

**Gary Redevelopment Commission
NWI Works Gary
Request for Proposal
Architectural/Engineering and Environmental Services**

The Gary Redevelopment Commission is issuing a Request for Proposals (RFP) for engineering and environmental services related to NWI Works Gary and design documents for adaptive reuse of a vacant 37,000 square foot building located at 529 Washington Street in Gary, Indiana. Responses must be submitted in a sealed envelope plainly marked:

**Request for Engineering Proposals
NWI Works Gary**

401 Broadway Gary City Hall
Christopher Harris, Executive Director of Redevelopment

Proposals will be received from Wednesday March 11, 2026 until Wednesday March 25, 2026. All Proposals must be received no later than Wednesday, March 25th at 11:00AM CENTRAL. RFP specifications may be obtained by viewing the full documents located on the City of Gary's public notices page: <https://www.gary.gov/public-notices>; e-mailing charris@gary.gov; or by contacting Christopher Harris, 401 Broadway Gary, Indiana 46402, 219-806-5777.

Gary Redevelopment Commission NWI Works Gary

The Gary Redevelopment Commission (hereafter referred to as “Applicant”, is applying for a grant from the United States Department of Commerce’s Economic Development Administration (EDA) to help fund NWI Works Gary and 529 Washington Street Gary, Indiana 46402.

This Project involves

As required by the U.S. Department of Commerce Economic Development Administration, the Architectural/Engineering and Inspection services shall be selected competitively by proposals (formal advertising). The project price shall be separated into four phases, which are Phase 1- NEPA Environmental Narrative, Phase 2- Preliminary Engineering Report, Phase 3-Design/Bidding and Phase 4- Construction/Project Inspection Phase. Fees shall be on a fixed-price basis; the use of the cost-plus-a- percentage-of-cost and percentage forms of compensation are not eligible for EDA participation.

The Applicant will evaluate the proposals in their entirety for all Phases and will select one respondent, based upon the criteria described herein. The Applicant intends to award a contract for Phase 1 and Phase 2, initially, as this work is required for the EDA grant application. The Applicant will award a separate contract for Phases 3 and 4 upon award of the EDA grant and reserves the right to not contract for those services if the EDA grant is not awarded. Please see enclosed Economic Development Administration Architect/Engineer Contracts Checklist for guidance. The Applicant is required to provide this checklist to the EDA for approval for the services in Phase 3 and 4, which are EDA grant reimbursable expenses.

Background

The proposed project involves:

NWI Works – Gary is an adaptive reuse and renovation of 529 Washington Street; A 37,000 sq. ft. 2 story with basement building, a vacant downtown asset owned by the Gary Redevelopment Commission, will be transformed into the Gary Works Workforce Innovation Hub, serving as a regional anchor for accessible economic recovery and industrial diversification.

The facility is strategically designed around nine functional zones, with 25% of the space dedicated to an Advanced Manufacturing & Prototype Lab. This lab will feature robotics, CNC mills, and industrial sensors to modernize the local supply chain. Additional specialized zones include a Logistics and CDL Simulation Lab for warehouse automation, a Health Tech Lab for telehealth and patient-care simulation, and a Digital Skills & Cyber Innovation Lab focused on cybersecurity and cloud computing. The Hub also integrates a Construction and Energy Lab for green infrastructure training and an Entrepreneurial Makerspace designed to incubate over 100 startups, fostering local ownership and economic self-sufficiency.

Scope of Work

NEPA Environmental Narrative - Phase 1

The National Environmental Policy Act (NEPA) requires Federal agencies to assess the potential environmental impacts associated with proposed federal actions, including the financial assistance that will be considered by the Federal EDA for this project. For reference, the NEPA obligations are established under 40 C.F.R. 1500-1508.

Services Sought - The selected engineering firm shall prepare an environmental narrative following the most current version of the attached *EDA Environmental Narrative Requirements*.

