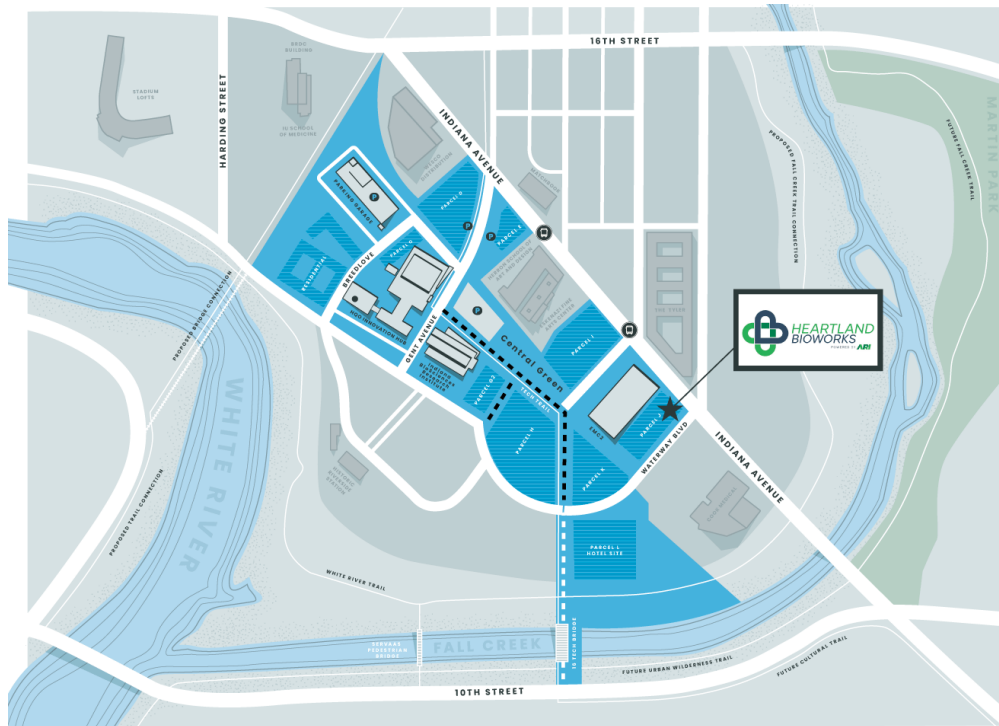




HEARTLAND BIOWORKS HQ

Biomanufacturing Training, Classroom and Innovation Center

16 Tech Innovation District | 1200 Indiana Avenue



REQUEST FOR PROPOSAL (RFP)

For Architectural/Engineering Design Services

Award Number: ED25HDQ0G0089

March 24, 2025

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1. PROPOSAL PROCESS AND SCHEDULE

The solicitation is for architectural/engineering (A/E) professional services. This project is receiving federal funding from the U.S. Economic Development Administration (EDA). The A/E must be competitively procured with public notice. The A/E must be selected in accordance with procurement standards set forth in 2 CFR 200, and accordingly to EDA publication "Summary of EDA Construction Standards."

Process

1. Define written technical evaluation process
2. EDA approval of solicitation process
3. Public notification & RFP Release
4. Host pre-RFP submission meeting
5. Technical Evaluation
6. Interviews (if required)
7. Recommendation & Award
8. Award and Contracting

Technical Evaluation Criteria

Experience with projects of similar nature and size.
Specialized experience with classroom labs, biopharma manufacturing, and competence of proposed personnel assigned to this project.
Capacity to accomplish the work in the required timeline provided.
Past performance on contracts with Government agencies and the private industry in terms of cost control, quality of work and compliance with performance schedules.
Familiarity with the general geographical location
Understanding of Project , logistics, budget, alternates, & VE options.
Fee (The proposed contract value will be divided by the score as a percentage to determine the best value. The lowest contract value will be selected)

Schedule

Date (Time)

- | | |
|---|--|
| ● Public Notification of RFP Release Date | March 6, 2025 |
| ● RFP Released | March 24, 2025 |
| ● Pre-proposal meeting (virtual) | March 28, 2025 at 10AM |
| ● Questions due from proposers | March 31, 2025 |
| ● Responses provided | April 8, 2025 |
| ● PROPOSALS due | April 24, 2025 at (2:00 PM EST) |
| ● Shortlist issued | May 14, 2025 |
| ● Interview shortlisted Vendors (as required) | Week of May 19, 2025 |
| ● 16 Tech Exec Committee Approval/Award | Week of May 26, 2025 |
| ● Kick Off Meeting | June 2025 |

ALL questions and final responses are to be submitted in writing and directed to:

Kate Warpool, Director

J.S. Held, LLC.

