

REQUEST FOR PROPOSALS

To Prepare

One Community-wide
Comprehensive Plan for
Wabash County, the City of
Wabash and the Towns of
LaFontaine, Lagro, North
Manchester and Roann,
Indiana

February 28, 2020

TABLE OF CONTENTS

SECTION ONE: REQUEST FOR PROPOSALS - INTRODUCTION..... Page 3

SECTION TWO: COMMUNITY BACKGROUND..... Page 4

 The Community Page 4

 Wabash County Snapshot (Population) Page 4

 Distances from Major Cities Page 4

 History Page 4

 Major Employers Page 5

 Accolades and Achievements Page 5

 Links to Economic and Tourism Websites Page 5

 Recent Planning History/Links to Relevant Planning Studies Page 6

SECTION THREE: PROJECT OBJECTIVES..... Page 7

SECTION FOUR: PROJECT DESCRIPTION..... Page 8

SECTION FIVE: PROPOSAL SUBMISSION REQUIREMENTS..... Page 11

SECTION SIX: RFP TERMS AND CONDITIONS..... Page 13

 Proposal Submission Evaluation Criteria Page 15

SECTION SEVEN: INSTRUCTIONS FOR COMPLETE PROPOSALS..... Page 17

SECTION EIGHT: SELECTION PROCESS AND PROCEDURES..... Page 18

 Project Schedule Page 18

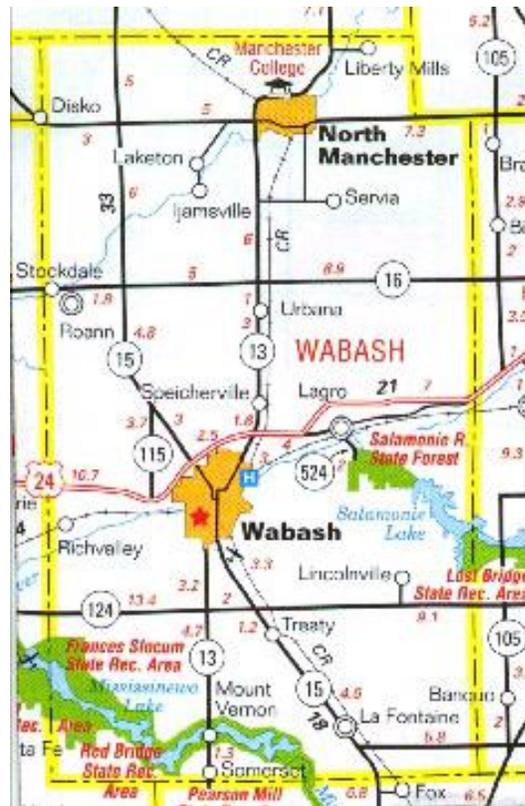
SECTION NINE: PROJECT ADMINISTRATION..... Page 20

SECTION TEN: RESERVATIONS..... Page 20

SECTION ONE: REQUEST FOR PROPOSALS - INTRODUCTION

Wabash County, the City of Wabash and the Towns of LaFontaine, Lagro, North Manchester and Roann (collectively “Wabash County”) have come together to initiate development of the first combined community comprehensive plan for the entire Wabash County community. This new plan will evaluate existing plans of the participating jurisdictions, including existing goals, objectives and strategies, and build on these elements based on emerging trends, issues, opportunities and public input. Wabash County is seeking a consultant team (“Consultant”) that will understand and appreciate the complexities that are inherent in undertaking a multi-jurisdictional project. The consultant will need to have an understanding of Indiana State law and requirements for comprehensive plans while also understanding the Wabash County community as a whole. The successful project will create a shared vision for future growth and development, encompass meaningful and inclusive public engagement, identify stakeholders, establish clear

guidance with a user friendly document and establish an achievable implementation plan.



