

REQUEST FOR INFORMATION

I. PURPOSE OF THE REQUEST FOR INFORMATION (RFI)

The purpose of this RFI is to gather feedback and information for Mt. Vernon Community School Corporation (“School”) regarding possible future communication tower uses on parcel number 30-01-25-300-023.002-018 located near 7177 N 600 W McCordsville, IN 46055 (“Parcel”). In this RFI, School asks for preliminary thoughts regarding a future communication tower located on a 2,400 square foot area on the northern portion of Parcel. School is also soliciting reaction and community input regarding potential lease of that area of the Parcel for a communications tower. School also requests questions and data requests from stakeholders and interested parties. Responses to this RFI will be important input for School’s considerations regarding a portion of the Parcel having a future communication tower on it.

Specifically, School is requesting input from stakeholders and parties:

- to help shape the School transition and planning regarding a communications tower on the Parcel;
- to learn what parties and relevant stakeholders view as opportunities and challenges regarding a communications tower on the Parcel.

School invites any interested party or related stakeholder to provide comments and feedback to School for consideration through this RFI process.

Please note this RFI is purely informational; School is not soliciting and will not award any bids, proposals, contracts or purchase agreement thru this RFI. The feedback and information gathered from this RFI will be used to inform and strengthen School’s future designs and using a portion of the Parcel for a future communications tower.

School will consider all information submitted to determine how to best take action - for example, School might include respondents’ questions in a Frequently Asked Questions (FAQ) page, make changes to the criteria responsive to a respondent’s input, or reference or integrate examples of best practices, tools, or processes cited in responses to this RFI.

Upon conclusion of this RFI, School may publish a notice to bidders and then might consider potential offers to lease a portion of the Parcel for a communications tower. All organizations interested in locating/operating a communications tower on a portion of the Parcel are encouraged to submit a response to this RFI.¹

II. OVERVIEW OF THE RFI

¹ If an entity does not wish to submit a formal response at this time, School is still interested in hearing input regarding potential uses of the Parcel. Please submit questions and inquiries related to the Parcel to greg.elkins@mvcsc.k12.in.us

Property information for the Parcel can be viewed using <https://beacon.schneidercorp.com/?site=HancockCountyIN> After reviewing responses to this RFI, School will assess, interpret, and evaluate that information to 1) refine and improve plans and approaches related to the Parcel and 2) whether to prepare and issue a notice to bidders pursuant to Ind. Code § 36-1-11 (<https://iga.in.gov/laws/2023/ic/titles/36#36-1-11>).

III. CONFIDENTIAL INFORMATION

To encourage candor, information submitted in response to this RFI will be kept confidential as allowed by Indiana statute.

Respondents are advised materials contained in competitive solicitation responses are subject to the Access to Public Records Act (APRA), IC 5-14-3 et seq., and, after any future contract award, the solicitation file – inclusive of RFI information – may be viewed and copied by the public. The responses are deemed to be “public records” unless a specific provision of Ind. Code § 5-14-3 protects it from disclosure. Respondents claiming a statutory exception to APRA must indicate so in their response, citing which provision applies to which part of the response. Confidential Information must be clearly marked in a separate folder. Please note citing “CONFIDENTIAL MATERIAL” on an entire section or page is not sufficient. The Public Access Counselor (PAC) provides guidance on APRA. Respondents are encouraged to read guidance from the PAC on this topic: [18-INF-06; Redaction of Public Procurement Documents Informal Inquiry](#). If a Respondent does not identify the statutory exception, School will not be able consider the submission confidential. School also reserves the right to seek the opinion of the PAC for guidance if School has doubts whether the cited exception is applicable.

To request consideration of part of your response as confidential, submit both a redacted and clean copy of the subject attachment(s) with the proposed confidential information redacted from the redacted version. Also include, as a separate labeled file, an explanation of why this confidential information should be considered as such under APRA.

IV. KEY DATES

The following is a tentative timeline for the RFI. All dates are estimates, are approximated, and subject to change.

Milestone	Estimated Timeframe
RFI Release	October 16, 2023
Parcel inspections can be scheduled	Weeks of October 16, 23, and 30 after school hours
RFI Due Date	November 6, 2023 by 3 pm EST

Notice to Bidders Release	<i>Tentative and earliest date:</i> week of November 13
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V. RFI RESPONSE REVIEW, CLARIFICATIONS, AND DISCUSSIONS

School may request conversations with Respondents to this RFI for the purpose of collecting additional information and/or receiving clarification on information provided. Invitations may be extended to Respondents of this RFI subsequent to the receipt of responses. School may also issue written clarification questions to Respondents related to the contents of their submissions.

VI. INFORMATIONAL VISITS

School will allow visits to and inspections of the Parcel by interested parties and stakeholders. During the visit, School will accept questions and inquiries regarding the Parcel. There will not be a formal, written question and answer process for this RFI outside of the informational visit.

VII. RESPONSE INSTRUCTIONS

To respond to this RFI, Respondents shall complete and return, via email, the attachments referenced below. Respondents should complete, at a minimum, Attachment A and B.

All components of this RFI should be submitted, in .pdf format, via email to greg.elkins@mvcsc.k12.in.us with the subject "*Mt Vernon Cell Tower RFI - Respondent Name.*". Please note this inbox will remain monitored until the response deadline and only be capable of receiving RFI responses and related attachments. **Please send attachments via PDF and do not leave them in original file type.**

Future Use Criteria (Attachment A)

In this file, a Respondent should share preliminary plans, ideas and questions related to future use of a portion of the Parcel for a communications tower. School is interested in feedback, input, and suggestions or ideas that can assist School in developing and planning for future uses of a portion of the Parcel. Any feedback on challenges or opportunities stakeholders see in implementing the criteria is encouraged. Respondents should communicate the minimum expectations in a lease agreement for the Parcel if school later decides to begin the process to lease a portion of the Parcel as required under Ind. Code 36-1-11

Respondent Information (Attachment B)

In this file, Respondent should provide documentation from Indiana Secretary of State's office, the types of ventures in which the organization is involved, and a website showing the organization's

hierarchy, resources, and services. Respondents should supply any enter general information about its operations and how it would use a portion of the Parcel in the future.