1. The Environmental Narrative shall be prepared using the most current EDA Environmental Narrative template and shall include all required maps, exhibits, and supporting documentation. At a minimum, this shall include:
 - Project location map
 - Site map showing project footprint and components
 - FEMA Flood Insurance Rate Map (with panel number and effective date), if applicable
 - Documentation of wetlands and waters screening, if applicable
 - Identification of threatened and endangered species resources, if applicable
 - Identification of required environmental permits
2. The Environmental Narrative shall be prepared and signed by a qualified environmental specialist with demonstrated experience in NEPA documentation and federal environmental compliance. The proposer shall identify the environmental specialist by name, qualifications, and relevant project experience in its Statement of Qualifications.
3. The Environmental Narrative shall be delivered to the City as soon as possible after receiving the Notice to Proceed. Failure to meet the agreed delivery deadline may result in liquidated damages to the greatest extent permitted by law per calendar day, as specified in the final contract agreement.

Preliminary Engineering Report - Phase 2

The Federal EDA is required to complete an engineering review for all construction and design projects before making an award. The Applicant must provide a preliminary engineering report for the proposed project with the application to the Federal EDA.

Services Sought - The selected engineering firm shall prepare a preliminary engineering report following the most current version of the attached *EDA Preliminary Engineering Report Requirements*.

1. The Preliminary Engineering Report (PER) shall include a signed statement from the Engineer of Record certifying that the project scope, components, and quantities described in the PER are fully consistent with the project description submitted in the ED-900 and all related EDA application documents.
2. The PER shall include a preliminary drawing package in 11x17 PDF format consisting, at minimum, of:
 - Site plan showing project boundaries, existing conditions, and proposed improvements
 - Floor plan(s), if applicable
 - Identification of all project components
 - Dimensions sufficient to support quantity takeoffs
 - Legend, north arrow, and scale
3. The PER shall include a detailed Engineer's Opinion of Probable Construction Cost itemized by project component and showing quantities, unit prices, and extended totals. The estimate shall include a written basis of estimate, assumptions, escalation factors (if any), and justification for contingency.
4. The Engineer shall provide a cost reconciliation worksheet mapping the detailed construction cost estimate to the SF-424C Construction Budget cost classification categories, including subtotals and total project cost. The totals in the reconciliation worksheet must match the Engineer's detailed estimate.
5. Contingency shall be presented as a separate line item and shall not be embedded within other cost categories. The percentage and basis for contingency shall be clearly stated and justified in accordance with EDA guidance.
6. The PER shall identify the intended construction procurement method (e.g., traditional design-bid-build, construction manager at risk, design-build, etc.). If any method other than traditional sealed-bid design-bid-build is proposed, the Engineer shall prepare a construction services procurement plan

suitable for EDA review.

7. The PER shall include a permitting matrix identifying all federal, state, and local permits required for construction, the issuing authority, current status, anticipated duration for approval, and relationship to the project schedule.
8. The Preliminary Engineering Report shall be delivered to the City as soon as possible after receiving the Notice to Proceed, unless otherwise agreed in writing. Time is of the essence for application development. Failure to deliver the PER by the agreed deadline may result in liquidated damages to the greatest extent permitted by law for each day beyond the approved deadline, as specified in the final contract agreement.

Design and Bidding - Phase 3

This phase will require design and bidding services.

Services Sought - The selected engineering firm will guide the Applicant through the design and engineering of the project, preparation of complete and accurate construction drawings. The firm will also be expected to guide the Applicant in adhering to all EDA funding requirements throughout the project.

Design/Bidding Phase Scope of Work is as follows:

- 1) Kick-Off meeting with key Applicant staff to discuss the overall project objectives and goals, refine the scope of services if necessary, and get the project firmly started.
- 2) Data Collection of all relevant existing studies, reports, record drawings and data from the Applicant.
- 3) All necessary field survey work to design the project, including establishing appropriate property boundaries.
- 4) Prepare designs and submit formal design review submittals to the Applicant at 60% and 90% completion of the project.
- 5) Prepare bid ready technical and construction plans and specifications for this project. The front-end specifications shall be standard Economic Development Administration (EDA) front- end documents and shall be tailored to meet the requirements of the Project. Assist the Applicant throughout the bidding process and make a recommendation of award after reviewing the received bids.
- 6) The consultant shall provide support services to assist the Applicant in obtaining bids from contractors. The bid period for this project will allow bidders adequate time to become familiar with the work. Bids shall be obtained electronically and shall meet all of the requirements of the EDA.
- 7) Prepare all necessary environmental and/or construction permits from appropriate federal, state and local governmental agencies. This includes, but is not limited to, all permits required to work within the road right-of-way.
- 8) Coordinate the notification process for Disadvantaged Business Enterprises (DBEs) as required by the funding agency.
- 9) Prepare the Advertisements for Bid for publication in the in accordance with Indiana Code 5-3-1 and notify appropriate industry publications.
- 10) Prepare necessary copies of drawings, contract/bid documents and technical specifications, and distribute them to interested parties.
- 11) Conduct one Pre-Bid Meeting with interested contractors, representatives of regulatory and funding agency, and the Applicant.

- 12) Respond to bidder general and technical questions.
- 13) Attend the Bid Opening, administer the receipt of bids, compare bids, check for compliance with the contract requirements, call references, confirm math and tabulate the results. Based upon this review, make a written recommendation for award of the contract.
- 14) Modify Contract Documents to incorporate information included in bid addenda.
- 15) All engineering services must be in compliance with 2 CFR Appendix II to Part 200 - Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.

Construction/Project Inspection - Phase 4

Construction administration and inspection services will be required for this project. Phase 4 includes all work necessary to manage the day-to-day construction activities.

Services Sought - The selected engineering firm will guide the Applicant through the construction administration and observation phases of the project. The firm will also be expected to guide the Applicant in adhering to all EDA funding requirements throughout the construction phase of the project.

Construction/Project Inspection Phase Scope of Work is as follows:

- 1) Construction Administration:
 - a) Prepare for and attend the preconstruction meeting.
 - b) Provide consultation and advice to Applicant during construction and be available to meet with Applicant staff, the Contractor, and other parties throughout the construction phase of the project to discuss/resolve construction issues, construction progress, and to coordinate the work as needed.
 - c) Check detailed construction, shop and erection drawings submitted by the Contractor for compliance with the design concept and design intent.
 - d) Conduct all Davis Bacon Wage Confirmation interviews and provide reports to the Applicant.
 - e) Prepare supplementary sketches required to clarify/resolve any field construction problems that may arise due to actual field conditions encountered.
 - f) Respond to contractor general and technical questions.
 - g) Attend final review of the completed construction with representatives from the Applicant, the Contractor, and other concerned parties as needed, and prepare a letter to address any deficiencies, corrective actions required, etc.
 - h) Prepare record (i.e. "as-built") drawings based on construction information.
 - i) Print and distribute construction record drawings for distribution to the Applicant as required. Record drawings shall be furnished both in electronic PDF compatible format and electronically in AutoCAD compatible format on flash drive.
- 2) Construction Observation: The engineer shall perform the following functions:
 - a) Monitor materials used in the construction for compliance with project specifications.
 - b) Monitor quality of construction and verify compliance with project specifications.
 - c) Prepare site visit observation reports covering observations made of the work in progress, delays to construction, unusual events, etc.

- d) Monitor project progress and report same to the Applicant and assist in the preparation of quarterly reports to EDA.
 - e) Review and approve monthly Payment Requisitions from the Contractor to confirm quantities of work completed and certify payment requisitions for payment by the Applicant.
 - f) Interpret the contract plans and specifications and check the construction activities for compliance with the intent of the design.
 - g) Attend meetings as required for coordination among officials from the Applicant and the Contractor or any state and local agencies (as required).
 - h) Confirm Substantial Completion of the project and prepare Certificate of Substantial Completion. Prepare a Punch List of outstanding items of work to be completed after Substantial Completion in order to achieve final completion of the construction work.
 - i) Maintain project record ("as-built") information for the development of final record drawings and final project report.
- 3) EDA Funding Requirements During Construction. Tasks that are required to be completed during construction pursuant to the rules and regulations for EDA funded projects include:
- a) Collect and check weekly certified payroll reports from the Contractor and all subcontractors on the project.
 - b) Collect weekly signed Statement of Compliance (wages) from Contractor and Subcontractors.
 - c) Verify hours worked and rates paid for the Contractor and all subcontractors on the project.
 - d) Maintain a file of weekly certified payroll reports.
 - e) Submit a copy of the weekly certified payroll reports to the Applicant and EDA.
 - f) Conduct at least two (2) (minimum) wage rate interviews to confirm/verify wage rates.
 - g) Document "Buy American" provisions.
 - h) Maintain documentation and records for all equipment and products purchased in accordance with the "Buy American" provisions. Required documentation includes: (1) U.S.-made components; (2) National waivers; (3) project-specific waivers; and (4) "De Minimis" components.
 - i) Prepare monthly report of project completion status.