SECTION TWO: COMMUNITY BACKGROUND

The Community

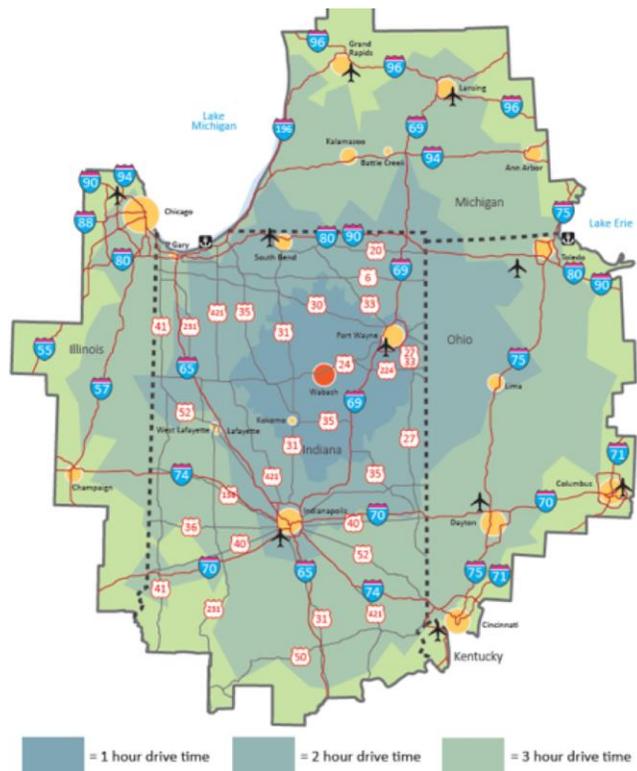
Located in northeast Indiana, Wabash County encompasses 421 square miles with a total population of 31,280. The county is surrounded by Kosciusko County to the north, Whitley County to the northeast, Huntington County to the east, Grant County to the south, Miami County to the west, and Fulton County to the northwest. The median age in 2019 was 41 and the median household income is \$53,798 where 29.53% of the households earn more than the national average each year.

Wabash County Snapshot (Population)

Wabash City – 10,054
 Wabash County – 31,280
 North Manchester – 5,805
 Roann - 455
 Lagro - 397
 LaFontaine – 833

Distance from Major Cities

- 46 miles from Fort Wayne, IN
- 82 miles from Indianapolis, IN
- 155 miles from Chicago, IL
- 172 miles from Cincinnati, OH
- 193 miles from Louisville, KY
- 208 miles from Detroit, MI



History

Wabash County, named after the Wabash River that runs through it, was formed in 1832 from Cass and Grant counties. Throughout the 1830s, many settlers arrived to the area by the Wabash and Erie Canal in pursuit of farmland. Fifty years later, on March 31, 1880, 10,000 people witnessed the city of Wabash become the “First Electrically Lighted City” in the world. The event involved the placement of four electric arc lights, called “Brush Lights” after their founder Charles Brush, on top of the Wabash County Courthouse. In addition to being recognized for light, Wabash County is also home to Indian captive, Frances Slocum, country singer Crystal Gayle, Honeywell Corporation founder, Mark Honeywell, and Hollywood production designer, John Corso. Despite the small size of the communities in Wabash County, several notable historic residents and guests have visited including Thomas Marshall, the former

Vice President of the United States (1913-1921); Andrew Cordier, co-founder of the United Nations (1945), and; Martin Luther King, Jr., who gave his last campus speech at Manchester University in 1968.

Major Employers

Manufacturing, agriculture, nursing care facilities, and education are top employment sectors in Wabash County. Major employers include Ford Meter Box Co. Inc, Living Essentials (*an energy drink company*), Manchester University, MPS Egg Farms, Strauss Veal Feeds, Peabody Retirement Community, Parkview Wabash Hospital, PaperWorks Industries, White's Residential & Family Services, Real Alloy, and Timbercrest Retirement Community. The November 2019 Unemployment Rate was 3.1%, which was slightly lower than the state average.

Accolades and Achievements

In the past six years, Wabash County has received four significant economic and business accolades and rankings.

