McCordsville

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Town of McCordsville Comprehensive Plan – Request for Proposal – Addendum, April 26, 2024

The Town of McCordsville's Request for Proposals (RFP) is modified as set forth in this Addendum. The original RFP remains in effect, except as modified by the Addendum. Respondents shall take this Addendum into consideration when preparing and submitting its Proposal.

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 – 22nd
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**.

Questions & Answers: The following questions were received by potential respondents and are answered below by the Town of McCordsville.

Q1: Can you confirm the deadline for the proposal submission?
A1: The deadline for Proposals to be submitted is May 3rd at 4pm.

Q2: What level of effort does the Town desire for Public Engagement? We understand, based upon the RFP, the Town has significant historical records related to growth and development, which will be helpful in identifying trends, analyzing growth, and developing projections.
   a. Is a public engagement/needs survey (web-based) desired?

b. Would you like to include a visual preference survey, to gauge the community's desires and preferences for future architecture, building styles, etc?

c. Does the Town want to conduct focus groups and/or key stakeholder interviews in addition to traditional community workshops/listening sessions?

A2: The Town does expect a traditional (web-based) engagement/needs survey to be conducted, with the ability to accept some paper surveys for residents who do not have access to the web-based survey. We do not expect the paper version to be promoted, simply having paper copies available at Town Hall would suffice. In addition to that survey, the Town would also like to do a visual preference survey, again web based. The Town also envisions focus groups/key stakeholder interviews, in addition to the traditional community workshops, and attendance at one community event (ie. party in the park), where a booth can be set-up and input gathered.

Q3: On page 5 of the RFP, the last bullet under "Submittal Items" the Town requests a *Sample contract*. Can you confirm that this does not count against the 15 page limit for proposals?
A3: The sample contract does <u>not</u> count against the 15-page limit for proposals.

Q4: Does the Town want to see a fee proposal as part of the response.
A4: Yes the Town would like to see a fee proposal.

Q5: Is there a target budget for this project?
A5: The Town has budgeted a minimum of $60,000, with additional funds available for contingency or elements deemed necessary for addition to the scope.

Q6: Does the Town have a desired milestone for the completion of the document and final adoption?
A6: Ideally the Plan would be adopted by the end of the 2024 calendar year. This deadline is subject to change based upon feedback and recommended schedule from the successful firm.

Q7: What type of plan are you seeking: a traditional land use plan or place typing?
A7: We are seeking a traditional land use plan, that incorporate may incorporate some place typing.

Q8: What is your professional budget fee?
A8: See A5 above.

Q9: Can you provide more information on how much public participation you are expecting and what type(s) of methods are you looking for?
A9: See A2 above.

Q10: In your deliverables, you have indicated a web-based version of the Final Plan. Can you provide more information on what you envision for web-based; is this an interactive PDF or something else?
A10: At a minimum the town expects a PDF of the Final Plan that includes embedded hyperlinks to ease navigation of the document while viewing on a computer, tablet, or smartphone. Additional interactive features are not required but may be viewed favorably. Additionally, the Town is interested in a summary

document that covers the major highlights, goals, and themes of the Plan, and includes hyperlinks that direct readers to commonly used portions of the Plan itself. The Town would also be interested in the creation of short videos describing what a Comprehensive Plan is and highlight the Comprehensive Plan vision, major goals and themes. We are open to discussions, during the interview process, on the best, most cost-effective way to achieve an informative, easy to read and navigate Comprehensive Plan for the public and those doing business with the Town.

Q11: You also mention a final Word document of the final plan; would you consider another file type or program? We have found that it's hard to achieve a graphically compelling plan using Word.
A11: We will consider another file type or program, but our preference is Word, due to our ability to edit this living/breathing document in the future. Respondents may include alternates that propose other programs besides Word, while also offering a Proposal that assumes a Word-based Plan.

Q12: Are there any subarea plans that we need to consider?
A12: The Town does anticipate areas of the Town that will need to be identify as sub-areas or critical corridors that will need further analysis, land use planning, place typing, etc. The depth and level of subarea/critical corridor analysis will depend upon budget and timeline, but at a minimum identification of these areas and some high-level goals will need to considered by the Comprehensive Plan. The Town is open to reserving areas of the Comprehensive Plan for subarea plans to be easily integrated into the overall Plan in the future, should the full depth analysis needed for the subarea or critical corridor not fit within this Comprehensive Plan budget and/or timeline.