



**THE INDIANAPOLIS PUBLIC LIBRARY  
REQUEST FOR PROPOSALS  
CONSTRUCTION MANAGER AS CONSTRUCTOR SERVICES  
FOR THE  
WEST PERRY BRANCH LIBRARY PROJECT**

**RFP Issue Date:** July 24, 2019

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**I. BACKGROUND AND GENERAL INFORMATION**

Pursuant to Indiana Code 5-32, the Indianapolis-Marion County Public Library ("IndyPL") by issuing this Request for Proposals ("RFP") is seeking proposals ("Proposals") from qualified Offerors ("Offerors") to provide Construction Manager as Constructor Services ("Services") for the West Perry Branch Library Project ("Project").

IndyPL intends to review the Proposals submitted by Offerors with the intent of entering into an AIA A133 Owner/Construction Manager as Constructor Agreement 2009, as modified ("Agreement") with a Offeror for the Services described in the RFP.

IndyPL is seeking Offerors whose combination of experience, personnel, and processes will provide timely, cost-effective and exemplary professional Services. It is the intent of IndyPL to work with the selected Offeror for the Services to reach an agreed upon guaranteed maximum price for the Services.

The IndyPL Board of Trustees adopted the Library's new Strategic Plan which defines the Library's role and scope of services in the community for the years 2015-2020. One of the Strategic Plan's directions includes a capital projects plan with realignment of some

branch locations to maximize patron access to library services. Additional information about the Strategic Plan is available on IndyPL's web site: <https://www.indypl.org>.

This RFP describes the Services and contains an overview of the terms and conditions for the Agreement.

1. Response Due Date. The responses are due at the date, time, and location established in **Attachment C**.
2. Partnerships in Response to the RFP. IndyPL will consider partnerships between Offerors to provide the Services.
3. Agreement Period. The Agreement shall cover the period required for the planning, coordination, implementation, and support of the Services.
4. Definitions. The term Offeror ("Offeror") denotes those entities submitting a Proposal in response to this RFP. The term Construction Manager as Constructor ("CMc") is used throughout this RFP to define the entity selected to provide the Services described in this RFP.
5. Pre-Proposal Conference. A Pre-proposal Conference will be held at the date, time, and location established in **Attachment C**. Notification of planned attendance is required.

## II. REQUIRED SERVICES

This section of the RFP provides an overview of the Services requirements. Specific Service requirements are included in **Attachment A and Attachment E**.

1. General Requirements.
  - a. The Services shall include the planning, coordination, implementation and support of the Services as described.
  - b. CMc shall furnish all supplies, materials, vehicles, and equipment necessary for the performance of the Services under this RFP. IndyPL reserves the right to review all materials used and make a determination of appropriateness.
  - c. CMc shall provide, upon request by IndyPL, incidental or special work on a lump-sum or hourly not-to-exceed basis as mutually agreed upon in writing by the parties.
  - d. CMc shall employ at all times the quantity and quality of supervision necessary for the effective and efficient completion of the Services. CMc's supervisors shall be fully and adequately trained and experienced in the supervision of staff. All supervisors shall have an intimate knowledge of the various tasks, equipment and materials so as to be able to both properly train and direct their staff in their individual tasks.
  - e. CMc shall employ at all times the quantity and quality trained and experienced employees for the Services and shall take reasonable precautions to ensure such employees are reliable and of good character.
  - f. CMc's employees and subcontractors, while on IndyPL premises, shall wear appropriate identification furnished by CMc. Any of CMc's employees and

subcontractors not having valid identification may be required to leave the premises immediately upon request by an IndyPL representative. Under no circumstances shall any person not displaying proper identification accompany CMC's employees and subcontractors on the premises. Violation of this rule by a CMC's employees, subcontractors or agents will result in the automatic removal of that person from the Services.

### **III. ATTACHMENTS**

#### Attachment A – Scope of Services

#### Attachment B – Offeror Proposal Sheet and Non-Collusion Affidavit

In addition to submission of information required by the Offeror Proposal Sheet, if a Offeror believes that additional services or adaptations for the Project beyond those specified in the RFP are required or recommended to fulfill the Project's intent, the Offeror shall also propose the additional services or adaptations and the associated costs or fees for those additions. In all events, Offerors shall clearly specify which costs, if any, are not included in the fees submitted in the Offeror Proposal Sheet.

#### Attachment C – Request for Proposal Schedule

The Request for Proposal Schedule ("Schedule") for this RFP is a guide. IndyPL reserves the right to make changes to the Schedule and will provide proper notification to all known Offerors at the time any changes occur.

#### Attachment D – E-Verify Affidavit

The CMC shall agree to enroll in and participate in the E-Verify Program as required by Indiana Code 22-5-1.7-11 during the hiring process for all employees hired after the date of the Agreement. The CMC shall also agree to require its subcontractors who may perform work under the Agreement to certify to the CMC that the subcontractor does not knowingly employ or contract with an unauthorized alien and that the subcontractor has enrolled and is participating in the E-Verify program. The CMC shall agree to maintain this certification throughout the duration of the term of a contract with a subcontractor. IndyPL may terminate a resulting Agreement for default if the CMC fails to cure a breach of these E-Verify provisions no later than thirty (30) days after being notified by IndyPL of such breach. As a condition to submitting a Proposal and to entering into an Agreement, the CMC shall execute the E-Verify Affidavit, which shall be an exhibit to the Agreement. Such affidavit shall be in the form attached to this RFP.

#### Attachment E – Draft Agreement

#### Attachment F –Project Information

### **IV. GENERAL TERMS AND CONDITIONS GOVERNING THE RFQ**

1. Request for Proposal. Pursuant to Indiana Code 5-32-3-2 IndyPL is notifying Offerors who have the potential to furnish the requested Services. Each Offeror can receive a copy via download from IndyPL's website. Offerors are responsible for making copies as required to satisfy their needs. Offerors are encouraged to initiate preparation of their proposals immediately upon receipt of this RFP, to allow time for all relevant

questions and information needs to be identified and answered, and for preparation of a comprehensive and complete response.

2. Point of Contact. All communication with IndyPL shall be directed to the single point of contact for IndyPL identified on the first page of the RFP.
3. Schedule of Activities. **Attachment C** outlines the schedule of major activities for the RFP and the CMC selection process. IndyPL reserves the right to amend the schedule as necessary.
4. Offeror Qualifications. The Offeror shall have the following minimum qualifications:
  - a. A sound business reputation and required licensures in the State of Indiana necessary to provide the Services;
  - b. Proven capabilities in delivering Services on time and on budget;
  - c. Appropriate resources to satisfy the requirements for the Services requested by this RFP;
  - d. Demonstrated track record in planning, coordination, implementation, and support for similar service relationships; and
  - e. Demonstrated track record in overall client satisfaction.
5. Offeror Rights. All materials submitted in response to this RFP become the property of IndyPL upon delivery, shall not be returned to the Offeror and may be appended to any formal documentation, which would further define or expand the contractual relationship between IndyPL and a selected Offeror. No submissions or supporting documentation will be returned to Offeror.

Offerors submitting Proposals should recognize that IndyPL is a public body and, as a public body, IndyPL is subject to disclosure requirements and must abide by public record laws. Neither party shall be liable for disclosures required by law.

6. Reservation of Rights. This RFP does not commit IndyPL to award an Agreement, to pay any costs incurred in the preparation of a Proposal to this request, or to otherwise contract for any Project. IndyPL reserves the right to accept or reject any or all Proposals received as a result of this RFP, to negotiate with any qualified Offerors, to award only a portion of the Services, to award Services to more than one Offeror, or to cancel in part or in its entirety this RFP, if it is in the best interest of IndyPL to do so. IndyPL will evaluate Proposals based upon the effectiveness of the perceived performance as it relates to IndyPL's specific requirements. The lowest fee Proposal shall not necessarily be selected. IndyPL specifically reserves the right to reject any or all Proposals or any part thereof; or to waive any defects or informalities in a Proposal when it is determined by IndyPL to be in IndyPL's best interest.
7. Late Proposals Not Considered. Proposals received after the stipulated Proposal Submission Deadline established in **Attachment C** will not be considered.
8. Inconsistency or Error in the RFP. Any Offeror believing that there is any ambiguity, inconsistency or error in the RFP shall promptly notify IndyPL in writing of such apparent discrepancy. Failure to so notify IndyPL by the Proposal Submission Deadline will constitute a waiver of claim of ambiguity, inconsistency or error.

9. Offeror Errors or Omissions. IndyPL is not responsible for any errors or omissions in Offeror's Proposal.
10. Addenda. IndyPL shall not be responsible for any oral instructions given by any employees or representatives of IndyPL in regard to the proposal instructions, Services requirements, or proposal documents as described in this RFP. Any changes in or clarifications to this RFP will be in the form of a written addendum, which will be furnished to all Offerors who are listed with IndyPL as having received the RFP or to any other Offeror who requests an addendum.
11. Offeror Incurred Costs. The Offeror shall be responsible for all costs incurred in preparing or responding to this RFP.
12. Modification or Withdrawal of Proposal. A Proposal may not be modified, withdrawn or cancelled by a Offeror for ninety (90) days following the Proposal Submission Deadline and each Offeror so agrees in submitting the Proposal. Proposals may be withdrawn, altered and/or resubmitted at any time prior to the Proposal Submission Deadline. Notice of pre-submittal date withdrawal shall be in writing over the signature of the Offeror or may be submitted to IndyPL by facsimile or electronic mail transmission. If by facsimile or electronic mail transmission, written confirmation over the signature of the Offeror shall have been mailed and postmarked on or before the Proposal Submission Deadline. Withdrawn Proposals may be resubmitted up to the Proposal Submission Deadline, provided that they are then fully in conformance with these general terms and conditions.
13. Rejection of Solicitation Responses. IndyPL reserves the right to reject any or all Proposals received, or any part thereof; to accept any response or any part thereof; or to waive any informality when it is deemed to be in IndyPL's best interest. Any Offeror objecting to the rejection of a Proposal, or portion thereof, shall submit a written protest stating the reasons for the protest to IndyPL within five (5) calendar days from the date of IndyPL's Written Notice of Intent to Enter into an Agreement as established in **Attachment C**.
14. Offeror Certification. By submission of a proposal, the Offeror certifies that the Offeror has not paid or agreed to pay any fee or commission, or any other item of value contingent on the award of a contract to any employee, official or current contracting consultant of IndyPL.
15. Exceptions. It is the intent of IndyPL to award an Agreement on a fair, competitive basis. For this reason, IndyPL may view the notation of any "Exception" in response to any material condition or requirement of the RFP as an attempt by the Offeror to vary the terms of the RFP, which, in fact, may result in giving such Offeror an unfair advantage over other Offerors. For this reason, IndyPL will, at its option, not allow exceptions to any material requirement if, in the opinion of IndyPL, the exceptions alter the overall intent of this RFP, unless the exception would be of material benefit to IndyPL.
16. IndyPL's Right to Disqualify For Conflict of Interest. IndyPL reserves the right to disqualify any Offeror on the basis of any real or apparent conflict of interest that is disclosed by the Proposal submitted or any other data available to IndyPL. The right of

disqualification is at the sole discretion of IndyPL. Any Offeror submitting a Proposal waives any right to object at any future time, before any agency or board, including but not limited to, IndyPL Board of Trustees, or any court, to IndyPL's exercise of its right of disqualification by reason of real or apparent conflict of interest as determined by IndyPL.

17. Warranties. Any Offeror submitting a Proposal in response to this RFP warrants and guarantees that the Offeror is fully capable of providing the Services and performing each and every task set forth in the Proposal. No limitation or exception to this warranty provision will be acceptable to IndyPL; except, it is understood that the Offeror is not responsible for any problems in performance caused by improper acts or omissions by IndyPL.
18. Covenant against Contingent Fees. The Offeror warrants that no person or selling agent has been employed or retained to solicit or secure the Agreement upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Offeror for the purpose of securing business.