1. In 2014, the City of Wabash became a **Stellar Community**, which is an award designated by the Indiana Office of Community & Rural Affairs Stellar Communities Program to provide resources for quality of place community improvements. The City of Wabash used Stellar funding for renovation of the historic Eagles Theater, construction of an all-inclusive playground for children of all abilities, façade improvements for downtown businesses, streetscape and connectivity improvements, trail connections, home rehabilitations, and increased multi-income downtown housing opportunities.
2. In 2016, Wabash was the winner of Small Business Revolution, a small town revitalization program by Deluxe, a small business consulting company. After the win, business experts from Deluxe, as well as guest and famous investor Robert Herjavec from ABC's hit show "Shark Tank," spent time in Wabash to help six downtown businesses become more sustainable. To find out more about Small Business Revolution, or to watch the episodes featuring Wabash businesses, click [here](#).
3. Wabash appeared in Site Selector Magazine's list of the 2018 Top Micropolitans by number of projects. To read more about this ranking, click [here](#).
4. Wabash received recognition in Visit Indiana's "20 in 20" list, which promotes 20 towns in Indiana considered a "must-see" in 2020. To read more about this recognition, click [here](#).

Links to Economic and Tourism Websites:

- <https://www.visitwabashcounty.com/>
- <http://www.manchesterlive.org/>
- <https://www.growwabashcounty.com/>
- <https://www.wabashmarketplace.org/>
- <https://neindiana.com/northeast-indiana/member-county-profiles/wabash-county>

Recent Planning History

The following list provides links to relevant planning studies completed in the last 15 years:

[Capital Improvement Plan \(2006-2012\)](#)

[City of Wabash Housing Strategy \(2019\)](#)

City of Wabash Parks and Recreation Master Plan (2010-2014) - *Hard copy* is on file at the City of Wabash

[Design Guidelines for Downtown Wabash Local Historic District \(2009\)](#)

[Eagles Theatre Study \(April 2013\)](#)

[Economic Development Plan \(2013\)](#) - Previous planning efforts that contributed to the development of the SIP 2014

[Economic Impact of Tourism Report 2016](#)

[Economic Impact of Tourism Report 2017](#)

[Hazard Mitigation Plan 2019](#)

[Honeywell Center Economic Impact Study \(2010\)](#)

[Imagine Wabash County Population Analysis - 2019](#) - Full report

[NEIRP Vision 20/20 Plan](#) - Northeast Indiana Regional Partnership's Vision 20/20 Plan

[North Manchester Comprehensive Plan 2015](#)

North Manchester Parks and Recreation Plan - *Hard copy* is available to review at the Town Parks Office

Wabash ADA Transition Plan (2012) - *Hard copy* is on file at the City of Wabash

[Wabash ADA Transition Plan \(2013\)](#)

[Wabash Marketplace, Inc. Public Art Master Plan \(2013\)](#)

[Wabash Stellar Plan \(2014\)](#) / [Wabash Stellar Reports](#)

[Wabash Strategic Investment Plan 2013-2018 \(SIP 2013\)](#)

Wabash Trail System Master Plan & Feasibility Study (2005) - *Hard copy* is on file at the City of Wabash

[Wabash, IN Strategic Investment Plan 2014-2018 \(SIP 2014\)](#) - A four-year strategic plan defining a vision, a set of goals, and projects. The projects were defined and selected over a multiple-year process with input from many community members and community leaders.

SECTION THREE: PROJECT OBJECTIVES

Wabash County will undertake the development of a new comprehensive plan starting in 2020. The content of the plan will be informed by and based on significant community input and conversations. The successful project will accomplish the following primary objectives:

- **Community Evaluation:** *Demographic, community trend and existing planning document analysis to identify progress since past planning studies were completed*
- **Community Education:** *Develop information to educate internal and external stakeholders on what a comprehensive plan is and how it is used*
- **Stakeholders:** *Identify and understand the roles of citizens, community leaders, and implementers of the comprehensive plan*
- **Vision:** *Define a shared vision for the future growth and development of Wabash County and all incorporated jurisdictions*
- **Citizen Engagement:** *Provide for broad and diverse community engagement throughout the project, involving a variety of innovative and effective outreach methods. Strive to understand and respect the diverse perspectives represented across jurisdictions in Wabash County*
- **Community Strengths:** *Identify existing assets and strengths and build upon them with new strategies, alternatives, and solutions*
- **Planning Best Practices:** *Introduce innovative planning, development, and growth concepts to help produce positive results and a vibrant community*
- **Decision Making Tools:** *Provide specific, clear policies for the future development and redevelopment of the community, and what the community will be like and look like in the future*
- **Implementation:** *Include guidance and tools for decision makers and partners charged with implementing the plan; where appropriate, identify project champions*

SECTION FOUR: PROJECT DESCRIPTION

The desire is for an innovative approach to the organization of a new comprehensive plan in a manner that is user-friendly while providing clear guidance.

