

**Monroe County  
Capital Improvement Board of Managers**

**Request for Proposals:  
Construction Manager as Constructor (CMc)  
Monroe Convention Center**

**Issue Date: April 18, 2024**

**Proposal Due Date and Time:  
May 10, 2024 @ 12:00 Noon Eastern Time**

## **Solicitation Summary**

The Monroe County Capital Improvement Board of Managers (“CIB”) is seeking qualified contractors pursuant to Indiana Code 5-32 - Employment of Construction Managers as Constructors for Projects (CMc). The CIB is a 7-person entity recently created by the Monroe County Commissioners by Monroe County Ordinance 2023-24 as authorized by state statute Indiana Code 6-9-4 et seq. This Board was created in collaboration with the City of Bloomington, to manage all elements related to the Project. It is the intent of the CIB to solicit competitive proposals to this RFP in accordance with the information in this document. This solicitation package is being posted for potential respondents here:

<https://bloomington.in.gov> and <https://www.co.monroe.in.us>

as well as publicly advertised in accordance with Indiana Code. Only electronic proposal submissions will be accepted by Owner by submission to James L. Whitlatch, attorney, at [jwhit@lawbr.com](mailto:jwhit@lawbr.com).

Owner’s Representative for communication and questions is Deb Kunce at [dkunce@jsheld.com](mailto:dkunce@jsheld.com). All communication, unless stated otherwise in this document, should be directed to the Owner Representative only. Other communications are grounds for disqualification. No Respondent shall rely upon, take any action, or make any decision based upon any verbal communication. All questions should be submitted in writing to the Owner’s Representative. If it becomes necessary to revise any part of this RFP, an Addendum will be posted on the City and County websites.

The total package of the response shall not exceed 25 pages and be offered in no larger than 8 ½” x 11” format. The responses must follow the format indicated, and proposals will be disqualified if the RFP submission is received after the RFP due date and time. The Owner accepts no obligations for costs incurred by respondents in anticipation of being awarded. No proposals may be withdrawn for a period of 180 days after opening of proposals. The Owner reserves the right to reject any and all proposals and to waive informalities and irregularities.

The Owner may request clarifications, in writing, on proposals submitted. Clarifications will be submitted to the Owner in writing and be incorporated into the respondents official response. It is the discretion of the Owner to determine what, if any, items require clarification from any respondent. The Owner may request interviews and best and final offers (BAFO) from those respondents determined by the Owner to be reasonably viable for contract award. However, the Owner reserves the right to award a contract based on initial proposals received. Therefore, each proposal should contain the respondent’s best terms from a price and technical standpoint.

Pursuant to IC 5-32-3-6, The Owner shall enter into negotiations with one or more respondents whose proposal has been selected by the evaluation committee considering:

- Responses to the RFP
- Any interviews with selected Offerors
- Evaluation of fee

Respondents will receive notice of the Owner’s intent to award the RFP through email correspondence by James L. Whitlatch at [jwhit@lawbr.com](mailto:jwhit@lawbr.com). The RFP award is subject to approval by the Monroe County Capital Improvement Board of Managers.

All materials contained in proposals are subject to the Access to Public Records Act (APRA), IC 5-14-3 et seq. The responses are deemed to be “public records” unless a specific provision of IC 5-14-3 protects it from disclosure. Respondents claiming a statutory exception to the APRA must indicate which specific provision applies to which specific part of the response. Please note citing

“Confidential” on an entire section or within the body of a written response is not sufficient or acceptable. If the Respondent does not identify the statutory exception, the owner will not consider the submission confidential.

**Timeline**

<b>Activity</b>	<b>Date</b>
Issue of RFP	April 18, 2024
Pre-Proposal Meeting at 302 S. College, Bloomington, Indiana	May 1, 2024 at 11:00 AM EST
Deadline to Submit Written Questions	May 3, 2024 at 12:00 Noon EST
Deadline to Submit Proposal to James L. Whitlatch, attorney, @ <a href="mailto:jwhit@lawbr.com">jwhit@lawbr.com</a>	May 10, 2024 at 12:00 Noon EST
Target Interview Dates	June 3-7, 2024
Target Board Approval	June 12, 2024

**Project Description**

The Monroe Convention Center Renovation and the Expansion has been anticipated based on conditions and needs outlined in Attachment B - Presentation by Visit Bloomington and the Monroe County Convention and Visitors Bureau, January 2024. The CIB hired Schmidt Associates in conjunction with Convergence Design along with their engineering sub-consultants to study site selection and design of the Convention Center. Their work to date was presented to the CIB in December 2023 and is available in Attachment A - Monroe Convention Center Expansion Site Options Presentation. Additionally, presentations on continued design work may occur at the May 8, 2024, CIB meeting.

