

REQUEST FOR PROPOSAL

PARK MASTER PLAN & IMPACT FEE STUDY

TOWN OF BARGERSVILLE

April 26, 2021

IMPORTANT DATES:

Proposal Due Date: May 14, 2021 at 2:00 pm

Interviews: May 18 or May 19

Projected Start Date: June 1, 2021

Contact:

Julie Young, AICP
Town Manager
24 N. Main St.
Bargersville, IN 46106
Phone: (317) 422-3101
Fax: (317) 422-3743

I. Introduction

The Town of Bargersville (“Town”) is requesting proposals for the updating of its Parks Master Plan and Recreation Impact Fee Plan. Consultants can choose one or both items to propose to the Town.

The last Master Plan was 2018-2022 and the Recreation Impact Fee was completed in 2017. Both items are available on our website.

II. Background

The Town of Bargersville operates under the council/manager form of government. The Town of Bargersville, incorporated in 1880, has an estimated population of 7,085 and a land area of 18.7 square miles. It is located in Johnson County and is bordered by the City of Greenwood, unincorporated Johnson County and Morgan County.

The Town provides a wide range of services. These services include police protection, building safety regulation and inspection, street lighting, land use planning and zoning, community and economic development, maintenance and improvement of streets and related structures, and recreational facilities.

The Town Council and Parks Advisory Commission recognize the need to provide recreational opportunities to the growing population of the community. In 2017, the Town Council adopted the first Recreation Impact Fee in the community.

A. Purpose of Request

As the Town continues to experience growth, the demand for additional recreational facilities will increase. The Town seeks to identify additional funding sources to provide the facilities necessary to meet the demands of the population growth. The Town seeks a consultant who can assist the Town in preparing the required analysis and studies necessary to adopt the PIF.

III. Submittal Requirements

The Town is requesting one pdf copy and five bound paper copies of the proposal, which must contain the following information:

- A. Letter of Interest: Please include a letter expressing the Consultant’s interest in being considered for this project. Include a statement regarding the Consultant’s availability to dedicate time, personnel, and resources to this effort during the period of June thru December of 2021. The letter of interest must include a commitment to the availability of the Consultant and all key project staff during the planning period and a proposed schedule designed to meet the Town’s deadline for the report (2-page maximum).
- B. Project Understanding and Approach: Please include a statement demonstrating your understanding of the proposed project and of the Bargersville community and describe your approach to completing the project successfully and within the proposed budget and schedule.

- C. Relevant Experience: Please include information describing the Consultant’s experience with park impact fees, including similar project experience and references.
- D. Project Manager/Key Staff: Please list the Project Manager and other key staff members, including key sub consultant staff, and the percent of time the Project Manager will be committed for the contract, if selected. Include important disciplines and staff members responsible for the work. Address the experience of the key staff members on similar projects and the staff qualifications relative to the required item qualifications.
- E. Proposed Scope of Work: The proposed scope is to prepare justification of Park Impact Fees in accordance with I.C. 36-7-4-1300. The final scope should consider the following tasks and recommended deliverables. All respondents have the discretion to present modified scopes of work based on professional experience; however these should be separate “Optional Tasks and Fees”. The submittal deadline is firm with no changes, unless an extension is granted unilaterally to all respondents.
 - a. Data Collection and Analysis
 - i. Acquire and review previous 10 years of demographic and development data.
 - ii. Acquire existing and projected demographic and development data for the next 10 years.
 - iii. Perform need and service level data analysis for anticipated development and population projections.
 - iv. Develop the fee structure or formula and project anticipated revenue.
 - v. Develop Zone Improvement Plan
 - vi. Review findings and fee outcomes with Town staff and Impact Fee Advisory Committee.
 - vii. Prepare final report. The final report shall include an executive summary, citation of data sources and key analytical assumptions, illustration of analytical methods, presentation of findings, and outline an action plan for implementation of fees. The report shall also include technical analysis
 - b. Meetings
 - i. The consultant shall work as an extension of Town staff and be prepared to attend a minimum of 5 meetings with Department of Development staff, Impact Fee Advisory Committee, Parks Advisory Board, Plan Commission, and Town Council; and attend and make presentations at the Parks Advisory Commission, Plan Commission and Town Council public hearings.
 - c. Deliverables
 - i. Updated Park Master Plan
 - ii. Zone Improvement Plan
 - iii. Fee Structure
 - iv. Impact Fee Ordinance including:
 - 1. Fee schedule or formula
 - 2. Fee assessment date/schedule

3. Installment payment plan option
 4. Appeal procedures
- F. Budget and Schedule: Based on the Proposed Scope of Work, please provide a detailed budget and schedule that meets the six month timeframe established by the Town. If your proposed schedule exceeds the proposed six month timeframe, please indicate why you believe additional time will be needed to complete the project.

IV. Selection Process

The selection process for the consultant will be as follows:

- a. Based upon the submitted proposals, the Town selection team may select 2 to 3 Consultants to interview. Interviews are tentatively scheduled for May 18th or May 19th at Bargersville Town Hall, 24 N. Main St., Bargersville, IN 46106.
- b. At the interview, the selection team will expect the consultant to provide a 10-15 minute presentation introducing the project manager, key personnel and outlining the Consultant's project approach and understanding. The presentation will be followed by a question and answer period by the selection team.
- c. Upon completion of the interview process, the selection team will select the preferred Consultant team. The Town intends to execute the contract with the selected Consultant in a timely manner so that the contract can be approved by the Town Council and work can begin in June, 2021.

The final selection will be based upon the following criteria:

1. The Consultant team's demonstrated understanding of the project and community, its proposed scope of work and its demonstrated ability to successfully complete the project in the desired schedule.
2. The Consultant team's past experience with similar projects and demonstrated success with similar clients.
3. The experience of the Project Manager and key personnel assigned to the project.
4. The Consultant team's proposed costs for completion of the project and ability to deliver the proposed scope of work within the proposed schedule.
5. The Consultant team's ability to meet the Town's standard contract and insurance requirements.

The Town of Bargersville will not discriminate against any interested firm or individual on the grounds of race, creed, color, sex, age, disability or national origin in the contract award.

The Town reserves the right to request additional information for clarification purposes or to reject all proposals.

V. Proposal Due Date and Delivery

One pdf copy and five bound paper copies of the Proposal, including any Addendums, clearly marked "Response to Request for Proposal: Park Impact Fee Study," should be submitted by mail and email not later than:

2:00 p.m. on May 14, 2021

to jyoung@townofbargersville.org and to the address below. All copies received will be date and time stamped. Proposals will not be accepted after this time. Proposals should be addressed to:

Julie Young, AICP
Town Manager
24 N. Main St.
Bargersville, IN 46106

Proposals received by facsimile will not be accepted. Hand-delivered proposals will be accepted at the above address.