

REQUEST FOR PROPOSALS

RFP 18-05.03

City of Hobart Conservation Zoning and Sub- Area Plan

September 5, 2018



6100 Southport Road
Portage, Indiana 46368
(219) 763-6060
www.nirpc.org

Requests for alternate formats of this document may be directed to cbrown@nirpc.org.
TTY users may also dial Relay Indiana at 711.

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1. PROCUREMENT OVERVIEW

1.1. Description

The Northwestern Indiana Regional Planning Commission, herein known as the Commission, desires to engage a qualified planning consulting firm who will work with the City of Hobart, Indiana. The selected firm will be responsible for producing adoptable zoning ordinance language for a new Conservation Zone, and create an environmentally protective sub-area plan for a developing portion of the city encompassing vulnerable segments of Deep River and Sprout Ditch for the City of Hobart.

1.2. Background

The Commission is a multi-purpose, area-wide planning agency representing local governments within Lake, Porter, and La Porte counties in Indiana. It is governed by a board of fifty-three Commissioners, all being elected officials. The 1,520 square mile planning area has a population of 771,815 according to the 2010 decennial census. The Commission is a unit of government and besides being the regional council of local governments, is the designated Metropolitan Planning Organization for transportation planning and programming in Northwest Indiana. For information please visit the Commission's website at www.nirpc.org.

The project seeks to create a new conservation zone classification within the existing ordinances of the City of Hobart and to create an environmental sub-area plan for the City of Hobart. The City of Hobart is located in Lake County at the southern tip of Lake Michigan, in Northwest Indiana. Hobart is a medium-sized city with a 2013 population of 28,894 with recognized concentrations of jobs, commercial centers, and medical services. Over 50% of the city's workforce is in manufacturing (18%), education, health care, and social services (23%), and retail (11%). Unique to the City of Hobart is the 1,000-acre Hobart Nature District and 1,800-acre Deep River-Sprout Ditch Conservation Corridor.

The City of Hobart has embraced its environmental assets as an important part of their place-making efforts. The city has created the Hobart Marsh Plan, designated a significant portion of its western area as a Nature District, embraced Lake George as a community center point, and supported green infrastructure projects.

At the same time, the city is also engaging in significant economic development efforts. These include identifying areas suitable for infill with higher end residential development and undeveloped areas for growth of business and light industrial parks. Due to location and existing environmental entities, the City of Hobart is well positioned for both their environmental and economic development efforts to succeed.

However, many environmental plans relevant to the City of Hobart have not been fully integrated within municipal codes and plans. This project will provide the city with resource documents and ordinance language that will allow for thoughtful economic use of land assets to support diversification of Hobart's economy, while preserving its ecological resources. These policies and policies and illustrations are needed to ensure that economic development continues without sacrificing vital natural areas that are part of its greatest community assets.

1.3. Method of Procurement

The method of procurement will be Competitive Negotiation.

1.4. Solicitation Schedule

Release date:	Wednesday, September 5, 2018
Deadline for inquiries:	Wednesday, September 12, 2018
Deadline for responses:	Wednesday, September 19, 2018

Deadline for submittals: Friday, October 5, 2018
Interview Date: Tuesday, October 9, 2018 or Wednesday, October 10, 2018
Contract Start Date: Monday, December 3, 2018

1.5. Contact

Lisa Todd
Northwestern Indiana Regional Planning Commission
6100 Southport Road
Portage IN 46368
P: 219-763-6060 ext. 161
ltodd@nirpc.org

2. INSTRUCTIONS TO PROPOSERS

2.1. Inquiries

Any question related to this solicitation shall be directed to the contact whose name appears herein. The Proposer shall not contact or ask questions of the department or agency for which the requirement is being procured. Questions shall be submitted in writing or by e-mail. Any correspondence related to a solicitation should refer to the appropriate Solicitation number, page and paragraph number. Oral interpretations or clarifications will be without legal effect. Only questions answered by formal written solicitation amendment will be binding. All questions and answers will be shared with the mail/e-mail list and posted on the Commission's website.

