

# REQUEST FOR PROPOSALS

City of Noblesville, Indiana  
Downtown Streetscape Master Plan

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Proposal Opening

Date: August 15, 2017

**REQUEST FOR PROPOSALS  
DOWNTOWN STREETScape MASTER PLAN  
CITY OF NOBLESVILLE, INDIANA**

The Downtown District committee of the City of Noblesville, Indiana is soliciting proposals for a comprehensive downtown streetscape master plan for the City of Noblesville. The results of this plan will help decision makers, stakeholders, investors, property owners, property tenants, and community members shape and elevate the function, form, aesthetics, and branding of the downtown district. The plan will draw from the many adopted plans (listed on page 4) for elements of the downtown.

The plan should provide a strategy and prioritized plan for enhancing all elements of both the hardscape and landscape. The plan must be graphical and text based. The goals and action steps of the Downtown Streetscape Master Plan are outlined below.

**PROJECT GOALS**

1. Developing a master plan that will identify potential comprehensive master plan amendments, identify potential Noblesville Alternative Transportation plan and thoroughfare plan amendments, pedestrian accessibility, landscape, lighting, wayfinding, parking, and façade improvements for the next 10-15 years.
2. Developing a plan that assists businesses, residents, and property owners in making decisions about future improvements and funding for the downtown based on the established vision.
3. Developing a plan that is visionary, a bold proposal for the downtown. Integrating current, unique features including the newly established Cultural Arts District, to engage a feeling of rediscovery of the community assets and elements that are uniquely Noblesville.
4. Fostering a positive relationship between neighborhood residents, businesses, and City and County government, while expanding the downtown vision to include the Federal Hill District and activation of the White River.
5. Enhance walkability, create a consistent and inviting streetscape character, strengthen economic vitality, provide outdoor space for dining and business, improve bike infrastructure, make more pedestrian and alternative transportation friendly, and assure safe, clearly identified consistent parking options.

**Downtown Streetscape Master Plan Action Steps:**

1. Review all identified plans, studies, reports and regulatory guidelines that impact the downtown area.
2. Survey of Existing Conditions in both written description and photographic documentation.
3. Forecast Future Conditions and identify needs/deficiencies based on population projections, traffic conditions, downtown consumer and stakeholder input, with a placemaking lens.
4. Offer a technical analysis of streetscape conditions and required maintenance including costs, schedules, and considerations.
5. Make recommendations for district-wide improvements/enhancements to study area including costs, schedules, and considerations via comprehensive master plan amendments.

## **Noblesville, Indiana Overview**

As one of the Indiana's oldest communities, Noblesville strives to strike a balance between modern and historic. The city that's nearly 130 years old and home to an estimated 60,000 people endeavors to mark its place as a stand-alone city firmly connected to its heritage and fast-becoming a developing urban district, while addressing the challenges of future growth.

Over the city's long history, certain icons remain. Specifically, the picturesque Noblesville Courthouse Square, and the Hamilton County Judicial Center in the city's downtown, providing a physical attachment that gives the Noblesville community a strong foundation through years of rapid change. These assets have stimulated neighborhood-based economic development and brought vitality to the city's core.

Those iconic buildings, the old Courthouse and the new Judicial Center, are framed by an old-world, days-gone-by era of commercial blocks and the surrounding downtown streets, which gently blend into historic residential neighborhoods with brick-cobbled roads. The buildings around Noblesville's Square preserve their historic architecture; they are not newly-created facades but nod to the legacy the community fiercely embraces. Within those charming old structures are modern, locally-owned small businesses, featuring an old fashioned hand-scooped ice cream shop, on trend clothing boutiques, antiques, art studios, law offices, restaurants, and so much more, all of which bond Noblesville together with a unique vision of the past, present, and future. Our community's identity centers on a strong emphasis on preserving its history and heritage while embracing innovation and revitalization. This strengthens the authenticity of the community's composition with the richness of historic buildings and the buzz of interesting things happening all around them.