The community is looking for successful approaches to identifying challenges, and is open to methodologies for decision making and implementation that are not necessarily compartmentalized in a traditional format. Use the following summary to inform the Proposal Submission with regard to the scope of the project.

- **Vision: *A unifying cross-jurisdictional community vision.*** This element is critical to defining a consensus towards the future growth and development of Wabash County and incorporated jurisdictions. The challenge inherent with crafting a shared vision amongst a diverse community with varying goals and ideals cannot be understated. The proposal needs to address how the consultant will collaborate with the community to create a unifying vision.
- **Hierarchy of Steps: *Clear, user-friendly organization to move the community towards the vision.*** The desire is for the end product to include a clear format that is useable and effective for guiding decision makers. The community is seeking an innovative approach and is open to recommendations for the layout and labeling of the contents of the plan. This approach may include a cross-referencing system or other navigational methods. The plan must also be printable, in whole or in part. The Consultant shall devise a format that distinguishes between community-wide or shared policies, recommendations, projects and priorities, and those policies, recommendations, projects and priorities that are specific and unique to one jurisdiction. This formatting shall also provide for the approval and adoption of the plan by each participating jurisdiction as their official comprehensive plan.
- **Implementation Strategy: *Set forth measurable method of showing progress and successes.*** The community is seeking an innovative approach to identifying next steps and providing accountability. The proposal needs to address how the consultant intends to approach implementation to achieve the community's unified vision. Capital project priorities will be detailed in a 5-year capital improvement plan (CIP), identifying responsible jurisdiction(s),

timing and financing options. Non-capital projects/programs should be similarly detailed. Financing alternatives should be based on a sound analysis of local government fiscal capacity and knowledge of available financing options and grant opportunities. The CIP should be a stand-alone document, not subject to the same adoption and amendment requirements set forth by Indiana law for comprehensive plans.

- **Amendable Structure: *Flexible document structure.*** Provide a framework to incorporate future amendments.
- **Community Profile: *Analysis of key issues, trends, and community strengths.*** A primary objective of this project is to evaluate the community through an examination of current trends and issues, and also identifying and celebrating progress and achievements from past planning efforts. The consultant should consider analysis of key issues to provide advice and guidance that relate back to the community vision.
- **Decision Making Tools: *Specific policies to provide guidance.*** Specific guidance is required for Plan Commissions and Boards of Zoning Appeals to make recommendations on zoning and development related issues. Additional community boards, commissions and decision makers also utilize the plan in making policy and budget recommendations and decisions. One of the major objectives of this project is to identify, understand and strengthen the roles of citizens, community leaders, and implementers of the comprehensive plan.
- **Land Development Situational Tools: *Specific policies for identified situations as appropriate.*** The desire is for the end product to address and provide specific policies and guidance for emerging issues within Wabash County and the incorporated areas, including but not limited to items such as: transportation corridors, housing, development compatibility, infill and redevelopment, downtown revitalization, and agricultural related issues. A primary project objective is to explore and embrace best practices for innovative planning, development and growth concepts to produce positive results. The consultant should explore options for the community to consider as a new vision and policies are explored for the comprehensive plan.
- **User-Friendly and Innovative.** The community is open to the innovative use of technology to create the new comprehensive plan. The desire is for an end product that will be web-based with an accessible format, incorporating a website or other electronic means to access and readily view the plan and its contents in a user-friendly manner.
- **Stakeholder Involvement.** The consultant will conduct stakeholder and decision-maker interviews and plan implementer audits and interviews. A key project objective is to identify and

gain a better understanding of the roles of citizens, community leaders and implementers of the plan. The scope needs to include a method to achieve this objective.

