

**TIMETABLE AND CHECKLIST FOR  
CITY OF SOUTHPORT BUILDING CORPORATION  
CITY OF SOUTHPORT POLICE STATION AND CITY HALL PROJECT**

**Lessor: Southport Building Corporation**

**Lessee: City of Southport, Indiana**

**Selected Design-Builder: TBD**

**Original Lease Amount: \$1,150,000 (Preliminary)**

**Lease Term: 20 years**

**Closing Date: June 22, 2017 (tentative)**

**Statutory Authority: IC 36-1-10; IC 5-30 *et seq.***

**Lessee's Counsel: Kroger Gardis & Regas, LLP ("KGR")**

**Design Criteria Developer: Wendell Adams, AIA**

**Technical Review Committee: Wendell Adams AIA, Bill Leber P.E., Chief Thomas Vaughn**

<u>DATE*</u>	<u>ACTION</u>	<u>STATUS</u>
	<b>RFQ/RFP For Design/Build Project</b>	
<b>Current</b>	<b>Establish Budget for Project and General Terms of Lease Financing</b>	<i>Done</i>
<b>Current</b>	<b>Preliminarily Select Technical Review Committee ("TRC") which must consist of (1) a Representative of the City and two more members with professional credentials. IC 5-30-4-1(b)</b>	<i>Done</i>
<b>Current</b>	<b>Licensed Architect selected as Design Criteria Developer ("DCD"). May be a voting member of the TRC.</b>	<i>Done</i>
<b>Current</b>	<b>Finalize Preliminary Criteria, Structure, Budget and Timeline</b>	<i>Pending</i>
<b>June 15, 2017</b>	<b>KGR Circulates Timeline, Resolution Designating TRC, Draft RFQ/RFP and memorandum to City Clerk for Circulation</b>	<i>Done</i>
<b>June 15, 2017</b>	<b>If Project is a "controlled project" as defined in IC 6-1.1-20-1.1, the referendum request period must have expired. IC 5-30-6-1</b>	<i>Done</i>
<b>June 19, 2017</b>	<b>City Council Adopts Resolution: 1. Authorizing the Use of Design/Build for the Project; and 2. Naming the Three (3) Members of the TRC.</b>	<i>Pending</i>
<b>June 20, 2017</b>	<b>KGR Submits Notice of Combined RFQ/RFP process including Overview of Project and Selection Process, Qualifications and Rating Process to proper newspapers**. Responders must have no less than 30 days to respond after notice. IC 5-30-5-1 and 2.</b>	

<b>June 22, 2017</b>	<b>Design Criteria Developer Finalizes and TRC Approves Design Criteria Package, RFQ/RFP and Ranking Criteria for Potential Design/Builders. Cost or price related factors may not be included. IC 5-30-5-4 and 5</b>	
<b>June 23 2017</b>	<b>Notice appears in proper newspapers** in accordance with IC 5-1-3. RFQ/RFP packets available for distribution in person or electronically</b>	
<b>June 23, 2017</b>	<b>Forward RFQ/RFP to all Vendors who may be interested and to additional plan repositories if desired.</b>	
<b>July 7, 2017 10:00 am</b>	<b>Pre-Submittal Conference with Prospective Responders (if Desired)</b>	
<b>July 14, 2017 10:00 am</b>	<b>Deadline for submitting questions to DCD for further explanation. All Answers are responded to as RFQ/RFP addenda</b>	
<b>July 24, 2017 10:00 am</b>	<b>Deadline for receipt of Responses from Prospective Design-Builders. Responses must be separated into “Qualitative” and “Quantitative” (Pricing) Proposals. Quantitative Proposals remain unopened. IC 5-30-7-1(1)</b>	
<b>July 24 – July 27, 2017</b>	<b>Qualitative Proposals are Reviewed for Technical and Legal Compliance by DCD. DCD provides Professional Opinion that each Proposal Conforms with the Design Criteria before review by the TRC. IC 5-30-7-2(c)</b>	
<b>July 27, 2017</b>	<b>DCD forwards approved Qualitative Proposals to other member of TRC for review and scoring.</b>	
<b>July 28, 2017</b>	<b>KGR circulates Open Door Notice of TRC Meeting</b>	
<b>August 1, 2017</b>	<b>Members of TRC Must Certify that there is No Conflict of Interest with any Offerors Prior to Review. If Conflict Exists, Member must be Replaced.</b>	
<b>By August 1, 2017</b>	<b>Members of TRC review Qualitative Proposals and Establish a Score for Each Offeror under approved Rating Criteria.</b>	
<b>August 1, 2017 Time TBD</b>	<b>Meeting of the TRC to select at least Three (3) of the most highly qualified Responders. If only Two (2) qualified Design-Builders Respond the TRC may report two (2) to the Council. If only One (1) Potential Design-Builder Responds or is Qualified, Council must Adopt a Resolution Expressly Authorizing Continuation of the Project at a Meeting after Public Notice of the Meeting. IC 5-30-5-6</b>	

<b>August 3, 2017</b>	<b>TRC Notifies <u>all</u> Offerors of the Date, Time and Location of the Public Opening of the Sealed Quantitative (Price) Proposals at least Seven (7) Days before the Opening Date. IC 5-30-7-4.</b>	
<b>August 10, 2017</b>	<b>TRC Publicly Opens Sealed Price Proposals and Divides Each Offeror's Price by their Composite Quantitative Score to give each Proposal an Adjusted Price. IC 5-30-7-4 and 5.</b>	
<b>August 11, 2017</b>	<b>KGR circulates Open Door Notice of TRC Meeting</b>	
<b>August 14, 2017 Time TBD</b>	<b>TRC meets and Recommends the Proposal that provides the Lowest Adjusted Price and the Best Value to Taxpayers and forwards recommendation to Council and Corporation. The City is Not Required to Accept the Lowest Price Proposal. IC 5-30-7-6.</b>	
<b>August 14-21, 2017</b>	<b>Corporation May Negotiate any Additional Contract Terms with the Selected Offeror. IC 5-30-7-8(a).</b>	
<b>August 21, 2017</b>	<b>Council approves selection of recommended Design Builder or Design Build Team. IC 5-30-7-6.</b>	
<b>August 25, 2017</b>	<b>Selected Offeror Must Furnish Performance and Payment Bonds in the Estimated Cost of the Project, exclusive of Design Services. IC 5-30-8-4.</b>	
<b>August 25, 2017</b>	<b>Corporation approves and executes Contract with Successful Offeror and Notifies Unsuccessful Offerors and returns bid security.</b>	
<b>August 25, 2017</b>	<b>Design-Builder is given Notice to Proceed and Commences Construction in Accordance with Schedule Adopted by the TRC.</b>	
<b>Substantial Completion or July 1, 2018</b>	<b>First Lease Payment may Not be Made until the Project is complete and ready for occupancy in accordance with IC 36-1-10-12(a).</b>	

*Notice to be published one (1) time in the Indianapolis Star and the Court & Commercial Record on June 23<sup>rd</sup>, 2017. Court & Commercial publishes Monday, Wednesday and Friday only. Indianapolis Star publishes Monday - Saturday. Forward to both 2 business days prior by Noon.*