



MORGAN COUNTY, INDIANA

**REQUEST FOR PROPOSALS FOR A
WHITE RIVER GREENWAY TRAIL MASTER PLAN**

**Issued by:
Morgan County
180 South Main Street, Suite #112
Martinsville, IN 46151**

Bid Submission Deadline

TIME: 2:00 pm

DATE: May 15, 2023

**Submissions may be submitted by email to
jmessmer@morgancounty.in.gov and/or to
the Commissioners' Office at:
180 South Main Street, Suite #112**

MORGAN COUNTY, INDIANA REQUEST FOR PROPOSALS FOR A WHITE RIVER GREENWAY TRAIL MASTER PLAN CONSULTANT

I. GENERAL

Sealed bids for a White River Greenway Trail master plan consultant should be addressed to Josh Messmer. The master plan consultant will assist the county with options for a greenway trail along the White River corridor. The master plan will include corridor development, alignments, planning level cost estimates and any other design requirements to prepare Morgan County to pursue project funding. Submittals should be received by 2:00 pm, May 15, 2024. Submissions may be submitted electronically at jmessmer@morgancounty.in.gov and/or by mail or hand delivery at 180 S Main Street, Suite #112, Martinsville, IN 46151.

This project is funded in part with the American Rescue Plan Act, Coronavirus State Fiscal Recovery Funds to the State of Indiana through the Indiana Economic Development Corporation (IEDC). IEDC is a pass-through subrecipient of federal monies granted and the Indianapolis Metropolitan Planning Organization (IMPO) is a lower tier subrecipient under the Federal Program. All regulations under this funding source are applicable.

Award of the selected consultant is subject to approval from the Morgan County Commissioners.

Morgan County is an equal opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, parental status, national origin, age, disability, genetic information, political affiliation, military service or other non-merit based factors.

2. BACKGROUND

Morgan County saw a population growth of approximately 4.8% between the 2010 and 2020 census. Currently, within the county proper, approximately 1,640 homes have been approved for building development, with more expected. Based on the permitted homes today with an average household size of 2.61, we could see a population increase of almost 5.9% in the next two or three years.

In addition to the residential growth that is anticipated there is approximately \$450 million worth of development projects that are currently in due diligence phases. These projections, along with many others, are looking to leverage the new interstate that is finished in Morgan County and nearly connected to I-465 in Indianapolis.

As part of the County's desire to increase our competitiveness for protentional future residents, the County sees the extension of scenic trails as a unique opportunity to leverage our natural resources as talent attraction and retention assets.

The primary goal of Morgan County, and the focus of this Request for Proposals ("RFP"), is to solicit proposals from firms interested in helping Morgan County develop the plans and preliminary engineering drawings to a sufficient level of detail that Morgan County can pursue state and federal

funding for final design and construction of the next segment of the White River greenway trail.

3. RFP TERMS & CONDITIONS

- a) For purposes of this document, the party to whom this RFP is addressed shall be referred to as “Consultant” and any materials submitted in response to this RFP shall be referred to as a “Proposal.”
- b) The County is not liable for any costs or expenses incurred by a Consultant or any other person or entity in the preparation of their Proposal.

The County reserves the right to reject any and all Proposals received from Consultants as a result of this RFP, as is in the best interests of the County, as determined solely by the County. In determining which Proposal best meets the needs of the County, the County will take into consideration the firm’s ability to meet the requests of the RFP **(30%)**, qualifications of key personnel **(25%)**, the quality and experience of the firm’s previous work history with/within the County **(25%)**, and the current availability of the firm **(20%)**. In addition, references of the Consultant to perform the Services will be evaluated. The County may waive any technicalities or formalities in determining how best to serve the interests of the County. Morgan County reserves the right to cancel the award of the selected Consultant at any time prior to execution of the Contract without liability on the part of the County.

- c) This RFP may be sent as a courtesy to known interested individuals and firms. The receipt of this RFP from the County in no way implies that the recipient is a qualified Consultant.
- d) Any Proposal submitted to the County is not confidential. All materials submitted become the property of the County. The County has the right to use any or all un-copyrighted concepts presented in any Proposal. Approval or disapproval of a Proposal does not affect this right.
- e) If it becomes necessary to revise any part of this RFP, an addendum will be provided to all respondents or Consultants who respond to the original RFP, and will be posted on Morgan County’s website at <http://morgancounty.in.gov/topic/index.php?topicid=252&structureid=23>

To be considered, Consultant’s Proposal must be complete and in the format indicated in this RFP, and delivered by the date and time indicated in this RFP. Consultants will not be given an opportunity to change any part of a Proposal after submission.

A Consultant may submit only one Proposal for the RFP. More than one proposal from an individual, firm or partnership, corporation or association under the same or different names will not be considered, and will be grounds for disqualification and/or rejection of the proposals involved, unless prior approval has been given by the County.

