



KOSCIUSKO

PARKS AND RECREATION

REQUEST FOR QUALIFICATIONS

KOSCIUSKO COUNTY GREENWAYS & BLUEWAYS MASTER PLAN

DATE ISSUED:	September 22, 2023
PRE-BID MEETING:	October 5, 2023 @ 1 pm (Video Conference Room-Justice Building)
SUBMISSION DEADLINE AND TIME:	October 19, 2023 @ 8:30 am
Opening of Bids	October 19, 2023 at 1:00 pm
Selection of Finalists	November 2, 2023 9:00 am
Interviews with Finalists	November 9, 2023 starting at 9 am (Video Conference Room-Justice Building)
Selection of contractor	November 16, 2023 @ 1 pm
Recommendations to the Commissioners	November 21, 2023 @ 9 am
CONTACT INFORMATION:	Kosciusko County Parks Department
	% Marsha McSherry
	100 W Center St Warsaw, IN 46580
	Email: mmcsherry@kcgov.com

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1.0 PROJECT INTRODUCTION

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1.1 Project Overview

The Kosciusko County Parks Board (the Parks Board) intends to contract for the services of a consultant(s) to develop a Greenways & Blueways Master Plan for Kosciusko County. The Master Plan will help the Parks Department develop a cohesive and comprehensive approach to expanding and improving existing infrastructure and programs. The primary goals of this project include:

- The Blueways should seek to create a diverse network of accessible water trails for various non-motorized activities such as kayaking, canoeing and paddle boarding.
- The Greenways should seek to interconnect Kosciusko County's communities to each other and to the region.
- Conduct a comprehensive inventory and assessment of existing trails within the county, including their condition, connectivity, and usage.
- Conduct a thorough analysis of the county's topography, natural resources, and land use patterns to identify potential trail corridors.
- Identify the county's waterways that could be blue ways for non-motorized activities (i.e., water trails).
- For the waterways that could be blue ways, map potential ingress/egress points.
- Identifications along the trails of and pull offs/landings for dispersed camping.
- Engage with stakeholders, including community members, local organizations, government agencies, and trail user groups, to gather input as the draft plan is being developed and incorporate their perspectives into the final plan.
- Develop design guidelines and standards for trail development, considering factors such as trail width, surface materials, signage, and amenities. (the guidelines should factor in the requirements of possible funding sources such as INDOT and/or the DNR)
- Propose a prioritized trail network plan that connects key destinations, such as parks, natural areas, schools, residential areas and commercial centers, linking to existing trails when possible.
- The Trail Network plan will be delivered using non-proprietary maps and other visual means that clearly identify where the trails are to be located and allow the PRB to update as needed.
- Develop an implementation strategy for the top trail priorities that includes phased timelines, cost estimates, potential funding sources, and considerations for maintenance and sustainability.
- Prepare a final County-Wide Trail Master Plan document that clearly presents the findings, recommendations, and proposed strategies in a visually appealing and accessible manner.

1.2 Explanation of Parties Involved

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Kosciusko County Parks Department (the Parks Department): The Kosciusko County Parks Department was formed in 2022. The Parks Department completed the Kosciusko County Parks Master Plan in early 2023. The Parks Department is now looking to further refine the master plan by developing a Greenways & Blueways Master Plan.

Michiana Area Council of Governments (MACOG): MACOG completed the Kosciusko County Parks Master Plan and continues to work closely with the Parks Department as necessary, including for the purpose of hiring a consultant to prepare the Greenways & Blueways Master Plan.

Indiana State Department of Health (ISDH): ISDH provided some grant funding for the purpose of developing a trails master plan for Winona Lake. With the consent of ISDH, those funds are included as part of the budget for hiring a consultant to develop the Greenways & Blueways Master Plan.

1.3 Project Background

The Parks Department completed their parks master plan in early 2023. The master plan was intended as a high level guidance document. As the next step in the planning process, the Parks Department would like to identify more details and specifics for the various components of the master plan. Within the master plan, The Parks Department has generally identified the connections between the communities of Kosciusko County. The Greenways & Blueways Plan will refine these connections to defined routes, connections and trailheads. Furthermore, the “blueways” component of the plan will identify public access locations and possible associations with the trails system.

