



Request for Qualifications

Professional Services for a Comprehensive Plan

RFQ Issued: August 15, 2019

RFQ Submittals Due: Noon (local time), September 30, 2019

RFQ Submittal Location: City of Auburn
Department of Building, Planning & Development
210 S Cedar Street, 2nd Floor
PO Box 506
Auburn IN 46706





Request for Qualifications

Professional Services for a Comprehensive Plan

Request

The City of Auburn, through its Department of Building, Planning & Development and Plan Commission, is seeking written Requests for Qualifications (RFQ) from qualified consulting firms for professional services for a new Comprehensive Plan.

In collaboration with the City's social media consultant, the City of Auburn Comprehensive Plan will be driven by input from local officials and residents through various formats. The primary objectives of the Comprehensive Plan are:

- To meet the State of Indiana's required comprehensive plan elements;
- To be mindful of / align with the standards in AARP's Livable Communities Index
- To create a unifying vision for future growth and development;
- To engage diverse segments of the population in meaningful ways;
- To establish clear guidance for decision makers;
- To development implementation strategies; and
- To create a user-friendly document that is functional in printed or electronic format.



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City of Auburn Indiana - Overview

Auburn, DeKalb County, Indiana was founded in 1836 by Wesley Park and John Badlam Howe. Just 20 miles north of Fort Wayne, the site was chosen at the junction of Cedar Creek and two major trails: Goshen-Defiance Road and Coldwater Road. Auburn's name is believed to be derived from a poem by Oliver Goldsmith that begins, "Sweet Auburn! Loveliest village of the plain," as a tribute to its rural, Midwestern quality.

By 1849, the village became incorporated as a town, and by the end of the American Civil War, it had over 700 citizens. Following a referendum in 1900, the town became the City of Auburn on March 26. Today, the population is over 13,000 people.

The Auburn Automobile Company also began in 1900, growing from the Eckhart Carriage Company founded by Charles Eckhart. It thrived until material shortages in World War I forced the plant to close. The company was sold in 1919, and then again in 1924 to E.L. Cord. In 1926, Cord collaborated with Duesenberg to produce a line of luxury vehicles. Despite their style and innovative engineering, the Great Depression stifled the market, leading to the end of the company in 1937. The Auburn Automobile Company did not survive to see the prosperity of the 1940s and 50s. However, the community's pride in its rich industrial history lives on. The Auburn Cord Duesenberg Automobile Museum is open today in the original headquarters and showroom of the Auburn Automobile Company. The community embraced the automobile heritage when the Auburn Cord Duesenberg Festival and Auction began in 1956, which still brings thousands of visitors to Auburn every Labor Day weekend. Today, the City of Auburn is also known as "Home of the Classics."

Aside from the rich automobile history and culture, Auburn is derived from a community of philanthropists and hard workers. Auburn takes pride in its Downtown Historic Business District, which thrives with local retail businesses, offices, and restaurants. In the past 5 years, Downtown Auburn has been revitalized with the generosity and support of private and public investments. Events are held year round to celebrate and promote Downtown Auburn.

Auburn offers public amenities like community parks, providing recreational facilities for its citizens. From small neighborhood parks, to large sports complexes, to the Auburn trail, there is something for everyone. There are two elementary schools located in the City. These schools are associated with the DeKalb County Central School District. DeKalb Middle School and DeKalb High School are located just north of Auburn. The Eckhart Public Library, generously donated by Charles Eckhart in the early 1900s, provides many services to citizens including book rental, genealogy research, children's center, teen place, and many community events.

Auburn prides itself with its ability and desire to collaborate with local organizations, neighboring communities, state agencies, and many more.

The current City of Auburn Comprehensive Master Plan was adopted in 1987. Since then, the City has adopted the 2014 East Central Neighborhood Study, the 2016-2020 Parks and Recreation Master Plan, the 2018 Downtown Revitalization Plan, and the 2018 Trails & Sidewalk Plan. While these plans have supplemented the 1987 Comprehensive Master Plan, it is time for Auburn to take an extensive look at the community and compose an updated City of Auburn Comprehensive Plan.



