

McCordsville

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Town of McCordsville Comprehensive Plan – Request for Proposal

The Town of McCordsville is seeking proposals from qualified consultants for professional services to assist with the development of its Comprehensive Plan.

Milestone	Schedule
RFP Released	April 5, 2024
Questions Due to Town	April 19, 2024
Final Addendum Issued	April 26, 2024
Proposals Deadline	May 3, 2024
Proposal Evaluation & Interviews	May 6th – 22 nd
Proposal Selection	Late May
Contract Negotiations	Early June
Comprehensive Plan Kick-off	Mid-June 2024

Responses are solicited in accordance with terms, conditions, and instructions set forth in this Request for Proposal (RFP). All proposals are due no later than 4:00PM EST, May 3, 2024. Responses received after this time and date will not be accepted. **Only electronic submissions sent via email will be accepted.** Any correspondence or questions should be directed to Ryan Crum, Assistant Town Manager – Planning & Development, rcrum@mccordsville.org. The subject line of the email shall read **McCordsville Comp Plan Proposal Submission**.

About McCordsville

The Town of McCordsville, Indiana is a high growth suburb of Indianapolis. The Town's population is approximately 11,000 residents. The Town lies in the northwest corner of Hancock County and shares borders with the Town of Indianapolis, Town of Lawrence, and the Town of Fishers. The Town features two regional thoroughfares – US 36 and Mt. Comfort Road (CR 600W) which provide convenient connections to I-70 (2 miles), I-69 (5 miles), and I-465 (6 miles). The Town has historically been a bedroom community which the vast majority of housing being single-family homes. This is beginning to shift as the Town is in the midst of creating McCord Square, a 130-acre mixed-use, walkable town center development. Phase I of McCord Square opens in summer 2024.

Plan Overview

McCordsville's current comprehensive plan was adopted in 2011 with minor map updates in 2016. The Comprehensive Plan ("Plan") will need to follow IC 36-7-4-502 with regards to content and planning elements. The goal of the new Plan is to set a vision for the Town over the next 20 years. The Plan should include analysis, metrics, guiding principles, and recommendations for achieving the goals outlined by the Plan. The Town anticipates the majority of the time and effort of this Plan will be in the Planning Themes, public participation, and Goals, Objectives, and Actions portions of the Plan. The Town is not seeking lengthy historical analysis or a focus on gathering historical information or data. Town staff has a good amount of historical and current data compiled and will share that information and all other applicable materials, so that the Comprehensive Plan effort can quickly move to land use analysis. Additionally, the Town will be embarking on a new Parks and Recreation Master Plan later this year, and therefore, while a Park/Open Space Theme is necessary in this Plan, a deep dive is not necessary. The Plan should instead seek to identify recommendations and goals for the future Parks and Recreation Master Plan.

Plan Elements

Tentative timing for the Comprehensive Plan would begin June of 2024 and finish by end of year. The Plan should be designed to incorporate the following:

Overview of the Plan: Summary of the Plan and how it was developed. This would include a current community snapshot, and layout some major principles and recommendations of the Plan.

Public Participation: A full range of stakeholders encompassing citizens, business owners, Town Council, Plan Commission, town staff, and other community members and entities shall be engaged in this effort by means of an effective public participation process. The planning process should be designed and implemented to ensure the community is actively involved in the planning effort, identifying methods to provide meaningful input and expected points of engagement.

Background Research and Analysis: The successful firm will review previous studies, existing conditions, regional and adjacent jurisdictional initiatives, trends and forecasts, market and economic realities, and the current state of existing land uses, transportation, and infrastructure. Town staff will provide previous studies along with historical permit and other data to the successful firm. Town staff will also provide insights to the current state of land uses, transportation and infrastructure, as well regional context. The Town does not anticipate this portion of the Plan development process taking a considerable amount of time or effort.

Community Vision Statement: Establish a Vision for a McCordsville future that guides the Town towards long-term financial sustainability and the development of public infrastructure and amenities that will continue to make McCordsville an attractive community to live, work, and invest in.

Key Plan Themes or Topic Areas: The Plan should identify topic areas or planning themes which can be used to guide the direction of the Plan. Examples typically include: Land Use, Housing, Transportation, Parks, Public Facilities, etc.

Goals, Objectives, and Actions: Goals should provide intended outcomes expressed in simple terms for the Plan's topics areas or planning themes. Objectives will provide subthemes within the goal that serve to organize actions. Actions will identify a project, policy, or program, indicating the reasonable timeframe for completion and the party or parties responsible for each action.

Future Land Use and Character: In addition to the traditional Future Land Use Map, the Plan should identify desired character traits for focus areas identified by stakeholders (town gateways, critical corridors/areas, town center, mixed-use districts). The Plan should highlight the intent, uses, and preferred development standards for unique areas to help define the desired character. The land use should also be conveyed in GIS format that shall overlay the existing parcel map for easy understanding of the land use.

Thoroughfare Plan: The Plan shall include a Thoroughfare Plan that identifies roadway infrastructure needs based upon current and future growth. The successful firm will work with staff to evaluate and update functional classifications, typical and alternate cross-section renderings, and shall identify a list of transportation projects needed to support the Plan's vision. McCordsville's Bike and Pedestrian Master Plan is anticipated to be referenced and used as a guide for multi-modal transportation improvements and connection recommendations.

