

## Request for Proposals - Submitted Questions and Responses

Updated 07-30-2021

1. *Have you set a budget range now that you have a more defined scope of work that you are providing the shortlisted teams?*

**Answer:** The City has not set a budget. The RFP requests an itemized budget to allow for some flexibility during the negotiations with the selected firm to identify an acceptable project and price.

2. *How many teams did you shortlist and plan to interview? Will you share their names?*

**Answer:** At this time, we are not identifying the number or names of firms shortlisted. We will maintain a tab sheet once the RFP submittals have been turned in that you may review upon request. We encourage each firm to submit their unique proposal and will compare submittals at the appropriate time.

3. *Who is on the selection committee?*

**Answer:** The Steering Committee is as follows:  
Chris Wells - Common Council  
Luke Weinman - Park Board  
Craig Brooks - Plan Commission  
Ross Pietrzak - Planning Department  
Phil Gralik - Engineering Department  
Beth Jacobson - Economic Development Department  
Kelly Goodpaster - Parks and Recreation

4. *Do you have any other updates on the schedule or overall project?*

**Answer:** At this time, the August 9th submittal deadline is the only established date. Interviews will take place as schedules permit and a firm will be selected to enter into negotiations as identified in the RFP. The City may move on to the next highest scoring firm should an agreement not be met. Therefore, the City will notify all firms when an initial selection is made and when the project has been contracted.

5. *Is there a certain number of copies of the proposal you would like to receive and would you also like a digital copy on a USB and/or emailed to you?*

**Answer:** The submittal should be the same as the RFQ, which is eight (8) paper copies and one (1) digital copy in PDF format (USB). The digital copy needs to be included with the packet for the Clerk-Treasurer's Office to retain on file with this project. An email would not be sufficient for that purpose.

6. *Are the public meetings anticipated to be community workshops, open house or similar? And, can any of these meeting be combined? For example, a joint Plan Commission and City Council meeting.*

**Answer:** Each firm should submit a schedule that achieves the minimum meeting requirements identified within the scope of work. The final presentation meetings for the Plan Commission, City Council and Park Board are intended to take place ahead of a formal adoption proceeding. Therefore, the final presentation meetings shall occur on an individual basis and during a regularly scheduled meeting of each body. With the exception of the final presentation meetings, the scheduling and formatting of each meeting shall be at the firm's discretion with an understanding that meetings outside of the regularly scheduled meetings may be subject to Open Door Law ([Indiana Code 5-14-1.5-1](#)) and other State and Local regulations.