The existing 40,000 SF Convention Center renovation is expected to be a reorganization of space with infrastructure improvements. Several site selection options are being explored for the Convention Center expansion and will range from 40,000 SF and 60,000 SF. For purposes of this RFP, total project budget is expected to range from \$50M and \$75M. It is anticipated the existing Convention Center will need to be operational through December 2026 as bookings are in place through that time. Ideally, the expansion would be operational no later than January 1, 2027. The final scope, schedule, and budget will be dependent upon site selection, bonding capacity, and proceeds from the Food and Beverage Tax.

Separate from the Convention Project, it is anticipated a hotelier will be engaged to bring on a full-service hotel to coincide with the opening of the expansion. The hotel will likely have a direct connection or enclosed pedestrian connection with the Convention Center and construction parties of both will need to have close coordination and cooperation with each other.

## CMc Services

CMc services include, but are not limited to, the following:

- Services as identified in the attached Modified AIA Document A133 – 2019.
- All CMc responsibilities identified in IC-5-32.
- Consultation, collaboration, and coordination with all design team, owner team members.
- Work with the Owner to ensure that every effort is made to not overtly cause disruptions due to construction traffic, noise, site work and other construction issues.
- Utilize XBE and workforce reporting forms with each invoice/pay application submission.
- Preconstruction phase services
  - Coordinate with the Architect/Engineer (AE) and owner team.
  - Evaluate proposed systems and construction materials and methods.
  - Establish a detailed construction phasing schedule, referencing activities that will affect construction.
  - Identify project risks and develop mitigation strategies, including but not limited to costs, material availability, phasing, supply chain, etc
  - Create a construction logistics plan for site utilization.
  - Develop and update construction cost estimates at each design phase (Schematic, Design Development, 75% Construction Documents. If costs exceed Owner budget, work with the design and owner team to identify cost saving measures to achieve the budget.
  - Analyze first tier subcontractor opportunities and prequalify in compliance with IC-5-32 and applicable City and County policies, including but limited to the interlocal agreement.
  - Work with Owner and the AE to create front end specifications.
  - Identify all permits required to ensure construction projects begin and complete on time. Coordinate with the AE and Owner, as required.
  - Collaborate with Owner for pre-bid events and meetings with potential bidders prior to construction bid releases.
  - Identify proposed self-performance work under applicable contract award standard, approved by the Owner and not to exceed twenty percent (20%) of the total value of the project. For all self performance work, provide a competitive bidding process with other subcontractors to ensure Owner achieves the lowest most responsive bid in the respective category.
- CMc services do not include procuring architectural and engineering design services.

## **Proposal Requirements**

### 1. Cover Letter

- a. Demonstrate proposer's interest and why they should be selected.
- b. If CMc's are proposing teaming partners (for preconstruction and beyond), please reference in this letter.
- c. Acknowledge compliance with Minimum Requirements
  - i. Prequalified with the State of Indiana Public Works Certification Board
  - ii. Knowledge and/or experience with Indiana public works and state laws relative to public bids.
  - iii. Prime respondent is capable of providing 100% Performance and Payment Bond and in accordance with 5-32-6.
  - iv. Agreement to comply with 5-32-5 CMc Award of First Tier Subcontracts, applicable City or County policies.

### 2. Team

- a. Resubmit org chart (highlight any proposed changes)
- b. For the personnel identified below, provide two references for one person in each category (contact name, org, email, phone).
  - i. Preconstruction Manager
  - ii. Cost Estimator
  - iii. Construction Manager
  - iv. Project Superintendent
- c. For the proposed key personnel, demonstrate adequate availability to support a construction start in Spring 2025.
- d. Identify the anticipated self-performance work as a percentage not to exceed 20% and identify trades expected to be self-performed.
- e. Identify where the proposed team has worked with local public entities within Monroe County. Please be specific on the project and the owner (i.e. City of Bloomington, City and/or County Redevelopment Commission, Monroe County, IU, Ivy Tech, School Districts, Libraries, etc)

