan outside of the Phase 1 East project scope of work. No property acquisition is anticipated outside the bounds of the project area (e.g., north side of 2<sup>nd</sup> Street), and some property internal to the Phase 1 East project area will remain private property. The Project may be required to design and acquire appropriate city zoning permit approval for private parking lots impacted by the proposed transportation and public facilities.

- 5) **Project Coordination** – Stakeholder coordination should be anticipated in the development of this Project. The Phase 1 East project team will be responsible to work and coordinate closely with the City’s 1st Street (Fairview to College) Reconstruction project team

(<https://bloomington.in.gov/engineering/projects/1st>) whose Project is planned for construction in 2023 and the Indiana University Health (IUH) Bloomington Hospital demolition efforts expected to occur in 2022.

- 6) Schedule – Respondents to this RFI shall include a detailed project schedule which includes construction groundbreaking in early 2022.

Respondents to this RFI are encouraged to propose recommendations and alternate options as a part of their RFI response. The Master Plan provides the framework for the development; however, the City is eager to partner with a project team that brings experience and thoughtful contributions which may aid in the success of the site's redevelopment.

**Funding Source and Associated Requirements:**

This Project is identified for local funding through the City's Redevelopment Commission (RDC); however, if federal stimulus project opportunities arise for this Project the City may pursue them. Given this information, applicants should assume the Project will be locally funded but acknowledge the possibility it may switch in the future depending on opportunities.

Respondents to this RFI should acknowledge the necessity that their designs and recommendations consistently comport with applicable city code (e.g., UDO), plans (e.g., Transportation Plan), and standards (e.g., standard specs and drawings). It is expected that consultants will utilize and be familiar with other applicable state and federal best practices.

**Work Tasks:**

Work tasks may include, but are not limited to, the following items: field assessments; data collection; surveying; environmental review and coordination; public involvement; permitting; stormwater, sewer, and water capacity analysis & design; landscape design; utility coordination; preparation of designs, plans, and specifications consistent with industry standards; maintenance of traffic plans; revised cost estimates as the Project progresses to inform decision making; right of way engineering/platting; bid document preparation and bid support; engineering support during construction, and possibly the development of Operations and Maintenance Manuals for use post-construction.

## **RFI SUBMITTAL REQUIREMENTS**

### **General Requirements:**

Submissions must be prepared electronically using 8.5” x 11” paper format and must be submitted as a single PDF file no later than April 9, 2021, at 5:00 PM local time. File size may not exceed 10 MB. Submissions are strictly limited to a maximum of 12 total pages (total includes the submittal form). Additional pages such as cover pages, tables of contents, appendices, etc., are not permitted. Submissions must be emailed to Andrew Cibor at [andrew.cibor@bloomington.in.gov](mailto:andrew.cibor@bloomington.in.gov).

Order	Proposal Content
1	Submittal Form
2	Introductory Information
3	Project Team and Qualifications
4	Relevant Project Experience
5	Project Approach & Timeline

### **Content Details:**

RFI responses should include all of the information required below.

#### **1) Submittal Form**

Complete and sign the Submittal Form provided at the end of this document. The content of this Form shall not be modified other than to fill in the required information. This Form shall be the first page of the RFI response.

#### **2) Introductory Information**

- Name of the firm
- Contact information for the person authorized to serve as point of contact during the RFI evaluation process and to negotiate on behalf of the firm or team if selected for the Project
- Other general firm information as desired

#### **3) Project Team and Qualifications**

- Identification, qualifications, expertise, and availability of the project manager and key staff proposed to be assigned to the Project
- Identification of proposed subconsultants for any tasks not to be completed by the prime consultant and the type and percentage of work each subconsultant will complete
- Relevant information regarding team organization or leadership in place to ensure efficiency and accountability during the course of the Project as well as quality control and schedule control
- Location of all project team members and applicable licensure and certifications
- Knowledge of and experience with pertinent federal, state, and local laws, regulations, and policies
- Knowledge of and experience with Indiana Design Manual, AASHTO, NACTO, MUTCD, PROWAG, and other relevant design guidance
- Disadvantaged Business Enterprise (DBE) or other relevant certifications