- f) The selected Consultant develop with the County staff and leadership, a detailed scope of work for the White River Greenway Trail Master Plan and negotiate the associated project cost for the scope of work. The Consultant shall prepare a Contract based on the scope and fee agreed upon by the County and Consultant. If the Contract cannot be agreed upon by both parties, the award may be annulled and the project will be awarded to the second selected responsible Consultant, and such Consultant shall fulfill the same obligations and requirements as the originally selected Consultant. The County may reject all of the proposals, as its interest may require.
- g) From the issue date of this RFP until a determination is made regarding the qualification of Consultants, all contacts with the County concerning this RFP must be made through Josh Messmer at jmessmer@morgancounty.in.gov. All questions about the meanings or intent, discrepancies or omissions of the RFP shall be submitted in writing to Josh Messmer. Replies to these inquiries shall be made in writing in the form of an addendum. No questions will be addressed if submitted 10 days or less from the submittal date. The written responses become part of the RFP and will be provided to each Consultant who has received a RFP Package.
- h) After execution of the Contract, the Consultant will initiate work within five days of Notice to Proceed, or at the mutually agreed upon date. Materials ordered or work done on the site prior to these dates shall be at the Consultant's risk.
- i) The Consultant shall obtain any license or permit required by law to undertake the work as described in the Contract Documents.

4. SCOPE OF WHITE RIVER GREENWAY TRAIL MASTER PLAN

At a minimum the Consultant shall study and provide the below information/recommendations (the “Product”) within the master plan on behalf of Morgan County generally and/or specific Morgan County stakeholders. The Consultant’s proposal will discuss the approach to providing the information below.

Please see Exhibit A for approximate project limits.

Review of Existing Conditions

- The corridor is all or nearly all undeveloped land. Review of existing conditions should identify acquisition limits, future permitting requirements and analysis of the connection to the County’s existing trail.

Develop Draft Plan and Final Plan Recommendations

- Develop trail design alternatives for consideration
- Develop final design layout with:
 - Right-of-way and utility estimates
 - Location and product recommendations for wayfinding and intersection signage, trash receptacles, benches, lighting, shade structures, restroom facilities, an/or other amenities determined in the planning process
 - Construction cost estimates
 - Anticipated construction timeframe
 - Analysis of potential issues (i.e. permitting, environmental, etc.)
 - Phasing recommendations (if applicable)
- Written communication strategy for the plan
- Final plan documents:
 - Three (3) hard copy documents
 - Electronic PDF files
 - CAD and Shapefiles

Meetings

- The Consultant can assume that at least one (1) in-person public stakeholder meetings will be needed. Consultant may propose additional engagement opportunities including trail pop-up events, virtual meetings, open house format workshops, or online survey(s).
- The Consultant can assume five (5) meetings with the committee will be needed. Three (3) of these meetings can be anticipated to be conducted online.

5. QUALIFICATIONS

The Consultant shall have the following qualifications:

- Minimum of five (5) years of firm experience designing and planning for trail projects.
- Knowledge of Morgan County, Indiana, and municipal governments generally.
- Demonstrated experience with public speaking, including coordination with media representatives.
- Excellent writing/editing and verbal communication skills.
- A demonstrated ability to meet project timelines and budgets.
- Demonstrated, problem-solving skills.

6. CONSULTANT'S PROPOSAL

Required Materials. The Consultant must include the following information in the Proposal:

- Resume or corporate profile clearly reflecting qualifications and experience. Include resumes for each person who may work on the project.
- Narrative of project approach.
- Timelines to complete the project based on an assumed start date of 5/21/2023. It is the county's preference for the smallest timeframe that is feasible. The current grant deadlines for completion of the project is December 31, 2024 including all expenses invoiced. Please note the firm can meet this deadline or if an extension would be required.
- Comprehensive list of similar projects in the past five (5) years. As an attachment, include single page project profiles for three (3) similar projects with client references.
- List of all projects completed in the past five (5) years for Morgan County or for any political subdivision or municipal corporation within Morgan County.
- Include any administrative expenses that the Consultant anticipates billing to Morgan County (e.g. telephone, mileage, etc.). Note that out-of-pocket expenses shall require pre-approval to be reimbursed. Mileage/travel is not a grant reimbursable expense and will need to be invoiced to Morgan County separately.
- Any other terms and/or conditions unique to the proposal.
- Description of any bankruptcies filed and any material (in excess of \$20,000) claims, judgments, arbitrations investigations or lawsuits pending.
- Acknowledgement that the Consultant agrees to purchase and maintain, during the entire term of the consulting arrangement, commercial general liability insurance, professional errors and omissions insurance, and workers' compensation (if applicable), in such amounts as are reasonably required by the County or as required by law.
- Acknowledgement of participation in the federal e-Verify program and compliance with federal requirements including, but not limited to, drug free workplace.