It is the interested parties' responsibility to contact the individual whose name appears herein to be added to the mail/e-mail list. If the interested party is not on the mail/e-mail list, they will not be sent any addendums, questions, answers, and etc. This can be done by submitting an email to Lisa Todd (ltodd@nirpc.org), with the subject line:

RFP 18-05.03 City of Hobart Conservation Zoning and Sub-Area Plan

All questions and clarifications are due by 12:00 p.m. CST on Wednesday September 12, 2018 with subject line: **RFP 18-05.03 City of Hobart Conservation Zoning and Sub-Area Plan.**

2.2. Instructions for Submittal

Proposer(s) must include the following information in the order outlined below in their submission of Proposal(s):

1. Individuals: Qualifications of and relevant experience of any and all members of the consulting team to be used, with an indication as to the team leader for any and all work, and what work each member(s) will do;
2. Company: Qualifications of and relevant experience of the company or companies;
3. Qualifications that are clearly evident and formidable in: a) urban and conservation planning; and b) facilitating public meetings including the collection and analysis of the results of the public meetings;
4. Proposer(s) must describe their capacity to perform the professional services;
5. Previous work: Names, titles, addresses, email addresses and telephone numbers of three client references, with local government and/or council of government references preferred;
6. A schedule of fees to be charged;
7. Executed Exhibits: Proposer(s) must submit all the attached Exhibits under Section 4.
8. Submission: each Proposer(s) must submit eight (8) hard-copy sets of Proposals, including one signed original, plus the contents of the proposals on one flash drive (in either MS-Word or Adobe PDF format), in a sealed envelope marked on the outside as follows: RFP 18-05.03 City of Hobart Conservation Zoning and Sub-Area Plan;
9. Completeness: All Proposal materials must be complete and be received at the offices of and addressed to: Northwestern Indiana Regional Planning Commission, 6100 Southport Road, Portage, IN 46368-6409.

2.3. Evaluation and Vendor Selection

2.3.1. Proposal Evaluation

Proposal(s) will be subject to an initial review by the Commission. Interested Proposers shall be deemed responsive if they conform to the essential requirements of this document which includes the specifications, terms, and conditions to be met.

All submitted Proposal(s) will then be reviewed by the review committee and a short list of Proposals scoring highest on the criteria (through application of the evaluation criteria) will be developed. Where there are apparent deficiencies, ambiguities and uncertainties present in the Proposal(s), the Commission may engage in discussions, in the manner most appropriate (either via writing or verbally), with interested Proposers for the sole purpose of addressing these deficiencies, ambiguities, and uncertainties.

2.4. Interviews, If Necessary

Interviews of top scoring candidates may or may not be necessary. After evaluation and scoring of the Proposal(s), the Committee may wish to interview the top scoring consultants. A relatively short notice will be given to those that would be invited for an interview; therefore this notification of the date is given in advance. Interviews will be held at the Commission's office in Portage, Indiana. Notwithstanding the above, the Commission reserves the right to select one Proposer based on the original submission of the Proposals, without negotiations with any Proposers or without oral presentations.

2.4.1. Evaluation Criteria

Responsive Proposal(s) will be evaluated in accordance with the following six evaluation and selection criteria, listed in general order of relative importance. The Commission will evaluate the Proposal(s) received based on the following criteria:

- 1. Demonstrated expertise in sub-area plans in a medium-sized community, 25 points**
- 2. Demonstrated expertise in zoning code analysis, conservation practices and zoning, and ordinance development, 20 points**
- 3. Demonstrated expertise in environmental planning and conservation development design, 20 points**
- 4. Capability and experience of the firm in working with multiple partners, 10 points**
- 5. Proposal reflects understanding of the Scope of Work in context of reference plans and documents, 10 points**
- 6. Past record of performance, 10 points**
- 7. Price Competitiveness, 5 points**

Each Proposal(s) will initially be reviewed to determine if it meets the minimum requirements. The Proposal(s) must be complete, in the required format and in compliance with all the requirements. A list of top ranked Proposals will be developed based upon the totals of each committee member's score for each Proposal.

At the conclusion of the evaluation process, the Evaluation Committee will recommend to the Finance and Personnel Committee whose Proposal is most advantageous to the Commission.

2.5. Deadline

All Proposal(s) must be received at the Commission by **Friday, October 5, 2018 at 12:00 p.m. CST**. No Proposal(s) will be accepted after this time and date. The Commission reserves the right to reject any or all Proposal(s) received.

3. **GENERAL CONDITIONS**

3.1. Definitions

Proposal(s): Proposal(s) may refer to a quote, proposal, sealed bid, or set of qualifications that is to be submitted by the Proposer.

Proposer: Proposer shall refer to a firm, agent, company, or person submitting a Proposal(s) to the Commission.

Contract: Refers to an agreement between the Proposer and the Commission in which a set of terms and conditions and a scope of work are agreed upon after evaluations have determined a competitive Proposer.

The Commission: The Commission refers to the Northwestern Indiana Regional Planning Commission.

Solicitation: Refers to this document.

3.2 Right of Rejection

The Commission reserves the right to postpone the closing/opening date for its own convenience and to reject any or all Proposal(s) for any reason.

3.3 Proposer Responsibility

The Proposer shall have the responsibility of satisfying all parts of this solicitation. It is the desire of the Commission to procure goods and services of the finest quality. No advantage shall be taken by the Proposer in the omission of any part of detail that would be necessary to fully satisfy all work required in this solicitation.