### 3. Approach

- a. Define expected preconstruction, construction, close-out schedule.
- b. Describe timing (during which design phase) and methodology for achieving a Guaranteed Maximum Price (GMP) that meets the project budget, especially in today's tight labor and cost market. Please be specific on examples of value engineering / cost management strategies used previously that could apply here.
- c. Prime Respondent's and Teaming Subcontractors' History of Contracting with or Hiring Minority, Women, and Veteran Businesses and Good Faith Effort (pursuant to IC 5-32-3-3)
  - i. For all proposed teaming subcontractors, identify the scope of work, anticipated value of that participation as a percentage of the respondent's pricing proposal, identify each company's XBE status (MBE, WBE, VBE) and

the certifying organization. The Owner reserves the right to request signed letters of commitment between the parties upon award.

- ii. Define potential XBE First Tier and Second Tier Subcontractor outreach plan for this work. Please provide a few names in key bid categories. If you have past experience working with them, please indicate such.
- iii. Define your process for Good Faith Effort.

#### 4. Pricing

- a. Note the construction costs shown in the project description are provided as a target and final budgets will be established during preconstruction. All construction fees, general conditions, staffing costs, inflation, etc must all be within the final construction budget.
- b. Provide pricing as a range and outlined in the categories below. Provide low range based on construction hard costs at \$40M and high range based on construction hard costs at \$52M.
  - i. **Pre-Construction Fee:** include all staffing hours by month, hourly rates with multipliers and provide a staffing matrix as a separate attachment with rates shown by individual and shows how their time will be allocated over the pre-construction phase. Also, identify any materials expected to be utilized or additional services and costs provided as part of the pre-construction services. The proposed amount for preconstruction must account for all effort (including staffing, fees, etc) expected prior to mobilization on site.
  - ii. **Construction Staffing Fee:** include all staffing hours by month, hourly rates with multipliers and provide a staffing matrix as a separate attachment with rates shown by individual and shows how their time will be allocated over the construction and close-out phases.
  - iii. **General Conditions/General Requirements Allowance:** includes jobsite offices + utilities, temporary utility connections, toilets, water, storage trailers, permitting, equipment like cranes, fire extinguishers, dumpsters, jobsite office consumables (paper, etc), clean-up, CM software, photo/drone documentation, temporary conditions, winter conditions, traffic control, bonds, builder's risk insurance.
  - iv. **CMc Fee:** (provide as a % of the construction costs) - Fee must include all overhead and profit, plus all expenses related to home office staff (account executive, admin assistant, contract manager, operation directors, accounting, diversity coordinator, etc), jobsite office related equipment (computers, printers, cell phones, phones, vehicle expenses, etc), jobsite trailer furniture (assumed this is used from the company's inventory), cell phone service for field personnel or any other expenditures related to typical office overhead expenses.
- c. Please note Owner Expenses:
  - i. Utility usage within the existing building (not including temporary utilities for new construction)
  - ii. Commissioning
  - iii. Geotechnical Soil and Construction Materials Testing

**Attachments:**

- **Attachment A** – (by reference) “Schmidt Associates Update Presentation December 13, 2023” can be found at <https://www.co.monroe.in.us> within the Capital Improvement Board meeting minutes.
- **Attachment B** – January 2024 Monroe Convention Center Presentation by the Monroe Convention Center and Visit Bloomington representatives.
- To be attached via Addendum
  - a. Modified AIA Document A133 - 2019 will be the Form of Agreement between the Owner and Construction Manager.
  - b. Modified AIA Document A201 – 2017 will be the General Conditions of the Contract for Construction

**Attachment - B**

January 17, 2024

Capital Improvement Board of Managers  
presentation from:



