

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES FOR PLANNING (RFQ)

City of Frankfort, Indiana Comprehensive Plan

DATE ISSUED:	July 23 rd , 2025
SUBMISSION DEADLINE AND TIME:	August 25 th , 2025, noon
NOTIFICATION OF FINALISTS:	September 8 th , 2025
FINALIST INTERVIEWS:	September 15 th , 2025
CONSULTANT SELECTION:	TBD – pending award
CONTACT INFORMATION:	Tim Carson, 765-689-4026, tcarson@ncirpc.com

I. PURPOSE.

To assure compliance with the Indiana Office of Community and Rural Affairs (OCRA) and related requirements regarding competitive negotiation of Comprehensive Planning services, the City of Frankfort, Indiana (the “City”) is seeking proposals with statements of qualifications from interested consulting firms to update and amend our existing comprehensive plan. While there have been additions and modifications throughout the years to the City’s Comprehensive Plan, the City would like an update to this document that keeps it forward thinking and knits Frankfort into one wholistic jurisdiction under one vision. Proposer should review and take into account previously enacted City plans. The plan should enhance what is working, address current and future needs and incorporate additional planning goals.

II. FEDERAL REGULATIONS AND REQUIREMENTS.

Prospective offerors should note the successful proposer must meet the following terms and conditions:

A. 24 CFR Part 85.36.

- B. Title VI of the Civil Rights Act of 1964.
- C. Conflict of Interest (24 CFR Part 570).
- D. Access to records.
- E. Executive Order 11246 - Equal Employment Opportunity
- F. Executive Order 12138 - Women Business Enterprise Policy.
- G. Architectural Barrier Act of 1968.
- H. Age Discrimination Act of 1975.
- I. Section 3 Clause - Housing and Urban Development Act of 1968.
- J. Section 504 - Rehabilitation Act of 1973.
- K. Retention and Custodial Requirements (24 CFR Part 85.42).
- L. Executive Order 11063.
- M. Affirmative Action Program / Plan.
- N. Davis Bacon and Related Acts.
- O. Grant Support has a 10% MBE/WBE goal for all projects funded with Community Development Block Grant Funds.

III. BACKGROUND.

The City was established in 1846 and is located 45 minutes north from the major metropolitan amenities of Indianapolis, Indiana. The City covers approximately 8 square miles with an estimated population of 16,715 (April 2020).

The Comprehensive Plan project goals are as follows:

- Create a comprehensive plan to reflect recent City-wide strategic initiatives including Climate Action Planning, Transportation, Economic Development, Land Use, Resource and Rural Area Planning and other comprehensive plan amendments.
- Ensure that equity is integrated into the engagement process and the plan content.
- Improve Plan usability by articulating clearly prioritized goals, incorporating metrics for tracking progress, and applying a modern, streamlined document design.

IV. SUBMISSION REQUIREMENTS.

The City will review the responses and interview one or more Respondents. The City will have the Respondents provide a more detailed scope of work following the interview. After the proposal issue date, all communications between the City and Respondents regarding this RFQ shall be in writing. Any inquiries, requests for interpretation, technical questions, clarification, or additional information (“Questions”) shall be directed to Tim Carson, 765-689-4026, tcarson@ncirpc.com.

Information submitted in response to this Request for Qualifications (RFQ) shall include the following:

- A. **Contact information:** Name, address, email address, and phone number of the consulting firm;
- B. **Type of organization:** Partnership, corporation, sole proprietorship; primary location of firm; names and experience of principles or directors;
- C. **Firm Staffing:** Names, titles, experience, and length of service of key personnel;

- D. **Statement of qualifications:** Narrative or other statement by the firm of its qualifications to assist with the process to create the City's new Comprehensive Plan.
- E. **Availability:** Statement of the availability of key personnel of the firm to undertake this project;
- F. **Project List:** List of similar projects completed or currently underway by the firm and/or key personnel referenced under Availability; and
- G. **References:** Names and telephone numbers of at least three references including name of project, brief description of project, and primary contact information whom the City can call regarding past performance, preferably on similar projects.

Respondents shall submit their qualifications on or before 12:00 PM noon, August 25th, 2025.

V. SCOPE OF SERVICES.

The intent of the Scope of Services described herein is to serve as a framework of major tasks as currently envisioned by the City for the consultant's information. This is not a comprehensive list.

The Plan should be designed to incorporate the following:

Public Participation Process: A full range of stakeholders encompassing citizens, city council, advisory boards, staff, and community members (such as local schools, businesses, and neighborhood representatives) shall contribute to this effort by means of an effective public participation process. The planning process should be designed and implemented to ensure the community is actively involved in the planning effort, identifying methods to provide meaningful input and expected points of engagement.

Background Research and Analysis: The Plan will look at previous studies, existing conditions, regional and adjacent jurisdictional initiatives, trends and forecasts, as well as market and economic realities. The Plan should include a socio-demographic profile of the community analyzing how Greenwood has progressed as well as a snapshot of existing land uses, transportation, and infrastructure.

Community Vision Statement: Establish a Vision for Frankfort's future.

Key Planning Principles, Themes, or Topic Areas: The Plan should identify topic areas or planning principles which reflect themes identified from gathering public input. Each topic area should be supported by a goal and several objectives that serve to organize the specific actions detailed in the Plan.