- **Community Education.** In addition to educating the public about current conditions and issues, the consultant will develop information for presentations on what a comprehensive plan is and how it is used. Community education and engagement will play a key role in the development of the new comprehensive plan. The consultant will provide expertise, guidance and products that will enhance the learning experience and contribute to successful and inclusive outreach and education for internal/external stakeholders, key implementers, decision makers and the public.
- **Engagement Strategy.** The community is looking for a well-rounded, inclusive, multiple source, robust, and broad strategy for ensuring a comprehensive examination of public issues and viewpoints. The comprehensive planning process should engage hard to reach or traditionally under-represented communities in addition to engaging stakeholders and decision makers.
- **Communications Specialist.** The community is looking for a communications specialist on the project team. The desire is for a person(s) with an understanding of the local area who can guide public relations, social media outreach and press releases. This person(s) may be selected by the approved consultant.
- **Required Elements.** The comprehensive plan should include the following elements:
 - **Land Use**, to include downtown revitalization and environmental considerations
 - **Government and Fiscal Capacity**
 - **Public Facilities and Services**, to include internet access and capacity
 - **Placemaking**, to include community wellness, healthcare, culture and public art
 - **Education**, to include early childhood education, K-12, workforce development and post-secondary preparedness, and; analysis of opportunities for Manchester University's continued growth and role in the community
 - **Economic Development**, to include entrepreneurship, agri-business, input toward workforce development strategies and; strategies for understanding and leveraging key assets
 - **Housing**, leveraging the strategies developed for North Manchester and the City of Wabash
 - **Transportation**, to include public transportation and the airport
 - **Agriculture**, to include analysis of advanced ag innovations, food production and "farm-to-fork" opportunities

- **Natural Resources, Parks and Recreation**, to include the Eel and Wabash Rivers, Mississinewa Reservoir and Salamonie Reservoir
 - **Historic and Archaeological Resources**
 - **Hazard Mitigation**
-

SECTION FIVE: PROPOSAL SUBMISSION REQUIREMENTS

The community is looking for Proposal Submissions that convey the quality of content, graphics, format and readability that is to be delivered throughout the comprehensive plan process. Interested parties are requested to provide a Proposal Submission that addresses the criteria stated in Section Four: Project Description above. In addition, the following items **must** be included in the Proposal Submission:

1. **Introduction:** Explain briefly why you are interested in the project and why you should be selected. Introduce the primary contact person and provide his/her contact information. Describe current workload and consultants' availability over the period of the next 12 to 18 months.
2. **Team Composition and Performance:** Provide resumes and a team organization chart that identifies a project manager, staff members, and sub-consultants (if any) who will constitute the working team. Briefly explain team members' roles and relevant experience. Include only projects on which the individual team member had a significant role. Highlight projects where members of this same team have worked together.
3. **Relevant Project Experience:** Discuss the team's expertise in comprehensive planning, land-use planning, and citizen engagement. Prior work with multiple jurisdictions simultaneously, including capacity to manage a project steering committee, should be highlighted.
4. **Innovation in Citizen Engagement:** Highlight the innovative practices team members have developed and/or utilized to solicit, evaluate, and incorporate public involvement in planning projects. The quality of communication throughout the process is important; consultant must demonstrate the ability to provide high quality print and web graphics.
5. **Local Knowledge and Experience:** Show how the team provides a good understanding of Indiana planning law and the community's legal and political context.
6. **Proposed Project Scope:** At a minimum, address the key elements described in the project description section of this RFP. It is understood that the elements are broad – the desire is for the consultant to propose an innovative approach to guide the project.

7. **Proposed Budget:** At this time funding requests are proceeding. The proposal should outline a budget not to exceed \$250,000. The budget breakdown must present the web-based technology and communications specialist as separate line-items, and further provide detailed information regarding the components of the scope of work and tasks.
8. **Proposed Project Timeline:** Provide a detailed project timeline. The project is expected to be completed within 12 to 18 months of the finalization of the project scope of work and signing of the contract; with an expected project kickoff in August, 2020.
9. **References:** Provide a minimum of three (3) references for each consultant and sub-consultant. Include client name, contact name, phone number and email address; along with the role the consultant played in the project.

