



REQUEST FOR PROPOSALS

UPDATE TO COMPREHENSIVE PLAN FOR MIAMI COUNTY, INDIANA

MIAMI COUNTY PLAN COMMISSION
25 N. BROADWAY, PERU, IN 46970 | 765-472-3901 EXT. 1291

REQUEST FOR PROPOSALS TO UPDATE THE COMPREHENSIVE PLAN FOR MIAMI COUNTY, INDIANA

PURPOSE

The Miami County Plan Commission, Indiana, by and through its Board of Commissioners, is seeking a professional consultant to assist with an update to the County Comprehensive Plan. The candidate will be expected to prepare a new and updated Comprehensive Plan, along with related supportive documents and materials. Miami County Plan Commission is seeking proposals from qualified consultants for professional services to assist with the review and further development of its Comprehensive Plan.

The County anticipates the new Comprehensive Plan will express a vision that promotes thoughtful quality of life initiatives, a review of county staffing needs, support of small communities, and promotes the health, safety, and welfare of the community.

ABOUT US

Miami County, Indiana is located in north central Indiana and is home to approximately 35,402 residents. Miami County sits approximately 60 miles north of Indianapolis. Peru, the County seat, is the largest city in the County with a population of approximately 11,000 inhabitants. Miami County was formed in 1832 from a combination of land from Cass County and unorganized land. It was named after the Miami Tribe of Native Americans and has been in its present shape since 1844.

Situated five miles to the north of Indiana's 12th largest city, Kokomo, the county includes six incorporated areas: Amboy, Bunker Hill, Converse, Denver, Macy and the City of Peru. There are also numerous unincorporated areas including Bennetts Switch, Chili, Deedsville, Gilead, Grissom Air Reserve Base, McGrawsville, Mexico, Miami, New Santa Fe, Peoria, Perrysburg, [Old] Santa Fe, and Waupecong. The County has 14 townships, and is divided into three school districts.

PLAN & ORDINANCE OVERVIEW

Miami County is governed by a County Comprehensive Plan that received its last update in 2015 and the Miami County Zoning Ordinance that received its last update in 2001. The upcoming Comprehensive Plan must adhere to the requirements of IC 36-7-4-502 concerning its content and planning components. Likewise, the upcoming Zoning Ordinance must adhere to the requirements of IC 36-7-4-600 et. seq. These documents will assist in establishing an updated and clear vision, foundational principles, and action-oriented recommendations for Miami County's future decision-making processes. The success of the Comprehensive Plan and code revisions hinges not only on the quality of its content, but also on its presentation. It is imperative for the Plan and code revisions to be well structured, succinct, and visually appealing, ensuring both are accessible and user-friendly.

PROJECT GOALS

- A unifying vision for incorporated and unincorporated Miami County that considers the unique assets of each city and town, and how they interact with Miami County as a whole;
- A comprehensive community assessment that includes both quantitative and qualitative analysis
- A robust, multifaceted public participation strategy that engages diverse stakeholders in a meaningful and productive way and educates them on the role of the Comprehensive Plan.

- Plan elements, grounded in data and public input, for the content areas noted in the Scope of Work
- Overall goals and recommendations, as well as a workplan for Miami County, that are rooted in the community assessment and public input;
- An implementation plan that will help guide decision-making at both a County and Departmental level;
- An overall plan structure that is innovative, user-friendly, and comprehensive in its scope

PROJECT RESOURCES

The following documents and approved plans may be used as resources in developing the County’s updated Comprehensive Plan:

- <https://www.miamicountyin.gov/619/Plans-Ordinances>
- <https://www.miamicountyin.gov/210/County-Ordinances>
- <https://www.miamicountyin.gov/824/Miami-County-Comprehensive-Plan>
- <https://propelus31.com/>
- <https://miamicountyeda.com/>

SCOPE OF SERVICES

For the purpose of guiding the consultant in the development of a proposal, a preliminary scope of work has been drafted based on identified needs and opportunities. The below scope of work is meant to serve as a starting point to help guide the consultant in beginning to develop a proposed scope of work for the project. Flexibility is allowed in terms of project approach and plan contents. Miami County welcomes an innovative and creative approach from the consultant in developing and finalizing the scope of work:

A.) PLAN VISION –

Facilitate the planning process to devise a unifying vision for Miami County that takes into consideration the unique assets of each city and town, and Miami County’s role as a hub in the greater North Central region.

