

# Request for Qualifications

## Cost Estimator

October 3rd, 2025

### THE PROJECT:

**Evansville Riverfront – Schematic Design**  
**Evansville, IN**

### THE CLIENT:

**Evansville Regional Economic Partnership (E-REP) and**  
**Evansville Regional Development Corporation (E-RDC)**  
318 Main St., #400  
Evansville, IN 47708

### THE ARCHITECT:

Sasaki  
110 Chauncy Street  
Suite 200  
Boston, MA 02111

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## 1.0 - PROJECT INFORMATION

### 1.1 - Project Schedule

- RFQ Release Date: October 3, 2025
- Pre-proposal Meeting (Virtual), Non Mandatory October 7, 2025
- Questions due by **5:00 PM CST**: October 9, 2025
- Questions Returned by **5:00 PM CST**: October 10, 2025
- Responses due by **5:00 PM CST**: October 17, 2025
- Interviews of selected respondents: TBD, 2025
- Selected respondent announced by: TBD, 2025
- Estimated Notice-To-Proceed (NTP) Date: Early November, 2025

Pre-proposal meeting to be held on Tuesday, October 7th at 3:00 PM CST via **Zoom** at the following link:

Join the meeting from your computer or smartphone:

<https://sasaki.zoom.us/j/97483313721?pwd=Vc0DSD0iFzMQN5w7QiUbAGzMgs0x1H.1&jst=2>

Password: 229550

Or join by telephone:

+1 720 928 9299 (US Toll)

+1 786 635 1003 (US Toll)

888 475 4499 (US Toll Free)

833 548 0276 (US Toll Free)

Meeting ID: 97483313721

### 1.2 General Instructions

1. Purpose:
 

This RFQ invites qualified firms to submit proposals for Cost Estimating services for the Evansville Riverfront project. This work will advance the schematic design phase from the current program refinement phase and align technical requirements with project objectives as outlined in the Ohio River Vision Strategic Plan document. The following information is general in nature; please see Section 3.0 for more detailed information on the RFQ format and requirements.
2. Submission Deadline and Format:
  - Proposals must be submitted no later than the date and time indicated in Section 1.1. Late submissions will not be accepted.
  - Submit one electronic copy in PDF format via email to the RFQ coordinators at Brian Wethington ([bwethington@sasaki.com](mailto:bwethington@sasaki.com)) and Ashley Diekmann ([adiekmann@evvregion.com](mailto:adiekmann@evvregion.com))
  - All proposal components must be combined into a single PDF document.
3. Proposal Requirements:
  - Submissions must address all requested information as outlined in Section 3.2 of this RFQ.
  - The total page count for the proposal must not exceed **10 pages**. Appendices and required forms are not included in the page count.

- Formatting must follow the specifications detailed in Section 3.3.
- 4. Communication Protocol:
  - All questions regarding this RFQ must be submitted via email to the RFQ coordinator by the date and time indicated in Section 1.1.
  - Responses to all questions will be distributed to all registered respondents.
  - Respondents are prohibited from contacting any representatives of E-REP, E-RDC, or Sasaki outside of the designated point of contact regarding this RFQ.

## 1.3 General Conditions

1. Proposal Submission and Incorporation
  - All proposals, information, and responses from respondents must be submitted in writing and may be incorporated into the final agreement between Sasaki, the Regional Partners (see Section 1.5), and the successful respondent.
  - Respondents must clearly explain any conditions or assumptions in their response.
2. Clarifications
  - Respondents have a duty to seek clarification on any item in this RFQ that is unclear. All questions regarding the RFQ must be submitted via email to the RFQ Administrator by the specified deadline.
3. Obligations and Costs
  - The Regional Partners and Sasaki incur no obligation or liability by issuing this RFQ.
  - Any costs incurred by respondents in preparing and submitting a proposal or participating in selection activities are the sole responsibility of the respondent and are not reimbursable.
4. Evaluation and Notification
  - The Regional Partners will use their best efforts to notify respondents as soon as possible regarding whether their submission has been selected for further consideration.
5. Confidentiality
  - Unless required by applicable laws or regulations, proposals and the information contained therein will be treated as confidential and only shared for evaluation purposes.
6. Contract Negotiations
  - The successful respondent will be expected to prepare and execute a contract with terms mutually agreed upon with the Regional Partners and Sasaki, unless otherwise noted.
7. Scope and Fee Negotiation:
  - The selected consultant will be expected to negotiate the final scope of work and fee with terms mutually agreed upon with the Regional Partners and Sasaki, ensuring alignment with project goals and budget constraints.
  - The Regional Partners and Sasaki reserve the right to determine whether the negotiated scope and fee align with the project's requirements and priorities.
  - Participation in negotiations does not obligate the Regional Partners or Sasaki to finalize or enter into a contract for services. If an agreement cannot be reached, the Regional Partners reserve the right to terminate negotiations and proceed with another respondent or alternative approach.
8. Amendments and Cancellation

