

PUBLIC NOTICE Request for Proposal. Pursuant to the provisions of Ind. Code 5-32 *et seq.*, the City of Westfield, by and through the Parks and Recreation Department (collectively, “the City”) is requesting Proposals from qualified construction professionals to provide Construction Manager as Constructor (“CMc”) services for the construction of the Park Street Improvement Project. 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 and the project schedule.

The City invites any and all qualified parties to submit Proposals in response to this RFP. Five (5) hard copies of the Proposal and one (1) electronic PDF of the Proposal should be delivered to Chris McConnell, Director of Parks and Recreation, City of Westfield, 2728 E 171st Street, Westfield, Indiana 46074 and cmcmcconnell@westfield.in.gov and should be clearly marked “Park Street Improvement Project Proposal for CMc Services”. Proposals are due by 4:00 pm (EST) on October 10, 2025 in order to be considered. The Request for Proposal (RFP) can be obtained from the Reprographix online E-planroom at <https://eplanroom.reprographix.com/cgi-bin/planroom/> for a non-refundable fee or will be available at the City of Westfield, 2728 E 171st Street, Westfield, Indiana 46074. All submissions must comply with the RFP requirements. Interviews may be conducted at the City’s discretion based on the conditions set forth in the RFP documents.

CMc Services will be performed under a CMc Contract with the City. 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 (<http://www.in.gov/sboa/files/Form96.pdf>).

Evidence of financial responsibility per Ind. Code § 36-1-12-4.5 in the amount of \$1,000.00 must be payable to the City of Westfield in the form of an irrevocable letter of credit, certified check, cashier's check, or a bond acquired from an Indiana Department of Insurance 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 City 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 the City later determines to proceed with the Project, the City 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.

The City expects to award the contract for CMc Services at the November 2025 Parks and Recreation board meeting to the responsible offeror(s) whose Proposal is determined in writing to be the most advantageous to the City, taking into consideration price and the other evaluation factors set forth in the RFP. The City reserves the right to hold proposals, including any alternates, for up to sixty (60) days from the date of the opening. The City 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.

The City creates no obligation, expressed or implied, of any kind or description in issuing the RFP or receiving a Proposal. Neither the RFP nor the Proposal shall be construed as a legal offer.

The City is not responsible for any costs associated with preparing a Proposal in response to the RFP or related to any interviews. All costs will be the responsibility of the offeror.

The City may refuse to disclose the contents of the Proposals during discussions with eligible offerors and prior to contract award. Proposals, however, shall after contract award be considered a public record and subject to disclosure under Indiana's public records laws. Should a responder to the RFP contend that its proposal includes information not subject to disclosure under Indiana's public records laws, responder shall clearly mark in its proposal such specific information as "Confidential" and further agrees that should any administrative or legal action be commenced against the City including but not limited to complaints filed with the Indiana Public Access Counselor that relate to or arise out of the City's production of the responder's proposal with the designated "confidential" information redacted in response to any applicable public records requests, the responder agrees to defend, indemnify and hold the City harmless from and against such actions including reasonable attorney fees.

CITY OF WESTFIELD, BY AND THROUGH THE PARKS AND
RECREATION DEPARTMENT