Proposal Specifications:

Statement of Qualifications (SOQ) and Price Proposal specifications:

- 1) Statement of Qualifications (SOQ) must include the following information:
 - a) Executive Summary;
 - b) Firm and team history. Include names, qualifications and resumes of key personnel to participate in the project including educational background and employment history;
 - c) Description of other similar infrastructure design and construction inspection projects managed and designed by this firm similar to this project. Please provide a list of similar projects and up to three references, contact names and telephone numbers;
 - d) Provide specific evidence of familiarity with the construction and grant procedure of the United States Economic Development Administration. Please provide a list of previous EDA funded projects that your firm has participated in;

- e) Statement of availability and location of key personnel to work on the project;
 - f) Brief description of the firm's approach to planning, designing and, implementing this project;
 - g) Price Proposal
- 2) Quantities: Two (2) hard copies and One (1) electronic copy of the Statement of Proposal to include the provided Price Proposal Form. Proposals shall be limited to 40 pages single sided or 20 double sided pages.
- 3) As required by the U.S. Department of Commerce Economic Development Administration, the project price shall be separated into NEPA Environmental Narrative Phase, Preliminary Engineering Report Phase, Design/Bidding Phase and Construction/Project Inspection Phase. Fees shall be on a fixed-price basis; the use of the cost-plus-a percentage-of-cost and percentage forms of compensation are not eligible for EDA participation. Please see enclosed Economic Development Administration Checklist for Architect/Engineer contracts for guidance. The Applicant is required to provide this checklist to the EDA for approval. All proposed fees shall include all labor, materials, and expenses to complete the work. This includes, but is not limited to; consultations, surveys, soil investigations, supervision, "as-built" drawings, travel expenses and incidental costs.
- 4) Schedule:

Responses to RFP due	March 25, 2026
Award of Phase 1 and 2 Engineering Services Contract	March 25, 2026
Phase 1 and 2 Work Begins	March 30, 2026
Complete Phase 1 and Phase 2 Work	April 17, 2026
EDA Grant Application Submission	April 24, 2026
EDA Grant Award*	END of QTR 2 2026
Award of Phase 3 and 4 Engineering Services Contract	QTR 3 2026
Design Begins	November 1, 2026
Design Complete	March 1 2027
EDA Review of design and bid documents	March 5, 2027
Advertisement for Bids	March 8, 2027
Bid Opening	April 7, 2027
Construction Contract Award	April 21, 2027
Pre-Construction Conference	April 28, 2027
Issuance of Notice to Proceed	May 5, 2027
Substantial Completion Date	October 31, 2027
Final Completion Date/Acceptance by Owner	December 31, 2027

* Timeline for EDA Grant Review and Award is an estimate.

Instructions for Proposal

Preparation of Proposals

- 1) The firm shall submit the price proposal upon the forms attached.
- 2) The proposal must be signed with ink by the individual, by one or more members of the partnership, by one or more members or officers of each firm representing a joint venture, by one or more officers of a corporation, or by an agent of the consultant legally qualified and acceptable to the owner. If the proposal is made by an individual, his or her name and post office address must be shown; by a corporation, the name of the corporation and its business address must be shown, together with the name of the state in which it is incorporated, and the names, titles, and business address of the President, Secretary and Treasurer.
- 4) All questions shall be submitted in writing to and received by Gary Department of Redevelopment Executive Director, Christopher Harris, a minimum of two business (2) days prior to the scheduled opening. The Director will then forward both the question and the response to all prospective firms, who have made themselves known to the Director.
- 5) All materials submitted in response to this invitation will become the property of the Applicant. All expenses incurred by responding to this invitation shall be the responsibility of the firm.