Since 2016 MACOG’s regional Active Transportation Plan has been used as the county’s primary guidance document in combination with the 2013 Warsaw + Winona Lake Bicycle and Pedestrian Master Plan. Both were developed as long-range plans focused on improving bicycle and pedestrian infrastructure. Both have seen significant progress. The Parks Department sees the Greenways & Blueways Plan as an opportunity to update, unify and define non-motorized transportation in Kosciusko County.

2.0 PRELIMINARY WORK PLAN

2.1 Existing Conditions Analysis

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The Consultant will review the existing Kosciusko County Parks Master Plan. This task should include an inventory and analysis of policies, programs and infrastructure that currently support walking and bicycling as well as waterway usage. The consultant should also utilize existing information such as the MACOG Active Transportation Plan and crash data.

The consultant will lead public meetings to gather comments on the existing conditions to quantify the extent, barriers and opportunities for walking, bicycling and waterway use. Multiple meetings are expected to ensure input is provided from all areas and communities in the county. It is important to gather significant public input from diverse stakeholders through the public meetings in the planning process. The consulting firms should identify and engage all stakeholders, such as:

- Casual bike riders, walkers and waterway users
- Institutions – Hospitals, Schools, Colleges
- Community Groups – Churches, Neighborhoods, etc
- Private Sector – Chamber, Development Corporations, etc
- Public sector – County, Health Departments, Utilities
- Potential Underserved Populations
- Other identified stakeholders

Note that there is a significant Amish population in the northern part of Kosciusko County and obtaining input from this community is a very important component of this planning scope.

The consultant will also lead a meeting to present findings towards the end of the analysis task to review the results of the public meetings and the final existing condition analysis.

Work Product #1: Written narrative and a summary of the physical inventory and analysis along with a summary of the results from community input.

Work Product #2: Conduct public input meetings and one (1) public meeting to present findings, along with written summaries of each.

2.2 Prepare draft plan

A draft plan will be prepared based upon:

- Existing greenway and blueway infrastructure
- Public input from Section 2.1
- Discussions with the Parks Department
- Existing networks

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The draft plan will identify possible additional ways to facilitate connections. The plan will include the findings of the analysis task along with recommendations.

The draft plan will propose priority corridors that will improve connectivity, including a range of implementation opportunities identified as short-term, mid-term, and long range. A breakdown of general implementation costs will also be included. Additionally, an infrastructure technical guide and sign standards to be used in the network will be outlined, such as utilizing existing facility standards (NACTO, MUTCD, etc.), branding and wayfinding recommendations.

Additionally the draft plan will include maps illustrating the proposed greenway & blueway systems as part of the draft document. Maps can cover topics such as:

- Bicycle and pedestrian network, illustrating available and planned facilities
- Blueways network, illustrating available and planned facilities including access points
- County and community connections
- Project priorities and phasing
- A Greenways user map, as a promotional piece for tourism and for use by residents
- A Blueways user map, as a promotional piece for tourism and for use by residents

The public meeting should also be used to solicit input necessary to help prioritize the recommendations of the plan.

Work Product #3: Electronic and paper copies of the draft plan for review and comment.

Work Product #4: Conduct two (2) more Parks Department meetings and an additional public meeting along with written summaries of each.

2.3 Develop Plan Priorities and prepare Final Plan for adoption

The recommendations of the plan will be prioritized based upon the input gained in public meetings and input from the Parks Department. After prioritization, further detail (RW, engineering, etc) will be provided in the plan on the identified projects.

A written communication strategy with recommendations for how to describe and promote the plan will also be provided under this task. The consultant will identify potential grant opportunities and alternative funding sources that could be pursued for implementation of projects.

Based on the draft plan, public input and discussions with the Parks Department, the Consultant will identify two to five projects for additional analysis. Specifically, the identified projects will be refined in order to be submitted for unidentified grant applications. This will include a planning study for each agreed upon project that will stop short of completing the environmental permitting, but will include:

- Construction cost estimates
- Right-of-way and utility impacts
- An analysis of potential issues (permitting, environmental issues, etc.)

A federal or state-aid project is expected to follow to develop the construction plans and complete the environmental process. This subsequent work is not covered by this scope.

The Parks Department will meet to discuss the plan priorities prior to the production of the final plan.

Work Product #5: Prioritized list of recommendations of the draft plan.