For breach or violation of this warranty, IndyPL shall have the right to immediately terminate the Agreement without liability or in its discretion to deduct from fees or payments due the Offeror the commission, percentage brokerage or contingent fee.

19. Gratuities. IndyPL may immediately terminate consideration of a Offeror Proposal or the right of a CMc under the Agreement if it is found that gratuities in the form of entertainment, gifts or otherwise of any value were offered or given by the Offeror, or any representative of the Offeror, to any officer or employee of IndyPL with a view toward securing the Offeror selection or Agreement, or the making of any determinations with respect to the issuance or performance of an Agreement; provided that the existence of facts upon which IndyPL makes such findings shall be an issue and may be reviewed in any court of law. In the event of such termination, IndyPL shall be entitled to pursue the same remedies against the Offeror or CMc as IndyPL could pursue in the event of default by the Offeror or CMc.
20. Diversity and Inclusion in Employment. IndyPL is committed to providing an equal opportunity for participation of Minority Business Enterprises ("MBE"), Women's Business Enterprises ("WBE"), Veteran Business Enterprises ("VBE") and Disability-Owned Business Enterprises ("DBE") (together "XBE") in all IndyPL business.
  - a. IndyPL extends to each individual, firm, Offeror, supplier, CMc and subcontractor an equal opportunity to compete for IndyPL business and strongly encourages utilization of disadvantaged and/or minorities to reflect both industry and community ethnic composition. It is the intent of IndyPL to achieve participation of XBEs consistent with the City of Indianapolis' current utilization policy in the procurement of goods and supplies, in the retention of professional services, and in the construction and renovation of facilities.
    - MBE: fifteen percent (15%);
    - WBE: eight percent (8%);
    - VBE: three percent (3%); and
    - DBE: one percent (1%).



- b. It is the desire of IndyPL to measure participation of XBE firms in the procurement of goods and supplies, in the retention of professional services, and in the construction and renovation of facilities. Offerors, who meet the City of Indianapolis or State of Indiana criteria of XBE firms or similar requirements for out-of-state firms, may indicate the appropriate certification, with a copy of such certification included in their Proposal.
  - c. The CMc in performing work under an Agreement resulting from this RFP shall not discriminate against any worker, employee or applicant because of race, creed, color, religion, gender, national origin, age or disability or veteran status, nor otherwise commit an unfair employment practice. The CMc will take affirmative action to ensure that applicants are employed, and that employees are dealt with during employment, without regard to their race, creed, color, religion, gender, national origin, age, disability or veteran status.
21. Protest of Award. Any person or entity who has an objection to the awarding of the Agreement to any Offeror by IndyPL, shall lodge that protest, in writing, with IndyPL no later than 5:00 p.m. local time of the fifth (5th) calendar day following release of IndyPL's Notice of Intent to Enter into an Agreement letter. IndyPL retains the right to reject all protests not filed within this time and those found to be without merit.
22. Offeror Inquiries. Any questions that arise relating to this RFP shall be directed, in writing, or via e-mail to the Point of Contact identified on the cover page.
23. News Releases. News releases pertaining to this RFP or the Services shall not be made without prior approval of IndyPL.
24. Standard/Licensure Requirements. The CMc shall provide documentation to IndyPL evidencing all necessary business licenses to provide the Services prior to the awarding of the contract.
25. Out of State Offerors. It shall be a condition to the Agreement that any out-of-state Offeror that may be selected as the CMc shall be duly registered and qualified to do business within the State of Indiana.
26. Investments. By submission of a proposal, the Offeror certifies that the Offeror is not engaged in any investment activities in Iran pursuant to Ind. Code § 5-22-16.5-13(b).
27. Award. IndyPL reserves the right to award the Services to one (1) or more Offerors when deemed to be in IndyPL's best interest.

## **V. TERMS AND CONDITIONS GOVERNING THE AGREEMENT**

IndyPL operates as a Municipal Corporation within the City of Indianapolis and Marion County. In addition to the requirements included in Article II of the RFP, a CMc entering into a contract with IndyPL shall agree to a number of general terms and conditions. If a Offeror cannot agree to any of the stated general terms and conditions, their Proposal shall clearly state the reason for any such non-compliance. The submission of a Proposal constitutes the agreement of the Offeror that any agreement to be drawn as a result of

an award herein will be prepared by the IndyPL. The submission of a Proposal shall further constitute the consent of the Offeror that it shall not insist on the use of standard contract agreements, documents or forms, and that it waives any demand for the use of its standard agreements. The Agreement will be drafted under the supervision of IndyPL's attorney and shall be the controlling document. The CMc may be requested to submit copies of their applicable standard contract forms for information purposes.

1. Compliance with Laws. In performing the Services, the CMc shall comply with all applicable laws, ordinances, rules, regulations, and codes of Federal, State and local governments.
2. Continuation during Disputes. The CMc agrees that, notwithstanding the existence of any dispute between the parties, insofar as is possible under the terms of the Agreement to be entered into, each party shall continue to perform the obligations required of it during the continuation of any such dispute, unless enjoined or prohibited by any court.
3. Organization Employment Disclaimer. Any Agreement entered into as the result of this RFP will not constitute, create, give rise to or otherwise recognize a joint venture, agreement or relationship, partnership or formal business organization of any kind between the parties, and the rights and obligations of the parties shall be only those expressly set forth therein. The CMc will agree that no persons supplied by it in the performance of the contract are employees of IndyPL and further agrees that no rights of IndyPL's civil service, retirement or personnel rules accrue to such persons.

The CMc shall have the sole responsibility for all salaries, wages, bonuses, retirement, withholdings, workers' compensation and occupational disease compensation insurance, unemployment compensation, other benefits and taxes and premiums appurtenant thereto concerning such persons provided by the CMc in the performance of the Services and shall indemnify and hold IndyPL harmless with respect thereto.

4. Method of Payment. CMc will be paid in accordance with payment procedures as stipulated in the Agreement. The CMc shall be required to participate in the IndyPL Electronic Fund Transfer ("EFT") invoice payment program for the electronic transfer of funds directly to the CMc's designated banking account for payment of approved invoices. Reports and invoices submitted shall contain the purchase order number under which the Agreement is awarded. CMc shall submit payments/invoices/reports to the addressee designated in the Agreement. The CMc shall, at a minimum, submit monthly invoices, for each payment requested, such statement to also include a detailed breakdown of all charges. All approved invoices will be paid within 30 days by IndyPL unless any items thereon are questioned, in which event payment will be withheld pending verification of the amount claimed and the validity of the claim. The CMc shall provide complete cooperation during any such investigation.
5. Interest. If for some reason IndyPL is delayed in making prompt and timely payments for approved invoices per the Agreement, the maximum the CMc may be entitled to accrue interest on the outstanding amount is a rate of one percent (1%) per month for each full calendar month.



6. Material Mark-up Expense. CMc shall not be permitted to add a material mark-up expense or fee for additional equipment and/or materials secured and provided as part of the Services except as provided for in the Agreement.
7. Pre-Payment for Equipment or Services. Unless authorized by a Resolution of the IndyPL Board of Trustees, IndyPL is not permitted to pay for any materials or services not yet on site or provided, nor is the CMc permitted to invoice for materials or services not yet on site or provided.
8. Changes. Any and all changes, revisions or modifications to the Services must be previously authorized in writing by the IndyPL Designated Representative. IndyPL shall not be required to pay for any Services component provided under a change order that is not approved by IndyPL. Upon request, the CMc shall provide documentation of time and material spent on each change order.
9. Insurance. CMc shall secure, pay for and maintain the following insurance policies in full force and effect throughout the term of an Agreement that may be entered between CMc and IndyPL, which policies shall protect against any loss or claim arising from or relating to the Agreement, CMc's Service and activities, or presence at IndyPL facilities, and any act or omission of CMc or its employees and/or agents or Subcontractors in connection with the Services provided under the Agreement, and shall cover the contractual indemnification liability assumed by CMc pursuant to the Agreement:
  - a. Commercial General Liability Insurance with limits of not less than Two Million Dollars (\$2,000,000) per occurrence for bodily injury (including death), personal injury, property damage, fire legal liability, contractual liability and products and completed operations, and Five Million Dollars (\$5,000,000) general aggregate. The policy shall be written on an occurrence basis. The policy shall also not have exclusions for any of CMc's activities at the facilities. Any deductible shall be at CMc's expense.
  - b. Business automobile coverage, including coverage for owned, leased, and hired vehicles, which shall include vehicle and property (cargo) damage, and bodily injury, in an amount not less than One Million Dollars (\$1,000,000.00.)
  - c. Workers' Compensation insurance, affording coverage in excess of the applicable state laws covering all of CMc's employees, and Employer's Liability coverage in excess of the applicable state laws but no less than One Million Dollars (\$1,000,000.00) each accident, One Million Dollars (\$1,000,000.00) each employee and Two Million Dollars (\$2,000,000.00) policy limit.
  - d. Property Insurance coverage for all materials, equipment, and other items owned, borrowed, or leased by CMc shall be CMc's responsibility. IndyPL shall not be responsible for such materials, equipment, and other items owned, borrowed, or leased by CMc.
  - e. Umbrella Liability insurance at not less than Ten Million Dollars (\$10,000,000) limit for each occurrence providing for excess coverage over the limits and coverage

prescribed above in sections (a), (b), (c) and (d) above, which such policy shall be written on an occurrence basis.

- f. All insurance policies addressed in Sections 6. (a), (b), and (e) above shall be endorsed to name the following as additional insured's:

Indianapolis-Marion County Public Library and its trustees, directors, officers, employees, representatives, volunteers, agents, contractors, licensees, and successors.

- g. All insurance policies required hereunder: (1) shall be endorsed to state that the insurance is primary and not contributive to any other insurance available to IndyPL; (2) shall provide for a waiver of rights of subrogation against the additional insurers on the part of the insurance carriers; (3) shall be written with insurance companies licensed to do business in the State of Indiana and rated no lower than A-VII in the most current edition of A.M. Best's Property-Casualty Key Rating Guide, and (4) shall provide for no less than thirty (30) days advance written notice to IndyPL prior to cancellation, non-renewal or material modification.
- h. CMc shall deliver to IndyPL, prior to commencement of the Services under an Agreement, Certificates of Insurance confirming the existence or issuance of all insurance policies required to be carried hereunder ("Certificates of Insurance"). If any such policy is not obtained, or if all Certificates of Insurance are not delivered to IndyPL by the aforementioned time, or if any of such policies are canceled, IndyPL shall have the right to terminate the Agreement immediately and/or deny CMc access to IndyPL facilities.
- i. These insurance provisions are minimum requirements and shall not relieve CMc of its indemnity, defense and hold harmless obligations.
10. Suspension of Work/Termination or Suspension. IndyPL reserves the exclusive right to terminate or suspend all or any portion of the Services for which the CMc is employed by giving one (1) day written notice to the CMc; however, if any portion of the Services shall be terminated or suspended, IndyPL shall pay the CMc equitably for all work properly performed prior to termination. If the Services are suspended and the CMc is not given an order to resume work within sixty (60) days from the effective date of the suspension, the Agreement will be considered terminated.
11. Prime Contractor Responsibility. Planned use of subcontractors in connection with providing the requested Services should be clearly explained and described in the Offeror Proposal. The CMc shall be responsible for the performance of the Services under the Agreement whether or not subcontractors are used. In arrangements involving more than one firm, it does not matter to IndyPL which firm assumes the lead, as long as that firm assumes full responsibility for the performance of the Services as delineated in the Agreement. IndyPL will only enter into an Agreement with the prime CMc. If a Subcontractor of CMc fails to perform in a reasonable manner IndyPL may require CMc to terminate the Subcontractor. Any increased cost or expense incurred by reason of any such termination shall be borne by CMc.

