



**Request for Proposal  
Professional Interior Design Services**

Prepared by:

City of Portage  
Department of Planning and Community Development  
6070 Central Avenue  
Portage, Indiana 46368

Request for Proposal (RFP) – Professional Interior Design Services  
The City of Portage is accepting emailed proposals from qualified firms to provide professional interior design services.

Emailed RFP submittals are due not later than November 20, 2023, at noon (local) to:

A.J. Monroe/Sandy McDaniel  
City of Portage – Department of Planning and Community Development  
[ajmonroe@portage-in.com](mailto:ajmonroe@portage-in.com)  
[smcdaniel@portage-in.com](mailto:smcdaniel@portage-in.com)

Emails shall be clearly marked in the subject line as **“Proposal for Sycamore Hall, Woodland Park – Professional Interior Design Services”**.

A recommendation will be submitted to the City of Portage Redevelopment Commission at their regular meeting on December 21, 2023, at 4:00 p.m.

## Purpose and Objective

The purpose of this Request for Proposal (RFP) is to obtain proposals from qualified interior design firms interested in contracting with the City of Portage Redevelopment Commission to provide desired services as outlined in this RFP.

The City has identified the following objectives:

1. To replace the interior finishes at Woodland Park's Sycamore Hall, adjacent bar area, and main lobby in an efficient and cost-effective manner.

## Scope of Services

The following scope of services shall be provided by the designer for the remodel of Sycamore Hall:

- Recommendations of interior finishes including but not limited to flooring, wall coverings, window coverings, lighting fixtures, bar top, and furniture.
- Attendance at up to two meetings with Stakeholders / Steering Committee.
- Summary Report / Boards (initial / final) - showing suggested / then decided finishes.
- Cost Estimate
- Specifications

## RFP Timeline

RFP issued:	October 23, 2023
Site Visit:	week of October 29 <sup>th</sup> (appt. only)
Last date / time to submit questions regarding the RFP:	November 6, 2023, at noon (local)
Proposals due / time:	November 20, 2023, at noon (local)
Invitations – Interviews / Presentations (if necessary):	Monday, November 27, 2023
Interviews/Presentations (if necessary):	week of November 26 <sup>th</sup>
Notification of selection:	December 4, 2023
Contracting:	by December 21, 2023
Recommendation to RDC:	December 21, 2023
Delivery of Work:	February 5, 2024
Presentation to Park Board:	February 20, 2024
Presentation to RDC:	February 22, 2024

## Designer Profile

Respondents to this RFP shall include the following minimum information in their proposal:

- General Qualifications
- Specific Qualifications – special and unique qualifications as they relate to this project including, but not limited to, municipal facility designs.
- Staff Qualifications – key personnel and the role of each key staff member in the project.
- Previous Experience. Five (5) projects most similar, estimate construction cost, client and client contact information.

## Proposal Response

Respondents to this RFP shall include the following minimum information in their proposal:

- How designer will organize and perform the work described in the Scope of Services. Sub-consultants and the services they will provide to be listed here.

- Project Schedule and expectations / obligations of the City to complete the scope of work.
- Provide a fee proposal including all meetings needed and all reimbursable costs.
- Provide a description to any possible additional related costs and/or fees that the City might incur as a result of the scope of work listed in this RFP.

Site Visits will be scheduled by appointment only the week of October 30<sup>th</sup>. To schedule a site visit, please contact Dyan Leto at (219) 762-1675 or via email at [dleto@portage-in.com](mailto:dleto@portage-in.com).

Any questions concerning this RFP must be submitted via e-mail on or before Monday, November 6, 2023, at noon (local) to:

A.J. Monroe at [ajmonroe@portage-in.com](mailto:ajmonroe@portage-in.com) and Sandy McDaniel at [smcdaniel@portage-in.com](mailto:smcdaniel@portage-in.com).

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Proposals received after the date and time specified will be returned unopened.