Noblesville is currently focusing on several placemaking initiatives, include trail connectivity, activation of underutilized spaces, walkability and accessibility all rooted in providing a positive experience by connecting our community around a wonderful, organic and historic asset in the Hamilton County Courthouse and surrounding blocks of businesses and residences. Noblesville city government, cultural arts organizations and community organizations have come together to help citizens rediscover this hipstoric® community – driving home a cultural identity hinging on Noblesville's people, places and experiences.

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## **SCOPE OF WORK**

### **Survey of Existing conditions**

- Purpose or reason plan is being undertaken
- Vision/Goal statement
- History and background
- Past planning efforts in the study area
- Current Comprehensive Plan land use designations, policies, and implementation steps that apply to the downtown study area
- Demographic survey of existing conditions including population, employment, income, and daytime population of the downtown area
- Current land uses and zoning
- Market analysis of the Downtown District

## Proposed Changes

- Technical Analysis and Proposed Changes
- Future land use plan as it applies to streetscape within PLANoblesville
- Community/Urban character and design
- Comprehensive Design guidelines
- Commercial and mixed use development zoning within PLANoblesville
- Goals, objectives, and policies to guide future development
- Implementation Plan
  - Concepts for developed & undeveloped sites
  - Concepts for hardscape & softscape improvements
  - Financing and ownership strategies for improvements based on national best practices
  - Suggested and/or proposed changes to zoning and/or regulatory changes required to implement identified plan elements
  - Timelines for implementation of goals (based on short, mid and long range) and estimated costs of proposed improvements

## Service Area

The area to be covered in the plan will be bounded by: John Street on the west, Wayne Street on the north, 11<sup>th</sup> Street on the east, and Hannibal Street on the south – and includes the city’s Seminary Park adjacent to Hannibal Street - all within the City of Noblesville.

## Required Review Reports

The Consultant selected to complete the plan is free to develop specific methodology as they deem appropriate. Additionally, related studies, reports and data archived by the City of Noblesville should be incorporated to the greatest extent practical.

- Including the PLANoblesville Comprehensive Master Plan, specifically the following focus pages:
  - Downtown
  - Design & Placemaking
  - Transportation
  - Arts & Culture
  - Parks
  - Review PLANoblesville Cheat Sheet
- 2007 DCI Downtown Strategic Plan
- City of Noblesville Style & Branding Guide
- City of Noblesville Alternative Transportation Plan
- Downtown Design Guidelines for Façade Improvement Grant Program
- Noblesville Street Tree Report (Internal Report Only)
- Downtown Noblesville Parking Study (yet to be published)
- Proposed Historic Preservation District Design Guidelines (Pending consideration for approval)
- Noblesville Residential Market Analysis - Housing Study

The City of Noblesville’s Downtown Streetscape Master Plan will be overseen by the Downtown District Committee of the City of Noblesville.

The Committee will include, and is subject to change due to availabilities.

Steve Cooke, Deputy Mayor  
Megan Wiles, Common Council President  
Brian Ayer, Common Council Member  
Rick Taylor, Common Council Member  
Mary Sue Rowland, Common Council Member  
Esther Lakes, Noblesville Chamber of Commerce Representative  
Craig Crosser, Noblesville Main Street Inc. Representative  
Dan Stevens, Hamilton County Administrator  
Matteo DiRosa, Resident and Downtown Noblesville Property Owner  
Aili McGill, Nickle Plate Arts Executive Director  
Bob DuBois, Noblesville Chamber of Commerce President  
Caleb Gutshall, Department of Planning and Development Assistant Director

The primary contact for the Downtown Committee is:

Megan Wiles, Noblesville Common Council President  
317-774-7789  
mwiles@noblesville.in.us

**Input and Community Relations**

Once chosen, the selected firm will meet with the Downtown Committee to better define the results being sought and the methodology the firm will use. This meeting is anticipated to take place on or about August 18, 2017.

