



Posting Date: July 13, 2023

## Request for Quotes Notification

**Title:** Town of McCordsville seeks quotes for design services for improvements to Old School Park

**Response Due Date & Time:** August 1, 2023 at 4pm

This Request for Quotes (RFQ) is an official notification of needed professional services. This RFQ is being issued to solicit quotes and other supporting documents from qualified firms. A submittal does not guarantee the firm will be contracted to perform any services but only serves notice the firm desires to be considered. All responses shall be in pdf format, no hardcopies please.

**Contact for Questions/Submit To:**

Ryan Crum, AICP, CPM  
6280 W 800N  
McCordsville, IN 46055

[rcrum@mccordsville.org](mailto:rcrum@mccordsville.org)

**Selection Procedures:**

Consultants will be selected for work further described herein, based on the evaluation of the Quote and other required documents.

**Requirements for Quote**

- A. General instructions for preparing and submitting a Quote.
  - 1. Provide the information, as stated in Item B below, in the same order listed and signed by an officer of the firm. Signed and scanned documents, or electronically applied signatures are acceptable. Do not send additional forms, resumes, brochures, or other material unless otherwise noted in the item description.
  - 2. Quotes shall be limited to twelve (12) pages that include Identification, Qualifications, Key Staff, and Project Approach.
  - 3. Quotes must be received no later than the "Response Due Date and Time"; as shown in

the RFP header above. Responses received after this deadline will not be considered. Submittals must include all required attachments to be considered for selection.

B. Quote Content

1. Identification, Qualifications and Key Staff

- a. Provide the firm name, address of the responsible office from which the work will be performed, and the name and email address of the contact person authorized to negotiate for the associated work.
- b. List all proposed sub consultants, and the percentage of work to be performed by the prime consultant and each sub consultant.
- c. List the Project Manager and other key staff members, including key sub consultant staff, and the percent of time the project manager will be committed for the contract, if selected. Include project engineers for important disciplines and staff members responsible for the work. Address the experience of the key staff members on similar projects and the staff qualifications relative to the required item qualifications.
- d. Describe the capacity of consultant staff and their ability to perform the work in a timely manner relative to present workload.

2. Project Approach

- a. Provide a description of your project approach relative to the advertised services. For project specific items, confirm the firm has visited the project site. For all items, address your firm's technical understanding of the project or services, cost containment practices, innovative ideas and any other relevant information concerning your firm's qualifications for the project.

## Project details:

**Project Location:** Old School Park (+/- 3 acres) is located at the northwest corner of CR 600W (Mt. Comfort Road) and CR 750N. See Exhibit A.

**Project Description:** The Town has completed a preliminary design for improvements to the Park. The improvements will be designed and constructed in multiple phases. The Town is seeking final design services and preparation of bid package for Phase I of the Park improvements. Phase I is intended to include:

- Engineering design for selective demolition to facilitate Phase 1 improvements
- Engineering design of on-street parking along Hanna, and the associated drainage improvements
- Engineering design for sidewalks along the added parking and pedestrian connections into the park (sidewalk/trail along the south and east perimeters will not be included in Phase I)
- Engineering design for reconfiguration of the basketball court
- Engineering design for playground enhancements including, but not limited to new swings, new playground equipment, fencing, and new playground surface
- Engineering design for site lighting/photometrics – to include streetlighting along Hanna St and site lighting of the playground area
- Engineering design for stormwater and erosion control improvements
- Limited landscape design, anticipated to include screening of parking and plantings around the playground area
- Coordination of all required local and state permits
- Planning and engineering design for underground infrastructure to serve future phases
- Survey and topo required for the entire park

The preliminary design plan is attached as Exhibit B.

**Phases Included:** PE and Phase 1 bid package

Est. CN Amount: \$750,000 (design included)

Funding: 100% local funding

Term of Contract: Until Project Completion

Background Info: The Town will provide technical drawings/plans for the planned roadway improvements at Mt. Comfort Road and CR 750N. The future construction of Phase I is intended to be done by the general contractor via public bid package method.



### Legend


 = Old School Park



Exhibit B



LEGEND

- |  |                                  |                                       |
|--|----------------------------------|---------------------------------------|
| 1. Playground Expansion with accessible routes | 6. Basketball Court              |                                       |
| 2. Outdoor Seating Space                       | 7. New Swing Set                 |                                       |
| 3. Relocated Monument                          | 8. Corn Hole - Synthetic Turf    |                                       |
| 4. Pickle Ball Courts                          | 9. Horse Shoes - Synthetic Turf  | 12. Picnic Shelter                    |
| 5. Tennis Court                                | 10. Bocce Court - Synthetic Turf | 13. Existing Play Structure to Remain |
|  | 11. Restroom Building            | 14. Parking Spots (39 spaces)         |

OLD SCHOOL PARK

Final Concept A | January 2023

