



REQUEST FOR PROPOSALS

PLANNING & ZONING DEPARTMENT
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The City of Hobart (“City”) is issuing this Request for Proposals (“RFP”) to select firms for the development of a new Comprehensive Plan (“Project”). This document outlines the City’s expectations for the Project and guidelines for an acceptable RFP submittal.

Questions regarding the Project or RFP submittal process shall be submitted in writing to the City Planner, Ross Pietrzak, email address: rpietrzak@cityofhobart.org.

I. Scope of Work:

The City is seeking the first major update to its Comprehensive Plan since its adoption in 2003. The existing plan has been updated from time-to-time, but requires a new vision and updated goals and objectives given a rapidly changing and active development environment. The existing plan is broken down into the following chapters; (1) Intent and Purpose, (2) Community Description, (3) Population Projections, (4) Existing Land Use, (5) Thoroughfare Plan, (6) Growth Trends, (7) Downtown Revitalization, (8) Educational Facilities, (9) Housing, (10) Conclusions and (11) Conditional Uses. The Project may, but is not required to, follow the same structure. The following information should guide the firm in developing a satisfactory proposal submittal.

A. Required Topics:

While ensuring compliance with the [500 series of IC 36-7-4](#), the plan shall include the following topics, which may serve as standalone chapters or may be organized into other chapters, as determined by the firm:

1. Thoroughfare Planning:

Update the City’s thoroughfare maps and roadway classifications. Identify necessary upgrades to the existing transportation system with a focus on future development needs. Assess bicycle and pedestrian infrastructure with recommendations for improving the City’s transportation infrastructure to accommodate multiple modes of transportation. Identify gaps in the overall transportation system and provide suggestions for retrofitting existing roadways to address multi-modal transportation and congestion issues. Analyze current regulations for managing points of vehicular access onto roadways and provide suggestions to improve the safety and efficiency of the City’s thoroughfares. An implementation schedule for future thoroughfare projects shall be provided.

2. Natural Resource Conservation:

Identify areas of concern and recommendations for the improvement of water quality within Lake George and its tributaries. Recommendations shall include policies for future development along riparian areas and conservation strategies for unique natural features and wildlife corridors. The plan should include strategies to promote and enhance the Nature District as well as identifying methods for improved communication and coordination between the multiple stakeholders within the District.

3. Parks and Recreation Planning:
Update the existing Parks and Recreation Master Plan and incorporate it as a chapter into the Comprehensive Plan. It is required that this topic be its own chapter within the plan. The plan shall follow the [IDNR Planning Guidelines for Five Year Parks and Recreation Master Plans](#).
4. Housing Needs Analysis:
Provide an assessment of the overall housing stock within the City and identify areas of need. The assessment should also include current trends within the community and future trends within the greater housing market. Provide strategies for improving the quality of existing housing stock to ensure competitiveness in the regional market.
5. Downtown Revitalization:
Recommend strategies for improving the quality of the Historic District that encourages new business growth and investment. The plan should also provide recommendations for creating a unique downtown and/or Lakefront District brand. Identify funding opportunities that leverage the downtown's designation as a Livable Center.
6. Land Use:
Create an existing land use map that identifies the breakdown of various land use types. Provide an assessment of current land uses and any deficiencies. As needed, recommend modifications to existing zoning requirements to address those deficiencies. Update the future land use map for the City.
7. Growth and Development Trends:
Identify current local and regional growth trends as it pertains to population and housing. Compare trends within Northwest Indiana and the greater Chicagoland area. Provide an assessment of current and future economic trends within the region and the City's competitiveness therein. The plan should identify opportunities within growth and development trends and policies the City should consider to take advantage of those opportunities.
8. Community Character:
Identify the current composition of the City along with any physical or cultural assets or deficiencies. Based on community input, provide recommendations for creating or further enhancing a unique sense of place within the region. Identify established and potential districts within the City and strategies for enhancing and promoting the qualities within them.
9. Economic Development and Redevelopment Strategies:
Provide strategies the City can utilize to attract quality job growth and generate long-term investment opportunities. Assess at least two corridors (U.S. 30 and 37th Ave. / Ridge Rd.) and provide strategies for their continued viability. Review and assess zoning and

enforcement policies within the corridors.

10. Additional Topics:

Additional topics may be necessary as determined by the selected firm and public input.

B. Required Components:

Understanding that the firm shall be entitled its creative liberties to develop the overall framework for the Project, the firm and plan shall meet the following requirements:

1. The firm shall utilize results from the 2020 U.S. Census in its preparation and analyses. The City recognizes that not all 2020 Census data has been released and that delays in the release of that data may affect the project timeline.
2. The plan shall provide a vision for the next 10-20 years.
3. The plan shall be broken out into chapters, with each chapter addressing topics permitted within IC 36-7-4-502 and 503.
4. While the previously listed “Required Topics” could be standalone chapters, the Parks and Recreation Plan must be its own chapter within the Comprehensive Plan.
5. Each chapter of the plan shall be a standalone document; able to be reviewed and revised independently from the rest of the plan.
6. Each chapter of the plan shall include a reference page for all resources utilized within that chapter. “Resources” shall include plans, documents or reports by the City, other municipalities or public agencies and private entities directly or indirectly referenced within the chapter.
7. Each chapter shall include its own list of goals and objectives. Goals and objectives shall be listed with reference to the authoritative body responsible for action, a clear measurable for completion or success and a timeframe for completion.
8. The plan shall provide guidance for a clear and definitive assessment of the City’s progress in upholding or achieving the vision, goals and objectives of the plan and recommended timeframes for revisions and updates to the plan.