B.) COMMUNITY ASSESSMENT –

A comprehensive community assessment including both quantitative and qualitative data, as well as an analysis of key issues, trends, community strengths, etc. Data to be included and analyzed includes but is not limited to demographical, economic, housing, environmental, etc. The community assessment should identify strengths and opportunities across multiple subject areas.

As part of the Community Assessment or presented as a separate section, the new plan should include a review of the 2015 Comprehensive Plan, other applicable County Code of Ordinances, and other relevant plans, outlining progress toward goals, objectives, initiatives, etc. identified in the plan. This review should note what items were fully, partially or not accomplished. The review should also consider how new projects, developments, and initiatives impacted progress toward or changed goals.

DELIVERABLES:

- Data files of collected information and analysis outputs
- Benchmarks
- Narrative describing SWOT – existing and future conditions
- Charts, maps, schematics, and/or tables that are beneficial

C.) PUBLIC ENGAGEMENT STRATEGY & OUTREACH PROGRAM –

An innovative and robust public engagement strategy is integral to the plan’s success. A strategy to involve stakeholders of incorporated and unincorporated Miami County, as well as APC member towns and other jurisdictions within Miami County, will be critical. The public engagement strategy should be multifaceted to reach diverse populations through a variety of outreach methods. It should also include an educational component on the role of the Comprehensive Plan and Indiana Planning and Zoning Laws.

DELIVERABLES:

- Public engagement plan
- Compilation of stakeholder comments and input
- Compilation of public comments and input
- Meeting materials (handouts, agendas, maps, etc.)
- Meeting minutes
- Presentation of updates on the Plan and code revisions at public meetings, including but not limited to the Plan Commission and Board of Commissioners.

D.) PLAN ELEMENTS –

The Comprehensive Plan will include topics ranging from land use, infrastructure, economic development, and more. Though many topics will be raised during the planning process, the following plan elements have been identified as critical to Miami County. These could be presented as separate plan elements or consolidated/reworked, as proposed by the consultant. In addition to narratives, the various plan element sections should include illustrative maps, tables, concept graphics, etc. Specific areas of focus should include, but are not limited to:

1.) COMMUNITY VISION & GOALS –

Vision for the future of Miami County based on economic and demographic research, community input, and the input of elected and appointed officials and county staff

2.) LAND USE & DEVELOPMENT –

A land use strategy that will serve as the roadmap for land use decisions in incorporated and unincorporated Miami County. In the new Comprehensive Plan, the County seeks to build consensus on the future growth and development of Miami County. This should be addressed through current and future land use map(s) with the aid of innovative tool(s) as proposed by the consultant to meet the needs of the County.

3.) TRANSPORTATION & CIRCULATION –

Connectivity within the County’s communities, as well as within the greater North Central region and beyond. This includes both motorized and non-motorized connectivity. Special attention should be made in the updated Comprehensive Plan to the ProPEL US 31 planning initiative.

4.) ENVIRONMENTAL FEATURES & OPEN SPACE –

This section addresses the environmental features throughout Miami County that have a significant impact on the overall quality of life and recreation opportunities in the County. Items to include would be recommendations for preservation areas, trails and greenways, bicycle and pedestrian destinations, water trail and access points, etc.

5.) COMMUNITY FACILITIES & INFRASTRUCTURE –

An analysis of existing and proposed infrastructure assets within the County and how development can be guided to leverage availability of these assets. These include, but are not limited to: Transportation Infrastructure (motorized and non-motorized), Water and Sewer availability in all areas of the County, Stormwater, Power and Energy, Telecommunications, etc. Coordination with the local water and sewer districts, as well as other utility providers, will be an integral component of this element.