Via email: kate.warpool@jsheld.com

Phone: 317-349-5706

2. PROJECT BACKGROUND, DESCRIPTION, SCOPE and TIMELINE

Project Background:

The Regional Tech Hubs program is a federal program created through the CHIPS+Science Act and managed by the U.S. Economic Development Administration (EDA) within the U.S. Department of Commerce. to foster innovation, increase domestic manufacturing, create local jobs, and drive regional economic growth. In 2024, Heartland BioWorks was one of only 31 to receive designations as a Hub, and one of only 18 to receive implementation funding. Led by the non-profit Applied Research Institute (ARI), this \$51 million funding will be used to begin implementing the EDA's vision for Heartland BioWorks Hub.

Specifically, the award will fund the construction of a \$18.3M training facility in the 16 Tech Innovation District in Indianapolis that will also serve as the BioWorks Headquarters and support the two chief initiatives of the Hub: BioTrain, focusing on workforce development, and BioLaunch, aimed at supporting startups and researchers through commercialization. BioTrain will develop and offer flexible, stackable credentials that equip workers for entry-level positions and upskilling curricula for current professionals. BioLaunch will provide resources to propel biotech innovators toward commercialization of their product by offering specialized support needed along the development and commercialization pathway.

16 Tech Community Corporation as the non-profit manager of the 16 Tech Innovation District was a co-applicant with ARI for the construction of the Heartland BioWorks HQ. The HQ facility will be located prominently on 16 Tech's 50-acre district at the corner of Indiana Avenue and Waterway Boulevard. This new facility supports 16 Tech's vision of creating an accessible entrepreneurial ecosystem that catalyzes the growth of companies and talent that will transform industries, careers and Indiana's future economy. 16 Tech will contract for the design and construction of the Heartland BioWorks HQ working closely with its partners at ARI and Heartland Bioworks consortium.

Project Description:

The Heartland BioWorks facility will house resources needed to provide meaningful, relevant classroom and hands-on benchtop and pilot scale educational experiences to prepare trainees to enter the biomanufacturing workforce as well as upskilling opportunities for existing employees to advance their careers

In addition, the facility will serve as the BioWorks Consortium headquarters, providing an accessible, dedicated location for industry, academia, government, and other relevant entities to meet, discuss, and drive activity in support and growth of the region's biomanufacturing ecosystem.

The 28,000 square foot facility will be sited at the 16 Tech Innovation District, an emerging 50-acre community located in downtown Indianapolis, dedicated to fostering world-changing innovation and economic opportunity. 16 Tech is located adjacent to world-renowned life sciences corporations and academic institutions as well as urban residential neighborhoods.

Project Scope:

The programming phase is complete, and a defined program is available, see Attachment A. The 2-story facility will be located on the northeastern part of the 1200 Indiana Avenue parcel as shown in the attached site plan, Attachment B. This site is a prominent entrance to the 16 Tech Innovation District at the intersection of Waterway Boulevard and Indiana Avenue. As part of the EDA submission, preliminary floor plans were prepared. These have been provided as an informational guide. The locations of the specific training labs are recommendations. Due to the overall 2-year timeframe to occupancy and preliminary work in prep for the EDA grant, Design teams will begin in a combined phase of Schematic/Design Development.

This Design-Bid-Build project must maintain compliance with EDA requirements as well as other local, state and federal regulations. The project is also in the Regional Center zoning overlay district and will need to seek appropriate approvals through the City of Indianapolis as well as approval of the 16 Tech Design Standards Committee. The project is aiming to open by **January 1, 2027** and thus should be designed with construction techniques that will facilitate a streamlined construction timeline.

3. DESIGN PHASE SERVICES

For the purposes of this RFP the role of the Architect/ Design Team is defined below for each phase of design and construction and will be governed by the final B101. The requirements below will be incorporated into the final contract.