Goals, Objectives, and Actions: Goals should provide intended outcomes expressed in simple terms for the Plan's topics areas or planning principles. Objectives will provide subthemes within the goal that serve to organize actions. Actions will identify a project, policy, or program, indicating the reasonable timeframe for completion and the party or parties responsible for each action.

Future Land Use and Character: In addition to the traditional Future Land Use Map, the Plan should identify desired character traits for different focus areas (future growth areas, downtown) throughout Frankfort. The Plan should highlight the intent, uses, and preferred development standards for unique areas to help define the desired character.

Project Website: Maintain a project website related to Comprehensive Plan effort. The website will, at a minimum, provide project specific information as well as an interface for the public to solicit and gain knowledge regarding the public process associated with the creation of the Plan.

VI. METHOD OF EVALUATION

City Staff will review the submitted qualifications using the following criteria:

- A. **Firm experience/reputation/workload:** Experience of the firm in similar work and record of successful results of that work. Also considered will be the firm's ability to take on additional work, demonstrated understanding of the City's goals and purposes of the project, specific management approach, how well the firm's organization structure shows sufficient depth of its present workload, and the firm's ability to offer the breadth and quality of services required for this project. Additionally, the firm's successful experience performing other services for the City on past and current projects may be considered.
- B. **Qualifications of the personnel assigned to this project team:** The City will give considerable weight to the individual qualifications of the project team members who will do most of the work on the project. Consideration will include qualifications of key personnel, project team member's individual experience and other qualifications, project manager's experience, sub-consultant's (if applicable) individual experience and qualifications.
- C. **Schedule:** Consideration will be given to the firm's availability to complete the plan within a reasonable timeframe.
- D. **Work Performed Locally:** The firm's ability to perform the work locally will be considered.
- E. **Other considerations:** The proposal must include sufficient information regarding qualifications and determine that the respondent is qualified and has relevant experience. Do not include a proposed fee as this is a qualification-based selection process. The statement of qualifications should include the following:
 - i. A description of expertise, experience and resources directly relevant and available for the proposed project.
 - ii. A list of similar projects previously completed.
 - iii. A list of references.
 - iv. Resumes of professional staff members that will work on this project.
 - v. Name of person to oversee the project.
 - vi. Description of scope of services as per "Description of Services Needed".
 - vii. A project timeline.
 - viii. The statement of qualifications shall also provide the following information: name, title, address and telephone number of individuals with authority to negotiate and bind the proposer contractually, and who may be contacted during the period of evaluation.

VII. EVALUATION CRITERIA

Evaluation criteria shall include:

- A. 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 (25pts).
- B. Past record of performance on contracts, including quality of work, timeliness and cost control (25pts).
- C. Capacity of the organization to perform the work within time limitations, taking into consideration the current planned workload of the firm (25 pts).

- D. Familiarity of the organization with this type of project or problems applicable to the project (25pts).

VIII. SUBMITTAL REVIEW SCHEDULE

City Staff will interview selected applicants among the top chosen candidates. Upon selection, the Consultant will be contacted to finalize the contract, fee structure and project timeframe. Final approval will be given by the Mayor.

IX. DISCLAIMERS

City Obligation: There is no expressed or implied obligation for the City to reimburse firms for any expenses incurred in preparing proposals in response to this request.

Late Submissions: Any proposals received after the deadline will not be accepted or considered.

Withdrawal of Proposal: Respondents may withdraw all or any portion of a proposal at any time during and after the review and award process, up to the ratification of an agreement between the City and the designated firm.

Withdrawal of Request for Qualifications: The City retains at all times the right to cancel or withdraw this RFQ, to refuse to accept a proposal from any respondent and to modify or amend any portion of this RFQ. Notification will be provided to all consultants involved in RFQ process.

Applicable laws shall apply: The contract awarded shall be governed in all respects by the laws of Indiana, and the consultant awarded the contract shall comply with applicable Federal, State, and local laws and regulations.

Equal Opportunity: The City seeks to ensure that all segments of the business community have access to supply the services needed. The City provides equal opportunity for all businesses and does not discriminate against any provider regardless of race, color, religion, age, sex, national origin, or disability. The City encourages minority and women owned business participation in the contracting process.

Confidentiality: RFQ responses will become public record and, therefore, are subject to public disclosure once a contract is awarded.

Contract: The Contract will be awarded to a single Firm. The Contract for services is anticipated to begin on a date to be determined based on the commitment of grant funding. The contract will be reviewed by the City Attorney. The City will execute either a firm, fixed-price contract, or a cost-reimbursement contract for these services that is contingent on the final commitment of grant funding.

If you are interested in providing the required services, please submit six (6) copies of the Statement of Qualification to the City of Frankfort, Indiana, Clerk-Treasurer's Office, 301 East Clinton Street, Frankfort, Indiana 460411 no later than 12:00 p.m. local time on August 25th, 2025. Each Statement of Qualification

will be reviewed for completeness and clarity according to the above criteria. Interviews are expected to be held on September 15th, 2025.

The City will negotiate the fee schedule with the chosen firm, pending award of CDBG funding. The City reserves the right to reject any and/ or all responses. The City is an Equal Opportunity Employer. The contract is tentatively scheduled to be awarded following the announcement of OCRA's 2025 Planning Grant awards. Offerors may desire additional information, a site visit or clarification regarding the Statement of Qualification. If so, please contact Kimberly Black at 765-659-6770.