



REQUEST FOR QUALIFICATIONS

for a

CONSTRUCTION MANAGER AS CONSTRUCTOR/CM at RISK

New Office Suite for Visit Hendricks County – Avon, Indiana

ISSUED: June 11, 2026

Visit Hendricks County, a not-for-profit organization is seeking qualified contractors under a Construction Manager as Constructor (CMc) Agreement for their new location at 8109 Kingston Street, Avon, Indiana. The selection process will consist of two stages. The first stage, Request for Qualifications (RFQ), will be an initial qualifications-based review. From these responses, a short-listed group of firms will be selected to proceed to the next stage. The second stage, Request for Proposal (RFP), will be a more in-depth review of proposals within an interview setting. A final selection will be made shortly after the interview process.

Project Summary

The project scope includes renovation/reworking the existing 7,000 sf suite into a suitable long-term home for Visit Hendricks County.

Renovation will be concentrated on areas north of the existing “garage/storage” area—this “garage/storage” area is assumed to remain mostly as-is. The northern-most portion of the suite, including the entry area, conference space and +/-2 offices will remain as-is in wall configuration (may be used as office or small break-out spaces), and will receive a lighter renovation (new finishes).

Demolition is assumed to affect existing non-load-bearing walls, existing finishes and ceilings. The work is not expected to require any structural modifications to the building. Mechanical, electrical and plumbing demolition will be limited to branch and finish MEP items. Some plumbing will require slab cuts and movement of supply and drainage lines.

The central portion of the Suite will be reconfigured—and will likely include shared collaboration space, open work area, additional conferencing space, and 11 to 15 additional private offices (most likely a DIRT type system) that will accommodate staff. Some new gypsum wallboard walls may extend to the deck above to assure acoustic separation and will be filled with sound batt insulation.

Other support spaces will be provided, including staff breakroom space, workroom, breakout meeting space, and general storage.

Existing restrooms will be updated and fully accessible—and kept in the same general area to utilize existing plumbing infrastructure. Individual privacy type rooms are anticipated. Janitorial space will be maintained.

Mechanical, electrical and plumbing: Core systems to remain as is, and distribution throughout the Tenant’s space of these systems to be new to accommodate the new layout. All systems appear capable of handling the reconfiguration of the space without major modifications—intent will be to minimize impact to these systems to alleviate or lessen the dictate to submit MEP design to the State of Indiana.

The renovation project will meet all State of Indiana and ADA requirements.

To establish a level of quality expectation, the following finish types are expected to be utilized in the space:

Flooring: Walk-off mat material (like WaterHog), new commercial grade carpeting like Patcraft (tile preferred), and luxury vinyl tile like Mohawk

Wall Base: 4" Rubber like Johnsonite

Paint: 1 coat of primer and 2 coats of Sherwin Williams Matte or Satin Finish

Ceilings: 2x 2 acoustical Lay-in system like Armstrong

Lighting: 2x4 LED lights and LED can fixtures like Lithonia at specialized areas

Projected Timeline (subject to change)

<u>Description of Action</u>	<u>Due Date</u>
Phase 1 RFQ released	June 11, 2026
Phase 1 Qualifications received by 3:00 p.m., EST	June 25, 2026
Phase 1 Responses evaluated, shortlisted firms notified	July 3, 2026
Phase 2 RFP issued to shortlisted firms	July 6, 2026
Phase 2 Pre-Proposal Walkthrough Meeting	July 8, 2026
Phase 2 Interviews for shortlisted firms	July 14/15, 2026
Selected Firm is contacted	July 17th, 2026
Anticipated onboarding with project team	July 20th week, 2026
Anticipated Construction Start	October 26, 2026
Project Substantial Completion	February 26, 2027

PHASE 1 – REQUEST FOR QUALIFICATIONS REQUIREMENTS

Qualifications and Experience

Cover Letter – Letter should confirm that offeror's submittal is in response to Phase 1 Request for Qualifications.

Office Location – Location of office in charge of project and location of other project team member offices, if applicable. Include appropriate contact information.

Organization Chart – Organization chart showing the project team and their roles, including all sub-consultants or partner firms. If partnering, explain who is responsible for what on this project and any/all referenced projects.

Bonding Capacity – Include documentation from your bonding agent or surety company regarding your bonding capacity.

CMc Experience/CM at Risk – List a minimum of three (3) projects within the last eight (8) years utilizing a CMc delivery with a construction value greater than **\$1 million**. Special emphasis should be given to projects of similar scope and scale of this office suite renovation. The following details should be provided with each project: Staff and their role, Designer, Construction Costs, and Overview of Construction Schedule.

Management Plan – Describe the process through which your organization will approach this project. The response must include personnel directly involved in proposal generation, project management, schedule, financial analyses, cost control, life cycle analysis, and transition throughout design and construction. If partnering, explain who is responsible for what tasks on this project and on previous projects and be prepared to discuss how the participation will be tracked for the duration of the project.

References – Provide at least three (3) named client references with contact information.

Submittal Procedure

Please submit your qualifications electronically no later than 3:00 p.m., EST, on **June 25, 2026**, addressed to:

Andrew Hine, AIA – ahine@arcdesign.us

Qualifications shall be saved in Adobe PDF format no larger than 15MB.

All questions and correspondence regarding the submittal ahead of the submission date should be emailed to:

Andrew Hine, AIA – ahine@arcdesign.us

Submittals that are incomplete, do not follow the format requested, or are otherwise unclear or contrary to the guidelines of this request may be rejected as non-responsive by Visit Hendricks County.

END OF REQUEST FOR QUALIFICATIONS