Format. The Proposal shall satisfy the following formatting requirements:

- The Proposal shall not exceed more than 12-pages, excluding attachments.
- The Proposal should be organized in the order in which the requirements are presented in this RFP and should clearly indicate the section of this RFP that is being addressed.
- The Proposal shall include all of the required information indicated. Failure to submit all required information may result in a request for prompt submission of missing information, giving a lowered evaluation of the Proposal, or rejection of the Proposal.

Delivery Requirements.

One (1) printed and/or one (1) electronic copy of the Proposal shall be submitted to Josh Messmer by 2:00 p.m., on May 15, 2024. at the following address:

- Electronic: jmessmer@morgancounty.in.gov
- Printed: 180 S. Main St, Suite #112, Martinsville, IN 46151
- All correspondence should be marked "White River Greenway Master Plan" in the subject line or on the envelope, as applicable.

Exhibit A

(Remainder of Page Left Blank)

Figure A-1: Aerial of approximate project limits.

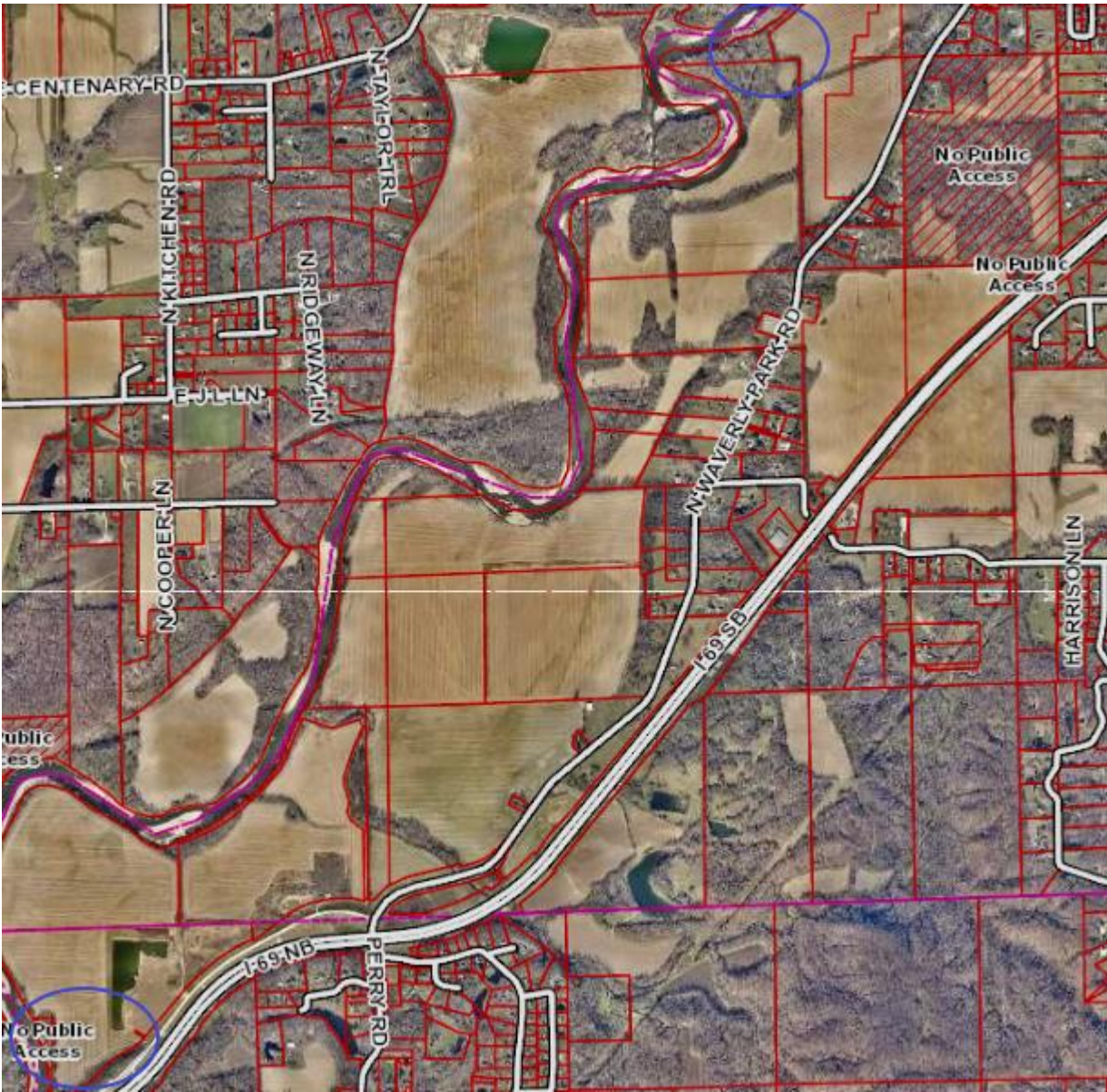


Figure A-2: Approximate north terminus.



Figure A-3: Approximate south terminus.