6.) ECONOMIC DEVELOPMENT –

Miami County Government has increased economic development planning and project development since the completion of the 2015 plan. This plan element should include a review of all economic development/redevelopment plans completed by the County prior to and since 2015, as well as larger economic development regional initiatives led by other local and regional organizations. Miami County Economic Development Authority (MCEDA) is currently in the process of updating the Economic Development Strategy.

7.) GOVERNMENT PROCESSES & POLICIES –

Consideration of government processes, policy objectives, and strategy needs for the County should be reflected. With the emergence of new technology, evolving times, new staff, etc., a comprehensive review and edit of current regulatory policies and tools to align with vision, goals, and objectives outlined in the Plan is needed. Additionally, recommendations on establishing new regulatory policies and tools to enforce critical components to achieve the vision of the Plan are desired.

8.) MARKETING, COMMUNICATION, & PROGRAMMING –

As Miami County continues to seek avenues and routes to stay abreast of the ever-evolving times, a planned approach is needed for marketing and communication for quality of life components (tourism, recreation, community branding, education, etc.). Key items of focus include defining the brand of Miami County via the use of logos, graphic design elements, design elements, like historic preservation, gateways, signage, and lighting, etc. Additionally, enhancing transparency and information distribution to stakeholders should be included.

9.) COMMUNITY HOUSING –

Mirroring national trends, there is a strong local demand both for more housing units and diverse housing types. Since the completion of the 2015 Comprehensive Plan, there has been significant residential development in many portions of the County. Likewise, many development projects are currently underway. As more rezoning petitions have been filed and vacant land replatted for new residential subdivisions, there is a desire to consider what housing types and densities are appropriate in the County to address the need for additional housing units. This plan element should be grounded in analysis and take into consideration how demographical shifts affect needed housing types within the County.

10.) RENEWABLE ENERGY –

Consideration of renewable energy projects and systems needs for the County, in part as a result of new forms of renewable energy and new renewable energy projects entering the County, have occurred since the completion of the 2015 Comprehensive Plan. This section should include recommendations on correct land uses and zonings which would be appropriate for renewable energy projects. Likewise, section should include an estimate of how many acres should be devoted to renewable energy projects in the County.

E.) IMPLEMENTATION STRATEGY –

An innovative implementation strategy that identifies next steps for recommendations. The implementation strategy should include next steps for Countywide goals and a detailed workplan for the Board of Commissioners, County Council, Planning & Zoning Department, Area Plan Commission, Economic Development Authority, elected officials, etc. Staff are looking for an innovative approach in the implementation strategy that meets the needs of the County and the Department.

DELIVERABLES:

- Executive summary that delineates the plans and proposed priorities
- List and narrative of priorities and corresponding examples of project and initiatives
- Recommendations and implementation plans
- Other items, as proposed by Consultant
- Meeting materials (handouts, agendas, maps, etc.)
- Meeting minutes
- Presentation of updates on the Plan at public meetings, including but not limited to the Plan Commission and Board of Commissioners.
- Provide necessary training for County staff and members of the Plan Commission and Board of Commissioners.

STAFF VS CONSULTANT PARTICIPATION

The Plan Commission department of Miami County consists of a Planning & Zoning Administrator, Assistant Planning & Zoning Administrator, Code Enforcement Officer, and a Building Inspector. It is anticipated that a Steering Committee will be formed to guide the Comprehensive Plan and code revision process.

The Consultant will work under the direction of the Planning & Zoning Administrator and Committee. Miami County will provide all available existing documentation to the consultant and will make staff available for input on an as-needed basis. The consultant will schedule, coordinate, and make all necessary arrangements for public engagement including but not limited to meetings, hearings, focus groups, surveys and events required by the consultant during the course of the project.

All documents, including initial findings, public meeting materials, surveys, drafts, etc. will be reviewed by the Administrator, staff, and Committee prior to being released.

DELIVERABLES/PRODUCT

The deliverables shall include an updated Comprehensive Plan and all related supportive documents and materials as well as a separate draft of code revisions to the Ordinance for the County to adopt to carry out the Plan. These updated plan documents shall integrate current planning policies, goals, and objectives where appropriate. The planning documents shall include text, plans, charts, graphs, and other applicable graphics.

