



INDIANA UNIVERSITY
CAPITAL PROJECTS

INTERVIEW PROCESS:

The interview will be a total of fifty minutes: 30 minutes for A/E presentations at the beginning and 20 minutes for IU questions and interactive discussion.

Please bring only those persons who will have direct involvement in the project to the interview.

SUBMITTAL PROCEDURE:

Please submit your proposal electronically, no later than **3:00 PM, local time, on April 15, 2024**, addressed to: IU CPF Construction Procurement.

Proposals shall be saved in Adobe PDF format and titled as follows: “[your company name] – **20240023 – AE RFP**”

To submit your proposal, go to www.iuplanroom.com.

1. Log in with your User ID and Password as per usual for ordering on the IU Plan Room.
2. Click on Private Jobs (with password).
3. Enter the following password to access the job posting: **20240023-041524**
4. Click on Submit Bid next to the job name on the information tab. Attach file and add comments, if any.
5. Click on Submit Bid at bottom of screen.
6. You should receive a confirmation screen, stating that, “Your Bid Submission has been saved successfully,” as well as an email confirmation, indicating that your submission was received.

For assistance with uploading, please contact Tamara at Eastern Engineering:
tamara.tincher@easternengineering.com / Phone: 317-598-0661 EXT. 313

All correspondence regarding the submittal should be emailed to: IU CPF Construction Procurement at bidtab@indiana.edu.

Indiana University reserves the right to disqualify any submittal received after the time and date indicated above. Indiana University reserves the right to select the firm or firms that best meets the needs of the University based on the submitter’s response to the RFP criteria.

Submittals that are incomplete, do not follow the format requested above, or are otherwise unclear or contrary to the guidelines of this request may be rejected as non-responsive.