monroe **convention** center  
BLOOMINGTON, INDIANA

**VISIT**

*Bloomington*



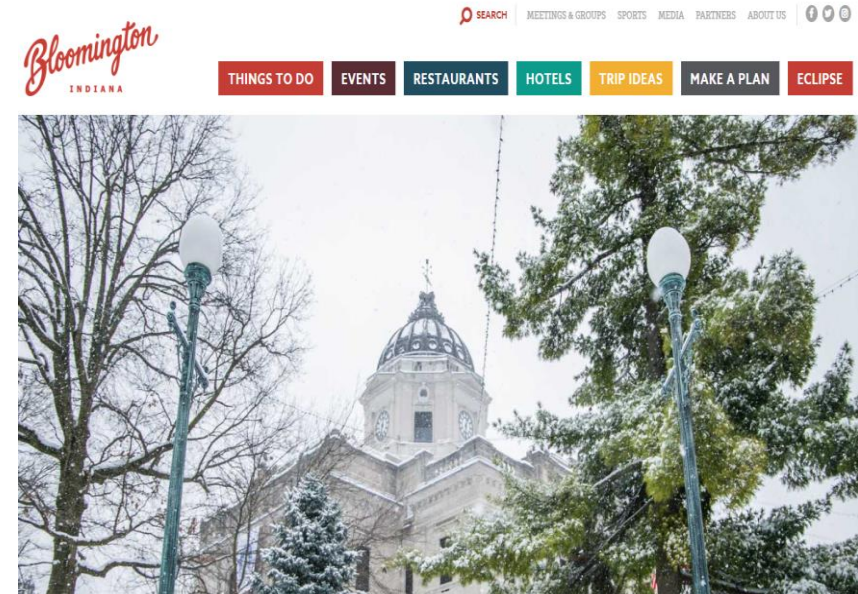
# Visit Bloomington – Destination Marketing

Convention & Visitors Bureau of Monroe County Inc (DBA - Visit Bloomington).

Established in 1977.

Contract with Monroe County Convention & Visitors Commission.

Marketing, sales, and events for leisure, sports, and convention tourism.



# Strong Tourism Industry

“Check out Bloomington, Indiana for a fun trip to one of America’s best university towns. There’s great food and drink, college sports, outdoor adventure, live music, cool art, and good times to enjoy daily. Everyone is welcome here.”

People want to be here for both leisure and BUSINESS (Sunday-Thursday) travel.

College destinations with facilities and cultural amenities are post pandemic strong.



# Monroe County Lodging Update

Market wide lodging demand exceeding pre-pandemic levels.

Market up more than 40,000 room nights sold in 2023 vs 2022.

Short term rental business continues to grow.

Currently 3,000 lodging beds in Monroe County.



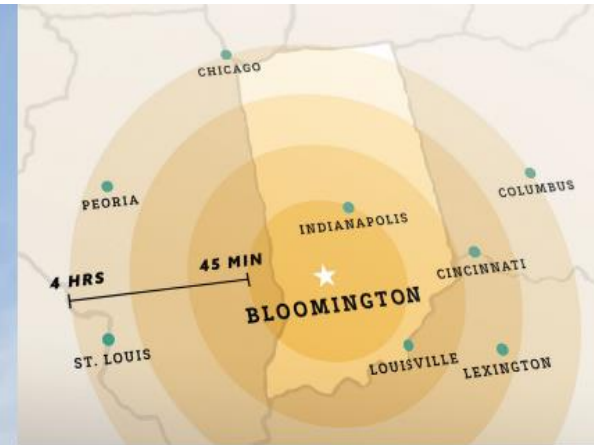


# Why Bloomington?

Indiana University's direct connection to walkable downtown Bloomington, with hundreds of restaurants, nightlife spots, shops, attractions, and hotel rooms, creates experiences that can only be found here.

Meeting groups want the atmosphere created by the combination of our university culture and community personality.

Bloomington is easily accessible for Midwest business travelers and beyond because of its south-central location in Indiana along the I-69 corridor. Transportation from the Indianapolis airport to Bloomington takes less than one hour.



## Host your event in Bloomington for an unforgettable experience.

Bloomington is the perfect place to host a small-to-mid-size meeting, convention, or conference. Offering unique and flexible venues, big city attractions, a hub for higher education at [Indiana University](#), a nationally-revered culinary scene, as well as natural wonders like the [Hoosier National Forest](#) & [Monroe Lake](#), Bloomington is sure to wow your guests during and after your event.

If you have questions about the area or are ready to move forward with hosting your event in Bloomington, contact Shaun to get started.

