



NOTICE OF REQUEST FOR PROPOSALS

The City of Gary is soliciting proposals from qualified architectural firms to provide professional services for the preparation of construction documents, bidding support, and project closeout for the new Animal Control Facility. This project is funded through the American Rescue Plan Act (ARPA) and is subject to all applicable federal, state, and local procurement requirements. Occupancy of the new facility is required by June 30, 2026. The total project budget is \$1,500,000. Assume the following expenses associated with the total budget: survey, a/e design, construction (incl. delivery if the building is pre-fab), 10% contingency.

Copies of the RFP may be viewed and downloaded from the City of Gary's website under Public Notices. <https://www.gary.gov/public-notice>

Proposals will be received from **Friday September 5, 2025, beginning at 9:00 a.m. until Friday, September 19, 2025 at 4:30 p.m.** Late submissions will not be considered. Please submit proposals to:

Sylvia L. Martin
401 Broadway, 3rd Floor
Gary, IN 46402
smartin@gary.gov

The City reserves the right to accept or reject any and all proposals and waive any irregularities or informalities in any proposals or in the proposal process. The City further reserves the right to award the contract to other than the lowest proposer if such action is deemed to be in the best interest of the City of Gary. Discussions may be conducted with responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award.



Request for Proposals (RFP)

Architectural Services – Animal Control Facility

1. Introduction

The City of Gary is soliciting proposals from qualified architectural firms to provide professional services for the preparation of construction documents, bidding support, and project closeout for the new Animal Control Facility. This project is funded through the American Rescue Plan Act (ARPA) and is subject to all applicable federal, state, and local procurement requirements. Occupancy of the new facility is required by June 30, 2026. The total project budget is \$1,500,000. Assume the following expenses associated with the total budget: survey, a/e design, construction (incl. delivery if the building is pre-fab), 10% contingency.

2. Scope of Work

The project scope encompasses the complete architectural and engineering design services necessary for to construct a new animal shelter and associated site improvements ("Project"). The City is open to a prefabricated structure for this Project. This includes design services for a kennel (dog, cat, reptile), office space, and storage.

- **Survey:** Provide a separate price for a topographic survey for the area shown in blue on the site exhibit.
- **Architectural Design:** Development of schematic design, design development, and construction documents for the conversion, including space planning, building systems upgrades (HVAC, electrical, plumbing), accessibility compliance (ADA), and aesthetic improvements.
- **Structural Engineering:** Assessment of the existing structure and design of any necessary modifications to accommodate the new uses, including load calculations, foundation analysis, and structural detailing.
- **MEP Engineering:** Design of mechanical, electrical, and plumbing systems, including HVAC, lighting, power distribution, fire protection, and plumbing fixtures, ensuring energy efficiency and code compliance.
- **Civil Engineering:** Addressing site-related issues such as parking, drainage, landscaping, and accessibility.
- **Cost Estimating:** Providing accurate cost estimates for each phase of the project.
- **Permitting Assistance:** Assisting the selected contractor in obtaining all necessary permits and approvals.
- **Construction Administration:** Providing construction administration services, including site visits, progress reviews, and change order management.



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3. Proposal Requirements

- Cover letter and firm introduction
- Relevant project experience (minimum of three similar projects)
- Resumes of key personnel assigned to the project
- Fee proposal and billing schedule
- Project timeline and deliverable schedule
- References (3 minimum) with contact information

4. Project Timeline

- RFP Release Date: September 5, 2025
- Proposal Due: September 19, 2025, 9am
- Selection by Board of Works: September 24, 2025
- Construction Documents Completion: January 30, 2026
- Bidding: February 2026
- Construction: March 1 – June 1, 2026
- Occupancy Deadline: June 30, 2026

5. Evaluation Criteria

- Experience with similar public-sector projects
- Qualifications of proposed personnel
- Proposed schedule and capacity to meet deadlines
- Responsiveness to the RFP requirements
- Cost-effectiveness of the proposal

6. Submission Instructions

Proposals must be submitted via email or sealed envelope clearly marked "RFP – Animal Control Facility Architectural Services." Electronic proposals should be emailed to Dr. Sylvia L. Martin at smartin@gary.gov.

Proposals must be received no later than 4:30 PM on September 19, 2025. Late submissions will not be considered.