Additionally, the consultant is expected to produce a range of deliverables for the Plan & code revisions at different phases of the project. Possible deliverables include, but are not limited to:

- Monthly status reports
- An editable Microsoft Word document and PDF version of the Draft Plan & Code Revisions
- An editable Microsoft Word document and PDF version of the Final Plan & Code Revisions
- Meeting materials (handouts, agendas, maps, etc.)
- Meeting minutes
- Maps
- Geographic Information System (GIS) files compatible with Beacon Schneider Corp GIS, such as geodatabase or shapefiles, and other systems employed with Miami County. When necessary, raster datasets should be both orthorectified and georeferenced.
- Zoning Ordinances from all municipalities within the County (Bunker Hill, Converse, Miami County, and Peru)

SUBMISSION REQUIREMENTS

Submissions should use standard 8.5”x11” sheets. The RFP should include the following items:

1. Cover Letter –
 - a. Introduce entity/firm;
 - b. Describe familiarity with Miami County and its regional context;
 - c. Interest in the project and brief description of relevant experiences that makes the consultant uniquely qualified to perform the work described in the RFP;
 - d. Signed & dated
2. Firm Overview –
 - a. Include information on lead and any sub-consultants on the team
3. Team Qualifications –
 - a. Identify the project manager/main points of contact for the project. Provide a resumé, qualifications, and references on the personnel who will be involved in the management of the delivery of the services proposed;
 - b. Include resumé of key team members. Resumes should detail educational qualifications and previous work assignments related to the services proposed. Include qualifications of each employee, as well as expected roles and responsibilities for this project.
 - c. Identify any subconsultant(s) and their intended role on the team. Provide the percentage of work anticipated to be assigned to any subconsultant(s).
 - d. Describe the availability and manpower estimate for the project manager and team members who will be committed to completing the project through acceptance/adoption by Miami County Board of Commissioners.

4. Project Approach –
 - a. Narrative and graphics describing the consultant team’s overall method and general schedule to developing a Countywide Comprehensive Plan that meets the elements outlined in this RFP.
5. Public Participation –
 - a. Describe and outline the forms/methods of public participation as part of this plan.
6. Experience and Examples
 - a. Samples of final documents and graphics from comparable projects completed within the previous five years (providing samples on a flash drive and/or hyperlinks are sufficient).
7. Scope of Time –
 - a. Estimation of overall scope of work/time involved with your team’s proposal. A timeline to completion with stratified steps along the way for public engagement, plan crafting/vetting/public meetings, public approval process, etc.;
8. Fees and Costs –
 - a. Provide a listing of fees, hourly rates, and expected budget break down by scope tasks and elements for members of the consulting team that will be involved in this project, including support personnel (do not include information on personnel who will not be regularly involved in the project);
9. Project List –
 - a. List of similar projects completed and currently underway by the firm and/or key personnel referenced under Team Qualifications;
10. References –
 - a. List at least three client references, including the project’s name, brief description, and primary contact information (email and phone); and
11. Draft Contract –
 - a. Provide a draft contract for the project.

Any firm wishing to be considered shall submit electronic copies to:

Miami County Plan Commission
Attn: Corey Roser, Planning & Zoning Administrator
25 North Broadway, Room 101
Peru, IN 46970
croser@miamicountyin.gov

TIMELINE

The following is the anticipated timeline for the selection process. The County reserves the right to make adjustments to the stated dates. Additionally, the County reserves the right, as the interest of the County may require, of rejecting any or all responses and to waive any minor informality or irregularity in the responses received.

<u>MILESTONE</u>	<u>DATE</u>
RFP Approved by the Plan Commission for Distribution & Bid	May 14, 2025
1 st Media Publication	May 21, 2025
Deadline for Questions	May 28, 2025 --- 4:00 PM EST
2 nd Media Publication	May 28, 2025
Response to Questions Provided	June 4, 2025
Proposals Due to County	June 20, 2025 – 3:00 PM EST
Proposal Evaluation & Potential Interviews	June/July 2025
Contract Negotiations and Award by APC	July 9, 2025 – 6:30 PM EST
Comprehensive Plan Process	Summer/Fall 2025

The consultant should demonstrate its ability to meet this timeline in the proposal and provide proposed benchmarks for the planning process.