### SHAUN BALLARD

Convention Sales Manager  
shaun@visitbloomington.com  
812.330.4304

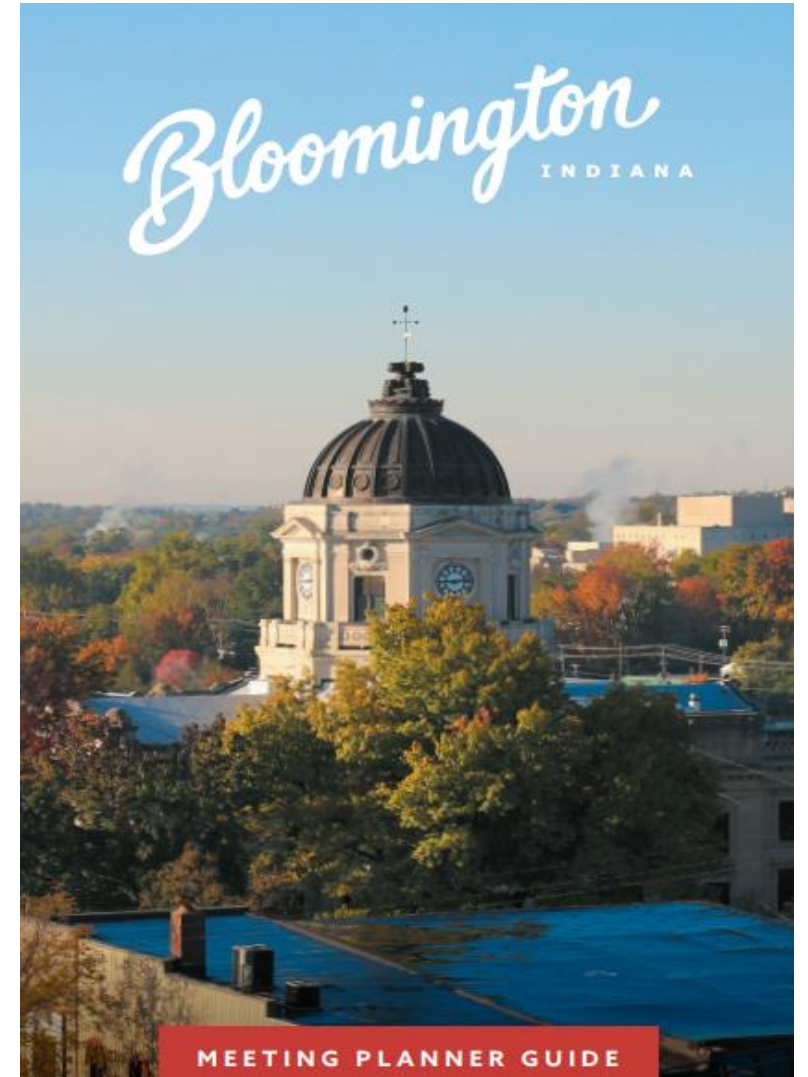
# Conference Sales & Marketing Efforts

#1 – personal sales calls.

#2 – involvement with associations.

#3 – advertising and promotions.

#4 – group services.



# Monroe Convention Center Operations

DBI team and Convention Center Management Company.

Daily operations since 1991.

Hosted over 13,000 events and one million attendees.

Contract with Monroe County Commissioners and Monroe County Convention & Visitors Commission.





# Monroe Convention Center Current Events

Average 460 events per year.

80% repeat and 20% new groups.

90% originate in Indiana.

Event types - small meetings, banquets, assemblies, trade shows, conferences/conventions, and more.

Event markets - associations, club/hobby, corporate, education, government, medical, military, social, and religious.

Current space works best for conferences of 200 attendees or less.



# Civic & Conference Events

Civic – currently 70% of business. They typically book less than one year in advance.

Non-profit fundraisers, board meetings, annual gatherings, educational summits, and socials.

Conferences – utilize entire facility. Sunday through Thursday economic generators. Approximately 30% include overnight stays. Booking window typically 1-3 years out. Experience the entire community.

Bloomington is the second most desirable group destination in the state but we have the smallest full-service center (HVS 2012).





# Event Planner Priorities

Safety.

Flexibility.

Affordability.

Sustainability.

Integrated technology.

Food & beverage.

Engage with local community.

Health & wellness.



# Monroe Convention Center Lost Business

2010-2017: 303 events lost.

64% due to dates being unavailable  
and size limitations.

2022-2023: 137 events lost.

95% due to dates being unavailable.  
5% due to size limitations.





# Bloomington/Monroe County Opportunities

Since the year 2000, Visit Bloomington has submitted more than 600 proposals to host groups in the Monroe County area and more than 100 of them chose other locations due to lack of meeting space and/or hotel room and space availability.



# Expansion Estimated Economic Impact

Business traveler spends  
\$214 per person per day.