- The Regional Partners and Sasaki reserve the right to amend this RFQ at any time prior to contract award and will notify all respondents of any changes.
  - The Regional Partners and Sasaki also reserve the right to cancel the RFQ at any time prior to the execution of a written contract.
9. Cost and Pricing Requirements
- Final scope and fee proposals will be negotiated pending selection of the most qualified applicant(s). The scope and fee proposal must include a single quoted cost that covers all expenses to complete the project and must be included as a single, lump sum cost. Fees must be inclusive of all labor and expenses.
  - Hourly rates or fees for additional services beyond the scope of work should be quoted separately.
10. Meetings and Communications
- All meetings related to the respondent selection process will be conducted via Zoom unless otherwise noted.

## 1.4 - Project Background:



Diagram 1 - Conceptual Design Plan, September 2025

The ***Ohio River Vision and Strategic Plan*** (ORVSP) focuses on revitalizing the Evansville Region's riverfront and nearby communities, leveraging the Ohio River as a core asset to enhance economic vitality, quality of life, and regional identity. The plan emphasizes reconnecting communities with the river through new parks, public spaces, and trail systems, as well as infrastructure improvements to support and develop a more extensive multimodal connectivity throughout the region. The ORVSP document recommendations include transforming key downtown areas in Evansville, Mt. Vernon, and Newburgh, along with integrating ecological resilience, and addressing community priorities through extensive stakeholder engagement and



innovative urban design strategies.

This project - the Evansville Riverfront Schematic Design - will focus on advancing the vision established in the ORVSP by refining key components of the riverfront's transformation. This phase will continue to progress from the current, ongoing programmatic refinement and into the 100% Schematic Design for Great Bend Park, the reconfiguration of Riverside Drive, the extension of the Walnut Street green infrastructure, the development of additional sports courts, and the integration of adjacent development opportunities. The overarching goal is to create a cohesive urban-riverfront district that prioritizes multimodal access, ecological resilience, and dynamic public spaces.