Scope of Services:

General

1. All deliverables produced for this scope of work will be the property of 16 Tech Community Corporation and without restriction or limitation.
2. The Architect is responsible for managing their services as well as the selected design team consultants including customary architectural, engineering (structural, mechanical, electrical, plumbing, civil, etc.), and telecommunications services throughout design and construction including, but not limited to:
 - Researching applicable design criteria
 - Attending and/or leading Project meetings
 - Communicating with members of the Project team
 - Reporting progress to the Owner or the Owner's Representative.
 - Coordinating their services with those services provided by the Owner and the Owner's consultants.
 - Providing and maintaining a detailed project schedule.
 - Meeting all local, state, federal and utility regulations related to the project including coordination with those entities and seeking all necessary approvals.
 - Coordinating and working with multiple stakeholders in design decisions
 - Routinely reporting progress throughout the entire project to stakeholders
 - Meeting with the 16 Tech Design Standards Committee at key intervals to ensure the design meets the district's standards.

3. Provide all standard AE services outlined in a typical Owner/Architect B101 Contract.
4. Per the EDA checklist, review and supervise any required subsurface explorations to determine amounts of rock excavation or foundation conditions, no matter whether they are performed by the A/E or by others paid by the Recipient.
5. The project is funded by the EDA and must meet all federal requirements including standards set forth in the 2 CFR 200.

Schematic / Design Development Phase Services

1. The Architect shall review documents provided to the EDA during the application process regarding site layout, program and preliminary floor plans to kick-off the schematic Design/Design Development Phase.
 - Provide building elevations, site plan and floor plans and for the owner to review that respond to the pre-approved program, general site plan and floor layouts submitted to the EDA.
 - Host user, operator, and owner meetings to reaffirm program and schematic approach.
 - Seek approval of the final design schematic.
 - Provide Design Development Documents including plans, sections, elevations, typical construction details including MEP systems.
 - Seek 16 Tech Design Standards Committee Approval and then Regional Center Approval at 30% Design Development after a cost estimate that confirms the design is on target for the budget. The submission must include a site plan with landscape design, elevations and renderings.
 - Host a room by room review and site review with all users, operators, and owners of the building.
 - At the completion of Design Development, design will submit to the City of Indianapolis for stormwater and drainage approval.
 - Owner must approve design to move into Construction Documents

Construction Documents Phase Services

1. The Architect shall develop Construction Documents including final Contract Documents consisting of drawings and specifications with cost estimates to ensure the project is staying within the budget constraints and prepare a set of bidding documents for use in public procurement of construction services.
 - Host a room by room review and site review with all users, operators, and owners of the building.
 - Ensure completion of stormwater and drainage approval prior to the completion of Construction Documents Phase.
 - Value Engineering (if needed)

Procurement Phase Services

1. The Architect shall assist the owner in the development of and preparation of:
 - Bidding documents and procurement
 - Approvals with the 16 Tech Design Standards Committee
 - Meeting any local, state, federal or utility regulations and/or approvals or needed permitting
 - Construction contract support
 - Value Engineering (if needed)

Construction Phase Services

1. The Architect shall provide administration of the Contract between the Owner and the Contractor.
2. The Architect is expected to provide construction administrative services, which include:
 - Site visits at intervals to become generally familiar with the progress and quality of the Work to ensure construction will be in accordance with the Contract Documents. The Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the work completed and report to the owner and know deviations from the contract Documents and/or any defects/deficiencies observed in the work.
 - Timely review of submittals
 - Certifying pay applications
 - Review of potential change orders for validity and reason
 - Timely answers to RFIs
 - Issuing construction change directives as needed to address coordination issues or other errors that are discovered during construction.
3. The Architect shall supply the Owner with as-built drawings at the end of the project.
4. Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance (11 mos. warranty walkthrough).

4. SUBMISSION REQUIREMENTS

Please include the following items in the response to this RFP as well as identifying the project name and award number on the cover page:

General Company Information:

- A. Legal name of proposer and state of incorporation (if applicable)
- B. Names of principals
- C. Office(s) with addresses, phone, and fax numbers
- D. Contact for proposal (with direct phone and e-mail)
- E. Firm organization (include total number of in-house, full-time employees, their professional disciplines, and the number of employees in each discipline).
- F. Firm's insurance limits (E&O, GL, worker's compensation, auto, umbrella coverage).
- G. Annual Volume per year for the last 4 years.
- H. Has Company been terminated on any Project in last 7 years? If yes, provide details.
- I. Has Company been involved in any judgments, claims, arbitrations, or lawsuits in the last 5 years? If yes, provide specific details of case(s).