3.4 Familiarization of Scope of Work

Before signing a contract, each Proposer shall familiarize itself with the Scope of Work, laws, regulations, and other factors affecting performance of work. It shall carefully correlate its observations with requirements of the solicitation and contract and otherwise satisfy itself as to the expense and difficulties attending the performance of the work. The signing of a Contract will constitute a representation of compliance by the Proposer. There will be no subsequent financial adjustment, other than that provided by the Contract, for lack of such familiarization.

3.5 Responsive Proposal(s)

The Commission shall award contracts only to responsible/responsive Proposers who possess the potential to perform successfully under the terms and conditions of the Request for Proposals. The Proposer shall affirmatively demonstrate its responsibility and, when necessary, the responsibility of any proposed Sub-Contractors.

If information obtained by the Commission clearly indicates that the Proposer is not responsive and the Commission has doubts about the productive capability or financial strength of a Proposer that cannot be resolved affirmatively, a determination that the Proposer is non-responsive shall be rendered.

3.6 Eligibility

Proposers must not be on the U.S. Government Excluded Parties List System of ineligible firms. The successful Proposer will be required to comply with all applicable Equal Employment Opportunity laws and regulations.

4. **SCOPE OF WORK**

4.1. Project Background

The Northwestern Indiana Regional Planning Commission has been awarded a grant from the Indiana Department of Natural Resources Lake Michigan Coastal Program to develop a Conservation Zoning and Sub-Area Plan for the City of Hobart.

4.2. Project Overview

This project seeks a highly-qualified planning consultant or multi-consultant team to assist the City of Hobart in integrate conservation planning efforts within the Hobart Marsh Area and Deep River/Sprout Ditch Corridor into city municipal codes and plans.

4.3. Timeline

It is required that the Proposer complete and deliver all deliverables by June 30, 2019.

4.4. Scope of Work

The Commission desires to procure the services of a highly-qualified planning consultant or multi-consultant team to perform the following project tasks:

Timeline

1. Timeline with dates for all expected activities, work products, and stakeholder participation.

Stakeholder Involvement

2. Provide a detailed stakeholder participation plan that includes community leadership, conservation land managers, and the general public for receiving input and reporting back on initial findings and final recommendations, including regular workshops/meetings and social media outlets.
3. Develop and implement interview methodology to conduct in-depth interviews with stakeholder groups.
4. Develop and disseminate fact sheets, graphics, and other forms of information for stakeholder consumption.

Conservation Zone Classification as Part of Hobart Municipal Code

5. Analyze current zoning codes.
6. Create a new Conservation Zone classification to assist in facilitating by-right use and activities, conservation activities, compatible land uses, scale, form and design.

Deep River/Sprout Ditch Sub-Area Plan

7. Create site specific development design guidelines, which consider practicality, and recommend model policies with effective illustrations and anticipated environmental/social/economic benefits for both developers and conservation organizations to implement.
8. Integrate information from analysis of existing environmental conditions within the Deep River/Sprout Ditch Sub-Area with city land use and development plans.
9. Provide educational materials on potential impacts of conservation development standards on the economic development targets for the Deep River/Sprout Ditch Sub-Area.

4.5. Project Deliverables

1. Timeline from start to completion.
2. Factsheets, graphics and other information handouts for stakeholders.
3. Conservation zoning section to be adopted into existing zoning ordinance that will guide current and future conservation practices and encourage land use scale, form, and design compatible with the conservation land, restoration activities and ecological goals of the Calumet Land Conservation Partnership for the Hobart Marsh Focus Area and Hobart Nature District to prevent new incompatible uses on adjoining private property.
4. Sub-area plan with illustrative development plans, maps, model policies, and effective illustrations which are protective of water quality, conservation lands, and public open spaces access.

4.6. Current Documents Related to this Project

Research for the project scope of work can begin with a review of the studies that have been previously authored by other agencies. These include:

- City of Hobart Municipal Code, Chapter 154 Zoning
- City of Hobart Comprehensive Plan
- City of Hobart Economic Development Master Plan
- City of Hobart Industrial Design Guidelines
- City of Hobart Marsh Plan
- City of Hobart Neighborhood Quality of Life and Place Plan, Neighborhood Spotlight
- City of Hobart 61st and SR 51 Corridor Design Guidelines (current work)
- City of Hobart Stormwater Master Plan, Ross Township
- City of Hobart Stormwater Master Plan, Hobart Township
- Deep River-Portage Burns Waterway Watershed Management Plan
- 2014-2018 Lake County Parks Master Plan
- 2040 Comprehensive Regional Plan- NIRPC, 2011 and 2015 Update