At the request of IndyPL, CMc shall promptly remove from IndyPL premises any employee of CMc who, in the sole opinion of IndyPL, has been negligent, wasteful, dishonest or otherwise unsatisfactory in performing their duties.

12. State Sales Tax. IndyPL, as a Municipal Corporation, is Indiana State Sales tax-exempt. IndyPL will provide the tax-exempt certificate and supporting documentation following issuance of a Notice of Intent to Award a Contract.
13. Non-appropriation. Notwithstanding any other provision of this Agreement, if funds for the continued fulfillment of the Agreement by IndyPL are at any time insufficient or not forthcoming through failure of any entity to appropriate funds or otherwise, then IndyPL shall have the right to terminate the Agreement without penalty by giving written notice documenting the lack of funding.
14. Audit of Contract Records. The CMc shall keep all resulting contract records separate and make them available for audit by IndyPL personnel or Indiana State Board of Accounts personnel during the term of the Agreement and upon request for a period of 3 years after the end of the Agreement term and completion of the Services.

## VI. REQUIRED PROPOSAL FORMAT

1. General Requirements. The Proposals shall contain all information responsive to the RFP and the items listed below.
2. Specific Proposal Format and Content. Information contained in the Proposals shall not exceed sixty (60) doubles-sided pages, including the Offeror Proposal Sheet and Non-Collusion Affidavit, and excluding the cover sheets and tab dividers. In order to facilitate comparison and review of the Proposals, each Offeror should use tab dividers with section numbers and titles consistent with the format outlined below:
  - a. Offeror Introduction and Cover Letter:
    - 1) Offeror name, address, phone, fax and e-mail address.
    - 2) Contact person for the Offeror's response to the RFP.
    - 3) Include a statement of availability to meet the schedule in **Attachment C**.
    - 4) Signature of the contact person. This signature serves as verification the Offeror is a legal entity, the Offeror does not discriminate, the contact person is authorized to act on the Offeror's behalf, the Offeror has not paid or agreed to pay any fee or commission, or any other item of value contingent on the award of a contract to any person associated with IndyPL, and the Proposal will remain valid for at least ninety (90) days.
  - b. Offeror Proposal Sheet and Non-Collusion Affidavit included as **Attachment B**.
  - c. Offeror Profile:
    - 1) Background information on the Offeror and its operations, including years in business, the nature of services provided, and the size of permanent staff and crew.
    - 2) Information relating to the business organization of the Offeror and any third-party or sub-contractor that may be partnering with the Offeror.
    - 3) Description of the Offeror's organization chart, names of employees to be primarily assigned to the Services, and the role of each employee.
    - 4) The Offeror shall provide the resumes of all employees intended to serve in supervisory and management roles for the Services.

- 5) Description of any incidents or claims against a contract, or pending litigations to which the Offeror is a party.
  - 6) State any conflicts of interest Offeror or any key team member may have with IndyPL or the Project. Offeror shall also describe any claims relative to work the Offeror has performed under any other contract within the past three (3) years, and describe any litigation to which the Offeror is or has been a party. IndyPL reserves the right to request additional information to explain any of the above disclosed situations.
  - d. Provide a detailed tabulation of the Offeror's history in contracting with or hiring minority, women, and veteran owned business enterprises for the past three (3) years.
  - e. Provide a detailed tabulation of the Offeror's good faith efforts to fulfill goals set by clients for contracting with or hiring minority, women and veteran business enterprises for the past three (3) years.
  - f. Provide a description of the approach, processes, and procedures the Offeror intends to follow in outreach efforts to promote contracting with or hiring minority, women and veteran business enterprises.
  - g. Provide a sample work plan outlining the approach, processes, and procedures the Offeror intends to follow in providing the Services.
  - h. Provide a description of the Offeror's anticipated work to be self-performed as part of the Project
  - i. Provide a description of the Offeror's approach to the determination of the Guaranteed Maximum Price ("GMP"). Include considerations for timing of the GMP, contingencies included in the GMP, and potential incentives/penalties relating to the GMP.
  - j. Provide financial statements or other suitable documentation covering the past three (3) years, demonstrating the Offeror possesses adequate reserves and credit capacity to perform the Services required by the RFP. The required financial documentation does not count against the maximum page count, and can be treated as a confidential document under separate cover.
  - k. Provide documentation on the Offeror's ability to meet the insurance and bonding requirements established in the RFQ.
  - l. Executed E-Verify Affidavit included as **Attachment D**.
  - m. To the extent a Offeror is incapable of complying with or takes exception to any aspect of the requirements, proposal terms, and general terms and conditions described in the RFP, including **Attachment E**, the Offeror shall specifically identify and describe such exceptions in this section of its response to this RFP.
  - n. Additional information. Offeror may provide any other information within the maximum page limit that they believe may add to their Proposal.
3. Proposal Submittal Instructions. One (1) original, five (5) print copies, and one (1) electronic PDF copy on a disc, flash, or thumb drive of the Proposal shall be sealed in a package showing, in addition to IndyPL Point of Contact name and address, the following information on the outside of the package or envelope:
    - a. Offeror's Name.
    - b. Request for Proposal title.

The Proposal package shall be personally delivered, sent by delivery service, or sent by mail to the Point of Contact at the address identified on the RFP cover page.

Regardless of the mode of delivery, the Proposal shall be received by IndyPL by the Proposal Submission Deadline established in **Attachment C** in order to be considered.

4. Opening. The responses received by the deadline will be opened publicly at the date, time, and location established in **Attachment C**.
5. Additional Information. Following receipt of the Proposals, IndyPL reserves the right to request additional information from and conduct discussions to clarify the Proposals with Offerors reasonably susceptible of being awarded the Services. IndyPL will not share information gathered in such discussions with any other competing Offerors.
6. Confidential Information and Public Records - Offerors are advised materials contained in the Proposals are subject to the Indiana Public Records Act, IC 5-14-3 *et seq.* ("IPRA"), to which IndyPL must abide. After the contract award, the entire Proposal less any agreed upon confidential material, may be viewed and copied by any member of the public, including news agencies and competitors. Offerors claiming a statutory exception to the IPRA must:
  - a. Place all documents they consider confidential (including the requisite number of copies) in a sealed envelope clearly marked "Confidential" with the Offeror Name, IndyPL Point of Contact Name, and the RFP Title.
  - b. Provide a transmittal letter listing the included confidential material items.
  - c. Indicate in the transmittal letter by citing which statutory exception provision applies to each listed confidential material item.

IndyPL reserves the right to make determinations of confidentiality upon consultation with legal counsel. If IndyPL does not agree with the claim that the information designated is confidential under one of the cited disclosure exceptions to the IPRA, it may either discuss its interpretation of the allowable exceptions with the Offeror or reject the Proposal. If agreement can be reached on the nature of the requested confidential materials, the Proposal will be considered. If agreement cannot be reached, IndyPL will remove the Proposal from consideration for award and return the entire "Confidential" package to the Offeror. The rest of the Proposal and other supporting documentation will not be returned to Offeror and remain part of the RFP file. IndyPL and the IPRA does not consider prices, fees, or wage rates to be confidential information as the information will be included in any agreement resulting from the RFP. Neither party shall be liable for disclosures required by law.

## VII. EVALUATION CRITERIA

IndyPL will evaluate Proposals based upon the effectiveness of the perceived performance as it relates to IndyPL's specific requirements. Upon review of the information included in the Proposals, IndyPL will select the Offeror, or Offerors, that best meet the needs of IndyPL based on a combination of all of the criteria. Overall cost, although an important factor, will be only one of the criteria considered. IndyPL will evaluate the Proposals based on the criteria listed below in no particular order of priority:

1. The satisfaction level of current and former clients, architects/engineers, and first tier subcontractors of the Offeror under contracts similar to the requirements of IndyPL;
2. Proposed fees;
3. XBE participation history;
4. Perceived Effectiveness of the Work Plan;
5. Qualifications of the proposed project team; and
6. Any other criteria deemed relevant by IndyPL.

## **VIII. EVALUATION COMMITTEE**

The Evaluation Committee will consist of the following individuals:

- Jackie Nytes, IndyPL CEO.
- Jessica Moore, IndyPL Diversity and Inclusion Officer.
- Sharon Smith, IndyPL Director Facilities.

Ron Fisher, Schmidt Associates, will participate as an advisor.

Mike Coghlan, IndyPL Facilities Projects, will be the point of contact and facilitator.

## **IX AWARD**

The CMc shall be ready to proceed with the Services within seven (7) days after the receipt of the Notice of Intent to Enter into an Agreement. IndyPL shall conduct a conference with the selected Offeror(s) after issuing the Notice of Intent to Enter into an Agreement. The purpose of this conference will be establishing all lines of communication, to review equipment, schedules, work procedures, and other matters.



**Attachment A**  
**Request for Proposals**  
**Construction Manager as Constructor Services for the West Perry Branch Library Project**  
**Scope of Services**

Pre-Construction services:

- Value Engineering during design.
- Constructability reviews during design.
- Construction cost estimating.
- Life-cycle cost estimating.
- Permitting and Approvals.

Bidding Services:

- First Tier Subcontractor pre-qualification procedures.
- Outreach efforts.

Construction Services:

- Daily Supervision of the work.
- LEED certification documentation.
- Safety processes and procedures.
- Self-performance of trade work.
- Submittal control measures and procedures.
- Project changes control measures and procedures.
- Project cost control measures and procedures.
- Construction quality control procedures.
- Construction schedule control procedures.
- Project closeout procedures.

Post-Occupancy Services :

- LEED documentation.
- Building Commissioning.
- Assembly of record documents.
- One-year warranty walk-through and follow-up procedures.

**Attachment B**  
**Request for Proposals**  
**Construction Manager as Constructor Services for the West Perry Branch Library Project**  
**Offeror Proposal Sheet and Non-Collusion Affidavit**

**OFFEROR PROPOSAL SHEET**

**OFFEROR:** \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Agent of Offeror (if applicable): \_\_\_\_\_

Email address: \_\_\_\_\_

**Offeror Certification:**

The undersigned acknowledges that I/we have received and thoroughly reviewed the Request for Proposals (RFP) dated July 24, 2019, including the addenda listed below, and have visited the Library sites to understand the entire Scope of Services required under the RFP.

Pursuant to notices given, the undersigned, with complete understanding of the requirements and conditions, shall provide the Services fully in accordance with the requirements of the RFP.

**Acknowledgement of Receipt of Addenda:**

I/We have received and reviewed the Addenda listed below, and have included the provisions thereof in the response to the RFP.

Addenda Received: \_\_\_\_\_

**Attachment B**  
**Request for Proposals**  
**Construction Manager as Constructor Services for the West Perry Branch Library Project**  
**Offeror Proposal Sheet and Non-Collusion Affidavit**

**OFFEROR PROPOSAL SHEET**

**OFFEROR:** \_\_\_\_\_

**Similar Facility Experience and Qualifications:**

List three (3) examples completed in the past five (5) years of Services performed by the Offeror on projects of similar nature which would typify the qualifications of the Offeror.

Project 1. \_\_\_\_\_

Project 2. \_\_\_\_\_

Project 3. \_\_\_\_\_

**Offeror Client References (Client, Contact Name and Number):**

List three (3) clients, client contact persons, and telephone numbers where Services in the past five (5) years performed by the Offeror which would typify the qualifications of the Offeror.

Client 1. \_\_\_\_\_

Client 2. \_\_\_\_\_

Client 3. \_\_\_\_\_

**Offeror Architect/Engineer References (AE, Contact Name and Number):**

List three (3) architects and/or engineers, contact persons, and telephone numbers where Services in the past five (5) years performed by the Offeror which would typify the qualifications of the Offeror.