Previous and Current Experience of the Company and Team:

- J. Firm Resume for three (3) key projects of similar project size and related type to this project completed in the last eight (8) years in the local market.
- K. Indicate the firm's past work and performance on contracts with Government agencies and private industry in terms of cost control, quality of work and compliance with performance schedules.
- L. Describe the team's experience in biopharma training facilities and training programs including but not limited to BTEC, NIBRT, ISPE, NIIMBL, San Jacinto Community College, CASTL, EASE, Ivy Tech Community College, etc.
- M. Describe the team's most unique training design that reflects the future of biopharma/manufacturing training.
- N. Indicate the firm's location and proximity to the project site as well as familiarity with projects in the site's region.
 - a. Indicate permitting experience with local and state jurisdictions.
- O. Indicate the firm's experience working with multiple stakeholders through the design process.
- P. All current projects/engagements (backlog) and firm's role.

Project Team & Staffing Plan:

- Q. Provide resumes of key personnel who would be assigned to the project and previous experience on similar projects.
- R. Provide an organizational chart that includes job descriptions, names, proposed project roles and responsibilities for the entire effort.
- S. Provide a resource allocation matrix that identifies who will be working on each project and what percent of their time will be dedicated to this effort (% based on a 176 hr.-month) for each month.
- T. This project has a 2-year completion timeline from the time of award to the opening of the facility. Indicate your team's ability to deliver the design portion of the project in a 5-month timeline to accommodate the timeline for construction.

Project Approach:

- U. Proposed revisions to Owner contract.
- V. Personnel resource allocation and Project organizational chart.
- W. Overview of firm's approach to this project.
 - a. Address approach to
 - i. Value Engineering
 - ii. Pre-award process
 - iii. Construction documentation and Project management including programs utilized.
 - iv. Innovation
 - v. Sustainability
 - vi. HVAC/Electrical Commissioning
 - vii. Punchlist development and management

Fee Proposal:

- X. Fee must be broken down in the following categories:
 - a. Schematic Design/Design Development Phase
 - b. Construction Documents Phase
 - c. Procurement Phase
 - d. Construction Phase
 - e. Reimbursables (include itemized list)

Phase	Fee
Schematic Design/Design Development Phase	
Construction Documents Phase	
Procurement Phase	
Construction Phase	
Reimbursables	

- Y. Fee must be presented as a fixed price or cost reimbursement with an agreed maximum.

5. MISCELLANEOUS

Contract Terms

- 1. Draft contract to be issued in an addendum, contract to be a modified B101 Standard Form of Agreement Between Owner and Architect and A201 General Conditions to the Contract.
- 2. The A/E’s fee for basic services must be a fixed price or a cost reimbursement with an agreed maximum.
- 3. The selected A/E must be willing to comply with the Economic Development Administration Architect/Engineer Contract Checklist (Attachment C) and in accordance with procurement standards set forth in 2 CFR 200, and according to EDA publication “Summary of EDA Construction Standards.”

6. ATTACHMENTS

- 1. A - Space program provided to the EDA as the basis of the grant
- 2. B - Preliminary site plan and preliminary floor plans provided to the EDA as the basis of the grant
- 3. C - Economic Development Administration Architect/Engineer Contract Checklist

16 Tech Community Corporation (16 Tech) has contracted with J.S. Held to facilitate this solicitation process, so all questions and submissions shall be emailed to 16 Tech’s consultant: [Kate Warpool kate.warpool@jsheld.com](mailto:kate.warpool@jsheld.com) with cc: dkunce@jsheld.com. **Contacting other 16 Tech staff or ARI/Heartland BioWorks regarding this RFI and future phases is not permitted. Contact about this RFP outside of the identified individuals is grounds for disqualification.**