Deliverables: The consultant will be required to deliver a variety of Plan products at various stages of the project. Examples of the Plan deliverables can include, but are not limited to:

- Microsoft Word editable and Portable Document Format (PDF) file of the Draft and Final Plans
- Web-based version of the Final Plan
- Microsoft Word editable and Portable Document Format (PDF) file of an Executive Summary that is highly visually appealing, communicates the information in mostly graphics, and can act as a hand-out
- Geographic information system (GIS) files be compatible with ESRI's ArcGIS products.

Submittal Items

Proposal submissions should be no more than 15 pages (single-sided) (inclusive of resumés) with each of those pages using standard 8.5" x 11" sheets. The RFP submittal should include the following items:

- Introduction/Overview of entity/firm and any subconsultants.
- Describe familiarity with McCordsville and its regional context.
- Interest in the project and a brief description of relevant experience that makes the consultant uniquely qualified to perform the work described in this RFP.
- Identify the project manager/main point of contact for the project. Provide a resumé, qualifications, and references of the personnel who will be involved in the management of the delivery of the services proposed.
- Identify any subconsultant(s) and their intended role on the team. Provide the percentage of work anticipated to be assigned to any subconsultant(s).
- Describe the availability and manpower estimate for the project manager and team members who will be committed to completing the project through acceptance/adoption by Town Council.
- Narrative and graphics describing the consultant team's overall method and general

schedule to developing a Comprehensive Plan that meets the elements outlined in this RFP.

- Describe and outline the forms/methods of public participation as part of this plan.
- Samples of final documents and graphics from comparable projects completed within the previous five years (providing samples via hyperlinks are sufficient, such hyper-linked information does not count against the 15 page limit).
- Sample contract

Evaluation Criteria and Scoring

The following factors will be used in the selection process:

Past Experience/ Examples of Work: Demonstrates team/firm experience with similar projects of comparable size and complexity as well as the ability to complete work. Examples provided are well organized, concise, and user-friendly with high-visual quality.

Key Personnel Experience and Availability: Project Manager and Project Team demonstrate qualifications, expertise/skillsets, and availability to complete the Comprehensive Planning Process.

Project Approach: Demonstrates project understanding incorporating Comprehensive Plan elements, outlining a thoughtful and organized project approach, and coordinating timeline.

Public Participation Approach: Demonstrates an involvement approach designed to proactively, regularly, and thoughtfully engaging the community in meaningful ways, inclusive of an online presence.

Selection Process

Following an internal review of the proposals received, the Town intends to invite the top scoring consultants to be interviewed before making a final selection of a consultant for this project. If the Town desires to interview a consultant, that consultant will receive notification of the date and time of the interview. The selected consultant then will negotiate with the Town the project contract including scope of work, project schedule, and fee. If a reasonable contract, including fee, cannot be achieved with the respondent of choice, in the opinion of the Town, negotiations will proceed with the second-choice respondent until a mutually agreed upon contract can be negotiated. Once a consultant has been selected and contract negotiation has occurred, a consultant will be recommended to the Town Council for its

consideration and contract approval.

Legal Compliance

Work performed and maps and ordinances produced shall comply with all federal, state, and local laws.

The Town reserves the right to reject any and all proposals and to waive informalities, if at its discretion, the interests of the Town would be best served.

The Town reserves the right to accept a proposal other than the low cost proposal and to negotiate final terms and price once a specific proposal is selected.

Proposals must be valid for at least 60 days.

No payment will be made or costs reimbursed for the preparation of the proposals.

Consultant and its subcontractors shall not discriminate against any employee or applicant for employment with respect to the employee's hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of the employee's race, sex, religion, color, national origin, ancestry, age, sexual orientation, gender identity, familial status, disability, or United States military service veteran status.

Consultant must be enrolled in the E-Verify Program (the electronic verification of work authorization program of the Illegal Immigration Reform and Immigration Responsibility Act of 1996 (P.L. 104-208), Division C, Title IV, s.401(a), as amended, operated by the United States Department of Homeland Security or a successor work authorization program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work authorization status of newly hired employees under the Immigration Reform and Control Act of 1986 (P.L. 99-603) and verify the work eligibility of its newly hired employees through the E-Verify Program. Consultant shall not employ any "unauthorized aliens" as that term is defined in 8 U.S.C. § 1324a(h)(3).

Consultant must represent that it is not engaged in investment activities in Iran. Pursuant to Ind. Code § 5-22-16.5-8, a Consultant is considered to be engaging in investment activities with Iran if: 1) it has provided goods or services of Twenty Million Dollars (\$20,000,000.00) or more in value in the energy sector of Iran, including oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas; or 2) has extended Twenty Million Dollars (\$20,000,000.00) or more in credit to another party, for forty-five (45) days or more, if that other party will use the credit to provide goods or services in the

energy sector in Iran and is, at the time credit is extended, is identified on the list developed by the State of Indiana of parties it has determined to be engaged in investment activities in Iran. Consultant must not be listed on the list published and/or endorsed by the State of Indiana pursuant to Ind. Code § 5-22-16.5-9 as a company engaged in investment activities with Iran.