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Project Description

The City will provide local data, including GIS data and previous plans, to aid in the development and implementation the planning process and community engagement strategies that reach diverse segments of the City’s population. Collaboration between the City and the consultant in all facets of preparing the Comprehensive Plan is essential. The current plan is substantially outdated. Scope of the project will include:

Community Evaluation	Analysis of key issues, trends, and SWOT
Stakeholder Identification	Identify and understand the roles of citizens, community leaders, and implementers of the plan
Vision	Define a vision for the future growth and development of the City that is unifying and inspiring
Community Engagement	Encourage participation by all demographics in diverse outreach strategies including, but not limited to, public hearings, digital and hard copy surveys, and planning “pop-ups” at community events
Planning Best Practices	Introduce innovative and traditional planning, development, redevelopment and growth strategies to produce results consistent with the vision
Decision Making Tools	Provide specific, clear policies for the future development and redevelopment of the community
Implementation	Include guidance for the practical application of the plan in daily activities



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Qualification Content and Submittal Requirements

Each consultant who responds to this Request for Qualifications shall submit one (1) electronic and five (5) hard copies of all requested materials.

1. Cover letter with firm name, address, phone, and email.
2. Description of the firm(s) qualifications, with emphasis on work related to the preparation of comprehensive plans and public engagement strategies. If this is a joint venture, explain in detail the responsibilities of each firm.
3. Describe comprehensive plans, public engagement strategies, and other pertinent plans the firm(s) has completed in the last three years. Please limit to three comprehensive plans.
4. Identify the principal staff who will be assigned to this project and describe their responsibilities. Also, list recent projects on which the principal staff have worked, along with their responsibilities on those projects. The City expects the principal staff person(s) listed will not change and will follow through the entirety of the project.
5. Describe the approach and general process used by your firm for comprehensive plans.
6. Include a statement that the firm(s) has sufficient staff resources and the capability to perform the work provided in your firm's proposal within the specified period.
7. Provide three recent project references with project name, contact person, telephone number, and email.

Note: Consultant firms will not be reimbursed for any cost associated with the preparation of the Request for Qualifications for Professional Services for a Comprehensive Plan. All proposals will be public information.



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Selection Criteria

The qualification evaluation and selection criteria are as follows:

1. A high level of professional competence and a proven record of accomplishment in the preparation of comprehensive plans, master plans, strategic plans, and public engagement
2. Demonstration of professional and technical expertise and experience of the principal staff assigned to the project.
3. Relative proximity/location of the consultant team to the City of Auburn,
4. If a joint venture, the records of accomplishment of team collaboration.
5. Public facilitation capabilities including experience collaborating with the City resources to engage the public, as well as citizen committees.
6. The proposal should clearly demonstrate the firms' understanding of the City's overall objectives in the Comprehensive Plan process.
7. Ability to produce high quality end product that is user-friendly and available/ useable in both hard copy and electronic formats.
8. Ability to make high quality oral and visual presentations
9. How the consulting team interacts with the public, staff, and public officials.
10. Ability of consulting team to demonstrate initiative and motivation.
11. Ability to keep the project on schedule, with completion 12 – 18 months after start date.
12. Review of references and work product.



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Selection Procedure

Members from the Department of Building, Planning & Development and the City of Auburn Plan Commission will review submitted materials and interview firms or consulting teams with the top qualifications. This group will select and recommend the top qualified firm or team to the City of Auburn Board of Public Works and Safety for final review and contract negotiation.

The selection of a firm shall be made without regard to race, color, sex, age, religion, national origin, or political affiliation. The City of Auburn is an Equal Opportunity Employer and encourages qualifications from qualified minority and woman-owned businesses.



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Submittal of Qualifications

Please submit one (1) electronic and five (5) hard copies of the firm's qualifications and supporting materials **by 12:00 PM (noon) local time on Monday, September 30, 2019**. Late submittals will not be accepted.

Deliver Submittals to:

City of Auburn
Department of Building, Planning & Development
210 S Cedar Street, 2nd Floor
PO Box 506
Auburn IN 46706

The City of Auburn reserves the right to accept or reject any qualification packet received.

Tentative Consultant Selection Schedule

Issue Request for Qualifications: August 15, 2019
Qualification Submittals Due to the City of Auburn: September 30, 2019
City Review of Qualifications: October 1 – 4, 2019
Top Consultant interviews: October 4 – 11, 2019
Selection of Top Consultant: October 11, 2019
Scope / Contract Negotiation Completed: November 1, 2019
Project Start Date: January 2020

Questions?

Questions should be directed to

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