Work Product #6: Written communication strategy for the plan.

Work Product #7: Final plan document in both hard copy and electronic formats.

Work Product #8: Additional analysis of two to five projects.

2.4 Adoption

The Park Department will formally adopt the final plan as an amendment to their official comprehensive plan, following the requirements necessary as per State code.

Work Product #9: Formal resolution adopting the plan.

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2.5 Tentative Schedule

	2023			2024					
	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Consultant Selection									
Existing Conditions Analysis									
Develop Draft Plan									
Develop Plan Priorities and Final Plan									
Formal Adoption of the Plan									

3.0 INSTRUCTIONS FOR STATEMENT OF QUALIFICATIONS

3.1 RFQ Deadline

The deadline for this RFQ is as contained in the schedule included herein.

3.2 Requirements and Forms

Each firm must submit five (5) copies of their statement of qualifications (SOQ) in accordance with schedule included herein. SOQs must include all supporting data/materials that describe or display other qualifications or unique skills a firm may possess that are relevant to this project. Supporting materials shall be submitted with five (5) copies. Section 4.0 INSTRUCTIONS FOR COMPLETE PROPOSALS describes a complete SOQ package and all necessary documents to be considered. Failure to submit a complete SOQ or changing any of the attachments provided will result in disqualification of the proposal. All attachments must be completed and signed to be considered for an award.

3.3 Pre-bid Meeting

A pre-bid meeting for the purpose of clarifying and answering questions on the RFQ will be set according to the schedule included herein. Non-attendance at the pre-bid meeting or a decision not to raise any questions in relation to the pre-bid meeting will not be a cause for disqualification of the Firm. Firms shall not rely on oral statements. Oral statements will not be binding.. Only questions sent to parksboard@kcgov.com will receive a response.

3.4 SOQ Delivery Procedures

Sealed SOQs shall be delivered to:

Kosciusko County Parks Department
Attention: Kosciusko County Greenways & Blueways Master Plan
% Marsha McSherry
100 W Center St
Warsaw, IN 46580

Sealed envelopes shall be clearly labeled "Kosciusko County Greenways & Blueways Master Plan" with the vendor's name and address. Once a SOQ is received by the County Auditor it will be time and date stamped. SOQs received after the specified deadline and time will not be considered. Additionally, the Kosciusko County Parks Department will not consider any proposal submitted via fax, email, or oral proposal.

3.5 Withdrawal of SOQ

A written request for the withdrawal of a SOQ may be granted if the request is received by the Kosciusko County Parks Department prior to the specified time of award.

3.6 SOQ Opening Procedures

The opening of all SOQs shall commence immediately after the stated delivery date and time at the Kosciusko County Parks Department. The proposals shall be taken under review at that time.

3.7 Evaluation Form for Ranking

An evaluation committee made up of members of the Kosciusko County Parks Board will review and rank the SOQs based on the criteria outlined, see Evaluation Sheet. The review and ranking will be done individually and without consultation with other members of the PRB. The PRB will individually review each proposal based on the criteria for this RFQ. The PRB shall select the winning SOQ. All firms will be notified by mail regarding the award.

3.8 Reserved Rights

The Parks Board reserves the right, at any time and for any reason, to cancel this RFQ, to reject any or all proposals, or to accept an alternate proposal. The Parks Board reserves the right to develop criteria for each bid package. The Parks Board reserves the right to waive any immaterial defect in any proposal. The Parks Board may seek clarification from a consultant at any time and failure to respond promptly is cause for rejection.

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EVAULATION SHEET

FOR INTERNAL USE - COMPANIES DO NOT COMPLETE

COMPANY NAME: _____

GUIDELINES FOR COMPANY SELECTION

YES	NO	Are all items requested in the SOQ package provided? If not, do not complete the rest of this form.	
Points Available	Points Received	Evaluation Category	
20 points	____pts	Capacity – Evaluation of the firm’s personnel and equipment to perform the project on time.	
20 points	____pts	Experience - Years of service; demonstrates knowledge of greenway and blueway planning theory, skills and practices; experience with stakeholder involvement	
25 points	____pts	Technical Expertise – Demonstrates experience with data analysis and geographic information systems; experience with public survey techniques; ability to provide material in print and web formats	
15 points	____pts	Time Frame – starting availability, completion within tentative schedule, provides a detailed timeline of project tasks	
10 points	____pts	References <div style="display: flex; justify-content: space-between;"> Three satisfactory references 10 points </div> <div style="display: flex; justify-content: space-between;"> Two satisfactory references 5 points </div> <div style="display: flex; justify-content: space-between;"> One satisfactory reference 2 points </div> <div style="display: flex; justify-content: space-between;"> No satisfactory reference: 0 points </div>	
10 points	____pts	Past Performance - Previous work on greenway and blueway master plans, especially completing projects through implementation.	
100 points (Possible)	____pts	TOTAL POINTS	

