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## Request for Proposal Requirements

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### Project Overview

The Eagles Theatre has been a center for community activities for the Honeywell Foundation and City of Wabash for many years. Over the past years, the Honeywell Foundation has continued to make improvements necessary to serve the community through music, art, and performance programs and movies, old and new. The Eagles Theatre Stellar Improvements project has been preliminarily developed through City of Wabash Strategic Investment Plan 2014-2018 created June 2014 and since City of Wabash was designated a Stellar Community in August 2014.

### Preliminary Grant Administration Scope of Work

- Project development services including working with Honeywell Foundation Program Committee, executive staff, City of Wabash, and procurement of an Architect/Engineer to develop the scope of the project improvements, cost estimate, and phasing.
- Project implementation services including CDBG Grant Administration, Labor Standards and Environmental Review.

### Requirements for Proposals

1. Name, address and brief description of firm.
2. A one page narrative as to firm's interest, particular abilities and qualifications related to this project.
3. Resumes of key personnel to be assigned to this project including roles and responsibilities of personnel for this particular project.
4. Describe work experience with historic preservation projects and projects with multiple funding sources.
5. Describe other projects completed by this firm and key personnel pertinent to this project. Include reference contact information.
6. Provide examples of knowledge, expertise and/or experience with similar projects.
7. Firm's proximity to the work area.

8. Price/cost to perform services identified in the proposal.
9. Additional information as required by the owner.

### **Anticipated Schedule of Activities**

Submit Proposal:	August 13, 2015
Evaluation of Proposals and Short Listing of Firms:	August 18, 2015
Interview Short Listed Firms:	August 25, 2015
Select Firm:	August 28, 2015
Issue Notice of Award/Sign Contracts:	September 2, 2015

### **Evaluation Criteria**

1. Firm's history and resource capabilities to perform required services. (1-10 points)
2. Evaluation of assigned personnel – OCRA certified Grant Administrator in good standing. (1-10 Points)
3. Related Experience. (1-10 Points)
4. Financial Management and Cost Allocation experience and results. (1-10 Points)
5. Familiarity with local experience and results. (1-10 Points)
6. Ability to relate to project. (1-10 Points)
7. Analysis of narrative statement. (1-10 Points)
8. Reference check. (1-10 Points)
9. Price Comparison. (1-10 Points)