

Rush County Commissioners
101 E 2nd St, Rushville, IN 46173 - (765) 932-2077

FROM: Rush County Commissioners

PROJECT: Rush County Comprehensive Plan

Your firm is invited to submit your Statement of Qualifications to become eligible for professional services related to the development of a comprehensive plan for Rush County.

Attached to this memo are the following:

1. Requirements for Statement of Qualifications
2. Background
3. Preliminary Scope of Work
4. Schedule of Activities
5. Evaluation Criteria

Once all responses have been reviewed, the Rush County Commissioners may seek interviews with select firms or award the professional services contract based upon submitted qualifications.

Five (5) copies of your Statement of Qualifications should be forwarded to the following address: Rush County Auditor, 101 E 2nd St, Rushville, IN 46173 to be received no later than **09:00 AM on Monday, June 26, 2023.**

Sincerely,

Rush County Commissioner

Enclosure

Requirements for Statement of Qualifications

Your Statement of Qualifications should include the following information:

1. Name, address, and brief description of the firm.
2. A brief narrative as to the firm's interest, particular abilities and qualifications related to this project.
3. Resumes of key personnel to be assigned to this project.
4. Describe other projects designed by this firm and key personnel pertinent to this project. Include reference contact information.
5. Describe the firm's approach to this project.
6. Provide a proposed project schedule.
7. Firm's proximity to, and working knowledge with, Rush County.

Background

The Rush County Commissioners are seeking qualifications for professional consulting services to assist the county with updating its 2008 Rush County Comprehensive Plan. The comprehensive plan update will be for the jurisdictional area of the Rush County Area Plan Commission which currently serves the unincorporated areas of Rush County and the Towns of Carthage and Glenwood.

The Town of Carthage prepared a Comprehensive Plan in 2017, which was adopted by Rush County and the Town of Carthage. It is intended that Carthage's 2017 Comprehensive Plan will continue to serve the town and no amendments to Carthage's plan will be included in Rush County's planning effort. Accordingly, the Rush County Comprehensive Plan will be written to address unincorporated areas of Rush County and the Town of Glenwood.

Preliminary Scope of Work

The following scope of work is meant to establish a baseline expectation for the planning process and to help guide the consultant team in development of a detailed scope of work for the project. During the Rush County Comprehensive Planning process, it is expected that the selected consultant will:

1. Form a steering committee to guide the planning process
2. Facilitate an extensive public engagement process to solicit input from residents both in-person and on-line
3. Formulate goals and objectives based upon the county's existing conditions, top planning issues, and public engagement and steering committee feedback
4. Develop recommendations that address key components of the overall comprehensive plan

5. Develop an action plan which identifies top priorities from the plan, potential funding strategies, responsible parties, timelines, and key next steps
6. Prepare a focus area plan for the Town of Glenwood

Tentative Schedule of Activities

Publication of Request for Qualifications	Week of June 5 th , 2023
Submit Statement of Qualifications:	June 26, 2023
Evaluation of Proposals and Short Listing of Firms:	June 28, 2023
Interview Short Listed Firms (if necessary):	June 30, 2023
Select Firm: Issue Notice of Award/Sign Contract:	July 17, 2023

Evaluation Criteria

Proposal Evaluation criteria shall include:

1. Specialized experience or technical expertise of the organization and its personnel in connection with the scope of services to be provided and the complexity of the project.
2. Past record of performance on contracts, including quality of work, timeliness, and cost control.
3. Capacity of the organization to perform the work within time limitations, taking into consideration the current planned workload of the firm.
4. Familiarity of the organization with this type of project or problems applicable to the project.

If you are interested in providing the required services, please submit (5) copies to the following address: Rush County Auditor, 101 E 2nd St, Rushville, IN 46173 to be received no later than 9 AM on Monday June 26, 2023. Each Statement of Qualification will be reviewed for completeness and clarity according to the above criteria. If the Rush County Commissioners deem it necessary to interview select firms, interviews are expected to be held on June 30, 2023.

The County may or may not negotiate the fee schedule with one or more offers. The County reserves the right to reject any and/or all responses. The County is an Equal Opportunity Employer. The contract is tentatively scheduled to be awarded on July 17, 2023, at the regular meeting of the Rush County Commissioners.