ATTACHMENT A

Space Program provided to the EDA as the basis of the grant

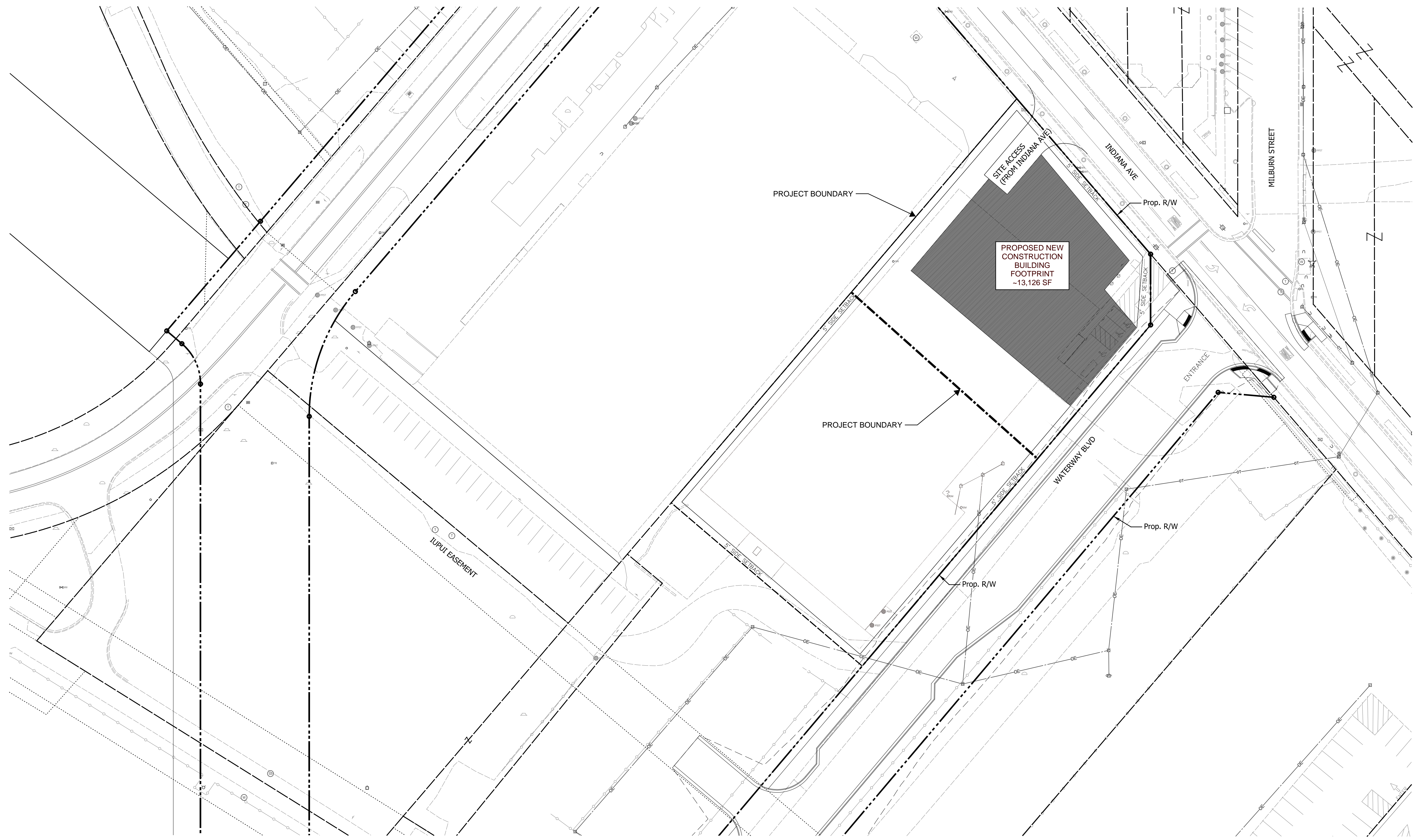
	Qty	SF/Room	SF Total	Plus 25% (halls, walls, vert circ., etc.)	TOTAL SF
Lobby/Entrance	1	1500	1500	375	1875
Multi-Purpose Admin Space - classrooms/conf rooms	1.5	1000	1500	375	1875
Elevator	1	300	300	75	375
Pilot Scale Process Simulation - Upstream	1	1600	1600	400	2000
Pilot Scale Process Simulation - Downstream	1	1600	1600	400	2000
Pilot Scale Process Simulation - Parenteral Operations	1	750	750	187.5	937.5
Gowning/locker room space	1	600	600	150	750
Restrooms	1	250	250	62.5	312.5
Storage	1	400	400	100	500
Mechanical / Utility / Electrical / Telecom	1	800	800	200	1000
Shipping / Receiving / Maintenance	1	1500	1500	375	1875
First Floor Total			10800	2700	13500

