

# McCordsville

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Posting Date: August 15<sup>th</sup>, 2024

## Request for Proposal Notification

**Title:** Town of McCordsville seeks Proposals for market demand analysis, site analysis, conceptual design, financial feasibility (short & long term), and economic impact study to determine the optimal mix of outdoor sports fields (Fields or Project) for development in McCordsville, Indiana.

**Response Due Date & Time:** September 5<sup>th</sup>, 2024 12:00 p.m.

This Request for Proposal (RFP) is an official notification of needed professional services. This RFP is being issued to solicit Proposals 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:**

Stan Wilson  
6280 W 800N  
McCordsville, IN 46055

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

**Selection Procedures:**

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

**Requirements for Proposal**

- A. General instructions for preparing and submitting a Proposal.
  - 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. Proposals shall be limited to twenty-five single (25) pages that include Identification, Qualifications, Key Staff, and Project Approach.
3. Proposals 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. Proposal 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 percentage 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 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:** McCordsville, Indiana is a suburb of Indianapolis located in the northeast corner of the metro area. The Town is one of the fastest growing communities in Indiana with a current population of around 12,500 residents and approved developments that would see that rise to approximately 20,000 residents over the next decade.

**Project Description:** The Town of McCordsville is interested in adding a Youth Sports Park. Priorities for this project would be program validation, site analysis, needs analysis, conceptual design, and planning budget.

- a. Meet with Town Staff and Local Stakeholders to determine the correct quantity and quality of fields and spaces to meet local needs.
  - a. Two Staff Meetings
  - b. Two Stakeholder meetings
  - c. Presentation to the Park Board
- b. Perform site analysis on up to 4 parcels identified by the Town to determine viability for the Sports Park.
- c. Prepare 2D black-and-white conceptual site plans on 4 preferred parcels to depict how fields, parking, roadways, pathways, play areas, stormwater infrastructure, and similar facility improvements could manifest on the property.
- d. Author a planning level budget to forecast capital build-out costs broken into phases for each site.
- e. Render a 2D color Conceptual Site Plan illustration, per site, for use by the Town.
- f. One 3d color rendering of the preferred site.