

Request for Qualifications

Community Riverfront Master Plan – Telling the Story

Requesting Proposals on behalf of the City of Terre Haute, Vigo County, and RiverSCAPE:

Karen Schneiders

Thrive West Central

<http://thrivewestcentral.com/rfp/>

812-238-1561

Thrive West Central, on behalf of RiverSCAPE, the City of Terre Haute and Vigo County (the Partnership), seeks to procure a consultant team to assist in the development and adoption of a multi-faceted Community Riverfront Master Plan (the Plan). Representing the Partnership is an integrated Selection Panel responsible for issuing and overseeing this Request for Qualifications (RFQ) for consulting services.

Interested parties must submit proposals in PDF format to Karen Schneiders at <http://thrivewestcentral.com/rfp/> by 3:00 p.m. local time (EDT) on Thursday, July 28, 2022. All communication regarding this Request for Qualifications should be directed to Ms. Schneiders at Thrive West Central.

If changes to this RFQ occur, an addendum will be posted on the Thrive West Central website at <http://thrivewestcentral.com/rfp/> no later than July 8, 2022. Interested parties are responsible for checking the website for changes. If significant changes are required to this RFQ, the Selection Panel may postpone the date of final submission through an addendum.

Proposals must be submitted in PDF format no later than July 28, 2022 with 15 Mb size limit. Responses determined by the Selection Panel to be incomplete with the requirements set forth within this RFQ will be rejected.

Any costs incurred while responding to this RFQ shall be the responsibility of the submitting agency. The Partnership will not reimburse any respondent for any such expense.

The anticipated schedule for this RFQ

Date	Activity / Milestone
June 17, 2022	RFQ Advertisement
July 1, 2022	Pre-Bid Meeting - Thrive West Central Offices 2800 Poplar St, STE 9A Terre Haute, IN 47803
July 8, 2022	Last Day for Posting Addenda
July 28, 2022 3:00 PM	Proposal Deadline
August/September 2022 (date TBD) *	Respondent Interviews/Presentations
September 30, 2022	Evaluations completed
October 14, 2022	Notify Respondents of Results and begin negotiations with the selected consultant team

*Dates are tentative and to be determined based on availability

The Community Riverfront Master Plan proposal must include sufficient information regarding the respondents' qualifications. Do not include a proposed fee as this is a qualification-based selection process. Respondents should consist of the following information:

1. Name, address, and a brief description of the firm.
2. Description of expertise, experience, and resources directly relevant and available for the proposed project.
3. Description of 2-3 other projects designed by this firm that demonstrate knowledge, expertise, and experience with this type of work. Please include client contact information.
4. A summary of the understanding of the project.
5. Description of scope of services.
6. Description of approach for engaging a wide range of stakeholders that reflects the community's demographics and organizations (government, non-profit, for-profit, advocacy groups, etc.).
7. A narrative of what excites you about this Plan.
8. A proposed project timeline, including key milestones.
9. List up to three (3) additional client references with contact information.
10. The resumes of key personnel assigned to this project, including the person in responsible charge.
11. Name, title, address, and telephone number of individuals with authority to negotiate and bind the Respondent contractually and who may be contacted during proposal evaluation.

The Selection Panel will select the top three highest-scoring firms to conduct interviews at its discretion. The firm recommendation will be made based on the scoring criteria below.

1. The firm's history, resource capabilities, and capacity to perform required services, including success in complying with federal/state/local regulations.
2. Evaluation of assigned personnel.
3. Related experience and innovation for project
4. Cost controls, experience, and results.
5. The ability to relate to project and project understanding.
6. A record of performance on contracts, including quality of work, timeliness, and cost control.

Plan Details

The first collaborative Master Plan was released in 2008, which can be reviewed at <https://wabashriverscape.org/wabash-river-planning>. The Partnership wishes to create an intentionally inclusive plan that embraces economic development, recreation, transportation, environmental sustainability, community investments, and quality of Life components for all. This new Community Riverfront Master Plan will be widely publicized, marketed, and adopted.

The Community Riverfront Master Plan should include the following themes, meant to be representative and not exhaustive-

- Elevate the area of the Wabash River in Terre Haute and West Central Indiana as a regional destination
- Capture the significant value and uniqueness of the Wabash River, Terre Haute, and West Central Indiana
- Define the appropriate study area that best taps into opportunities
- Explore ways to improve the Wabash River and its wetlands
- Propose new activity ideas to make the Wabash River experience unique
- Identify, propose, and prioritize environmentally conscious physical changes that would benefit the community
- Suggest creative and lively ways to elevate existing resources in ways that strengthen our identity and help the community recognize the importance of the Wabash River
- Identify and engage critical stakeholders: workforce development, tourism, housing, transportation, education, community resources
- Incorporate projects/ policies from existing plans (MPO, Vigo County, Terre Haute, etc.)
- Be inclusive of growth opportunities, including community wellness, economic development, arts and entertainment, natural resource preservation, recreation, and transportation enhancement.
- Identify connections between the Wabash River and public transit, bicycle, and pedestrian routes.

Deliverables

- Much of the area is within a Federal Opportunity Zone. Define challenges and prospects.
- Develop a project prioritization tool
- Develop a list of desired projects, including anticipated timelines
- Property identification and evaluation of future policy changes (parking, zoning, liquor, etc.) to foster and streamline development
- Evaluate anticipated maintenance expenditures
- Calculate the economic value of the overall Community Riverfront planning investment to the West Central Indiana region
- Craft a flexible capital improvement plan that qualifies for various federal, state, and local funding opportunities for Day One, Year One, Year 5, and Year 10.
- Identify opportunities for collaboration between the City of Terre Haute, West Terre Haute, Indiana State University, Terre Haute MPO, Crossroads Trails Council, Vigo County, RiverSCAPE, Department of Transportation, ArtSpaces' *Turn to the River* project, and others.
- Define communications ideas to foster quality of life opportunities
- Outline a holistic Public Involvement plan
- Craft a short-term Traffic Control Plan

Interested parties must submit proposals electronically to Karen Schneiders via <http://thrivewestcentral.com/rfp/> by 3:00 p.m. local time (EDT) on Thursday, July 28, 2022.

According to the above criteria, each Proposal will be reviewed for completeness and clarity. Any proposals received after the stated time will be returned unopened. **Do not include a fee for service.** If necessary, interviews will be scheduled with the firms during August or September 2022.

The Selection Panel may or may not negotiate the fee schedule with one or more respondents and reserves the right to reject any responses.