C. Meetings:

1. Plan Commission:

Throughout the Project, the selected firm will be expected to provide updates to the Plan Commission, which meets at 7 P.M. on the first Thursday of each month. At minimum, the firm should account for four (4) meetings with the Plan Commission including a kick-off

meeting and a final presentation upon completion of the Project. The remaining two (2) required meetings shall occur at the firm's discretion.

2. Board of Park Commissioners (Park Board):

The firm should account for two (2) meetings with the Park Board, which meets at 6 P.M. on the second Monday of each month. The meetings shall include a kick-off meeting and final presentation upon completion of the Parks and Recreation Chapter.

3. City Council:

The firm should account for two (2) meetings with the City Council, which meets at 6 P.M. on the first and third Wednesday of each month. The meetings shall include a kick-off meeting and final presentation upon the completion of the Project.

4. Steering Committee:

The firm should provide drafts of the plan to the Steering Committee for its review and feedback. In-person or virtual formats are acceptable. The firm shall suggest an initial number, timing and format of meetings, with additional meetings occurring on an as-needed basis as determined by the City Planner.

5. Public Meetings:

The firm should provide no less than five (5) in-person public outreach efforts to be dispersed at reasonable increments throughout the development of the Project and throughout the community to encourage participation and increase accessibility.

6. Stakeholder Meetings:

The firm should identify opportunities for stakeholder meetings. In-person or virtual formats are acceptable. The number, timing and format of stakeholder meetings shall be determined at the firm's discretion.

D. Deliverables:

Firms will be required to provide the following deliverables upon completion of the Project:

1. One (1) electronic final draft of the plan in searchable PDF format
2. Fully-editable drafts of the final plan as well as any incorporated maps, charts, graphs or other infographics. The format(s) for these documents are to be identified by the firm.
3. Ten (10) hard copies of the final draft of the plan

II. Request for Proposal Submittal:

Proposals for the Project will be received at the Clerk-Treasurer's Office located at Hobart City Hall, 414 Main Street, Hobart, Indiana until Monday, August 9th at 12:00 PM (noon) local time. At that time, the

submittal window for proposals will be declared closed and submissions timely received will be dispersed to the Steering Committee for review.

Proposals shall be submitted in a sealed envelope with the firm's name and "City of Hobart Comprehensive Plan Update RFP" indicated on the envelope.

A. Submittal Packet:

Proposal submittals shall include the following information:

1. Project Timeline:

Firms shall provide a timeline for completion based on an anticipated start date of October 1, 2021. The Project is anticipated to take one (1) year to complete. Timelines should include schedules pertaining to community outreach efforts, meetings with various municipal bodies and stakeholders and dates for submission of drafts to be reviewed by the Steering Committee.

2. Project Approach:

Firms shall outline their approach to the Project. Expectations of the City and expectations of the Firm shall be identified in as much detail as possible. Firms should provide a description or summary outlining the framework for the deliverable and how it anticipates future updates and revisions being completed.

3. Public Engagement Strategy:

Firms shall provide a breakdown of meetings including anticipated number of meetings and the types of meetings (public, stakeholder, Steering Committee, etc.). Additional outreach or engagement efforts beyond in-person meetings should be identified and explained.

4. Parks Master Plan:

The Parks Master Plan has been a standalone document and will be a new, required chapter within the Comprehensive Plan. Firms shall identify their approach to the Parks and Recreation Chapter in detail and provide examples of previous Park Plans or Comprehensive Plan chapters that reflect the potential deliverable.

5. Project Cost:

The firm shall provide a proposed cost for the overall project with a further breakdown identifying the costs associated with the Parks and Recreation Chapter. Costs should be itemized as much as is reasonably possible. Payments shall be tied to checkpoints in the Project's progression. Progress checkpoints and amounts allocated to each checkpoint, described as either a dollar amount or percentage, should be identified by the firm.

B. Selection Process and Negotiations:

All firms submitting an RFP will be asked to interview before the Steering Committee. The schedule for interviews shall be determined at a future date. The Steering Committee shall select the highest-

scoring firm with whom to enter into negotiations based on the scores for each firm's RFP submittal and interview. Negotiations may include revisions to the proposed scope of work.

Should negotiations with the highest-scoring firm fail to result in an acceptable project, as determined by the Steering Committee, the Steering Committee shall proceed to enter into negotiations with the next-highest-scoring firm and continue in similar fashion until an acceptable project has been identified or all proposals are rejected.

In the result of any ties in scoring, the Steering Committee shall select by a simple majority vote one of the tying firms with which to enter into negotiations.

The City reserves the right to reject any or all proposals, to waive any nonmaterial irregularities or information in any RFP, and not to accept or reject any item or combination of items.