AE 1. \_\_\_\_\_

AE 2. \_\_\_\_\_

AE 3. \_\_\_\_\_

**Offeror First Tier Subcontractor References (Company, Contact Name and Number):**

List three (3) First Tier Subcontractors, contact persons, and telephone numbers where Services in the past five (5) years performed by the Offeror which would typify the qualifications of the Offeror.

First Tier Subcontractor 1. \_\_\_\_\_

First Tier Subcontractor 2. \_\_\_\_\_

First Tier Subcontractor 3. \_\_\_\_\_

**Attachment B**  
**Request for Proposals**  
**Construction Manager as Constructor Services for the West Perry Branch Library Project**  
**Offeror Proposal Sheet and Non-Collusion Affidavit**

**Proposal Certification:**

The Offeror proposes to complete the Services as described in this Proposal for the following expenses:

CMc Fee as a percentage of the GMP % \_\_\_\_\_

Staff Billing Rate as multiplier of the Actual Staff Wage \_\_\_\_\_

CMc General Conditions Fee as a percentage of the GMP % \_\_\_\_\_

CMc Mark-up Fee as a percentage of the First Tier Subcontracts % \_\_\_\_\_

Pre-Construction Services as Time & Materials, Not-to-Exceed \$ \_\_\_\_\_

Post-Occupancy Services as Time & Materials, Not-to-Exceed \$ \_\_\_\_\_

**Other Expenses, If Any:**

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**Attachment B**  
**Request for Proposals**  
**Construction Manager as Constructor Services for the West Perry Branch Library Project**  
**Offeror Proposal Sheet and Non-Collusion Affidavit**

**NON-COLLUSION AFFIDAVIT**

The undersigned, on behalf of the Offeror, being first duly sworn, deposes and states that the Offeror has not, nor has any other member, representative, employee or agent of the Offeror, entered into any combination, collusion or agreement with any person relative to the Service fees to be proposed by anyone at such letting, to prevent any person from submitting a proposal, or to induce anyone to refrain from submitting a proposal.

The undersigned further deposes and states that this Proposal is made without reference to any other proposal and without any agreement, understanding or combination with any other person referring to such proposal.

The undersigned further deposes and states that no person, firm or entity has or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such Proposal.

Offeror: \_\_\_\_\_

By (Signature): \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

*Important – Notary Signature and Seal Required in the Space Below*

STATE OF \_\_\_\_\_

Seal:

COUNTY OF \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

My commission expires: \_\_\_\_\_ (Signed) \_\_\_\_\_

Residing in \_\_\_\_\_ County, State of \_\_\_\_\_

**Attachment C**  
**Request for Proposals**  
**Construction Manager as Constructor Services for the West Perry Branch Library Project**  
**Schedule of Activities**

RFP Issued	July 24, 2019
Public Notices	July 24 and 31, 2019
Pre-Proposal Conference	August 2, 2019 at 9:00 am EDT Library Services Center 2450 North Meridian Street, Indianapolis, IN 46208
Questions Due from Offerors to IndyPL	August 8, 2019 at 4:00 pm EDT
Answers to Questions sent to Offerors	August 12, 2019, at noon EDT
RFP Due and Public Opening ("Proposal Submission Deadline")	August 14, 2019 at 2:00 pm EDT Library Services Center 2450 North Meridian Street, Indianapolis, IN 46208
IndyPL Evaluation Committee Meets to Discuss the Responses to the RFP received by IndyPL	August 28, 2019, 1:00 to 4:00 pm EDT, LSC 226
IndyPL Submits Questions to and/or Requests Discussions with Offerors Reasonably Susceptible of Being Awarded the Contract	August 29, 2019, at noon EDT
Responses to Questions and/or Discussions with Offerors by IndyPL Evaluation Committee	September 4, 2019, 1:00 to 5:00 pm EDT, LSC 226 – Discussion times TBD
Preliminary Recommendation Presented to IndyPL Board Facilities Committee	September 10, 2019 at 5:00 pm EDT Library Services Center 2450 North Meridian Street, Indianapolis, IN 46208
Final Recommendation to IndyPL Board of Trustees at their monthly public meeting.	September 23, 2019, 6:30 pm EDT Eagle Branch Library 3901 Moller Road, Indianapolis, IN 46254
Notification of Intent to Enter Into an Agreement	September 24, 2019
Post Award Planning and Coordination Meeting	October 1, 2019 – To be confirmed
Execute Agreement	October 10, 2019
Project Bidding	January 7 – 28, 2020
Establishment of the Guaranteed Maximum Price	February 2020
Construction Begins	March 2020
Project Substantial Completion	May 2021



**Attachment D**  
**Request for Proposals**  
**Construction Manager as Constructor Services for the West Perry Branch Library Project**  
**E-Verify Affidavit**

Pursuant to Indiana Code 22-5-1.7-11, the CMc entering into a contract with the Indianapolis-Marion County Public IndyPL is required to enroll in and verify the work eligibility status of all its newly hired employees through the E-Verify program. The CMc is not required to verify the work eligibility status of all its newly hired employees through the E-Verify program if the E-Verify no longer exists.

1. CMc affirms that CMc does not knowingly employ an unauthorized alien.
2. CMc affirms under the penalties of perjury that it has enrolled and is participating in the E-Verify program. CMc is not required to participate should the E-Verify program cease to exist.
3. CMc agrees to provide documentation demonstrating that CMc has enrolled and is participating in the E-Verify program.
4. Library may terminate for default if CMc fails to cure a breach of this provision no later than thirty (30) days after being notified.

I affirm, under the penalties for perjury, that the foregoing representations are true.

(CMc): \_\_\_\_\_

By (Written Signature):

\_\_\_\_\_

(Printed Name):

\_\_\_\_\_

(Title):

\_\_\_\_\_

*Important – Notary Signature and Seal Required in the Space Below*

STATE OF \_\_\_\_\_

Seal:

COUNTY OF \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My commission expires: \_\_\_\_\_ (Signed) \_\_\_\_\_

Residing in \_\_\_\_\_ County, State of \_\_\_\_\_

**Attachment E**  
**Request for Proposals**  
**Construction Manager as Constructor Services for the West Perry Branch Library Project**  
**Draft Agreement**

AIA A133 Owner/Construction Manager as Constructor Agreement 2009, as modified.

To be issued by Addenda.

**Attachment F**  
**Request for Proposals**  
**Construction Manager as Constructor Services for the West Perry Branch Library Project**  
**Project Information**

Portions of the Schematic Design Manual, prepared by Schmidt Associates dated July 18, 2019.

- Executive Summary
- Project Narrative.
- Schematic Design Drawings.
- Project Budget.
- Project Schedule.

IndyPL Owner's Project Requirements, dated July 19, 2019.



# Indianapolis Public Library West Perry Branch



## Schematic Design Manual

July 18, 2019

# 1. EXECUTIVE SUMMARY

## **Mission**

Creation of a community-oriented facility to be the center of knowledge, community life, and innovation for the west side of Perry Township.

## **Goals and Objectives**

1. Creation of a new 25,000 SF facility on a 6-acre site with associated parking and site improvements.
2. Creation of an appropriately significant public building to be a community destination and focal point of activity becoming a hub for the community.
3. Maximize functionality through flexibility of space, staffing and systems while creating a space layout to provide for efficient staffing.
4. Be an open, inviting, and healthy facility both inside and outside.
5. Utilize durable materials.
6. Consider accessibility in terms of cultural, transportation, and language barriers by utilizing universal design principals.
7. Provide a balance between occupant comfort and energy efficiency.
8. Incorporation of energy and resource conservation measures into the design, building materials, equipment, and fixtures to achieve a minimum of a LEED v4 Silver Certification.
9. Meeting schedule milestones including bidding the project in the first quarter of 2020 and opening the building in the second quarter of 2021.
10. Stay within a total project cost of \$9.5M.

## **Methodology**

### **Community Engagement Sessions**

- March 13, 2019 – Mind Breaking Exercise – Describe your New Library
- April 11, 2019 – World Café Exercise
- July 18, 2019 – Schematic Design Review

### **Owner Meetings**

- January 31, 2019 – Project Kick-Off
- February 14, 2019 – Preparation for Community Engagement Meetings
- February 27, 2019 – Outline agendas for Community Engagement Meetings
- May 2, 2019 – Review Schedule and Overall Project Budget
- May 9, 2019 – Design Charette with Staff
- May 29, 2019 – Review of Conceptual Plan/Elevations
- June 12, 2019 – Systems Discussion
- July 9, 2019 – Review of SD Deliverable

## 2. PROJECT NARRATIVE

### SITE

#### Existing Site:

##### Zoning

- The existing site is located at 6650 South Harding Street between a City of Indianapolis Water Plant and Little Buck Creek.
- The site was previously used as a farm field and is currently vacant.
- According to City of Indianapolis GIS information, the site is currently zoned SU-37 (Special Use – Library) with building setback distances as follow
  1. Front Yard 10'
  2. Side Yard 10'
  3. Rear Yard 10'

Note: Setbacks are based upon C-1 District in accordance with Special Use requirements.

##### Drainage

- The site is generally flat and drains from south to north to Little Buck Creek.
- Approximately 30' to 80' of the north portion of the site is within a 100-Year flood zone and a regulated drain easement.
- The remainder of the site is located within a 500-Year (0.2% Annual Chance) Flood Zone. The entire site is located within a W-1 Well Field.

##### Utilities

- The site has a 16" water main that crosses through the site diagonally with a 12" water main running to the south-Southeast near the west end of the site. There is also a 16" main located along Harding Street that will be tapped to service the proposed improvements.
- A gas main is also located along Harding Street as is a pole line for gas and electrical services. The size of the gas main is unknown.
- There is no sanitary along Harding Street; however, there is a manhole located on the west side of Harding Street and the north end of an apartment building. According to Citizens, we would be able to connect to this manhole, but we would need to obtain an easement and permission to construct a main across that property. Citizens had no records for elevations of the invert in that manhole. If the elevations are too high to connect with a gravity system, a small lift station will be required to pump effluent there.

#### Proposed Site Improvements:

##### Layout

- The development of the site will entail the construction of a 25,000 sft building with adjacent parking and access drive. The building will be located approximately mid-site at the east side of the site and will be approximately 25' from the existing ROW.
- The access drive will be located along the south end of the site and will connect to a parking lot behind the proposed building. The parking area will consist of asphalt pavement, curbs, concrete sidewalks, and pavers for walkways in the parking trees. The parking area will have 105 parking spaces including 8 ADA accessible spaces.



- Pedestrian traffic will flow to the south eastern area of the parking lot and will funnel into the entrance located at the southwest corner of the building.
- A masonry dumpster will be located at the northeast area of the parking lot with a sidewalk access to the northwest side of the building for foot traffic to and from the dumpster.
- An asphalt drive-through will be located at the west end of the building for book returns.
- Sidewalks will access a new sidewalk along the west side of Harding Street with a sidewalk along the access drive that will be installed along the entire street frontage of the property.

#### Drainage/Grading

- Because the site is located next to a 100-year Flood Zone, the site will need to be raised to at least 2' above the highest 100-Year flood elevation. That elevation is 683 and is located at the northeast corner of the site where Little Buck Creek flows under Harding Street. Since a 24" area beneath the finished floor is required, the actual finished floor of the building will be 687.
- Drainage will be accomplished via sheet flow to inlets and storm sewer system that will direct runoff from the building and parking lot to a proposed wet detention facility (pond).
- The storm sewer system will consist of concrete inlets, 4' and 5' diameter manholes, and a single water quality treatment unit.
- A pond was chosen to obtain enough materials to raise the site an average of approximately 1.5'. The parking lot will not be required to be 2' above the 100-year flood elevation and can therefore be lower than the building area.
- If a dry detention facility is desired, then any additional material in excess of that from the detention facility will need to be imported to the site. There is also a possibility that material can be "borrowed" from the site as long as that area is adequately drained of filled in using excess topsoil.
- Either pond will be piped directly to Little Buck Creek and a concrete headwall and flap gate placed at the end of the pipe. The flap gate will be required to keep headwaters from the creek back-flowing into the detention facility and filling the facility.

