

# REQUEST FOR PROPOSALS

City of Noblesville, Indiana  
Comprehensive Plan Update: Phase 2

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Proposal Opening

Date: July 23, 2019

**REQUEST FOR PROPOSALS  
COMPREHENSIVE PLAN: FINALIZATION  
CITY OF NOBLESVILLE, INDIANA**

The Planning and Development Department is soliciting proposals to perform professional services work involving an update of the Comprehensive Plan for the City of Noblesville, Indiana.

On July 25<sup>th</sup> 2017, the City executed a contract with American Structurepoint to conduct a Planning and Economic Development component of the Pleasant Street extension project. The scope included various elements of an update to [PLANoblesville](#), the City's Comprehensive Master Plan. PLANoblesville was adopted January 28, 2014 and updated March 29, 2016.

The Planning and Development Department closed out the contract with American Structrepoint on July 17, 2019. At the closeout, the 2019 Comprehensive Plan Update ("Phase 1") is approximately 90% complete, and the DRAFT document can be found at this link:

<https://www.cityofnoblesville.org/egov/apps/document/center.egov?view=item;id=8131>.

This request for proposals is to complete the Comprehensive Plan Update and take it through the adoption process ("Phase 2"). The following actions steps will need to be included in the Scope of Work:

**Comprehensive Plan Update: Phase 2 Steps:**

- Evaluate and modernize the City's full menu of future land use categories;
- Develop a detailed land use specific Sub-Area Plan for Wayne Township;
- Further develop the DRAFT Central Hub Sub-Area Plan to include detailed land use recommendations;
- Identify areas with infill potential and provide land use recommendations;
- Evaluate the Floodway/Floodplain areas within the City's boundary and identify any mitigation opportunities, land that is "untouchable," and detailed land use recommendations;
- Update the entire PLANoblesville's Future Land Use Map; and
- Facilitate a Final Comprehensive Master Plan document through adoption.

**Comprehensive Plan Update – Consultant Selection Committee:**

The Selection Committee will include, and is subject to change due to availability, etc.

- Sarah Reed, Director of Planning and Development
- Caleb Gutshall, Assistant Director of Planning and Development
- John Ditslear, Mayor
- Chris Jensen, Mayor Elect - 2020
- Alison Krupski, City Engineer

## **Service Area**

The area to be covered in the study is the City of Noblesville, the extra-jurisdictional planning area, and Wayne Township.

## **Minimum Required Elements**

The Consultant selected to complete the study is encouraged to develop a specific methodology in response to the Comprehensive Plan Update: Phase 2 Steps as they deem appropriate. It is recommended that Consultants responding to this RFP also exhibit an understanding of the minimum required elements below and suggest additional elements, and costs associated with those elements, that will aid the City in being pro-active in development and redevelopment efforts in the future.

In any event, the final document should, at a minimum, quantify the following data elements:

- All of the Comprehensive Plan Update: Phase 2 Steps as identified (on Page 2 of 6) with details, timeline, public input, cost estimates, etc.
- Develop a Land Use Pattern Book, as identified in the DRAFT Comprehensive Plan Update's Action Plan
- Develop an Infill Design Toolkit, as identified in the DRAFT Comprehensive Plan Update's Action Plan;
- Incorporate the White River Vision Plan into the DRAFT Action Plan
- Identify and plan for roundtable stakeholder group meetings with: developers & builders, residents, business owners, real estate, tourism, etc. to continue the momentum created during the Phase 1 of Comprehensive Plan Update process.
- Include public input opportunities including at least two (2) public open house events,
  - One (1) in the early stages, to get input, and
  - One (1) at the end for a draft presentation/review.

## STUDY PROCESS AND TIMELINE

The City of Noblesville's Comprehensive Plan Update: Phase 2 will be overseen by a Steering Committee. The Steering Committee is proposed to include, but is not limited to, the following and is subject to change due to availability, Selection Committee modifications, etc.

- Sarah Reed, Director of Planning and Development
- Caleb Gutshall, Assistant Director of Planning and Development
- John Ditslear, Mayor
- Chris Jensen, Mayor Elect - 2020
- Mark Heirbrandt, Hamilton County Commissioner
- Noblesville Engineering
- Noblesville Economic Development
- Darren Peterson, Common Council Member
- Blake Anderson, Plan Commission Member
- Dave Burtner, Board of Zoning Appeals
- Bob Dubois, Chamber of Commerce President/CEO
- Tom Dickey, Developer
- Jonathan Isaccs, Builder

The primary contact for the Steering Committee is:

**Sarah Reed, AICP**

Director of Planning and Development

317-776-6325

[sreed@noblesville.in.us](mailto:sreed@noblesville.in.us)

## Input and Community Relations

Once chosen, the selected firm will meet with the Selection and Steering Committees to better define the results being sought and the methodology the firm will use. This meeting is anticipated to take place early September, 2019.

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

The firm will provide a timeline for the Study Process based on current workload and the schedule of meetings that can be found at this [website link](#).

**RFP Timeline**

Memorandum (RFP Request) at Board of Works (BOW)	July 23, 2019
Selection Committee Publishes RFP (after BOW approval)	July 23, 2019
Proposals Due to the Planning Department	August 12, 2019
RFP’s accepted/opened at Board of Works Meeting	August 13, 2019
Interview of Responsive Candidates (optional)	Week of August 19, 2019
Selection of Consultant by Steering Committee	Week of August 26, 2019

**Contract Timeline**

Execution of Contract for Services	Starting September 2, 2019
Approval of Contract by BOW	September 10, 2019

**Study Process Timeline**

Initial Steering Committee Meeting	Week of September 16, 2019
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**CRITERIA FOR EVALUATION OF PROPOSALS**

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|---|-------------------------|
| <p><b>1. Qualifications of Consultant</b><br/>         Experience with comprehensive plans/updates<br/>         Experience developing detailed land use typologies<br/>         Experience working with similar sized communities</p> | <p><b>40 Points</b></p> |
| <p><b>2. Proposed Study Methodology</b><br/>         Sources of data<br/>         Planned use of existing data and resources to maximize efficiencies<br/>         Timeline into 2020 for adoption</p>                                | <p><b>20 Points</b></p> |
| <p><b>3. Understanding of RFP</b><br/>         Community context<br/>         Correlation with Phase 1<br/>         Expansion of Phase 1, including action items and capstone projects</p>  | <p><b>40 Points</b></p> |

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<b>Total</b>	<b>100 Points</b>
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**A complete submission will include:**

- Narrative response to RFP
- Participation in interview process
- Brief statement of qualifications, including summary of key personnel who would be assigned to the project
- 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 Selection 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 Selection Committee reserves the right not to award contracts to the firm with the lowest cost, and may require new proposals.

The Selection 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 firm selected shall forward the proposed form of a contract to the Director of Planning and Development within ten (10) days of selection.

Only sealed proposals received by the Department of Planning and Development will be accepted; proposals submitted via email are not acceptable.

Response to this RFP is due to:

Sarah Reed, AICP  
Director of Planning and Development  
City of Noblesville, Indiana

16 South 10<sup>th</sup> Street  
Noblesville, IN 46060

[sreed@noblesville.in.us](mailto:sreed@noblesville.in.us)

**To be received no later than 4:00pm, August 12, 2019**