

NOTICE OF REQUEST FOR PROPOSALS AND QUALIFICATIONS

Centre Township, St. Joseph County, Indiana

Fire Station Addition and Renovation

Project. In accordance with IC § 5-23-5, Centre Township, St. Joseph County, Indiana (the "Township") invites qualified parties to submit proposals, including a statement of qualifications, to finance, design, and construct an addition to and renovation of the Centre Township Fire Station, 19971 Kern Road, South Bend, Indiana. The Township Board adopted the provisions of Indiana Code article 5-23 by Resolution No. 9 on September 8, 2026.

Scope. Approximately 1,800 square feet of interior renovation, including demolition of the existing second-floor buildout and construction of five (5) individual bunk rooms and two (2) single-user restrooms with associated plumbing, HVAC, and electrical modifications; and an approximately 1,300 square foot addition on the east side of the existing building for storage, maintenance, and/or fitness use. The station remains in continuous service throughout construction. Additional detail is in the Guidance Document, available on request from the Township Trustee.

Evaluation. A committee will score proposals on a total of one hundred (100) points: Team Qualifications and Experience, 25; Design Capability, 15; Project Approach, 20; Financial Capacity and Financing Plan, 15; Scoping and Design Fee and Cost Control, 15; Local Engagement and References, 10. Price-related factors account for fifteen (15) of the one hundred (100) points. This is a qualifications-based selection and the Township will not select on the basis of the lowest proposed fee.

General conditions.

- The Township reserves the right to reject any and all proposals at its sole discretion.
- No certified check or other evidence of financial responsibility is required with a proposal.
- All offerors will be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals.
 - The Township may conduct discussions with offerors for the purpose of clarification, to assure full understanding of and responsiveness to the solicitation requirements.
- The Township may refuse to disclose the contents of proposals during discussions with eligible offerors.
- All correspondence and questions shall be directed to Judith Galloway, Township Trustee, via email at jg.centretrustee@gmail.com. Offerors shall not contact Township Board members, Township employees, or Fire Department members during the process.

- The Township may enter into a Scoping Agreement with an offeror before agreeing to proceed with the Project. After the scoping period, the Township will either recommend award of the public-private agreement to an offeror, engage another proposer, or terminate the process.
- If a recommendation to award is made, the Township Board will schedule a public hearing on the recommendation and publish notice at least seven (7) days in advance in accordance with IC 5-3-1 and IC § 5-23-5-9.
- The Township will follow all other procedures required by IC § 5-23-5 et seq. not expressly stated in this notice.
- **Submittal:** an electronic PDF of the proposal, including a statement of qualifications, shall be emailed to the Township Trustee at jg.centretrustee@gmail.com on or before Wednesday October 21st, 2026, by 2:30 pm.

Centre Township, St. Joseph County, Indiana