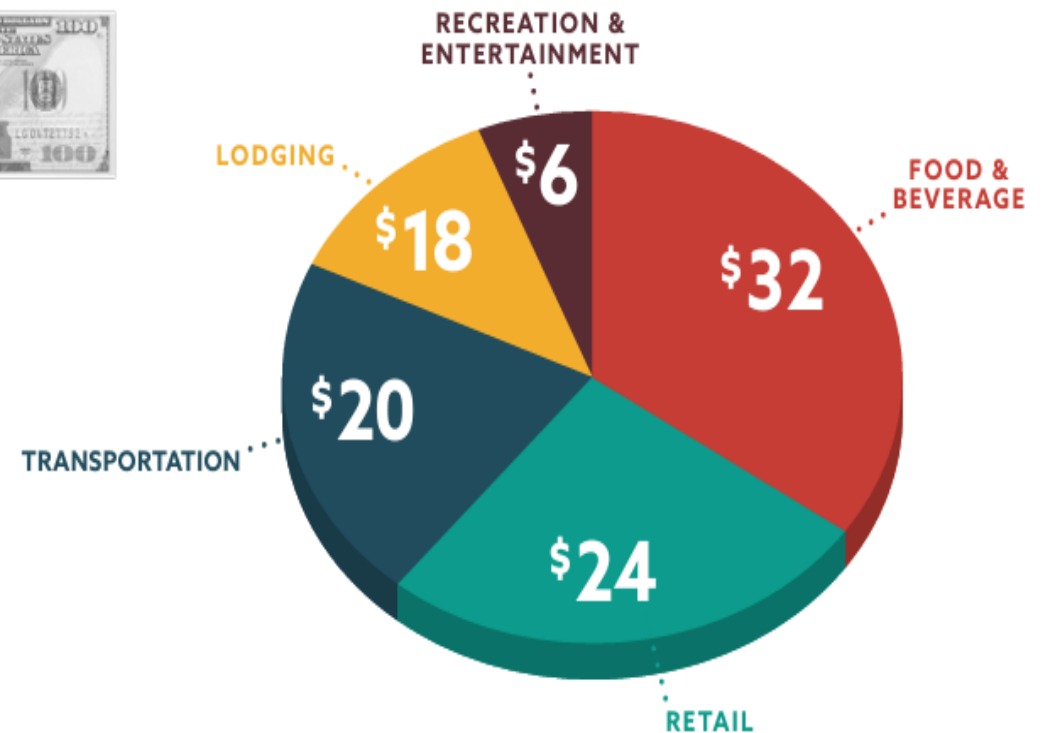
40,000 new annual  
business visitor days =  
\$9 million.

Estimated economic impact =  
\$13-18 million annually.

For every **\$100** spent by a visitor in Monroe County:



\$61 out of every \$100  
spent by visitors  
stays local.



# Questions?

Talisha Coppock

Monroe Convention Center

[tcoppock@bloomingtonconvention.com](mailto:tcoppock@bloomingtonconvention.com)