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4.0 INSTRUCTIONS FOR COMPLETE PROPOSALS

4.0 General

Each firm must submit five (5) copies of their SOQ in accordance to Section 3.1 RFQ DEADLINE. Failure to submit a complete proposal or changing any of the provided attachments may result in disqualification of the proposal. Additionally, all attachments are required and shall be completed with signatures. The content and sequence to be considered a complete proposal shall be as follows:

4.1 Letter of Transmittal

Include your firm's understanding of the work to be performed. In addition, clearly articulate why your firm believes it to be the best qualified to perform the services requested.

4.2 Table of Contents

Include a clear identification of the material by section and by page number.

4.3 Attachment A

Attachment A is the Proposal Form and is required. All pages of the Proposal Form must be completed. Please make sure to sign the Proposal Form (Attachment A). Please feel free to include any additional attachments to support information documented on the Proposal Form (Attachment A).

4.4 Attachment B

Attachment B is the Schedule Proposal Form Template. Firms may utilize Attachment B to outline the proposed schedule of the proposal or may attach necessary information to support the information requested in Attachment B.

4.5 Attachment C

Attachment C is the Cost Proposal Form Template. Firms may utilize Attachment C to outline the cost of the proposal or may attach necessary information to support the information requested in Attachment C.

Attachment A

Proposal Form

Company Name: _____

Contact Person: _____

Phone: _____ **Email:** _____

1. Has your firm/your team completed a greenway and blueway planning project?

_____ Yes _____ No

2. If yes, please list which communities you have assisted in the past.

3. Is master planning the company's primary service? _____ Yes _____ No

4. Please list any other completed greenway and blueway projects not listed above.

5. Describe your company's approach to master planning.

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6. Describe your firm's/team's approach to gathering public input.

7. Describe your firm's/team's ability and experience to provide products suitable for posting on the web and print media.

8. Identify all persons that will be actively engaged on this project and their roles in the plan. Provide abbreviated resumes of key project team members only as an attachment.

Team Member

Role

- 9. Please provide dates and three client contact names and phone numbers. Each contact should have received a greenways and blueways master plan, or similar product, from your company within the last three (3) years.**

Client One

Company Name: _____

Contact Person: _____

Phone: _____ Email: _____

Date of Service: _____

Describe Service: _____

Client Two

Company Name: _____

Contact Person: _____

Phone: _____ Email: _____

Date of Service: _____

Describe Service: _____

Client Three

Company Name: _____

Contact Person: _____

Phone: _____ Email: _____

Date of Service: _____

Describe Service: _____

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Proposal Submitted By:

Signature: _____

Name (Printed): _____

Title: _____

Date: _____

Attachment B

Project Schedule Template

Please provide a project schedule either on the supplied Project Schedule Template, found below, or in your own similar format. Descriptions of each project task and tentative schedule can be found in **Section 2.0 Preliminary Work Plan**. Additionally, please provide information on your firm's capacity to complete this plan on time. For the purpose of this evaluation, please Assume you start no later than December 1, 2023.

Project Tasks	Start Date	End Date
Existing Condition Analysis		
Meet with the Public		
Develop Draft Plan		
Meet with Parks Department and the Public		
Develop Priorities and Final Plan		
Other		
Total Time (in Weeks)		

Attachment C

Cost of Proposal Form Template

Please provide project cost either on the supplied Cost of Proposal Form Template, found below, or in your own similar format. Descriptions of each project task can be found in **Section 2.0 Preliminary Work Plan**.

Project Tasks	Total Hours	Total Fees
Existing Condition Analysis		
Meet with the Public		
Develop Draft Plan		
Meet with Parks Department and the Public		
Develop Priorities and Final Plan		
Other		
Total		