SECTION SIX: RFP TERMS AND CONDITIONS

1. **RFP Deadline:** Proposals submitted in response to this solicitation must be received by the Community Foundation of Wabash County (“Foundation”) by 4:00 PM (EST) on March 27, 2020. Without exception, proposals received after the submission deadline will not be evaluated.
2. **Requirements and Forms:** Each Proposer must submit ten (10) printed copies and one (1) electronic copy of their proposal (i.e., CD or flash drive). Proposals must include all supporting materials that describe or display qualifications or unique skills a firm may possess that are relevant to this RFP. Supporting materials shall be submitted with ten (10) copies. Section Five: Proposal Submission Requirements describes a complete proposal package and all necessary documents to be considered. Failure to submit a complete proposal may result in disqualification of the proposal.
3. **Questions and Pre-Proposal Meeting Request:** Proposers may submit questions by e-mail to tenille@growwabashcounty.com Attention: Wabash County Comprehensive Plan RFP through 4:00 pm (EST) March 13, 2020. Based on the quantity and complexity of questions received, a pre-proposal meeting for the purpose of clarifying and answering questions on the RFP may be offered. In addition, any Respondent may request a pre-proposal meeting be held. To request a pre-proposal meeting, proposers must formally submit a letter or email no later than March 6, 2020 at 4:00 pm (EST). If the Foundation does not receive any request for a pre-proposal meeting by the deadline or determines a meeting is not necessary, then no pre-proposal meeting will be held. If a meeting is requested in writing by at least one Proposer, a meeting will be held on March 18, 2020, at a time to be determined at the Foundation office and open for all Proposers to attend. If a pre-proposal meeting is scheduled, a notification will be posted to the Foundation and Grow Wabash websites and emailed to all Proposers from whom a question or meeting request was received and those who previously expressed interest in the solicitation.

Responses to all written questions received by March 13, 2020 and/or verbal discussions at a pre-proposal meeting will be provided to Proposers no later than March 20, 2020, via email. In the case of any discrepancy between verbal answers given at the pre-proposal meeting and that confirmed in writing, the written answer by way of an additional notification shall prevail.

Non-attendance at the pre-proposal meeting or a decision not to raise any questions in relation to this RFP will not be a cause for disqualification of a Proposer and/or individual. Proposers shall not rely on oral statements. Oral statements will not be binding. Please do not

call the Foundation or Grow Wabash offices to request information. Only questions sent to tenille@growwabashcounty.com will receive a response.

- 4. Amendments to RFP/Postponement of Submission Deadline:** The Foundation reserves the right to revise or amend the RFP up to the date and time set for the submission of proposals. Such revisions and amendments, if any, shall be announced by written addenda to the RFP. If an addendum significantly changes the RFP, the date set for the submission may be postponed by such number of days as in the opinion of the Foundation shall enable potential proposers to revise their proposals. In any case, the submission deadline shall be at least five (5) business days after the last addendum, and the addendum shall include an announcement of the new date, if applicable, for the submission of proposals.

Upon issuance, addenda will be considered part of the RFP and will prevail over inconsistent or conflicting provisions contained in the original RFP. Copies of all addenda will be made available on the Foundation and Grow Wabash web sites at: www.cfwabash.org and www.growwabashcounty.com

- 5. Proposal Delivery Procedures:** Sealed proposals shall be delivered to the Community Foundation of Wabash County office at the address below, no later than 4:00 PM (EST) on March 27, 2020.

Community Foundation of Wabash County
Attention: Wabash County Comprehensive Plan RFP
105 West 2nd Street, Suite 100
North Manchester, IN 46962

Sealed envelopes shall be clearly labeled "Wabash County Comprehensive Plan RFP" with the firm's name and address clearly indicated. Once a proposal is received by the Foundation it will be time and date stamped. Proposals received after the specified date and time will not be considered. Additionally, the Foundation will not consider any proposal submitted via fax, email, or verbally.

- 6. Withdrawal of Proposals:** A written request for the withdrawal of a proposal may be granted if the request is received by the Foundation prior to the time of award.
- 7. Modification of Proposals:** Except at the written request of the Foundation, no proposal may be modified after the submission deadline.
- 8. Proposal Opening Procedures:** The opening of all proposals shall commence immediately after the stated submission deadline at the Foundation office. The proposals shall be taken under review at that time.
- 9. Evaluation and Ranking of Proposals:** All complete responses to this Request for Proposals will be evaluated by a Selection Committee. Proposal evaluation will be based on the consultant's approach to the Project Submission guidelines and given a point assessment as follows:

