

Request for Proposal for Town Planning Project Manager

April 6, 2021

The Harrison County Community Foundation (HCCF) is seeking written proposals from qualified firms to provide project management services regarding town planning for the ten incorporated towns located in Harrison County. This Request for Proposal contains background information on HCCF and specific information that must be included in the proposals submitted.

HCCF is a public foundation established to inspire and assist everyone to experience philanthropy, producing positive and sustainable growth in Harrison County, Indiana. More information on our history and operations may be found at <http://www.hccfindiana.org>

In 2019-2020, HCCF embarked on a community leadership planning initiative, which led to the realization of the importance for each of the incorporated towns in Harrison County to have resources for town planning. Harrison County, Indiana includes the following ten incorporated towns: Corydon, Crandall, Elizabeth, Laconia, Lanesville, Mauckport, Milltown, New Amsterdam, New Middletown, and Palmyra.

With grant funding from Lilly Endowment Inc. as well as funding from HCCF, this Town Planning initiative will provide the resources for each town to create or update a Comprehensive Plan and an Asset Management Plan. The goal is for these plans to be used to leverage outside funding available to towns for infrastructure support. Residents and key stakeholders will have the opportunity to be involved in Community Conversations and provide input about the future of their community. Elected town officials will use the support and resources from the town planning initiative to drive future decisions and opportunities.

HCCF is seeking a Project Manager qualified in town planning, experienced in working with Indiana state funding resources, and with the project management, planning and communication skills needed for a community planning project of this scope. The Project Manager would report directly to Julie Moorman, President & CEO at HCCF.

Proposals must be submitted electronically no later than **4:00 PM EST, April 30, 2021**, via email to Julie Moorman, President & CEO at juliem@hccfindiana.org

Questions may be directed to Derrick Grigsby, CFO at derrickg@hccfindiana.org

We look forward to a response from you, and will be in contact with potential Project Managers after reviewing the responses in detail.

Thank you,

Julie Moorman
President & CEO

STATEMENT OF QUALIFICATIONS

The proposal should include responses to the following qualifications:

1. Name, address and brief description of firm.
2. Resumes of key personnel to be assigned to this project.
3. A one-page narrative as to firm's interest, particular abilities and qualifications related to this project.
4. Description of other projects designed by this firm and key personnel pertinent to this project. Include reference contact information.
5. Examples of knowledge, expertise and/or experience with other related work.
6. Firm's proximity to the work area.
7. Knowledge and experience working with agencies listed in the Scope of Work.
8. An understanding of the basic elements of a Comprehensive Plan and Asset Management Plan in the State of Indiana.

SCOPE OF WORK

The proposal shall include how the Project Manager shall perform the following scope of work:

- Oversee the Town Planning Project and will report to HCCF President & CEO.
- If used, oversee independently contracted planning consultants for various aspects of the project including but not limited to full Comprehensive Plans or Asset Management Plans for individual incorporated towns with approval by HCCF President & CEO.
- Create and utilize a template for Comprehensive Plan and Asset Management Plan to ensure consistency among towns while also meeting requirements for Community Development Block Grants (CDBG) through the Indiana Office of Community and Rural Affairs (OCRA) and Community Crossings Matching Grants (CCMG) through the Indiana Department of Transportation (INDOT).
- Work with River Hills Economic Development Regional Planning Commission and towns to leverage outside funding to support costs of plans.
- Assess needs of each incorporated town by working closely with town elected officials.
- Host inclusive community conversations in each town for resident and stakeholder feedback utilizing various communication channels and using safeguards due to COVID-19. This may include in person meetings, blended meetings, virtual meetings, surveys, etc.

- Collaborate with town officials and state agencies to ensure plans meet requirements for leveraging outside grants and opportunities.
- Provide periodic updates and/or presentations to HCCF Board of Directors, County Government, Town Government, and other leadership groups.
- Create and utilize an evaluation tool to assess quantitative and qualitative data from the planning process from each town.
- Provide input for semi-annual grant reports to Lilly Endowment, Inc. regarding the project as it relates to their funding stream.

COMMUNICATION EXPECTATIONS

Communication Expectations for the Town Planning Project shall be as follows:

- Informal update reports to HCCF: weekly
- Community Conversations for Towns: Minimum of at least one per town
- Informal update to Town Officials: As needed to complete town planning process
- Visit to Town Council Meetings: Two per town or more as needed during the process
- Formal presentations to Town Officials: once per town at conclusion of town planning process
- Formal presentation to HCCF Board of Directors: no more than twice annually
- Formal presentation to Harrison County Commissioners: no more than once annually
- Formal presentation to Harrison County Council: no more than once annually
- Formal presentation to Harrison County Planning Commission: no more than once annually
- Formal presentation to special leadership groups: no more than twice annually

TIMELINE FOR TOWN PLANNING PROJECT

Timeline for the Town Planning Project shall be as follows:

Year 2021: two towns begin town planning process

Year 2022: four towns begin town planning process

Year 2023: four remaining towns begin town planning process

Year 2024: Finalize reporting outcomes and final deliverables for HCCF and funding partners including but not limited to Lilly Endowment, Inc.

BUDGET

Project Manager shall submit an itemized budget including the following:

- Overall Project Management Fees.
- Budget for each Comprehensive Plan, Asset Management Plan, and Community Conversations by town.
- Budget should include any expenses related to independently contracted planning consultants.
- If budget includes estimates for outside grants used to offset costs of plans, then these amounts should be clearly noted.
- Any fees for separate services outside the scope of work listed above and explained.

EVALUATION CRITERIA FOR FIRM SELECTION

Evaluation of the RFP responses will be based upon qualifications, completeness, clarity, delivery time, cost, follow-through on directions, and the demonstrated ability of the firm to complete the Project. HCCF reserves the right to solely determine which firm is best suited to be selected.

Proposal Evaluation criteria shall include:

- Specialized experience or technical expertise of the organization and its personnel in connection with the scope of services to be provided and complexity of the project.
- Past record of performance on contracts, including quality of work, timeliness and cost control.
- Capacity of the organization to mobilize, undertake, and successfully perform the work within time limitations, taking into consideration the current planned workload of the firm.
- Familiarity of the organization with this type of project or problems applicable to the project.
- The Budget submitted in the proposal

PROPOSAL FORMAT

The proposal shall include the following headings with responses to each corresponding section from the RFP above:

1. Statement of Qualifications
2. Scope of Work
3. Communications Expectations
4. Timeline for Town Planning Project
5. Budget