#### STRUCTURAL

- The foundation system will consist of reinforced concrete footings and reinforced fully grouted concrete masonry unit foundation walls.
  - If the soil is a medium or stiffer clay, the footings can be trenched (formed by the earth) for economics versus having forms built by the installing contractor.
  - The exterior footings will be founded approximately thirty inches below the proposed exterior adjacent grade to protect against freezing of the footing subgrade.
  - The interior footings will be founded just below the floor slab to minimize excavation and foundation costs.
- Mezzanine over staff restroom, breakroom, electrical, and technology room to support an air handling unit.
- The structural framing system will consist of an interior steel frame of columns and beams.
- The exterior support wall system will consist of a combination of CMU block wall and reinforced architectural panels. The lateral and exterior wall gravity loads will be transmitted to the foundation through the wall systems previously identified.

- The exterior wall CMU and panels will be designed to transfer the lateral forces down to the foundation system. Generally, the exterior walls will be designed for shear and overturning loads from the lateral wind forces and will be reinforced as required.
- The roof structure will consist of 1 ½ inch deep wide rib galvanized steel roof deck supported on open web steel joist spaced at approximately 6 feet on center supported on rolled steel beams and steel HSS columns at the interior of the building.
  - The wind and seismic bracing system will utilize the roof by being braced to act as a diaphragm to transfer lateral forces to the exterior wall system.

## **ARCHITECTURAL**

- Site sign (See attached cut sheet)
- The project is a new 25,000 square foot branch library for the West Perry neighborhood of Indianapolis.
- The structure will likely be steel-framed over concrete foundations.
- Exterior envelope will consist of dark brick veneer, metal panels, perforated metal panel assembly screens along with aluminum storefront/curtainwall assemblies.
- Roof will be a single-ply membrane. A
- Gyp. board assemblies and aluminum storefront will make up the majority of the interior walls.

## **INTERIORS**

- Interiors will consist of a raised access floor assembly with carpet tiles and ceramic tile flooring.
- Ceilings will be lay-in acoustical and gyp. bd. along with some special wood/metal ceiling areas.

## **MECHANICAL**

- Primary HVAC system is an underfloor air distribution with raised access floor supplied from a central VAV air handler. The AHU is to be located on a mezzanine above office/support zone on the west end of the building. The AHU will supply 63-65°F air to a low static pressure plenum. Supply air will be provided to the plenum via minimal duct runs and directional diffusers to mitigate thermal decay. Process air shall be cooled to 55°F then reheated to 65°F by mixing return at 75°F to control humidity via a side-stream bypass.
- The central AHU will be supplied chilled water and heating hot water from a 100-ton air-cooled chiller located behind the building and (2) 500 MBH modulating boilers located in the mechanical room.
- Large high-volume interior zone will be sized and controlled as constant volume system with face-adjustable underfloor diffusers. Interior control of small offices, study rooms, and conferences shall be controlled with VAV floor diffusers set to individual thermostats.
- Perimeter conditions shall be controlled with a combination of both heat/cool changeover floor diffusers with integral hot water heat and recirculating perimeter diffusers to handle the skin loads of the building. In cooling, the diffusers can increase supply airflow to the skin. In heating,

the diffusers can heat supply air from an integrated hot water heating element or allow room air to recirculate thru a perimeter heating diffuser by natural convection.

- Large perimeter zones, such as the meeting room, will be served by underfloor fan-powered terminal units. These can be ducted or fed to a sub-plenum under the controlled zone. The purpose of the unit is draw plenum air thru a fan to increase plenum pressure to a localized zone, increasing airflow. Terminal unit fans contain ECMs to allow VAV control to underfloor diffusers.
- Return air will be served overhead as high as possible.
- Local cabinet unit heaters will be installed at main entries.
- Fan-powered VAV boxes with reheat shall be used to condition public restrooms. Supply grilles to be placed in wall or ceiling, not on floor.
- Public restroom and janitor closet exhaust will be combined to a single centrifugal rooftop exhaust fan. Each single restroom (2) shall be exhausted to the roof or exterior wall by a 100 cfm inline exhaust fan.
- IT and Electrical rooms will be served by individual ductless mini-split systems.

## **PLUMBING**

- Building will be fully sprinkled.
- 3" domestic water service with 2" meter and (2) 1 ½" reduced pressure principal backflow preventers will be provided in the mechanical room. All domestic piping will be type L copper pipe with soldered or pressed fittings with 1" thick jacketed fiberglass insulation.
- 6" fire service with 6" double check backflow preventer will be located in the mechanical room. Remote freestanding FDC and P.I.V. Automatic wet sprinkler system per NFPA 13.
- Instantaneous gas fired domestic water heater with 120-degree circulated loop and small expansion/storage tank will be located in the mechanical room.
- Duplex water softener and brine tank.
- Plumbing fixtures: wall hung china water closets and urinals with hardwire sensor operated flush valves; undermount counter china lavatories with hardwire sensor operated faucets; high/low electric water coolers with recessed chiller, projected bowls and bottle filler; stainless steel undermount double bowl sink with manual operated faucet in breakroom, stainless steel undermount single bowl sink with manual operated faucet in meeting room; floor drains in restrooms, mechanical room and underfloor plenum; mop basin with manual operated faucet. All plumbing fixtures will be designed for LEED compliant low water consumption.
- Roof drains with internal roof conductors connected underground to the site storm system. All storm piping will be schedule 40 PVC with 1" jacketed fiberglass insulation on horizontal and vertical above ground piping.
- Sanitary waste piping from plumbing fixtures will collect underground to a sanitary lift station with a 2" forced main extended to the site sewer main. Sanitary vent piping will extend from plumbing fixtures and terminate 12" above the finished roof. All sanitary waste and vent piping will be schedule 40 PVC piping with solvent joints.
- Natural gas service with meter will enter the building near the mechanical room with service to all gas fired domestic and heating water equipment. All gas piping will be schedule 40 black steel piping with threaded or welded fittings.

## **ELECTRICAL**

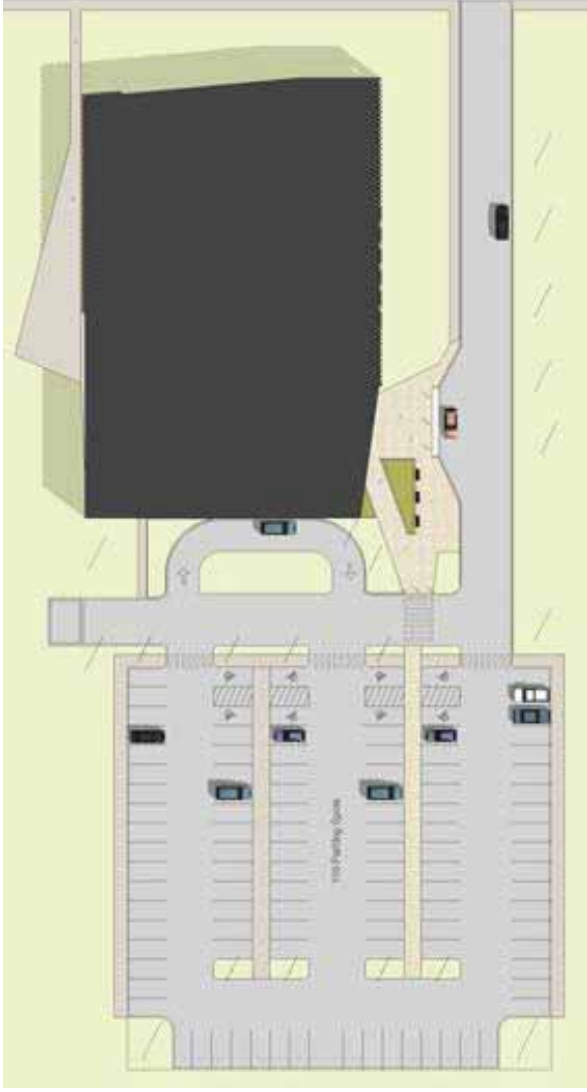
- Lighting will be LED - decorative pendants coupled with linear direct/indirect fixtures. Building will also include data and security systems.
- The main electrical service will be located in the designated electrical room. The new main switchboard will be 208Y/120V, 3Ø, 4W, and approximately 1000A. The switchboard will feed all branch panelboards located throughout the building. A surge protection device will be installed at the main switchboard. The utility transformer location will be coordinated with IP&L.
- (2) branch panelboards will be located in the electrical room and (2) branch panelboards will be located in the East storage room. These panelboards will serve receptacles, lighting, mechanical equipment, general power, etc. utilizing the raised floor for routing circuits to each device and to each equipment connection. Branch panelboards will be main lug only with bolt-on type circuit breakers with a minimum of 20% spare breaker capacity.
- All interior light fixtures will be LED. Lighting fixtures in corridors, offices, auxiliary rooms with lay-in ceilings will have 2x4 volumetric fixtures. Lighting fixtures in restrooms will utilize 1x4 volumetric fixtures. Lighting fixtures in electrical, plumbing, mechanical, storage etc. rooms will have linear 4' chain mounted strip fixtures. Round 4" downlights will be located within drywall ceiling as needed. Specialty lighting such as pendants, sconces and any other decorative lighting will be LED and coordinated with architect and interior designer. Occupancy sensors will be used to control all lighting fixtures though out the building as required by ANSI/ASHRAE/IESNA Standard 90.1-2007. Corridors and restrooms will be controlled solely through ceiling mounted occupancy sensors. All other rooms will be controlled by a combination of dimmers and occupancy sensor.
- Emergency LED lighting will be located directly above all doors to the exterior as required for safety and security. Exterior building lighting will be coordinated with architect.
- New parking areas will have LED pole mounted fixtures with concrete bases.
- Ground-fault protected receptacles will be installed in restrooms as required by the National Electrical Code. Weatherproof, ground-fault protected receptacles will be installed around the exterior perimeter of the building. General duplex receptacles will be located throughout the building and rooms. Quadruplex receptacles will be coordinated with furniture and desk locations. Heavy duty disconnect switches and motor starters will be used for mechanical/plumbing equipment.
- The fire alarm system will be a stand-alone addressable system. The main fire alarm panel will be located in the main electrical room. An annunciator panel will be located in the main vestibule. There will be two outside telephone lines connected to the fire alarm dialer. Visual devices will be placed in offices, restrooms, smaller occupied rooms, etc. Horn/strobes will be placed in corridors and in larger spaces. Smoke detectors will be placed in storage rooms.
- An insulated ground conductor will be provided with all power feeders and branch circuits for equipment grounding purposes. The ground will be connected to the main electrical room ground bus. Ground rods will be copper clad and be interconnected with copper grounding cables. Interconnection of the service ground and system neutral shall be made at the main switchboard.

## **TECHNOLOGY**

- See Technology Matrix under “5-BUDGET” Section.
- Data cabling infrastructure – Cat 6A - See Attached Standards Document
- Systems by Owner
  - Intercom / Paging
  - Book Security
  - Meeting room A/V
  - Access Control
  - Video Surveillance

## **PROCUREMENT**

It is anticipated at this time that the Owner will utilize Construction Manager as Constructor (CMc) as the form of procurement for this project.

