



REQUEST FOR PROPOSALS & QUALIFICATIONS (“RFPQ”) FOR COMPREHENSIVE PLANNING SERVICES

Approved for Public Distribution by Tipton County Plan Commissioner on Thursday, June 6, 2024.

I. PROJECT INTRODUCTION

Tipton County, Indiana is soliciting an experienced planning firm to create a new, 10-year Comprehensive Plan with a 20-year outlook. Tipton County last adopted its Comprehensive Plan in 2013 and would like an updated plan for future development, land use, development of public ways, public places, public lands, public structures, and public utilities, in accordance with Indiana Code 36-7-4-502. The county is seeking a qualified planning firm to help guide the county’s decisions and overall direction of the community.

Qualified firms are invited to submit a proposal demonstrating their approach to the development of a new Tipton County Comprehensive Plan. This approach should detail project methodology for completing the countywide comprehensive plan. This methodology should detail how local municipalities, including the City of Tipton, would be incorporated as the community is currently considering the formation of an Area Plan Commission (APC). Proposals should include a process by which concurrent planning would be done, regardless of the APC decision.

II. TIPTON COUNTY PROFILE

Tipton County, situated in the heart of Indiana, is a vibrant community known for its rich agricultural heritage, strong industrial base, and close-knit neighbors. With a population of approximately 15,500 residents, the county offers rural charm and amenities, making it an appealing place to live, work, and play. As Tipton County looks towards the future, it seeks to develop a comprehensive plan that will guide its growth and development in a sustainable manner.

The economy of Tipton County is primarily characterized by agriculture and manufacturing industries. The county's fertile land supports a thriving agricultural sector, while its strategic location along major transportation routes make it an attractive destination for businesses seeking to establish a presence in the region. Tipton County is home to a diverse range of employers, from small businesses to multinational corporations, providing residents with growing job opportunities.



The county's current housing stock is primarily comprised of single-family residential products.

U.S. 31 and State Road 28 run through Tipton and are significant transportation corridors for the county. The junction of these two roadways presents an opportunity for future growth.

III. SCOPE OF PROJECT

1. Review and analyze existing, adopted planning documents.
2. Complete community outreach to generate a vision, goals, and objectives for the county and participating municipalities to address the desired balance of land uses, locations, design character and densities.
3. Demographic analysis that includes population statistics and trends. This analysis should include a complete examination of education, employment, income, housing, and other population characteristics. The analysis should provide an overview of the county and identify trends that will impact future land use decisions.
4. Environmental analysis that examines existing flood hazard areas, wetlands, and other environmentally sensitive areas. Provide recommendations for future development regarding existing conditions.
5. Economic development analysis that identifies future development opportunities, utility needs, policy recommendations, and an overview of appropriate financial tools.
6. Parks and recreation analysis that provides an inventory of existing public recreation areas, park lands, playgrounds, etc. Identify needs and opportunities.
7. Infrastructure analysis that identifies the location of existing infrastructure and future improvements including road, water, and wastewater, electric, gas, rail, and broadband utilities. Location of future improvements based on land use and growth recommendations should also be provided.
8. Identify emerging trends and the suitability of existing land use regulations, public/private facilities, and services to meet the growing and changing needs of the population in the county and participating municipalities. The plan shall also explore where public and/or private initiatives shall be necessary to maintain and improve services and facilities.



9. Analyze the current and trending land use against public input to develop and finalize a Future Land Use Map for inclusion within the plan. This should include recommendations for future land uses in the county and participating municipalities, including identifying areas appropriate for future development of all types and areas to be maintained as agricultural areas, recommendations to address long-term housing needs, and recommendations for transportation and infrastructure enhancements.
10. Develop comprehensive plan goals, objectives, and implementation strategies.

Note that the final scope of services shall be negotiated with the chosen consultant.

IV. DELIVERABLES

1. Final comprehensive plan document that is clearly organized with compelling graphics to appropriately present the plan.
2. A condensed version of the overall goals, objectives, and implementation strategies for public consumption and internal reference.
3. All final documents shall be able to be shared on the county website and published in print form.

V. INFORMATION REQUESTED IN RESPONSE

Your response must include your proposal to address the following Tipton County goals and requirements:

Your response should include the following additional information:

1. Cover letter indicating interest in the project and:
 - a. The name, address, and telephone number of the individual/organization
 - b. Type of organization
 - c. Primary contact person and email address for the organization
 - d. In the event the organization proposes a joint venture with a partner (or subconsultants), the submittal should provide the same information with respect



to the proposed co/sub consultants, along with a letter of commitment to the partnerships

2. Background of your company, including the qualifications and experience.
3. Project approach describing anticipated project scope and the firm's approach, and anticipated deliverables.
4. Project team members & structure (please provide for primary and all subconsultants) indicating qualifications and experience of the individual project team members, roles and responsibilities, and organizational chart.
5. Your proposed schedule of completion which includes a specific timeline of tasks.
6. Your proposed price to complete this project and manner of payment (NOTE: All payments are subject to Tipton County's statutory claims procedure).
 - a. Pricing should indicate costs to complete the planning process with and without participation from municipal governments in the county.
7. No less than three references of comparable projects/clients including:
 - a. Name, title, and contact information.
 - b. Description of project

