



*Engineering Department*

**Engineering Services for**

**Hopewell West -  
Jackson Street (1<sup>st</sup> to University)**

***REQUEST FOR INFORMATION***

**ISSUED:**

January 26, 2023

**DEADLINE FOR SUBMITTALS:**

February 27, 2023

Noon (12:00 PM) local time

**SUBMIT INFORMATION TO:**

Patrick Dierkes

Project Engineer

patrick.dierkes@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**

Patrick Dierkes  
Project Engineer  
patrick.dierkes@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 (Consultant) to perform design services for the Hopewell West – Jackson Street (1<sup>st</sup> to University) project. Interested parties must provide submittals as outlined in this document no later than February 27, 2023, at noon (12:00 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 Patrick Dierkes at [patrick.dierkes@bloomington.in.gov](mailto:patrick.dierkes@bloomington.in.gov) no later than February 20, 2023.

Interpretation of this RFI will be made only by written addenda. A copy of each addendum will be posted at the City's website at <https://bloomington.in.gov/engineering/projects/hopewellwest-jackson> no later than February 22, 2023. 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 in writing 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.

Responses to the RFI must be submitted in PDF format no later than February 27, 2023 at noon (12:00 PM) local time. Responses which, in the judgment of the City, are in any way 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:**

January 26, 2021	RFI Advertisement
February 20, 2023	Deadline for questions/clarifications
February 22, 2023	Last day for addenda from the City
February 27, 2023 (12:00 PM local time)	RFI Response Deadline
March 10, 2023*	Respondents Notified of Results
April 12, 2023*	Issue Notice to Proceed (NTP)

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

**PROJECT DETAILS**

**Overview:**

This infrastructure and site engineering project (“Hopewell West”) is the next phase for the City of Bloomington toward the redevelopment of the IU Health Bloomington Legacy Hospital site (i.e., Bloomington Hospital Re-Use or “BHRU”). The details of the BHRU project in its entirety may be found at [bloomingtonhospitalsite.com](http://bloomingtonhospitalsite.com).

The project limits of Hopewell West are bounded by 1st Street to the south, 2nd Street to the north, Rogers Street to the east and the legacy hospital access road to the west. The project area and anticipated scope of work are included in the below figure from the Master Plan (please refer to the Master Plan on the project website for details:

<https://bloomington.in.gov/engineering/projects/hopewellwest-jackson>).



(Exhibit A)

Some specific objectives of the Hopewell West project include:

- 1) Demolition: IU Health is responsible for demolition and site restoration of the main hospital site. The Kohr Administration Building and parking garage will remain. The Kohr Building is planned to be remodeled and expanded for an affordable housing project. The Consultant shall evaluate underground utilities and other features for possible removal and/or relocation. The Consultant will also evaluate site grading to support desired building elevations on each adjacent parcel in relation to the adjacent transportation infrastructure.
- 2) Environmental Investigations: The City has an existing grant through the Environmental Protection Agency (EPA) for Phase I and II site investigations that will be performed by BCA Environmental Consultants after the City receives site control. Additional design and construction support beyond Phase I and II site investigations shall be provided by the Consultant for this project.
- 3) Utilities: The Consultant will assess 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 density prescribed in the Master Plan. Design and sizing of public utility facilities within the Hopewell West project area requiring upgrade or replacement to support the development contemplated in the Master Plan will be performed by the Consultant. Additionally, the Consultant will coordinate with private utilities regarding possible relocations/removals, accommodate anticipated future utility needs, and limit future disturbances to the area's proposed infrastructure. As a part of the design effort, the Consultant will study upstream considerations beyond the Hopewell West area to inform the impact on the Hopewell West project area (e.g., storm water plan).
- 4) Transportation & Public Facilities: The Consultant will provide preliminary design of Fairview Street, University Street, Jackson Street, and the alleys within the project area. This preliminary design will establish the geometries and profile grades to provide a basis for future development and infrastructure projects. The Consultant will complete full design of Jackson Street from 1<sup>st</sup> Street to University Street. Construction of that street segment will provide access for the Kohr Building development. As funding allows, the Consultant may complete further design of Fairview and University Streets and/or preliminary design of the New Greenway amenities described in the Master Plan.
- 5) Property & Platting: The Consultant's work will include the re-platting of the project area per City Unified Development Ordinance (UDO) and pending Transform Redevelopment Overlay (TRO) to deliver development-ready parcels as detailed in the Master Plan. The Consultant should assume the City will acquire all necessary parcels to move forward with the design and construction of the Jackson Street improvements. Vacation of existing rights of way will be required for the re-platting. The Consultant will provide the application materials and required mailers for the alley vacation and re-platting process. The City will lead the Plan Commission and Council petitions with the Consultant providing design-specific support.
- 6) Project Coordination – The majority of public input for this project was completed as part of the Master Plan development; however, the Consultant should anticipate stakeholder coordination with the Bloomington Redevelopment Commission, City Administration, and the Hospital Reuse Committee during the development of this project. The City anticipates hosting one public meeting for the project at which the Consultant will present an overview of the project and provide design-specific support. The Consultant will be responsible to work and coordinate closely with the City's adjacent projects including 1<sup>st</sup> Street (Fairview to College) Reconstruction, 2<sup>nd</sup> Street (Walker to B-Line) Modernization, Hopewell Phase 1 East, Kohr Building development, and other development projects.

- 7) Schedule – Respondents to this RFI shall include a detailed project schedule which includes Jackson Street construction groundbreaking in early 2025. Primary platting to support the Kohr Building development will need to be presented to the Plan Commission at their July 2023 meeting.

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:**

The Project is seeking grant funding through the Regional Economic Acceleration & Development Initiative (READI). READI grant application is currently in review and potential grant award should take place prior to contract execution. The READI grant funds are not administered through Indiana Department of Transportation (INDOT) and do not require the INDOT submission process. If needed, the City has local funding available to progress the design until other funding sources are secured.

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 February 27, at noon (12:00 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 Patrick Dierkes at [patrick.dierkes@bloomington.in.gov](mailto:patrick.dierkes@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 April 12, 2023) to achieve construction starting in early 2025.
- 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>
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<b>Project Manager</b> Expected ability to successfully manage the project based on qualifications, experience, expertise, availability, etc. <i>Comments:</i>	_____ x	2	=
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<b>Project Team Qualifications</b> Expected ability to successfully complete project based on qualifications, experience, expertise, availability, etc. <i>Comments:</i>	_____ x	3	=
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<b>Project Experience</b> Evaluation of key staff members' direct experience with similar projects <i>Comments:</i>	_____ x	3	=
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<b>Project Approach</b> Project understanding; proposed approach; innovation that results in a superior final project <i>Comments:</i>	_____ x	5	=
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<b>Project Timeline</b> Pace of proposed timeline; understanding of and preparation for elements that may affect timeline <i>Comments:</i>	_____ x	4	=
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<b>Other</b> DBE, local firms, quality of submittal, or other factors not addressed through previous scoring criteria <i>Comments:</i>	_____ x	3	=
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**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 January 26, 2023, 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 any collusion with an employee/official of the City of Bloomington. The undersigned acknowledges she/he/they reviewed and is familiar with the City of Bloomington RFI documents issued on January 26, 2023, and she/he/they acknowledges her/his/their 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/they 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.

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

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

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

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

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

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