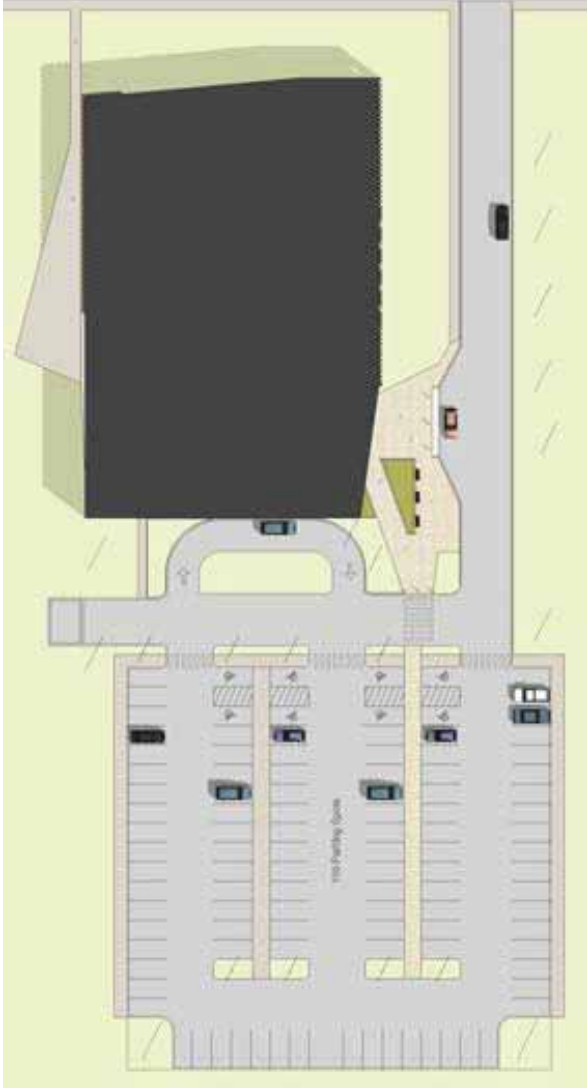


SITE PLAN

THE INDIANAPOLIS PUBLIC LIBRARY  
**WEST PERRY BRANCH LIBRARY**  
 HBM ARCHITECTS, LLC

SCHEMATIC DESIGN  
 JUNE 2019





SITE PLAN

THE INDIANAPOLIS PUBLIC LIBRARY  
**WEST PERRY BRANCH LIBRARY**

HBM ARCHITECTS, LLC

SCHEMATIC DESIGN  
 JUNE 2019



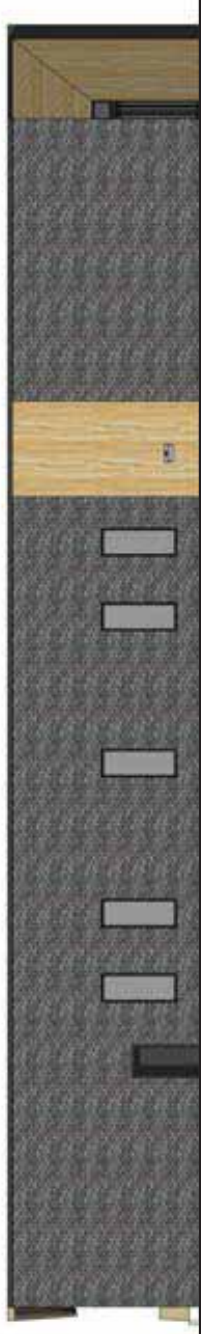








SOUTH ELEVATION



WEST ELEVATION



NORTH ELEVATION



EAST ELEVATION

THE INDIANAPOLIS PUBLIC LIBRARY  
**WEST PERRY BRANCH LIBRARY**

BUILDING ELEVATIONS

SCHEMATIC DESIGN  
 JUNE 2019



HBM ARCHITECTS, LLC



THE INDIANAPOLIS PUBLIC LIBRARY  
**WEST PERRY BRANCH LIBRARY**

HBM ARCHITECTS, LLC

SCHEMATIC DESIGN  
JUNE 2019







THE INDIANAPOLIS PUBLIC LIBRARY  
**WEST PERRY BRANCH LIBRARY**  
HBM ARCHITECTS, LLC

SCHEMATIC DESIGN  
JUNE 2019



## 5. BUDGET

### Cost per SF Summary

Site Summary

Architectural Summary

HVAC Summary

Technology Matrix

### Total Project Cost

### Potential Cost Savings Options

- Reduce Square Footage
- Take out recessed floor in staff area/restrooms

## West Perry Library SD Estimate - July 9, 2019

Total SF						25,000
----------	--	--	--	--	--	--------

Option 1 - Raised Access Floor/22' Foot Building Height				
Structure			\$ 40.00	RM
Architecture			\$ 85.00	HBM
Raised Access Floor			\$ 20.00	HBM
Interiors			\$ 40.00	HBM
FF&E			\$ 20.00	HBM
Mechanical			\$ 32.66	Schmidt
Plumbing			\$ 6.56	Schmidt
Fire Protection			\$ 4.00	Schmidt
Electrical			\$ 22.50	Schmidt
Technology			\$ 10.00	Schmidt
			\$ 281	

Description
UFAD System w/ GSHP - Electric

Site	Amount	Unit	Cost Per		
Common Excavation - Pond	6110	CYS	\$ 3.50	\$ 21,385	Schneider
Compact In-Place Fill	6110	CYS	\$ 4.00	\$ 24,440	Schneider
Topsoil Strip	3400	CYS	\$ 1.50	\$ 5,100	Schneider
Topsoil Placement & Final Grading	3400	CYS	\$ 4.00	\$ 13,600	Schneider
Erosion Control Blanket	1575	SYS	\$ 3.50	\$ 5,513	Schneider
6" Rip Rap	300	TONS	\$ 60.00	\$ 18,000	Schneider
Erosion Control Measures During Construction	4	Acres	\$ 3,000.00	\$ 12,000	Schneider
Inlets	4	EA	\$ 2,500.00	\$ 10,000	Schneider
4' Dia. Manhole	1	EA	\$ 5,000.00	\$ 5,000	Schneider
5' Dia. Manhole	2	EA	\$ 6,000.00	\$ 12,000	Schneider
Detention Control Structure	1	EA	\$ 3,500.00	\$ 3,500	Schneider
Water Quality Unit	1	EA	\$ 20,000.00	\$ 20,000	Schneider
10" Roof Drain	745	LFT	\$ 20.00	\$ 14,900	Schneider
12" RCP	412	LFT	\$ 35.00	\$ 14,420	Schneider
15" RCP	192	LFT	\$ 45.00	\$ 8,640	Schneider
18" RCP	117	LFT	\$ 60.00	\$ 7,020	Schneider
24" RCP	206	LFT	\$ 70.00	\$ 14,420	Schneider
Creek Outlet Headwall & Flap Gate	1	EA	\$ 7,500.00	\$ 7,500	Schneider
24" Concrete End Section	1	EA	\$ 2,250.00	\$ 2,250	Schneider
B-Borrow Backfill	361	CYS	\$ 35.00	\$ 12,635	
Subgrade Preparation	5975	SYS	\$ 5.00	\$ 29,875	Schneider
9" Stone (6" #2; 3" #53)	1490	CYS	\$ 35.00	\$ 52,150	Schneider
3" HMA (Asphalt)	1200	TONS	\$ 80.00	\$ 96,000	Schneider
6" Concrete Curb	1515	LFT	\$ 25.00	\$ 37,875	Schneider
7" Concrete Pvm	70	SYS	\$ 65.00	\$ 4,550	Schneider
4" Concrete Sidewalk	1180	SYS	\$ 50.00	\$ 59,000	Schneider
Pavers	290	SFT	\$ 35.00	\$ 10,150	Schneider
6" DI Fire Main & Valves	327	LFT	\$ 90.00	\$ 29,430	Schneider
Fire Hydrants & Assemblies	3	EA	\$ 3,000.00	\$ 9,000	Schneider
4" DI Fire Line Incl. PIV & FD Connection	40	LFT	\$ 75.00	\$ 3,000	Schneider
1.5" PVC Water Line	15	LFT	\$ 40.00	\$ 600	Schneider
Meter Pit	1	EA	\$ 2,500.00	\$ 2,500	Schneider
Electrical Conduit	238	LFT	\$ 10.00	\$ 2,380	Schneider
Transformer Pad	6	SYS	\$ 70.00	\$ 420	Schneider
6" Sanitary Lateral	36	LFT	\$ 65.00	\$ 2,340	Schneider
8" Sanitary Main	153	LFT	\$ 80.00	\$ 12,240	Schneider
Cleanout	1	EA	\$ 750.00	\$ 750	Schneider
No. 8 Stone	50	CYS	\$ 40.00	\$ 2,000	Schneider
Sanitary Manhole	1	EA	\$ 4,500.00	\$ 4,500	Schneider
Core and Repair Sanitary Manhole	1	EA	\$ 1,000.00	\$ 1,000	Schneider
Street Repair	30	SYS	\$ 200.00	\$ 6,000	Schneider
Offsite Easement	1	Allow.	\$ 10,000.00	\$ 10,000	Schneider
Landscaping	1	Allow.	\$ 40,000.00	\$ 40,000	Schneider
Lighting				\$ 35,000	Schmidt
Subtotal				\$ 683,083	
				\$ 683,083	
Eliminate 12" Concrete End Section	1	EA	\$1,750		Schneider
Cost Difference					

Description	
	(\$3,115)
	(\$3,560)
	\$1,663
	\$12,150
	(\$5,000)
	(\$5,000)
	\$12,000
	(\$10,000)
	\$12,050
	\$7,420
	(\$11,160)
	\$13,020
	\$7,500
	(\$490)
	\$1,785
	\$2,975
	(\$5,120)
	(\$12,125)
	\$975
	\$11,000
	\$10,150
	(\$3,870)
	(\$600)
	\$880
	\$420
	\$560
	\$200
	(\$600)
	(\$1,750)
	\$32,358

# ARCHITECTURAL CONSTRUCTION BUDGET SUMMARY

West Perry Library  
2016-053.WPL



ALT	B
	Base Bid

Row Labels	SYSTEM NAME	Values		
		ESTIMATED COST	COST/SF	%
A1	Foundations	\$0	\$0.00	0.00%
A2	Basements	\$0	\$0.00	0.00%
B1	Superstructure	\$0	\$0.00	0.00%
B2	Exterior Enclosure	\$1,366,900	\$55.33	72.77%
B3	Roofing	\$333,000	\$13.64	17.73%
C1	Interior Construction	\$178,600	\$7.28	9.51%
C2	Stairs	\$0	\$0.00	0.00%
C3	Interior Finishes	\$0	\$0.00	0.00%
D1	Conveying	\$0	\$0.00	0.00%
D2	Plumbing	\$0	\$0.00	0.00%
D3	HVAC	\$0	\$0.00	0.00%
D4	Fire Protection	\$0	\$0.00	0.00%
D5	Electrical	\$0	\$0.00	0.00%
D5030	Telecommunications	\$0	\$0.00	0.00%
E1	Equipment	\$0	\$0.00	0.00%
E2	Furnishings	\$0	\$0.00	0.00%
F2	Building Demolition	\$0	\$0.00	0.00%
G	Building Sitework	\$0	\$0.00	0.00%
Z	General Requirements	\$0	\$0.00	0.00%
<b>Grand Total</b>		<b>\$1,878,500</b>	<b>\$76.25</b>	<b>0.00%</b>

5.0%	General Conditions	\$93,925	\$3.87
5.0%	Overhead & Profit	\$93,925	\$3.87
0.0%	Design Contingency	\$0	\$0.00

**PROBABLE CONSTRUCTION BID ESTIMATE**      **\$2,066,350**      **\$85.10**

## Mechanical Cost Estimate

Building Type	Area (sf)	Total Cost	\$/SF
<b>Library</b>	<b>25,200</b>	<b>\$ 823,032</b>	<b>\$ 32.66</b>