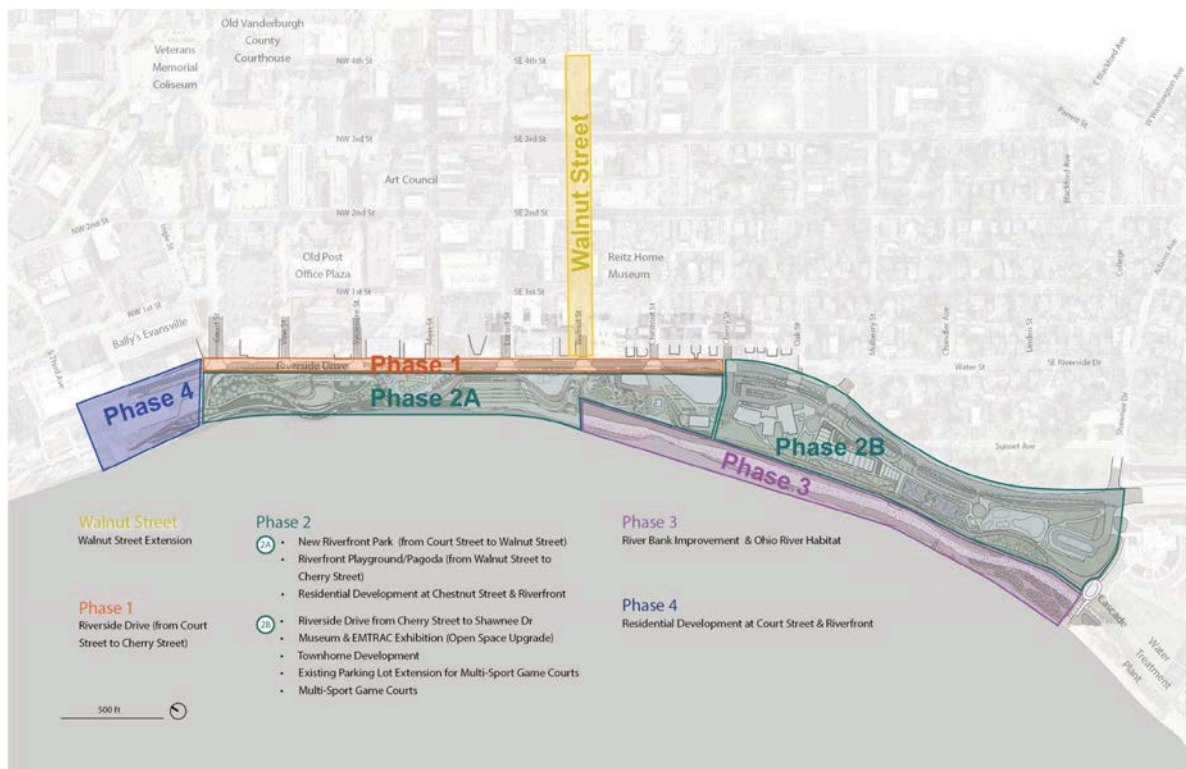


Diagram 2 - Conceptual Phasing Plan - Updated, March 2025 - from ORVSP Summary Report, May 2024

This phase will focus on refining the Ohio River Vision Strategic Plan (ORVSP) schematic design for Great Bend Park (Phase 2A), incorporating existing flood protection into functional and aesthetic design elements. Enhancements to pedestrian and cyclist connectivity will be prioritized along Riverside Drive (Primarily in Phase 1, between Court Street and Cherry Street, with additional considerations in Phases 2B and 4) through lane reduction and reconfiguration while also improving the motorist experience by increasing parking availability, optimizing signal timing, and enhancing the Downtown grid. The overarching goal is to create a more balanced and efficient transportation network. Additionally, the four-block project on Walnut Drive will extend the recently completed streetscape interventions from SE 4th St. and complete the bicycle connection to Riverside Drive.

The schematic design process will also explore the development potential of three key parcels (integrated as part of phases 2A, 2B, and 4) while enhancing cultural and

recreational opportunities throughout Phase 2. When completed, the project will create vibrant mixed-use spaces that seamlessly integrate with one another along the Evansville Riverfront. By blending innovative urban design, stakeholder collaboration, and strategic land use planning, the schematic design phase will establish a framework that strengthens the connection between Downtown Evansville and the Ohio River.

### 1.5 - Regional Partners:

This project will be overseen by the following organizations, to be known as “Regional Partners”:

The **Evansville Regional Economic Partnership (E-REP)** – which serves as the regional and local economic development organization and engages in traditional chamber of commerce efforts. E-REP oversees the Regional Development Plan and manages \$95m received from the State of Indiana’s READI plan for regional development for SWIRDA. More information is at [www.evansvilleregion.com](http://www.evansvilleregion.com).

The **Downtown Evansville Economic Improvement District (EID)**– formed in 2018 as Indiana’s largest business improvement district, the EID provides services and benefits to Downtown Evansville’ central business district funded by an annual assessment on properties that benefit from its services. Additional information is online at [www.downtownevansville.com](http://www.downtownevansville.com).

The **Evansville Regional Development Corporation (E-RDC)** is a nonprofit property development organization created to accelerate the growth in the Evansville Region as part of a regional population and revenue growth strategy.

The **Southwest Indiana Regional Development Authority (SWIRDA)** brings together a representative from each regional county and is the formal applicant for the READI program. It is a quasi-governmental organization.

Additional community partners, such as the City of Evansville or the Evansville Water and Sewer Utility, including those from adjacent counties and neighborhoods abutting the riverfront, will be involved through a steering committee. A need exists as well to conduct public outreach and hold community sessions to fully understand the riverfront goals and desires of regional residents, visitors, property owners, units of government and other stakeholders

### 1.6 - Prime Consultant and Additional Subconsultants

Sasaki, serving as the prime consultant for this project, brings a nationally recognized expertise in urban design, landscape architecture, and multidisciplinary planning. Under an existing Master Services Agreement with the Regional Partners, Sasaki will lead the schematic design phase, ensuring integration of the design vision, technical expertise, and stakeholder engagement. Sasaki’s role includes overall project coordination, providing strategic direction, and collaborating closely with all subconsultants to deliver a comprehensive approach to the Evansville Riverfront project.