RFP Evaluation

- 1) A Review Committee, consisting of Applicant's staff shall consider the following factors as an integral part of the proposal evaluation process:
 - a) *Economic Development Administration Engineering Design and Construction Inspection Experience.* Experience with Economic Development Administration grant processes and requirements as evidenced by a list of previous EDA funded engineering work;
 - b) *Firm History and Location.* Past history of the firm, its knowledge of the area and ability to readily serve the project; and
 - c) *Price.* Total price of engineering design and inspection services.
- 2) Proposal Weighting/Evaluation
 - a) Design and Construction Inspection work experience - 45%; and
 - b) Economic Development Administration Engineering Design and Construction Inspection Experience - 20%; and
 - c) Firm History and Location - 10%; and
 - d) Total Price - 25%.

The Review Committee will then present its recommendation to the Gary Redevelopment Commission for an award of bid.

- 3) The Applicant reserves the right to reject any or all proposals, to waive technicalities or to advertise for new proposals, if in the judgment of the Review Committee and the Gary Redevelopment Commission, the best interest of the Applicant will be promoted thereby.

Award of Contract

- 1) If a contract is to be awarded, the award will be made to the qualified firm whose proposal complies with all the requirements prescribed in the specifications page(s) and evaluation section of this document, and at the sole discretion of the Applicant, demonstrates that selection of said firm is in the best interest of the Applicant, as soon as practical after the opening, scheduled to happen on March 25, 2026. The successful firm will be notified at the address listed that the proposal has been accepted.
- 2) The Review Committee will rank firms or consultants based upon proposal evaluations.
- 3) The Applicant reserves the right to cancel the award of any contract at any time before the execution of such contract by all parties without any liability against the Applicant.

Gary Redevelopment Commission
NWI Works Gary

PRICE PROPOSAL

(To be filled out completely and attached to Proposal packet)

Legal Business Name: _____

Address: _____

Phone: _____ Email: _____

Print Name and Title: _____

Authorized Signature: _____ Date: _____

Are you proposing to use other companies or firms in this project as a partnership? If yes, please list them below with contact names.

NEPA Environmental Narrative - Phase 1:

Fixed-Price Proposal for basic (NEPA Environmental Narrative) A/E services is: _____

NEPA Environmental Narrative Phase completion date: _____

Print Name and Title: _____

Authorized Signature: _____ Date: _____

Please describe in detail what is included for this price proposal listed above (may be typed or written on this form or an attached sheet of paper and initialed).

Preliminary Engineering Report - Phase 2:

Price Proposal for basic (Preliminary Engineering Report) A/E services is: _____

Preliminary Engineering Report Phase completion date: _____

Print Name and Title: _____

Authorized Signature: _____ Date: _____

Please describe in detail what is included for this price proposal listed above (may be typed or written on this form or an attached sheet of paper and initialed).

Design/Bidding - Phase 3:

(Price for Phase 3 shall be based on the enclosed preliminary engineering maps and cost estimate. If the project scope changes during design, fee adjustments may be negotiated.)

Price Proposal for basic (Design/Bidding Phase) A/E services is: _____

Design/Bidding Phase completion date: _____

Print Name and Title: _____

Authorized Signature: _____ Date: _____

Please describe in detail what is included for this price proposal listed above (may be typed or written on this form or an attached sheet of paper and initialed).

Construction/Project Inspection - Phase 4:

(Price for Phase 4 shall be based on the enclosed preliminary engineering maps and cost estimate. If the project scope changes during design, fee adjustments may be negotiated.)

Price Proposal for basic (Construction/Project Inspection) A/E services is: _____

Construction/ Project Inspection Phase completion date: _____

Print Name and Title: _____

Authorized Signature: _____ Date: _____

Please describe in detail what is included for this price proposal listed above (may be typed or written on this form or an attached sheet of paper and initialed).