Proposal Submission Evaluation Criteria - Points Distribution Matrix

(100 Possible Points)

<u>Points</u>	<u>Criteria</u>
30	<u>Proposed Project Scope:</u> How well the consultant addressed key elements within the Project Scope referenced in the Proposal Submission Requirements section and timeline.
20	<u>Proposed Budget:</u> Demonstrates fiscal responsibility and understanding of project constraints.
20	<u>Relevant Project Experience:</u> References and work examples represent relevant projects. All team members are profiled, including identification of the project leader.
20	<u>Citizen Engagement Strategy:</u> Consultant demonstrates a plan and the ability to achieve robust, inclusive and meaningful public engagement throughout the project.
10	<u>Appearance and Organization:</u> Creativity and logic in design and proposed execution.

10. **Reserved Rights:** The Foundation reserves the right, at any time and for any reason, to cancel this RFP, to reject any or all proposals. The Foundation reserves the right to develop criteria for each proposal package. The Foundation reserves the right to waive any immaterial defect in any proposal. The Foundation may seek clarification from a Proposer at any time and failure to respond within a specified timeframe is cause for rejection.

11. **Personnel:** The firm represents that they will secure at their own expense, all personnel required in providing the services under the contract. Such personnel shall not be employees of or have any contractual relationship with the Foundation or Grow Wabash. All the services required hereunder will be performed by the firm or under its supervision, and all personnel engaged in the work shall be fully qualified and shall be trained, authorized and/or licensed, if applicable, under state and local law to perform such services. None of the work or services covered by the contract shall be sub-contracted without prior written approval by the Foundation.

12. **Knowledge of Conditions:** Proposer shall thoroughly examine and be familiar with the contract documents, scope of work and all conditions and requirements that may in any manner affect the work to be performed under the contract. The submission of a proposal shall constitute an acknowledgement that the Proposer has thoroughly examined and is familiar with the contract documents, scope of services, conditions and requirements in every detail. The Foundation will not adjust the contract value on the basis of Proposer's lack of knowledge of conditions.

13. **Professional Services Contract:** The Community Foundation of Wabash County intends to execute a Professional Services Contract for the provision of the required services with the selected firm. The selected firm's contractual responsibility must solely rest with one firm or legal entity, which shall not be a subsidiary or affiliate with limited resources.

The Foundation will not be a party to agreements between the firm and/or any sub-contractors it may choose to employ during fulfillment of the contract; however, the selected firm shall execute agreements with its sub-contractors (if any) and shall provide the Foundation with evidence of said agreements prior to the execution of the Professional Services Contract.

14. **Responsibility for Compliance with Legal Requirements:** Proposer's services shall be in full compliance with any and all applicable federal, state, and local laws, regulations, ordinances, and standards regardless of whether or not they are referred to in this RFP.

15. **Materials and Equipment:** The selected firm shall, at its own expense, furnish all labor, supplies, and materials necessary to provide the services required by the contract, unless otherwise indicated in the Scope of Work and Proposed Budget.

SECTION SEVEN: INSTRUCTIONS FOR COMPLETE PROPOSALS

1. **General:** Each Respondent must submit ten (10) printed copies and one (1) electronic copy (i.e. CD or flash drive) of its proposal to the Community Foundation of Wabash County address identified in *Section 6.6 Proposal Delivery Procedures*. Failure to submit a complete proposal may result in disqualification of the proposal. Please note, unnecessarily elaborate or voluminous responses are neither required nor wanted. The content and sequence to be considered a complete proposal shall be as follows:
2. **Transmittal Letter:** Include Proposer's basic understanding of the work to be performed. In addition, clearly articulate why your firm believes it to be the best qualified to perform the services requested. Transmittal letters shall not exceed 2 pages.
3. **Table of Contents:** Include a clear identification of the material by section and by page number.
4. **Executive Summary of the Proposed Scope of Work:** Proposers must provide an overview of the major features of the RFP submission. Include any suggestions, conclusions, recommendations or assumptions the Proposer believes are significant to its understanding of the RFP.
5. **Qualifications and Availability:** Provide a brief summary of the Proposer's history, qualifications and organizational structure, to include a similar overview for any proposed sub-contractors. Also provide a brief summary of current workload and the Proposer's availability over the period of the next 18 months
6. **Personnel Resumes:** Include resumes and backgrounds of all key personnel the proposers would be assigning. Please make sure to indicate the project manager and primary point of contact for the Foundation.
7. **Proposed Budget:** Provide a detailed budget in accordance with *Section 5.7*.
8. **Proposed Project Timeline:** Provide a detailed project timeline in accordance with *Section 5.8*.
9. **References:** Provide a list of references in accordance with *Section 5.9*.