To help ensure technical rigor, economic feasibility, and comprehensive project execution, the additional following subconsultants are anticipated to support the design team during the schematic design phase:

**Current Sub Consultants:**

- Civil Engineering, H/H Modeling - Morley
- Transportation and Traffic - Lochmueller
- Traffic - Gewalt Hamilton
- Environmental Analysis - Meristem
- Geotechnical Engineering - Patriot Engineering
- Surveyor - Morley

**September/October 2025:**

- Structural Engineering
- Economic Planning and Development
- Marketing and Branding
- Cost Estimation
- Land Use Attorney
- Park Programming and Operations

**November/December 2025**

- Tree Inventory and Assessment
- Mechanical, Electrical, and Plumbing Engineering (MEP)

## 2.0 SCHEMATIC DESIGN BASIC SERVICES

### 2.1 - Overview

The schematic design phase for the Evansville Riverfront project requires the development of detailed and reliable cost projections to align design intent with the project's budgetary and funding constraints. The Cost Estimator will play a critical role in translating schematic design information into opinions of probable construction cost, identifying potential cost risks, and recommending value management strategies. This work will ensure the design advances in a financially feasible and implementable manner while supporting funding applications and stakeholder decision-making.

Key priorities include:

- Preparing independent Opinions of Probable Cost (OPCs) at defined schematic milestones (50%, 75%, and 100%).
- Identifying potential cost drivers and high-risk line items early in design.
- Providing recommendations for value engineering options without compromising design intent as part of schematic design development.
- Aligning cost models with phasing strategies, anticipated escalation, and funding requirements.

Potential Additional Services include:

- Developing alternative cost scenarios for different phasing or material options.
- Supporting grant applications with detailed cost data and justifications.



## 2.2 - Scope of Services

The Cost Estimator will provide schematic-level cost analysis to align the design with project budgets, phasing strategies, and funding requirements. Services will include preparing Opinions of Probable Cost (OPCs) at key milestones, identifying potential cost risks, and recommending value engineering options to maintain affordability without compromising design intent. The scope of services will be structured as follows:

### Task 1: Baseline Cost Framework

- Review prior estimates from program refinement and 10% schematic design phases.
- Develop a baseline schematic cost framework covering site preparation, utilities, landscape, structures, and architecture.
- Establish cost categories consistent with CSI divisions for clear communication and comparison.
- Establish and confirm sources of costing information (e.g. RS Means, Local bid-tabulations and costs, etc.). Sources should be as local to the project as possible.

### Task 2: Schematic Design Cost Estimates

- Prepare a 50% schematic design OPC reflecting initial design packages, assumptions, and contingencies.
- Prepare a 75% schematic design OPC reflecting refined design packages, assumptions, and contingencies.
- Prepare a 100% schematic design OPC refined with updated design information and coordinated with all subconsultant inputs.
- Document assumptions, unit rates, escalation factors, and contingencies clearly for Client review.

### Task 3: Cost Risk Assessment and Value Engineering

- Identify cost risks related to site complexity, flood protection measures, utility relocations, or specialized program elements.
- Provide a matrix of cost drivers with potential mitigation strategies.
- Recommend value engineering options (material substitutions, phasing strategies, alternate construction methods) to maintain alignment with the overall construction budget.

### Task 4: Phasing and Funding Alignment

- Break out cost estimates by project phases (Phase 1, Phase 2A, Phase 2B, Phase 3, Walnut Street).
- Provide construction cost escalation assumptions for anticipated bid years.

## 2.3 – Deliverables

The Cost Estimator will provide:

- Baseline Cost Framework Report (summary of assumptions and initial schematic cost structure).

- 50%, 75%, 100% Schematic Design OPC (with detailed line items, contingencies, and phasing summary).
- Cost Risk & Value Engineering Report (matrix of risks, drivers, and recommended mitigations).
- Phased Cost Summary (breakdown aligned with project phasing and escalation assumptions).

## 2.4 – Coordination & Integration

The Cost Estimator will collaborate with:

- Sasaki (Prime Consultant) – to align OPCs with design intent and overall phasing strategies.
- Civil Engineering and H&H Consultants – to incorporate utility relocations, drainage, and flood control costs.
- Architectural Subconsultants – for pavilions, restaurants, and residential parcels.
- Economic Planner & Grant Writer – to integrate cost data into financial feasibility studies and funding applications.
- Clients (E-REP & E-RDC) – to reconcile estimates with available budgets, phasing strategies, and funding obligations.

## 2.5 – Summary of Required Services

The selected Cost Estimator shall:

- Provide schematic-level cost estimates at 50%, 75%, and 100% milestones.
  - Break down costs by CSI division (or other appropriate methodology) and project phase.
  - Identify and communicate cost risks and high-impact drivers.
  - Recommend value engineering strategies that maintain design integrity.
- Support Sasaki, Clients, and subconsultants with timely and accurate cost data for decision-making.
- Participate in initial scope kick-off meeting (virtually) with Sasaki to review project background, schedule, scope of work, initial cost estimate assumptions, and next steps.
  - Participate in virtual reconciliation workshops (up to 3, aligned with major milestones) to resolve discrepancies between design scope and available funding.
  - Participate in virtual meetings with Sasaki monthly and up to 3 virtual meetings with the E-REP/E-RDC.