Classrooms / Conference Rooms	1.5	1000	1500	375	1875
Offices - BioWorks Staff	6	150	900	225	1125
Offices - BioTrain Faculty and Lab Staff	4	100	400	100	500
Open work / study space	10	25	250	62.5	312.5
Enclaves	3	120	360	90	450
Break Room/kitchen	1	200	200	50	250
Benchtop Process Simulation	1	1800	1800	450	2250
Laboratory - Quality Control	1	750	750	187.5	937.5
Laboratory - Cell Culture	1	750	750	187.5	937.5
Smart Lab (automation/robotics)	1	3000	3000	750	3750
Storage	1	200	200	50	250
Mechanical/Utility/Elec/Telecom	1	200	200	50	250
Elevator	1	300	300	75	375
Restrooms	1	200	200	50	250
Second Floor Total			10810	2702.5	13513

GRAND TOTAL -- Building					27013
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ATTACHMENT B

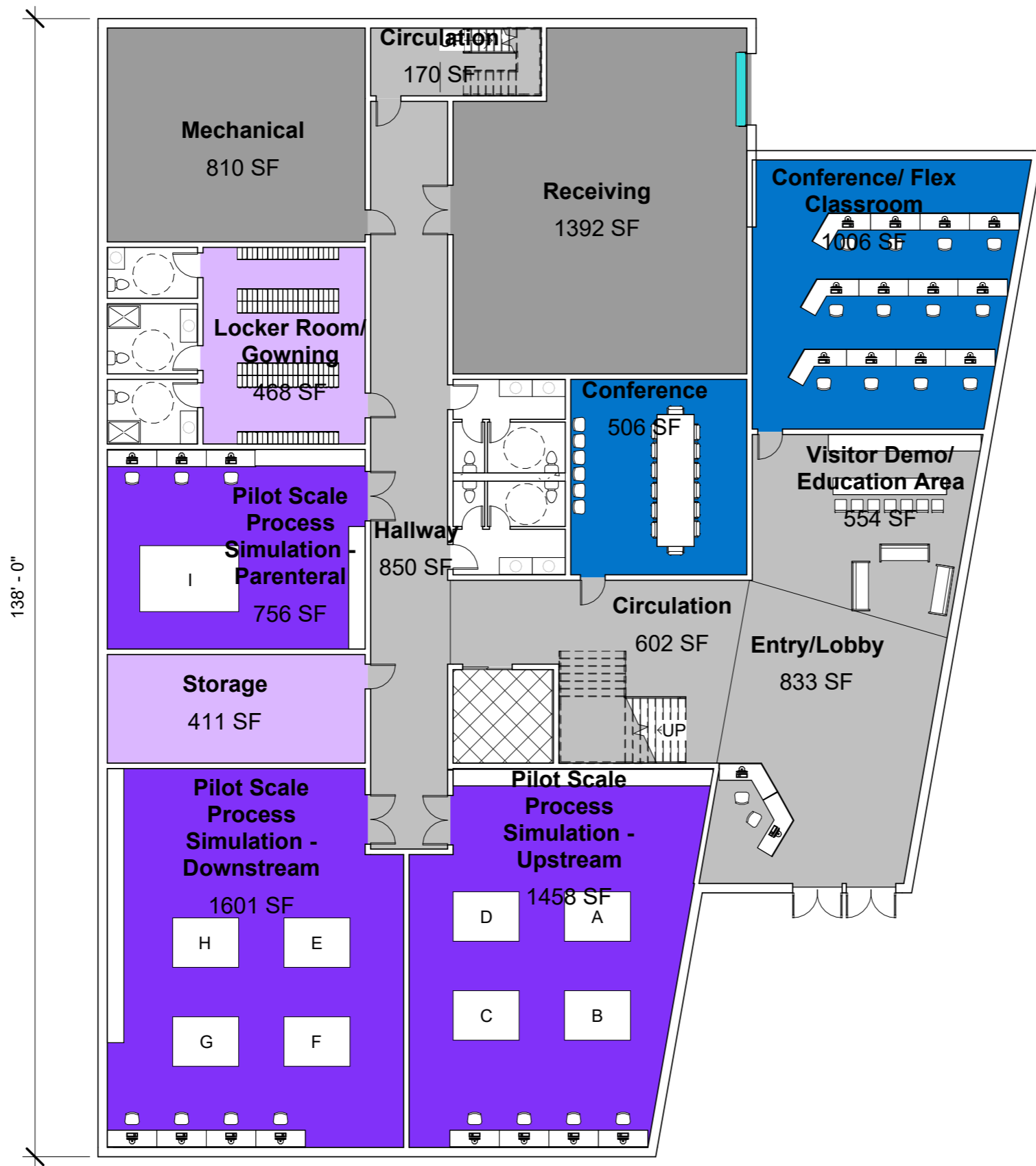
Preliminary site plan and preliminary floor plans provided to the EDA as the basis of the grant