## Air Conditioning Requirements (R2360 Central Cooling Equipment)

R236000-20

BTU/hr per SF	BTU/hr	SF per Ton	Tons
50	1,260,000	240	105

## D3030 Cooling Generating Systems

ID	Equipment	Qty	Cost	Serves	Description
D3030 110 1560	100 Ton ACCH	1	\$ 302,400	Building	100 Ton Air-cooled Chiller
D3020 330 1010	150 GPM pump	2	\$ 29,050	Building	(2) 150 GPM in-line circulating pump (1 backup)

## D3020 Heat Generating Systems

ID	Equipment	Qty	Cost	Serves	Description
D3020 130 1050	1000 MBH Boiler System, gas, HW	2	\$ 52,800	Building	(2) 500 MBH Boilers, 140dF circulating temp
D3020 330 1020	200 GPM pump	2	\$ 32,575	Building	(2) 200 GPM in-line circulating pump (1 backup)
23 82 36.10 1264	Perimeter fin tube radiation (280 LF)	280	\$ 23,240	glass perimeter	finned tub radiation

## D3020 Distribution Systems

ID	Equipment	Qty	Cost	Serves	Description
D3040 112 1040	20,000 CFM Unit	1	\$ 120,900	Building	AHU, Central, C/H coils, VAV
D3040 128 1050	3 ton Fan Coil	1	\$ 22,175	Meeting room	Horizontal fan coil, 3 ton, 4 pipe, duct mount
23 37 13.10 1708	Air terminals	267	\$ 41,067	Building	8" round floor diffusers, selected @ 75 cfm ea.
23 31 13.13 0560	Ductwork, misc (lbs)	5000	\$ 43,750	Building	

## D3040 240 Roof exhaust fan systems

ID	Equipment	Qty	Cost	Serves	Description
D3040 240 1020	Fan	1	\$ 6,925	Public RRs, JC	Centrifugal Roof Exhaust Fan, Direct drive, 900 cfm
D3040 240 1021	Fan	2	\$ 2,050	Single RRs	Centrifugal Roof Exhaust Fan, Direct drive, 100 cfm

Controls (\$/sf)	\$ 5	\$ 126,000	Building	price per sf
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## D3050 Terminal &amp; Package Units


ID	Equipment	Qty	Cost	Serves	Description
D3050 130 1010	Unit Heater, Hydronic	1	\$ 4,050	Mech Room	Space heater, suspended, HW, prop. Fan, 20 MBH
D3050 140 1010	Cabinet Heater, Hydronic	2	\$ 9,150	Entries	20 MBH, overhead hydronic unit heater
23 81 26.10 0150	Split ductless system	2	\$ 6,900	IT, Elec	(2) 2 ton split system, cooling only, single zone


RS Means 2019 Mechanical Costs



# TECHNOLOGY SYSTEMS - PROJECT SCOPE AND FUNDING MATRIX (7-18-2019)

WEST PERRY LIBRARY	DESIGNED BY		PROVIDED BY			INSTALLATION MANAGED BY		FUNDED BY				NOTES
		OWNER (REP OR CONTRACTOR)	CONSTRUCTION CONTRACTOR (BID PACKAGE)	OWNER / OWNER'S VENDOR	OWNER - REUSE EXISTING	GENERAL CONTRACTOR	OWNER	CONSTRUCTION BUDGET	CONSTRUCTION BUDGET ALLOWANCE	PROJECT OWNER HARD COSTS	SEPARATE OWNER FUNDS	
 <b>SCHMIDT ASSOCIATES</b>	A/E							X				Contract to install 6A Cabling Per IndyPL Specifications.
	X		X					X				Per IndyPL Specifications.
	X		X					X				
	X		X									
Public Address System / INTERCOM	X		X					X				Interface with Phone - Bogen BO-C35 Amplifier, and Valcom VIP 801 Audio Input to be wall mounted in the Network Room. Bogen White Ceiling Speakers with volume control BO-86T725PG8.
Video Surveillance (Software, cameras, etc.)	RI Only	X		X			X			\$ 11,000		Owner's Vendor CSC to provide and install. Contractor to provide 6A cabling in back box and termination at camera locations.
Access Control System (Software, card readers, etc.)	RI Only	X		X			X			\$ 8,000		Owner's Vendor CSC. Contractor to provide door electric strikes. Contractor to provide 6A cabling jack in network room for interface.
Sound Reinforcement Systems	RI Only	X		X			X					Part of AV system.
Classroom A/V - Projector, speakers, cabling	RI Only	X		X			X			\$ 13,000		Sensory Technologies NEC laser projector, Chief SYSAUW suspended ceiling system, Creston wall plate interface, 15' HDMI cable, Kramer VIA wireless connection hub, Creston amp with ceiling speakers.
Clock System	X		X			X		X				Wired analog face system.
Conference/Office A/V	RI Only	X		X			X			0		Not required.
Projection Screen(s)	X		X			X		X				Sensory Technologies to specify screen size and Interface.

WEST PERRY LIBRARY		DESIGNED BY		PROVIDED BY			INSTALLATION MANAGED BY		FUNDED BY				NOTES	
			OWNER (REP OR CONTRACTOR)	CONSTRUCTION CONTRACTOR (BID PACKAGE)	OWNER / OWNER'S VENDOR	OWNER - REUSE EXISTING	GENERAL CONTRACTOR	OWNER	CONSTRUCTION BUDGET	CONSTRUCTION BUDGET ALLOWANCE	PROJECT OWNER HARD COSTS	SEPARATE OWNER FUNDS		
 <b>SCHMIDT</b> ASSOCIATES		A/E												
PROJECT FUNDED SYSTEMS														
Digital Signage		RI Only	X		X	Yes		X			\$ 750		Reuse from FSQ Branch - Sensory Technologies to relocate the NEC-E656 65 inch LED commercial display the Chief -LTM1U tilt wall mount.	
Intrusion Detection - Panic Button		RI Only	X		X		X				\$ 5,000		Owner's Vendor CSC. Contractor to provide 6A cabling jack in network room for interface. Tie in Fire Alarm with VOI and cellular backup.	
Wireless Access		RI Only	X		X			X			\$ 3,000		Owner's Vendor Lopez to provide and install. Contractor to provide 6A cabling in back box and termination at WAP locations.	
Book Sorter - 7 Bin		RI Only	X		X			X				\$ 175,000	Owner's Vendor P.V. Supa to provide and install. Provide Power and Data.	
Security Gates		RI Only	X			X		X				\$ 8,000	Owner's Vendor P.V. Supa to relocate existing and provide any additional gates needed. Units are the PG45 RFD single or double aisle system. Provide Power and Data.	

WEST PERRY LIBRARY		DESIGNED BY		PROVIDED BY			INSTALLATION MANAGED BY		FUNDED BY				NOTES	
		A/E	OWNER (REP OR CONTRACTOR)	CONSTRUCTION CONTRACTOR (BID PACKAGE)	OWNER / OWNER'S VENDOR	OWNER - REUSE EXISTING	GENERAL CONTRACTOR	OWNER	CONSTRUCTION BUDGET	CONSTRUCTION BUDGET ALLOWANCE	PROJECT OWNER HARD COSTS	SEPARATE OWNER FUNDS		
 <b>SCHMIDT</b> ASSOCIATES														
PROJECT FUNDED SYSTEMS														
NON-PROJECT FUNDED SYSTEMS														
Servers			X			?		X			\$ 30,000		We are completing an analysis on if we indeed will relocate equipment. This budget number is a replacement estimate.	
LAN/WLAN/WAN Equipment						?		X			\$ 15,000		We are completing an analysis on if we indeed will relocate equipment. This budget number is a replacement estimate.	
Internet Service Provider			X			?		X			\$ 2,000		We are completing an analysis on if we indeed will relocate equipment. This budget number is a replacement estimate.	
Telephone System			X			?		X			\$ 5,000		We are completing an analysis on if we indeed will relocate equipment. This budget number is a replacement estimate.	
Loose IT Equipment (PC, Printer, Copy, Fax Machine)			X			?		X			\$ 80,000		We are completing an analysis on if we indeed will relocate equipment. This budget number is a replacement estimate.	

Total from Above      \$    172,750  
 Current Budgeted Amount      \$    222,500

# PROJECT COST CALCULATION

Project West Perry Library  
Project # 2016-053.WPL  
Date 7/18/2019



Description	Unit	Unit Cost	Cost	Subtotal Cost	Total Cost	% of Cost
<b>Construction Costs</b>				<b>\$7,600,925</b>		<b>72.5%</b>
Building	24,200 SF	@ \$ 261.00 /SF	\$ 6,316,200			
Site Work			\$ 650,725			
FF&E		@ \$ 20.00 /SF	\$ 484,000			
Design Contingency		%	\$ 150,000			
<b>Construction Cost Factors</b>						
Infringement		% or	\$ -			
Complexity		% or	\$ -			
Inflation		% or	\$ -			
<b>Probable Construction Bid</b>				<b>\$ 7,600,925</b>		
<b>Construction Management</b>				<b>\$405,046</b>		<b>3.9%</b>
PreConstruction Services		% or \$ 25,000	\$ 25,000			
Services Fee	4.0%	% or	\$ 304,037			
Reimbursables	1.0%	% or	\$ 76,009			
<b>Contingency Costs</b>				<b>\$600,574</b>		<b>5.7%</b>
Scope		%	\$ -			
Bidding	3.0%	%	\$ 228,028			
Construction	5.0%	%	\$ 348,346			
FFE Contingency	5.0%	%	\$ 24,200			
<b>Probable Total Construction Cost</b>				<b>\$ 1,005,620</b>	<b>\$ 8,606,545</b>	
<b>Basic Design Services</b>				<b>\$731,556</b>		<b>7.0%</b>
Architectural/Engineering Fee	8.5%	% or	\$ 731,556			
<b>Additional Design Services</b>				<b>\$77,500</b>		<b>0.7%</b>
Furnishings Design and Documentation	8.5%	% or	\$ -			
Color Renderings	1	EA @ \$ 1,500	\$ 1,500			
Record Drawings Electronic Transfer		% or Inc. Above	Inc. Above			
Arc Flash		% or \$ 10,000	\$ 10,000			
Community Engagement		% or \$ 10,000	\$ 10,000			
LEED Administration		% or \$ 56,000	\$ 56,000			
<b>Professional Design Reimbursables</b>				<b>\$86,645</b>		<b>0.8%</b>
Mileage		% or \$ 10,000	\$ 10,000			
Insurance Premium		% or \$ 40,000	\$ 40,000			
Parking		% or	\$ -			
Lodging		% or \$ 3,000	\$ 3,000			
Meals		% or	\$ -			
LEED Registration		% or \$ 5,000	\$ 5,000			
Code Consultant		% or \$ 3,000	\$ 3,000			
Telephone		% or	\$ -			
Mail (Express and USPS)		% or \$ 500	\$ 645			
Review						
State Plan Review Fees		% or \$ 4,000	\$ 5,000			
City Plan Review Fees		% or \$ 7,000	\$ 10,000			
Printing						
Copies		% or \$ 5,000	\$ 5,000			
Plots		% or \$ 5,000	\$ 5,000			
<b>Technology Costs (Owner Provided)</b>				<b>\$172,750</b>		<b>1.6%</b>
Telephone System		% or \$ 5,000	\$ 5,000			
Servers		% or \$ 30,000	\$ 30,000			
LAN/WAN		% or \$ 15,000	\$ 15,000			
Wireless networks		% or \$ 3,000	\$ 3,000			
Internet		% or \$ 2,000	\$ 2,000			
Check Point		% or Separate Budget	Separate Budget			
Book Sorter		% or Separate Budget	Separate Budget			
Intrusion Detection		% or \$ 5,000	\$ 5,000			
Electronic Building Access Control		% or \$ 8,000	\$ 8,000			
Surveillance/Intrusion Detection		% or \$ 11,000	\$ 11,000			
Structured Cabling (Included in Const. Costs)		% or	\$ -			
AV		% or \$ 13,000	\$ 13,000			
Digital Signage		% or \$ 750	\$ 750			
Equipment/Electronics/Network		% or \$ 80,000	\$ 80,000			