10. **Additional Supporting Materials:** Additional supporting materials may be included as an Appendix. Proposals must include all supporting data/materials that describe or display other qualifications or unique skills a Proposer may possess that are relevant to this project. Supporting materials shall be submitted with ten (10) copies.

SECTION EIGHT: SELECTION PROCESS AND PROCEDURES

After an initial review of the Proposal Submissions, a Selection Committee will choose the most qualified consultants to present the proposal via in-person interview. Additional questions or specific points to address in the interview may be requested at that time.

Expenses incurred in preparation for or travel for the interview are borne by the consultants with the understanding that the selected consultant may not apply for reimbursement of these expenses. Following the interviews, the Selection Committee will re-evaluate the proposals and make a final determination on selection. It is the community's goal to notify consultants of the outcome within one (1) week of the in-person interview.

The Selection Committee will pursue negotiations with the top ranked consultant in order to finalize the scope and schedule of work and execute a satisfactory contract with the lead consultant. If a satisfactory agreement cannot be negotiated the Selection Committee will take necessary steps in their best interest (see Reservations section).

Selection Schedule

The following is the anticipated selection process schedule; please note that the Selection Committee reserves the right to make adjustments to the stated dates. In the event changes do occur, all interested parties will be notified in a timely fashion.

Activity

Date

Issue Request for Proposal	February 28, 2020
Deadline for Questions from Consultants	March 13, 2020
Responses to Questions Sent to All Consultants	March 20, 2020
Proposals Due	March 27, 2020 4:00 PM (EST)
Notification of Finalists	April 17, 2020
Finalist Interviews	Week of May 4, 2020

<u>Activity</u>	<u>Date</u>
Selection of Consultant/Notification	May 15, 2020
Finalize Scope and Budget	May 29, 2020
Contract Signed	June 30, 2020
Project Kick-Off	August 3, 2020

In order to ensure proper documentation and tracking of questions/answers, and to ensure consistent and fair responses to all respondents, **all questions regarding this RFP should be submitted in writing to:**

Contact: Tenille Zartman

Email: tenille@growwabashcounty.com

Subject: Wabash County Comprehensive Plan - RFP Questions

SECTION NINE: PROJECT ADMINISTRATION

This is a cooperative effort that will be managed jointly by the Community Foundation of Wabash County and Grow Wabash in collaboration with County, City and Town elected and appointed officials. The selected consultant will also confer with a staff project team on a regular basis to review progress, present deliverables and findings, and solicit direction.

Details of the final project administration will be discussed and established with the selected consultant.

SECTION TEN: RESERVATIONS

The Selection Committee reserves and in its sole discretion may, but shall not be required to, exercise the following rights and options with respect to the contract negotiation and award process resulting from this RFP:

1. The Selection Committee reserves the right to enter into post-submission negotiations and discussions with any Proposer regarding price, scope of services, and/or any other term of their proposals, and such other contractual terms as the Selection Committee may require, at any time prior to execution of a final contract. Negotiations with Proposer may result in the enlargement or reduction of the scope of services, or changes in other terms that are material to the RFP and the submitted proposals. In such event, the Selection Committee shall not be obligated to inform other Proposers of the changes, or to permit them to revise their proposals in light thereof, unless

the Selection Committee, in its sole discretion, determines that doing so is in the Selection Committee's best interest.

2. In the event negotiations with any Proposer(s) are not satisfactory to the Selection Committee, the Selection Committee reserves the right to discontinue such negotiations at any time; to enter into or continue negotiations with other Proposers and/or to solicit new proposals from firms that did not respond to this RFP. The Selection Committee reserves the right not to enter into any contract with any Proposer, with or without re-issue of the RFP, if the Selection Committee determines that such is in the Selection Committee's best interest.