RECOMMENDED FOR APPROVAL _____
 DESIGN ENGINEER _____ DATE _____
 DESIGNED: _____ DRAWN: _____
 CHECKED: _____ CHECKED: _____

16 TECH COMMUNITY CORPORATION
 SITE LAYOUT EXHIBIT

HORIZONTAL SCALE 1" = 30'	BRIDGE FILE
VERTICAL SCALE	DESIGNATION
SURVEY BOOK	SHEETS of
CONTRACT	PROJECT



Department Legend

- Lab
- Lab Support
- Classroom
- Building Support
- Circulation

- A - Bioreactor skid (50L)
- B - Bioreactor skid (200L)
- C - Centrifuge skid
- D - Filtration skid
- E - Chromatography skid
- F - Chromatography packing skid
- G - Solution dilution skid
- H - Ultrafiltration skid
- I - Filling line

① First Floor
1/16" = 1'-0"

Schematic Floor Plans

1200 Indiana Avenue
BioWorks

No.	Description	Date

First Floor Plan

Project number	A1
Date 2/23/24	
Drawn by Author	
Checked by Checker	
Scale 1/16" = 1'-0"	



Department Legend

- Lab
- Classroom
- Office
- Building Support
- Circulation

① Second Floor
1/16" = 1'-0"

Schematic Floor Plans

1200 Indiana Avenue
BioWorks

No.	Description	Date

Second Floor Plan		A2
Project number		
Date	2/23/24	
Drawn by	Author	
Checked by	Checker	
Scale 1/16" = 1'-0"		

ATTACHMENT C

Economic Development Administration Architect/Engineer Contract Checklist

ECONOMIC DEVELOPMENT ADMINISTRATION ARCHITECT/ENGINEER CONTRACT CHECKLIST

EDA Award Number: _____ Date: _____

Recipient: _____

Co-Recipient(s): _____

Recipient's Authorized Representative: _____

Name & Phone Number

Project/Contract Description	Contract Award Date	Total Contract Amount	EDA Funded Amount	* Non-EDA Funded Amount
		\$	\$	\$

** Design services of project components not part of the EDA Grant Project and do not include EDA funds nor local match funds.*

1. The Recipient's Architect/Engineer (A/E) contract is in compliance with the Recipient's written procurement procedures. The firm was selected in accordance with the procurement standards set forth in 2 CFR Part 200, and according to the EDA publication "Summary of EDA Construction Standards."
2. The A/E was selected competitively by sealed bids (formal advertising) or by competitive proposals. If not, attach an explanation of the selection method and the reason(s) for using that method.
3. Requests for qualifications were publicized and all evaluation factors and their relative importance were identified therein. Any response to publicized requests for qualifications was honored to the maximum extent practical.
4. Qualifications were solicited from an adequate number of qualified sources (normally it is sufficient to secure at least three proposals from qualified sources.) If less than 3 qualified proposals were secured, submit an explanation to the EDA Engineer with this checklist.
5. The Recipient has an objective method for conducting technical evaluations of proposals received, selecting the best proposal, and consideration of other factors.
6. The Recipient determined the responsible firm whose proposal was most advantageous to the program, with other factors considered. Competitor's qualifications were evaluated and the most qualified competitor was selected, subject to negotiation of fair and reasonable compensation.
7. The A/E agreement provides for all services required by the Recipient for the planning, design, and construction phase of the proposed project. Appropriate standards or guides developed by such professional organizations as the American Consulting Engineers Council (ACEC), American Society of Civil Engineers (ASCE), National Society of Professional Engineers (NSPE), and/or the American Institute of Architects (AIA) may be used where the Recipient does not have standard contract documents.