812-360-3681

Mike McAfee

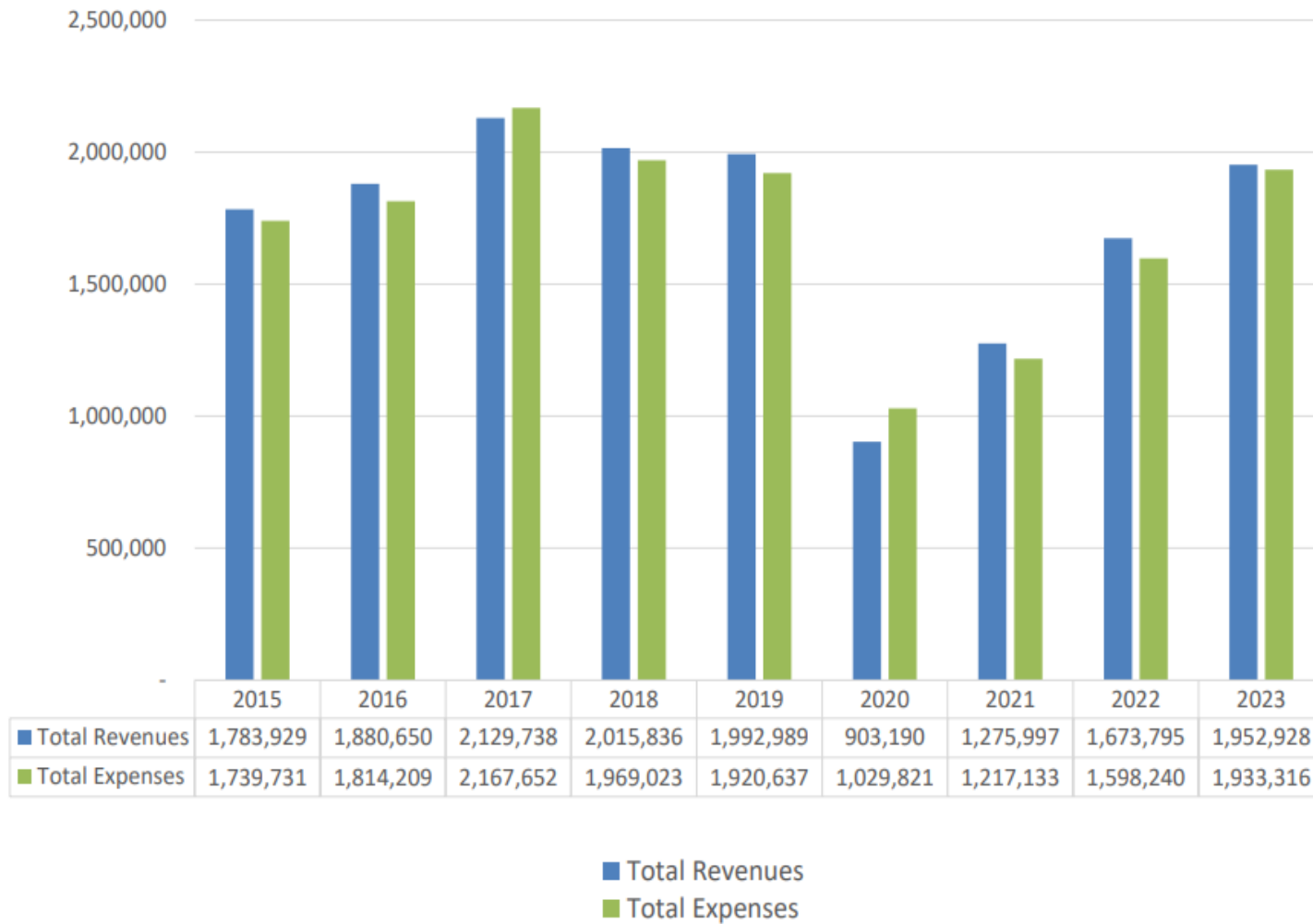
Visit Bloomington

[mike@visitbloomington.com](mailto:mike@visitbloomington.com)

812-325-5035



# 2015-2023 Monroe Convention Center Revenue/Expenses



# Current Event Types

	<u>2018</u>	<u>2019</u>	<u>2022</u>	<u>2023</u>
Assemblies	60	56	51	NA
Social/Banq	141	115	89	81
Conf/Conv	50	47	36	43
Meetings	224	262	166	161
Trade Shows	48	57	25	35
Other	40	43	50	53
Total	563	580	417	373
New Events			79	67

# Current Event Sizes

	<u>2018</u>	<u>2019</u>	<u>2022</u>	<u>2023</u>
400 +	52	46	33	38
399 – 200	54	55	27	26
199 – 100	80	70	61	48
99 – 5	337	356	244	210
Other	40	53	52	51
Total Groups	563	580	417	373
Total Attendees	79,411	73,971	49,185	46,824



# Expansion Goals

Meet existing demand.

Help current groups grow and recruit new group business.

Host multiple small groups (up to 250) simultaneously.

Host a 500-person conference, with space for breakouts, ballroom functions, exhibitions, registration and pre/post activities.

Host trade/consumer shows for 100 vendors and 2,500 attendees.

Create iconic community asset.

# Important Design Elements

Create iconic community asset.

Renovation of existing building.

Minimum of 30,000 square feet of new exhibit space.

15,000 square feet of new ballroom space.

6,000 square feet of breakout space.

All modern, flexible, and safe.

# Important Design Elements

Cutting edge technology.

Foster connection to downtown and residential neighborhood.

Integrate Courtyard by Marriott and potential host hotel into expansion.

Incorporate safe and positive B-line Trail experience.

New kitchen and catering office.

Include professional office and visitor center area.

Adequate back of house, storage, and delivery areas.

# Partner Host Hotel

Serve as primary Monroe Convention Center event host hotel with a group business agreement in place.

Guaranteed room block.

Minimum of 200 overnight sleeping rooms.

Hotel marketing and sales department.

Hotel meeting space and ballroom.

Restaurant and lounge.