#### 4) **Relevant Project Experience**

- Specific examples of projects that are relevant and similar to this Project (Provide a reference name and contact information for the clients of these projects.)
- Identification of which key personnel were responsible for the relevant tasks
- Experience with context-sensitive design and public processes
- Experience working directly with public and private utilities

#### 5) **Project Approach & Timeline:**

- Description of Project approach
- Detailed Project timeline and staffing plan (use an assumed NTP of June 9, 2021) to achieve construction starting in early 2022.
- Identification of assumptions and risks
- Specific examples of potential challenges (related to design, schedule, or other) and strategies for successfully dealing with those challenges
- Description of cost containment practices, innovative ideas, or strategies to improve design services and Project implementation
- Other relevant information related to Project approach

### **SELECTION CRITERIA & EVALUATION**

A selection committee will review and evaluate responses. The committee will use the attached RFI Evaluation Form to aid in determining which respondent is most qualified. The City reserves the right to reject all submittals and not select a consultant. The City reserves the right to choose a firm that, in the sole judgment of the City, is deemed to be the most qualified firm regardless of scoring.

### **ATTACHMENTS**

- 1. RFI Evaluation Form**
- 2. Submittal Form**

**RFI Evaluation Form:**

Name of Individual/Firm: \_\_\_\_\_ Rater #: \_\_\_\_\_ Date: \_\_\_\_\_

<u>Criteria</u>	<u>Rating (0.0-5.0)</u>	<u>Weight</u>	<u>Score</u>
-----------------	-------------------------	---------------	--------------

<p><b>Project Manager</b> Expected ability to successfully manage the Project based on qualifications, experience, expertise, availability, etc. <i>Comments:</i></p>	<p>_____ x</p>	<p>2</p>	<p>=</p>
---	----------------	----------	----------

<p><b>Project Team Qualifications</b> Expected ability to successfully complete project based on qualifications, experience, expertise, availability, etc. <i>Comments:</i></p>	<p>_____ x</p>	<p>3</p>	<p>=</p>
---	----------------	----------	----------

<p><b>Project Experience</b> Evaluation of key staff members' direct experience with similar projects <i>Comments:</i></p>	<p>_____ x</p>	<p>3</p>	<p>=</p>
--	----------------	----------	----------

<p><b>Project Approach</b> Project understanding; proposed approach; innovation that results in a superior final project <i>Comments:</i></p>	<p>_____ x</p>	<p>5</p>	<p>=</p>
---	----------------	----------	----------

<p><b>Project Timeline</b> Pace of proposed timeline; understanding of and preparation for elements that may affect timeline <i>Comments:</i></p>	<p>_____ x</p>	<p>4</p>	<p>=</p>
---	----------------	----------	----------

<p><b>Other</b> DBE, local firms, quality of submittal, or other factors not addressed through previous scoring criteria <i>Comments:</i></p>	<p>_____ x</p>	<p>3</p>	<p>=</p>
---	----------------	----------	----------

**Total** \_\_\_\_\_/100

Rating Points: (Use of any decimal between and including 0.0 and 5.0 is acceptable)  
5.0 = Outstanding/Significant Added Value    2.5 = Average/Acceptable    0.0 = Poor/Insufficient

*Additional Comments:*



**Submittal Form**

The undersigned declares that the Request for Information (RFI) submitted in response to the Request for Information (RFI) issued on March 5, 2021, is, in all respects, an accurate and true representation of the Firm’s experience and qualifications. The undersigned further acknowledges that the RFI submitted is absent of any collusion with an employee/official of the City of Bloomington. The undersigned acknowledges she/he reviewed and is familiar with the City of Bloomington RFI documents issued on March 5, 2021, and she/he acknowledges her/his responsibility for checking the City website for any addenda to this RFI.

If any omissions, erasures, and/or alterations (collectively “modifications”) are required to be made to the RFI Documents, the undersigned acknowledges that she/he has carefully examined the modifications to the RFI Documents submitted by the Firm and has approved all such modifications. If said modifications are handwritten, the modifications must be initialed. The undersigned further acknowledges that the individual initialing any such modifications has authorization to do so on behalf of the Firm.

This page counts towards the maximum page limit of a respective response.

Firm Name: \_\_\_\_\_

Firm Representative Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_ Telephone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_