### Furnishings and Equipment

#### Furnishings (Included above)

Loose Equipment

	%	or	\$ -	\$ -
	%	or		\$ -

### Owner Expenses

Artwork

	%	or	\$ 25,000	\$ 25,000
--	---	----	-----------	-----------

Signage

	%	or	\$ 50,000	\$ 50,000
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Time Capsule/Plaque

	%	or	\$ 2,500	\$ 2,500
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Travel/Freight/Express Service

	%	or	\$ 1,000	\$ 1,000
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Legal Services

	%	or	\$ 80,000	\$ 80,000
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Appraisal

	%	or	\$ 10,000	\$ 10,000
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Publications and Legal Notices

	%	or	\$ 1,000	\$ 1,000
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Builders Risk

	%	or	\$ 5,000	\$ 5,000
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Moving Expenses

	%	or	\$ 20,000	\$ 20,000
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Cost of Issuance

	%	or	\$ 115,000	\$ 115,000
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Land Costs

	%	or	\$ 365,000	\$ 365,000
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\$674,500

6.4%

### Surveys, Permits, and Testing

Surveys

Existing Site Survey

	%	or	\$ 25,000	\$ 25,000
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Geotechnical Survey

	%	or	\$ 15,000	\$ 15,000
--	---	----	-----------	-----------

Asbestos Survey

	%	or		\$ -
--	---	----	--	------

Environmental Survey

	%	or	\$ 5,000	\$ 5,000
--	---	----	----------	----------

Interim Construction Survey

	%	or		\$ -
--	---	----	--	------

Post-Construction Survey

	%	or		\$ -
--	---	----	--	------

Permits

Zoning

	%	or		\$ -
--	---	----	--	------

Drainage Filing Fee

	%	or	\$ 5,000	\$ 5,000
--	---	----	----------	----------

Variances

	%	or		\$ -
--	---	----	--	------

Testing

Pre-Design

	%	or		\$ -
--	---	----	--	------

Construction

	%	or	\$ 37,500	\$ 37,500
--	---	----	-----------	-----------

\$87,500

0.8%

### Mechanical Systems Commissioning

Commissioning

	%	or	\$ 45,000	\$ 45,000
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\$45,000

0.4%

### Document Printing

Printing

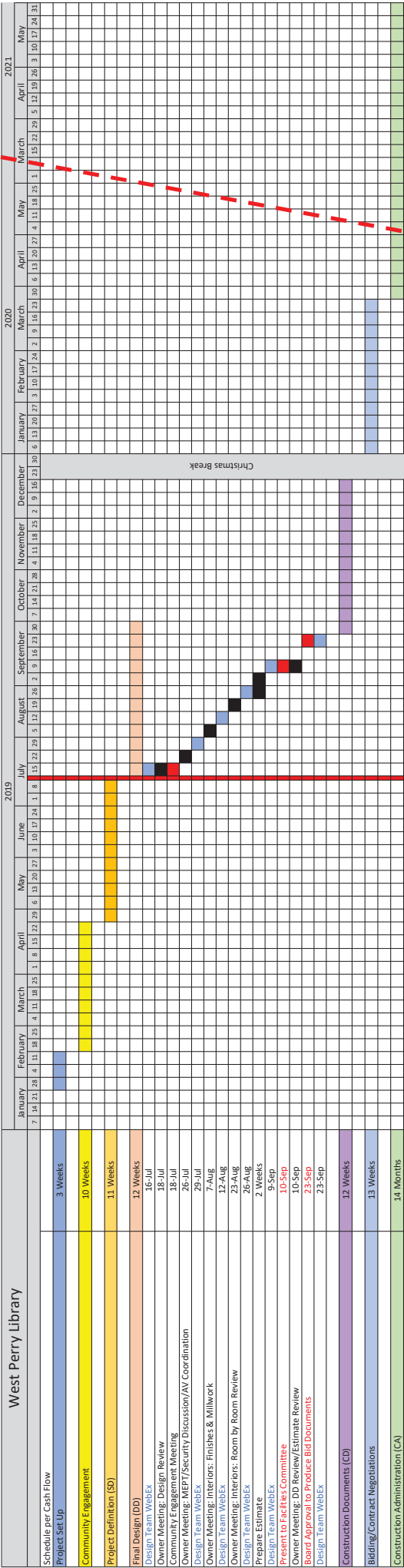
	%	or	\$ 7,000	\$ 7,000
--	---	----	----------	----------

\$7,000

0.1%

<b>Probable Total Soft Costs</b>	<b>\$ 1,882,451</b>	
<b>Probable Total Project Cost</b>	<b>\$ 10,488,997</b>	<b>100.0%</b>
<b>Owner's Project Budget</b>	<b>\$ 9,500,000</b>	
<b>Difference</b>	<b>\$ (988,997)</b>	

## 6. SCHEDULE





## West Perry Branch Library Owner's Project Requirements July 19, 2019

The Owner's Project Requirements ("OPR") forms the basis from which design, construction, acceptance, and operation decisions are made. The OPR is a living document that can be modified during the design and construction processes as the Indianapolis Public Library ("IndyPL") objectives and criteria are refined. The OPR includes ideas, concepts and criteria that are important to IndyPL and that are to be tracked throughout design, construction, commissioning, and occupancy.

### Project Purpose and Vision Statement

The West Perry Branch Library ("WPR") is part of the community driven 2015-2020 Strategic Plan. Per the Strategic Plan, IndyPL strives to enrich lives and build communities through lifelong learning. IndyPL is to be a center of knowledge, community life and innovation for Indianapolis.

The Strategic Plan established four goals:

- Goal 1: Enrich Indianapolis' desire for personal growth and learning.
- Goal 2: Strengthen Indianapolis neighborhoods and businesses.
- Goal 3: Act as agents of innovation in the Indianapolis community.
- Goal 4: Maximize accessibility to IndyPL and its services.

### Project Information

The Project consists of an approximately 25,000 square foot, one-story building to be constructed on a 6 acre site at South Harding Street and Southport Road, Indianapolis, Indiana. The site is currently empty, continues to be used for agricultural purposes, with minimal vegetation, and in a well field. The property is adjacent to Little Buck Creek and a portion of the site is in the 100 year flood zone. The remainder of the site is in the 500 year flood zone. Future City plans call for a multi-use trail along the Creek.

The building program includes Marketplace, Adult's, Teen's, and Children's areas, as well as a 120 seat community room, study rooms, staff offices and work areas, and other building support spaces. The building and site is to be planned to accommodate an automated material handling system ("AMHS"). Vehicular and walk-up material drop-off points are to be incorporated.

The site will include a 100 space paved parking lot, access drives, pedestrian walks, and new landscape plantings. Exterior Indianapolis Public Library identification sign is proposed along Harding. A screened dumpster enclosure is to be provided and any exterior mechanical equipment will need to be enclosed.



Project Name: West Perry Branch Library.

Owner: The Indianapolis-Marion County Public Library.

Address: 6650 South Harding Street  
Indianapolis, Indiana 46217

Number of Floors: 1 at grade.

Square Footage: Gross: 25,000 sf.  
Total site area: 257,702 sf (5.916 acres).

Project Budget: \$9,500,000

Hours of Operation: Monday Tuesday Wednesday: 10:00 to 8:00.  
Thursday Friday: 10:00 to 6:00.  
Saturday: 10:00 to 5:00.  
Sunday: Closed.

IndyPL staff will enter the building 90 minutes before opening.  
Housekeeping occurs overnight 6 nights a week.

Staffing Levels: 6 full-time equaling 6 FTEs.  
5 part-time equaling 2.5 FTEs.

Projected Use: 180,000 – 200,000 patron visits annually.

Maintenance: HVAC, electrical, plumbing, housekeeping,  
and grounds maintenance performed by  
third-party contracted vendors.

### **Project Schedule**

Schematic Design	July 2019
Design Development	September 2019
50% Construction Drawings	November 2019
100% Construction Drawings	December 2019
Bidding	January 2020
Construction commence	March 2020
Completion:	May 2021

### **Project Goals**

#### Be a hub for the community:

WPR will serve as a place to access all IndyPL resources, receive help from IndyPL staff to discover relevant information, access the internet, use current technologies, attend special programs, and be a community meeting space.

#### Maximize functionality through flexibility of space, staffing, and systems:

WPR will have the capability to adapt to the changing relationship between people, information, and facilities.

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Owner's Project Requirements – West Perry Branch Library	190719
The Indianapolis Public Library	2

Be an open, inviting, and healthy facility both inside and outside:

WPR will be daylight filled, comfortable, and secure for all occupants to promote wellness.

Utilize durable materials:

WPR will be of robust design to minimize operating costs and provide long-term value to the community.

Provide a balance between occupant comfort and energy efficiency:

Staff will have control over their local environments to adjust light levels, sunlight, temperature, and drafts from air distribution systems.

Provide an appropriately significant public building to be a community destination and focal point of activity:

Create spaces and services that attract patrons and programs to engage the community.

Achieve Leadership in Energy and Environmental Design (LEED) v4 Silver Certification:

Designed and constructed to LEED v4 Silver standards with a permanently installed signage program as an educational component for the sustainable elements of the building and site.

Create a space layout to provide for efficient staffing:

Distribute staff work spaces to promote fruitful interactions with patrons and with adequate lines-of-sight through the building for monitoring of activities.

Accessibility:

Accessibility is not only by physical barriers, but also cultural, transportation, and language barriers. Universal design principles will be used in the design and planning of the Project.

### **Project Performance and Sustainability Goals**

IndyPL requires a thorough consideration of the use of a photovoltaic system on the roof, including a cost-benefit analysis. IndyPL may want to have the work included in the Project as an Add Alternate, and at the very least include the infrastructure, support, and penetrations needed for a future installation of a PV system. As the Project budget will prevent photovoltaic from being installed within the current limits, additional funding may be available if the analysis is sufficiently favorable.

Energy Efficiency:

Principle: Energy efficiency is practically synonymous with sustainable buildings. The reduction of energy consumption in a building results in a decrease in energy bills and environmental impact.

Metric: Energy Use Intensity (kbtu/sf/yr).

Benchmark: Median Energy Use - branch library – 92 kbtu/sf/yr ASHRAE 90.1 2010.

Goal: 45% reduction from the median energy use

#### Water Resource Efficiency:

No potable water used for landscape irrigation.

Use plumbing fixtures with low water consumption and water closets/urinals with sensor flush valves.

#### Maintenance Efficiency:

Principle: Operational maintenance on the library systems is performed by a contracted housekeeping vendor is a large part of IndyPL's budget. Opportunities for integrating sustainable practices into the operational maintenance of the building can be incorporated to reinforce IndyPL's expectation of achieving LEED v4 Silver.

Metric: \$1.02/sf/year.

Benchmark: 2019 IndyPL rate across entire system.

Goal: Reduction in operational maintenance costs by 10%.

#### Access to Daylight:

Principle: The amount of daylight entering a building is often associated with the quality of the interior space. Daylight can positively affect productivity and a sense of well-being of the building occupants.

Metric: Quality of light can be described as spatial daylight autonomy ("SDA"). SDA is a measure of the area that receives enough daylight for people to work comfortably without supplemental lighting. SDA300/50% is defined as the percentage of the analyzed space receiving at least 300 lux for at least 50% of annual occupied hours.

Benchmark: Illuminating Engineering Society guidance.

Goal: Achieve access to daylight for between 55% to 90% of regularly occupied spaces.

Establish a programmable building management system for lighting controls with daylight harvesting. Daylight and occupancy sensors, timer switches with manual overrides should be considered.

#### Acoustical Comfort requirements:

Ensure that acoustically-sensitive spaces are appropriately protected.