EVALUATION CRITERIA & SCORING

The following factors will be used in the selection process:

<u>CRITERIA</u>	<u>POINTS</u>
Technical Expertise – <ul style="list-style-type: none"> • Qualifications and experience of key team members assigned • Working knowledge of State of Indiana laws governing comprehensive plans and comprehensive planning experience with counties and multiple jurisdictions 	0-20 PTS
Capacity – <ul style="list-style-type: none"> • Evaluation of consultant’s ability to provide services 	0-10 PTS
Proposed Project Approach – <ul style="list-style-type: none"> • How well the Consultant addressed key tasks within the Scope of Services referenced in their proposal and an evaluation of the Consultant’s approach to the project 	0-25 PTS
Public Engagement Approach – <ul style="list-style-type: none"> • How well the Consultant demonstrates a plan and the ability to achieve robust, inclusive, and meaningful public engagement throughout the project 	0-20 PTS
References – <ul style="list-style-type: none"> • Examples of previous governmental work that references provide satisfaction in services they received <ul style="list-style-type: none"> ○ 3 Satisfactory References = 10 PTS ○ 2 Satisfactory References = 5 PTS ○ 1 Satisfactory References = 2 PTS ○ 0 Satisfactory References = 0 PTS 	0-10 PTS

Cost – • Evaluation of consultant’s ability to provide a cost-effective update	0-15 PTS
Total Points –	100 PTS POSSIBLE

SELECTION PROCESS

After a review of the proposals received, the County may invite the top scoring consultants to be interviewed before making the final selection of a consultant for the project. If the County desires to interview a consultant, that consultant will receive notification of the date and time of the interview. The selected consultant will then negotiate a contract with the County including scope of work, project schedule, and fee. If a reasonable contract, including fee, cannot be reached with the consultant of choice, in the sole opinion of the County, negotiations will proceed with the second-choice consultant until a mutually agreed upon contract can be negotiated. Once a consultant has been selected and contract negotiation has occurred, a consultant will be recommended to the Miami County Board of Commissioners for its consideration and contract approval. The successful applicant will act as a consultant to Miami County. Accordingly, the County will rely upon the applicant to ensure full compliance with all applicable federal and state laws, regulations, and requirements.

Unsuccessful firms will be notified as soon as possible.

Prior to final payment to the Consultant, the Consultant will relinquish and transfer ownership of any documents, maps, websites, etc. to the County.

CONDITIONS & LIMITATIONS

The County expects to select a consulting firm from the proposals submitted. The County reserves the right to reject any or all responses to the RFP, to advertise for new responses, or to accept any response deemed to be in the best interest of the County.

A response to this RFP should not be construed as a contract or an indication of a commitment of any kind on the part of the County, nor does it commit either to pay for the costs incurred in the submission of the response to this request or for any cost incurred prior to the execution of a final contract.

Proposals must be signed by an official authorized by the provider to bind the provider to its provisions for a period of time of at least 90-days.

Upon selection, a professional services contract shall be prepared, negotiated, and fully executed before work is initiated. The County reserves the right to dismiss any part or all of the contracted team when, in the County’s opinion, the project is not moving as scheduled or is hindered in any way by the actions or personalities of team members.

CORRESPONDENCE

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

Corey Roser
Planning & Zoning Administrator
Miami County Plan Commission
(765) 472-3901 ext. 1291
croser@miamicountyin.gov

All communication is strictly limited to written questions submitted via email to the Contact. All questions must be submitted via email no later than May 28, 2025 at 4:00 PM EST. All questions submitted will be answered on the County's website on June 4, 2025 by 4:00 PM EST. Respondents shall be responsible for checking the County website. The County may rephrase questions as it deems appropriate and may consolidate similar questions. Responses, when posted, will constitute addenda to this RFP.