7. Legal and Contractual Conditions

- The City reserves the right to reject any or all proposals.
- Compliance with Section 3, DBE, and EEO policies is required.
- Proof of insurance and bonding may be required before contract execution.
- All costs incurred in preparing a proposal are the responsibility of the proposer.



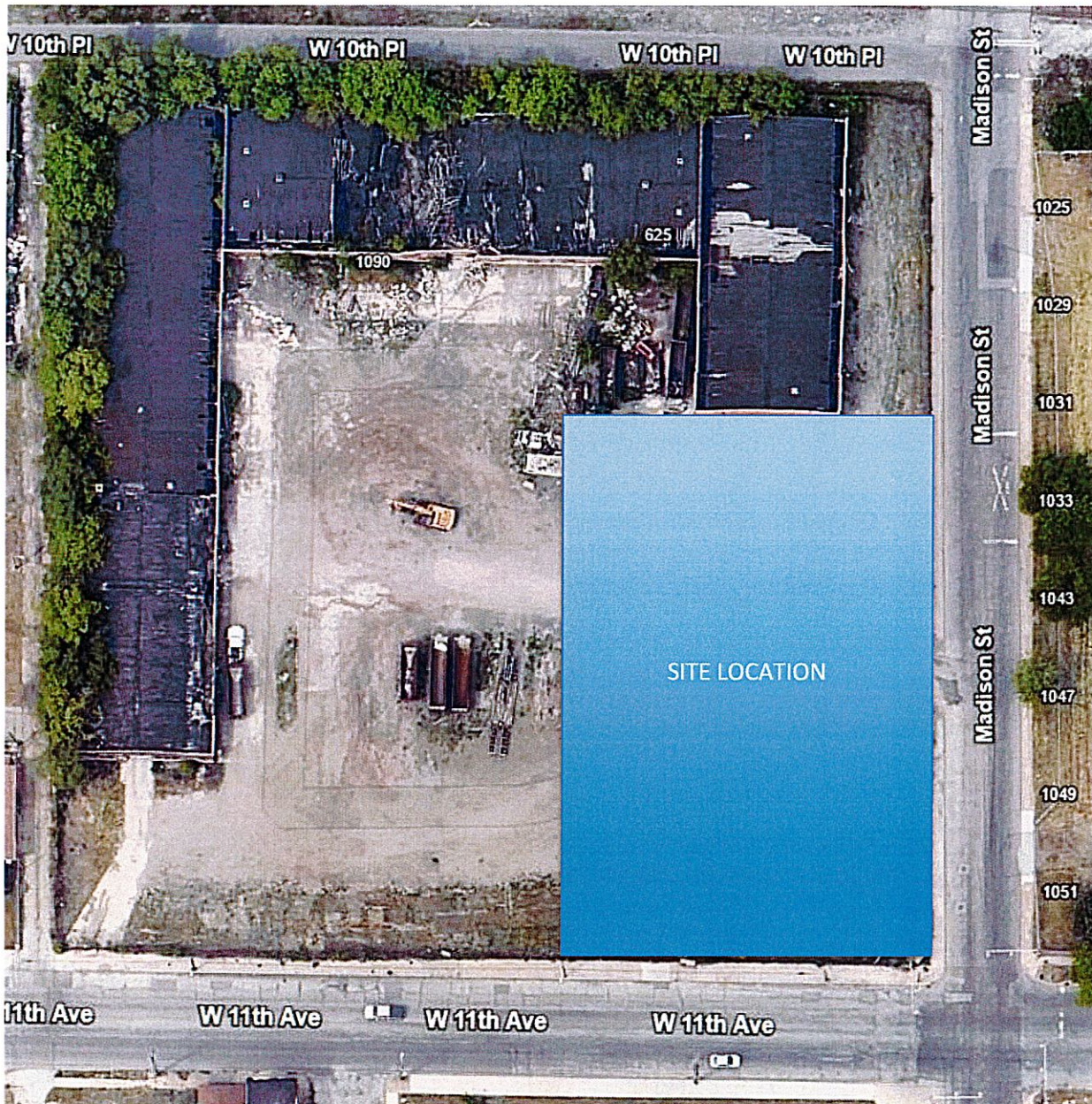
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Site Context Exhibit

Project: Gary Animal Control Facility

Location: 625 Madison Street & 1090 W 10th Pl, Gary, IN



Aerial image of project site showing existing conditions as of July 2025. Buildings at 625 Madison and 1090 W 10th Pl may be slated for demolition.