VI. SUBMITTAL/REVIEW TIMELINE

1. Publication of the RFPQ – June 7th, 2024
2. Questions Regarding RFPQ Due – June 21st, 2024
3. Responses to Questions Released – June 27th, 2024
4. Submittal Deadline – 12:00p EDT, July 3rd, 2024
5. Interview with Selected Respondents – Week of July 15th
6. Anticipated Project Award – Week of July 29th

VII. SELECTION PROCESS

A committee of County Council Members, Commissioners, Plan Commission Members, and Redevelopment Commission Members will review all submittals. The committee will



select the entity that is deemed to be in the county's best interest. In making its selection, the county may consider the ability of the Planning Firm to deliver reasonable outcomes as demonstrated through past or ongoing projects, as well as any additional information not requested in this RFPQ or not included in the Proposals received.

Based upon its review and evaluation of the written responses, the committee intends to select the response, which is the most advantageous to Tipton County, all in accordance with IC 5-22-9-7. Discussions may be conducted with those responding before a final decision is made, all in accordance with IC 5-22-9-2(4) and IC 5-22-9-9.

The RFPQ process is non-binding, does not imply a commitment to move forward with the project. The county reserves the right to reject all submittals and to cancel at any time. The county shall have no liability to any proposer arising out of such cancellation or rejection.

The factors or criteria that will be used in evaluating the responses are:

- a. Responsiveness to information and requirements set forth in Sections III, IV and V above;
- b. Total cost of the project;
- c. Qualifications, experience and expertise;
- d. Any discussion with references provided;
- e. Which response is all in all the most advantageous for Tipton County; and
- f. The most favorable terms for the county, taking into consideration price and other evaluation factors.

VIII. INSTRUCTIONS FOR SUBMISSION

Vendors who wish to respond to this Request for Proposal ("RFP") must submit on or before July 3, 2024, at 12:00PM EDT, eight (8) hardcopies of their written response and one electronic response to:

Steve Niblick
Tipton County Community Development
101 E. Jefferson Street
Tipton, IN 46072
sniblick@tiptoncounty.in.gov

All such responses shall be labeled on the outside of the envelope as follows:

RE: Response to Tipton County Comprehensive Plan RFP



FROM: (Firm Name)

ADDRESS:

PHONE & EMAIL:

CONTACT PERSON:

All responses must contain the information and comply with the requirements set out in Paragraph V. All responses become the property of Tipton County and will not be returned to the responding vendors. The Board reserves the right to reject any or all responses; to waive informalities and minor irregularities in responses received; and to accept or reject responses if deemed in the best interests of Tipton County to do so. All costs associated with the response preparation will be borne by the responding party.

Any questions concerning your response should be directed to:

Steve Niblick
Tipton County Community Development
101 E. Jefferson Street
Tipton, IN 46072
sniblick@tiptoncounty.in.gov

Deadline for questions regarding this request for proposal is June 21st, 2024.

IX. RESERVATION OF RIGHTS

The county reserves the right to reject all respondent teams, decline to proceed with selection of any candidates, to request additional qualifications, and to make inquiries as may be necessary to verify qualifications.

X. ADDITIONAL INSTRUCTIONS, NOTIFICATION, and INFORMATION

The county reserves the sole right to (1) evaluate the qualifications submitted; (2) waive any irregularities therein; (3) reject any or all Respondents submitting qualifications, should it be deemed in the county's best interest to do so.



Tipton County Comprehensive Plan Evaluation Sheet

Company Name:

Evaluator Name:

Date:

Evaluation Criteria

Each category should be scored on a scale of 1 to 10 where 1 is the lowest and 10 is the highest. The weighted score will be calculated by multiplying the raw score by the weight of each criterion.

Criteria	Points Possible	Score
a. Responsiveness to Sections III, IV, and V	20	
b. Total Cost of Project	15	
c. Qualifications, Experience, and Expertise	25	
d. Discussion with References	10	
e. Overall Advantageous to Tipton County	20	
f. Favorable Terms for the County	10	
Total	100	



Instructions for Evaluators:

1. Responsiveness to Sections III, IV, and V (20 pts)

- Evaluate how thoroughly and accurately the proposal addresses the requirements and information detailed in these sections. Consider clarity, completeness, and understanding of the county's objectives.

2. Total Cost of Project (15 pts)

- Assess the total cost presented in the proposal. Consider whether the cost is reasonable, competitive, and provides value for fee.

3. Qualifications, Experience, and Expertise (25 pts)

- Review the qualifications, credentials, and relevant experience of the proposing team. Higher scores should reflect greater relevance and proven success in similar projects.

4. Discussion with References (10 pts)

- Consider feedback from provided references regarding the proposer's professionalism, ability to meet deadlines, quality of work, and past project successes.

5. Overall Advantageous to Tipton County (20 pts)

- Determine which proposal offers the most benefits to Tipton County overall.

6. Favorable Terms for the County (10 pts)

- Evaluate the terms of the proposal, such as payment terms, project length, and other factors that could pose risks or benefits to the county.

Scoring Summary

Add up the scores for each category to get the total score. The maximum possible score is 100.

Comments and Justification:

Provide additional comments and justification for scores assigned, particularly for extremely high or low ratings.