## 3.0 PROPOSAL REQUIREMENTS FOR EVALUATION AND SELECTION PROCESS

### 3.1 – General Requirements

Proposals shall be clear, concise, and not exceed ten (10) pages in total length (excluding cover, section dividers, and resumes). All submissions must be provided electronically as a single PDF file. Page size should be 8.5" x 11"; 11" x 17" fold-out pages may be included but will count as two pages.

### 3.2 – Proposal Submission Contents

Respondents must provide the following information, clearly labeled and organized:

- **Project Understanding & Approach, Schedule, and Work Plan**  
Summarize the firm's understanding of the project objectives and constraints; outline the proposed approach to baseline cost framework development, milestone OPCs (50%/75%/100%), cost risk assessment and value engineering, and phasing/escalation alignment. Describe anticipated risks and strategies for meeting schedule milestones and maintaining estimate accuracy.
- **Key Personnel & Team Structure**  
Identify the project manager and key team members, noting roles, responsibilities, and availability to support the project timeline. Provide resumes in an appendix. Highlight relevant expertise in schematic-level estimating for multidisciplinary public realm projects, value management, and reconciliation workshops.
- **Relevant Experience & Qualifications**  
Provide concise examples of prior work preparing OPCs for comparable park/riverfront or complex public-sector projects, including phasing, escalation, and VE. Note methods (CSI divisions or equivalent), data sources (local bid tabs, RSMeans, etc.), and any measurable outcomes. Include three references for similar assignments.
- **Evansville & Indiana Locality**  
Identify any staff located in, or with significant experience working in, Evansville or Indiana; highlight familiarity with local cost drivers, contractor market conditions, escalation factors, and procurement practices.
- **Letter of Transmittal (not scored)**  
A one-page letter signed by an authorized representative, introducing the firm and affirming commitment to the project schedule and goals.

### 3.3 – Evaluation Process

All proposals will be reviewed by a selection committee composed of representatives from E-REP, E-RDC, and Sasaki. Evaluation will focus on demonstrated expertise in schematic design cost estimating and the ability to deliver reliable, actionable cost data for a complex, multidisciplinary urban riverfront project.

#### Evaluation Criteria:

- Project Understanding & Approach, Schedule, and Work Plan - 20 pts
- Key Personnel & Team Structure - 15 pts
- Relevant Experience & Qualifications - 10 pts
- Evansville & Indiana Locality - 5 pts

\*The selected firm must either be an active member of E-REP, or join as a member, prior to contracting.

### 3.4 – Shortlisting and Interviews

Based on the scoring of proposals, shortlisted consultants may be invited to participate in interviews. Interview content will focus on methodology, ability to collaborate, and capacity to address project challenges.

### 3.5 – Final Selection

The selection committee will rank respondents and negotiate a complete scope, fee, and terms with the selected Cost Estimator.

## 4.0 - SUPPLEMENTAL INFORMATION

To ensure subconsultants can provide comprehensive proposals aligned with the project's needs, the following information is included as supplemental information:

1. **Project Background and Vision:**

The following documents are available for download from the [E-REP Website \(https://www.evansvilleregion.com/river-vision-plan-reveal/\)](https://www.evansvilleregion.com/river-vision-plan-reveal/):

- Ohio River Vision and Strategic Plan (ORVSP):  
Comprehensive planning document outlining the vision, goals, and recommendations for revitalizing the Evansville Riverfront and surrounding region.
- Evansville Riverfront Master Plan Summary:  
Highlights of the master plan concepts for Great Bend Park, Riverside Drive reconfiguration, and adjacent mixed-use development opportunities.

2. **Project Schedule:**

The scope for this work is to progress the master plan design from its current 10% Schematic Design through 100% Schematic Design. All work must be completed by the end of April, 2026. Once completed, the schematic design package for the entire project will be utilized to further define specific areas of the project that will progress into an implementation phase under a separate contract.

3. **Draft Contractual Terms and Conditions:**

A draft of the key terms and conditions governing the subconsultant's engagement will be shared as part of the interview process for shortlisted firms. This will cover payment terms, confidentiality requirements, dispute resolution procedures, and any other critical contractual obligations.