Y	N	NA
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Y	N	NA
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8. The A/E's fee for basic services is either a fixed price or a cost reimbursement with an agreed maximum. (The amount of EDA participation will be based on a determination, subject to audit, that the fee compensation is reasonable.)
9. The A/E contract compensation is not based on the use of the cost-plus-a-percentage-of- cost or percentage of construction cost form of compensation. (These forms of compensation are not eligible for EDA participation.)
10. The A/E has provided a breakdown of the fee and it has been reviewed to be reasonable.
11. The A/E provided fee breakdown provides that compensation is based on completion of specific milestones. (Preliminary design, final design, construction management, etc.)
12. The A/E's fee covers all services necessary for the successful execution of the project, including consultations, surveys, soil investigations, supervision, "as- built" drawings, arrow diagram (CPM/PERT, for example) where applicable, and incidental costs.
13. The basic fee does not exceed that prevailing for comparable services in the project area. If the total fee is in excess of the prevailing rate because of special services to be performed, these services are identified in the agreement. Such additional charges may be approved for funding under the EDA grants if they:
 - a. Do not duplicate charges for services provided for in the basic fee;
 - b. Are a proper charge against the project cost; and
 - c. Are reasonable for the extra services to be rendered.
14. Regardless of who furnishes the construction inspector, the agreement requires the A/E to make sufficient visits to the project site to determine, in general, if the work is proceeding in accordance with the construction contract.
15. The required federal contract provisions included (Refer to Appendix II to 2 CFR Part 200 - Contract Provisions for Non-Federal Entity Contracts under Federal Awards.)
16. The A/E Agreement states a specific timetable for:
 - a. Completing preliminary plans and associated cost estimates;
 - b. Completing final plans, specifications, and cost estimates;
 - c. Securing required State and local approvals; and
 - d. Completing proposed contract documents sufficient for soliciting bids.

Y	N	NA
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17. The A/E agreement provides for surveillance of project construction to assure compliance with plans, specifications, and all other contract documents. If the Recipient chooses the A/E as the project inspector, the requirements for inspection services shall be clearly defined and the amount the Recipient is required to pay for such services shall be stated.
18. The A/E agrees to be responsible for any damages arising from any defects in design or negligence in the performance of the construction inspector, if the inspector is furnished by the A/E. (EDA recommends that the A/E take insurance, when available, to cover liability for such damages.)
19. The A/E agrees to supervise any required subsurface explorations such as borings and soil tests to determine amounts of rock excavation or foundation conditions, no matter whether they are performed by the A/E or by others paid by the Recipient.
20. The A/E agrees to attend bid openings, prepare and submit tabulation of bids, and make a recommendation as to contract award.
21. The A/E agrees to review proof of bidder's qualifications and recommend approval or disapproval.
22. The Recipient has checked the website www.SAM.gov and has verified that the A/E does not appear on the Excluded Parties List.
23. For contracts over \$100,000, an executed copy of the Certification Regarding Lobbying has been submitted from the contractor as required by Section 1352, Title 31, of the U.S. Code.
24. The A/E agrees to submit a report not less frequently than quarterly to the Recipient covering the general progress of the job and describing any problems or factors contributing to delay.
25. The executed A/E Contract has been reviewed by the Recipient's Attorney.

The company/firm name and address of the Architect/Engineer is:

If the Architect/Engineer *will not be performing project inspection services*, the firm name and address that will provide inspection services is listed below and was selected in accordance with the procurement standards set forth in 2 CFR Part 200; or the in-house employee name and department conducting construction inspection services is listed below:

The contract price for basic A/E services is	\$
The contract price for other/extra A/E services is	\$
The estimate for reimbursable expenses is (if applicable)	\$
The contract price for inspection services is	\$

Prepared By (Name & Title)

Prepared By (Signature)

Date