The firm will provide preliminary findings to the Downtown Committee at which time refinements to the plan can be requested.

The firm will provide a final report and presentation to the Downtown Committee.

The firm will provide a final report and presentation to the Noblesville Common Council.

**Proposed Timeline for the RFP and Study Process**

The firm will provide a revised timeline based on current workload and the schedule of meetings provided as an attachment to this RFP.

**RFP Timeline**

Memorandum & RFP Request at Board of Works	June 27, 2017
Proposals Due to the City	August 15, 2017, 9:00am
RFP’s accepted/opened at Board of Works meeting	August 15, 2017, 9:00am
Interview of Responsive Candidates (optional)	August 18, 2017, 10am – 2pm
Selection of Consultant by Downtown Committee	August 21, 2017

**Contract Timeline**

Execution of Contract for Services	August 23, 2017
Approval of Contract by BOW	August 29, 2017
Approval of Funding from Council	August 29, 2017

**Study Process Timeline**

Initial meeting with Downtown Committee	August 31, 2017, 4:00pm
Completion of relevant document review	September 8, 2017
Hosted tour of study area	Week of September 11, 2017
Stakeholder Meetings:	Week of September 25, 2017
City Staff and Administration, City Council & County Administration	
Cultural Arts District Committee (includes Tourism, Chamber & Main Street)	
Submit/Present Initial Findings & Concepts	October 20, 2017
Public Outreach Meeting	October 25, 2017
Final presentation of material to Downtown Committee	November 3, 2017
Final presentation to Common Council	November 7, 2017

**Work Product**

The final report should be delivered to the community both as a PDF file, an editable electronic file, and in hard copy consisting of a minimum of ten (10) bound copies. An electronic copy of the Downtown District Committee and Common Council presentation materials should be provided as well.

**CRITERIA FOR EVALUATION OF PROPOSALS**

<p><b>1. Qualifications of Consultant</b></p> <p>Experience completing this type of streetscape plan Experience working with similar sized communities</p>	<p><b>40 Points</b></p>
<p><b>2. Proposed Planning Methodology</b></p> <p>Integration of current adopted city plans into process Planned use of existing community character into project goals</p>	<p><b>20 Points</b></p>
<p><b>3. Understanding of RFP</b></p> <p>Community Context and boldness of plan Goals and purpose of streetscape plan</p>	<p><b>40 Points</b></p>
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<p><b>Total</b></p>	<p><b>100 Points</b></p>

**A complete submission will include:**

- Narrative response to RFP limited to no more than 20 pages
- Brief statement of qualifications, including summary of key personnel who would be assigned to the project (no full resumes)
- List of references for similar projects
- Cost of proposal **(in a separate sealed envelope attached to submission)**
  - The cost will not be opened until the committee evaluates the proposals.

The Downtown Committee reserves the right to waive any irregularities or informalities, and the right to accept or reject any and all proposals, including, but not limited to, any proposal that does not meet bonding requirements, or proposals which do not furnish the quality, or offer the availability of materials, equipment or services as required by the specifications, description or scope of services, or proposals from offerors who lack experience or financial responsibility, or proposals not made to form. The Downtown Committee reserves the right not to award contracts to the firm with the lowest cost, and may require new proposals.

The Downtown Committee may rescind the award of any proposal within one week thereof or at its next regularly scheduled meeting, whichever is later, when the public interest will be served thereby.

The top firms will be short listed for an interview process.

The award of a contract is subject to approval of the Noblesville Common Council.

The firm selected shall forward the proposed form of a contract to the Council President c/o the City Clerk within ten (10) days of selection.

Only sealed proposals received by the Downtown Committee will be accepted; proposals submitted via email are not acceptable.

Response to this RFP is due to:

Council President Megan Wiles  
c/o Evelyn Lees, City Clerk  
City of Noblesville, Indiana  
16 South 10<sup>th</sup> Street  
Noblesville, IN 46060

**To be received no later than 9:00am, August 15, 2017.**