

# REQUEST FOR PROPOSALS/QUALIFICATIONS

Police Department  
SHELBYVILLE, INDIANA

## I. PROJECT INTRODUCTION:

In accordance with IC 5-23-5, the City of Shelbyville, Indiana (the “City”), invites any and all qualified parties to submit Proposals and Statements of Qualifications to design, construct, install, and/or transfer improvements related to the construction and installation of police department and related improvements and purchase of property (the “Project”) under a public-private partnership. The purpose and intent of the Project is to construct a new police department that meets the needs of the community and the department.

## II. PROJECT SCOPE:

The City desires to build a police department with supporting infrastructure and facility improvements. The selected proposer will provide all necessary services to assist the City in finalizing scope and budget, and subsequently to purchase property, develop and construct the Project. The final Project scope will be determined through a scoping period with the selected proposer, during which the selected proposer will be required to perform site analysis, design services, value engineering services, and construction analysis to create a final scope and a guaranteed budget. The scoping period is anticipated to be a very intense process, with the goal of achieving a guaranteed price and final schematic design by Spring of 2026 in order to accomplish a construction groundbreaking in Fall of 2026. Upon receiving satisfactory scoping period deliverables from the selected proposer, the City will move forward with the Project and the selected proposer via resolution or ordinance at a public hearing to complete the development of the Project. If (1) the selected proposer is unable to produce satisfactory deliverables including an acceptable budget, or (2) the City determines that the Project is not necessary or wise based on the results of the scoping period, then the City may cancel this RFPQ process altogether.

## III. PROPOSAL EVALUATION:

The City has formed a committee to review the proposals received. The criteria which will be utilized in evaluating proposals are as follows:

- Your experience developing similar projects
- Your demonstrated ability and capacity to perform the work, including your reputation as indicated by your references for performing this type of work
- Your approach to develop the Project
- Your proposed fees during the scoping period

## IV. PROPOSALS

Please respond to the following requests:

- A description of the project team
- Identify at least three (3) similar BOT projects you have developed. Include names, email addresses, and telephone numbers to be used as references relative to the listed projects.

- A proposed schedule for the Project, including proposed dates to start and complete construction, and to convey the improvements to the City. Considering the scope is not developed at this point, please provide this schedule for example purposes only. The final schedule will be determined in the scoping period as part of the selected proposer's deliverables.
- A proposed approach to the Project.
- The scoping process will be very intense and focused, in which time the selected proposer would need to prepare construction/scope analysis, and a guaranteed budget sufficient for the City to make a decision on proceeding (or not) with the Project and/or with the selected proposer. Please identify fees that may be requested by your team during this process. You may offer an overall lump sum or multiple lump sums segregated by task or team member.

## V. General Conditions

It should be understood that:

- The City reserves the right to reject any and all Proposals/Statements of Qualifications at its sole discretion.
- The City does not require you to submit a certified check or other evidence of financial responsibility with your proposal.
- The price of the stated scoping period fees and the proposed financing solutions are important factors, but they are not the sole or determinative factor. The offeror's demonstrated experience, ability, and capacity to perform the work will be equally or more heavily weighted inasmuch as a favorable scoping fee by a proposer who is unable to demonstrate the capability to perform the work well will not suit the needs of the City.
- All proposers will be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. The City may enter into discussions with proposers to clarify and assure a full understanding of proposals.
- The City may refuse to disclose the contents of the Proposals/ Statement of Qualifications during discussions with eligible proposers.
- This Project will be procured under IC § 5-23, and therefore the selected proposer will not be subject to further procurement processes under IC § 36-1-12 or any other statute. However, the selected proposer will be required to provide a performance bond for 50% of the construction costs and a payment bond for 100% of construction costs per both IC § 5-23 and IC § 36-1-12.
- Proposing firms shall not contact the Mayor, City Council members, Redevelopment Commission members or any other public officials during the RFPQ process other than the RFPQ Committee's representative (the "Representative") listed below, unless authorized or directed to do so by the Representative. All correspondence and questions for this RFPQ should be directed to the Representative as follows:

Email: [jmeltzer@mneelylaw.com](mailto:jmeltzer@mneelylaw.com)

- The City reserves the right to enter into a Scoping Agreement with a proposer for preliminary design and development services prior to the City agreeing to move forward with the Project.

After the scoping period, the RFPQ Committee shall either make a recommendation to award the public-private agreement to a proposer, engage another proposer, or shall terminate the request for proposal process.

- Submittal: An electronic PDF of the Proposal/Statement of Qualifications should be emailed to:

Mr. Scott Asher, Clerk Treasurer Email: [sasher@cityofshelbyvillein.com](mailto:sasher@cityofshelbyvillein.com)

**Proposals must be received by 2:00 PM local time on Monday December 15, 2025.**

**[For publication 2 times at least 7 days a part and 7 days before bids will be opened]  
Saturday November 29 and Saturday December 6]**