



**CITY OF GARY**  
**EDDIE D. MELTON**  
MAYOR

## Request for Proposals (RFP)

### Architectural Services – Brother's Keeper

#### 1. Introduction

The City of Gary (“Owner”, “City”) 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 Brother’s Keeper. 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 October 30, 2026. The total project budget is \$3,000,000. Assume the following expenses associated with the total budget: survey, phase one, 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 men’s shelter and associated site improvements (“Project”). The City is open to a prefabricated structure, with a decorative façade, for this Project. This includes design services for a men’s sleep shelter, counselling, office space, and storage.

- **Survey:** Provided by Owner
- **Phase One:** Provided by Owner
- **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: January 5, 2026
- **Proposal Due: January 21, 2026, 3pm**
- Selection by Board of Works: January 28, 2026; 10am @ 455 Massachusetts St.
- Construction Documents Completion: April 30, 2026
- Bidding: May 2026
- Construction: June 1 – October 1, 2026
- Occupancy Deadline: October 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 – Brother's Keeper Architectural Services." Electronic proposals should be emailed to Corrie Sharp at [csharp@gary.gov](mailto:csharp@gary.gov).

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.

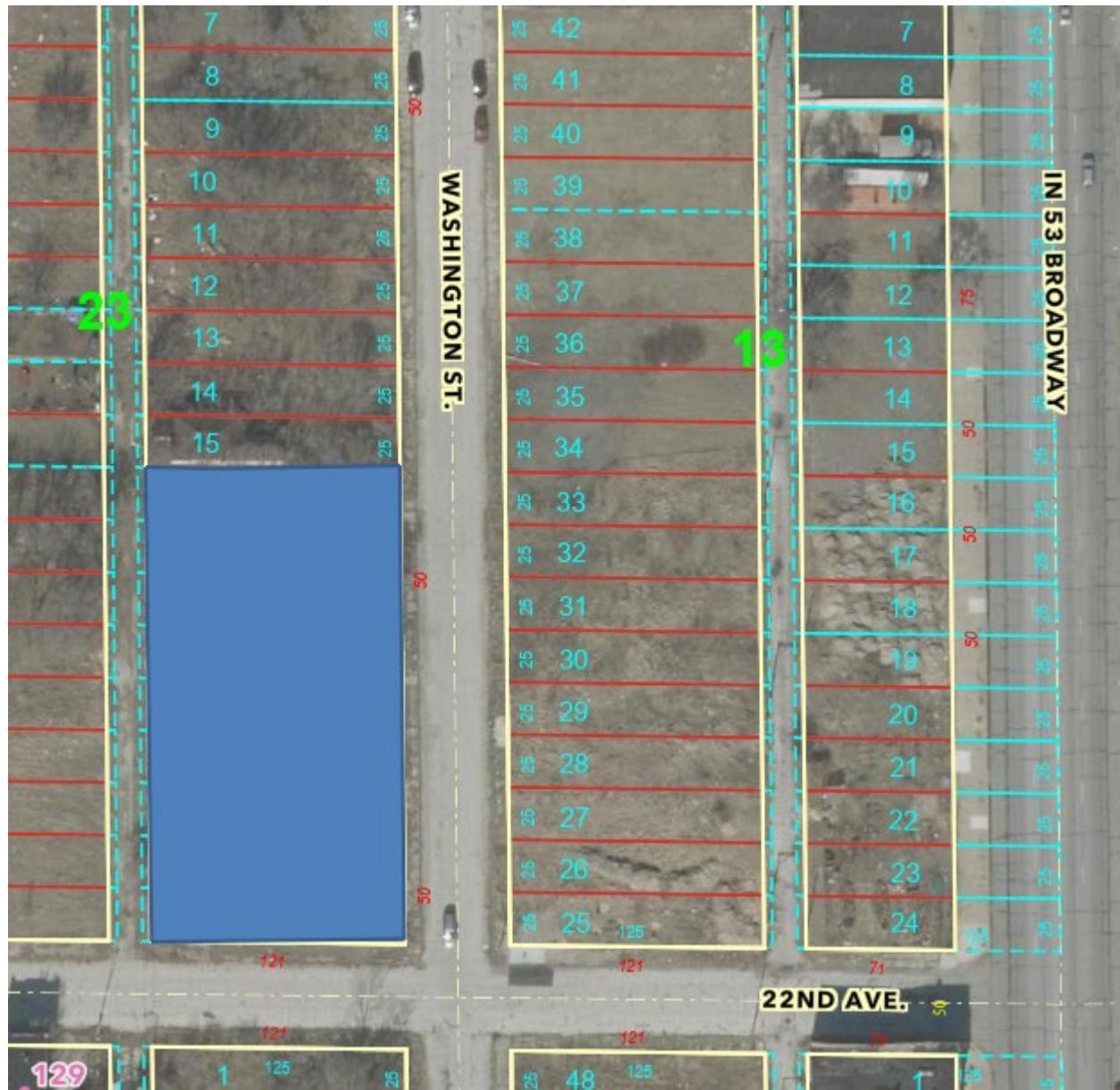


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## Site Context Exhibit

Project: Brother's Keeper

Location: 2196 -2160 Washington Street Gary, IN 46407



FMI Brothers Keeper: [www.brotherskeepergaryin.org](http://www.brotherskeepergaryin.org)



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**Preliminary Floor Plans:**

