



CITY OF NEW HAVEN

DEPARTMENT OF PLANNING

815 Lincoln Highway East
New Haven, Indiana 46774

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TO: Interested Parties
FROM: City of New Haven, Indiana

PROJECT: Update Comprehensive Plan

Your firm is invited to submit your Proposal to become eligible for a possible interview for professional services related to the development of a new Comprehensive Plan for the City of New Haven.

Attached to this memo are the following:

1. Requirements for Proposals
2. Preliminary Scope of Work
3. Schedule of Activities
4. Evaluation Criteria

All responses will be reviewed for selection of firms to be interviewed.

Your proposal along with three (3) copies should be forwarded to the following address to be received no later than 4:00 p.m. on June 11, 2021:

City of New Haven
Attn: Planning Department
815 Lincoln Highway E
New Haven, IN 46774

Sincerely,

Rob Gutierrez
Director of Planning

Enclosure

Preliminary Scope of Work

Community background

The City of New Haven has a population of roughly 16,000 people. Primary land use is dedicated to residential and industrial with some commercial land use. The city's main thoroughfare allows for the development of commercial land, and its downtown provides an area for residents to gather. New residential developments reflecting aspects of traditional neighborhood design have been enabled by the adoption of a new zoning district, R4 Residential Flex. The City of New Haven plans to replace the current Comprehensive Plan with one that demonstrates updated community goals and a vision for dense and unique developments, among other considerations.

Project Overview

The purpose of this project is to update the City of New Haven's Comprehensive Plan, which was last updated in 2002. The Comprehensive Plan update will focus on:

- Outlining land use and development policy
- Redefining the City's vision for the community
- Updating goals

The consultant will need to address 13 key topics in the plan with equity, sustainability, and growth incorporated into each:

1. Land Use
2. Government and Fiscal Capacity
3. Public Facilities and Services
4. Placemaking
 - a. Community Wellness
 - b. Culture
 - c. Education
5. Economic Development
6. Housing
7. Transportation
8. Agriculture
9. Natural Resources
10. Parks and Recreation
11. Broadband Access
12. Historic and Archaeological Resources
13. Hazard Mitigation

For each key topic, the following information should be included:

- Existing Conditions (as applicable)
 - Physical
 - Cultural/Social
- Vision and Key Goals
 - Be future focused (5 to 10 years) and take into consideration

- foreseeable needs of the community
 - Address any service gaps and needs associated with the area
 - Key goals, along with measurable strategies linked to each goal, that will help sustain the project area and expand access/outreach of the area
- Implementation
 - Provide a brief overview of proposed projects to implement the community's overall vision
 - Include 2-3 action items at the end of each chapter that will operationalize the plan
- Public Input
 - Public hearings
 - Community surveys
 - Data supporting the plan
 - Letters from citizens

New Haven's unique elements such as its main thoroughfare, downtown, industrial base, desire to pursue traditional neighborhood design, and parks should be considered throughout.

Scope of Services & Deliverables

Public Participation

The consultant shall work with staff to encourage public participation. Staff will lead public hearings and Committee meetings with the input of the consultant. The public's input regarding key components shall be incorporated into the Comprehensive Plan.

Project Orientation

At the beginning of this project, the consultant shall meet with City staff and the Comprehensive Plan Committee for a project orientation meeting. The meeting shall provide an understanding of project process, goals, and schedule.

Issue Identification

The consultant shall gather input from a variety of stakeholders to develop a vision for New Haven, identify and orient toward the community's cherished values and principles, and to address the key topic areas. Input shall be obtained from the City Council, Commissions, Committees, City staff, the general public, associated stakeholders, and others.

Draft Plan Document

In consideration of the City's cherished values, principles, and vision, the consultant shall address the key topic areas in a draft Comprehensive Plan document. Fiscal sustainability shall be addressed to ensure that the final plan is achievable and considerations shall be addressed in meetings.

Revised Draft Plan Document

Based on input from the draft plan document, the consultant shall create a second draft of the plan for public input.

Final Plan Document

Following input from the second draft, the consultant shall prepare a final plan for adoption by the Plan Commission and City Council. Once approved, the consultant shall provide an electronic submission of all plan elements.

Meetings and Presentation

The City will form a Comprehensive Plan Committee to oversee development of the plan, ensure a variety of stakeholders are present, and assist in addressing various topic areas. The consultant shall meeting with the Comprehensive Plan Committee, representatives from stakeholders in the community, members of the public, Plan Commission, City staff, and City Council as appropriate during the development of the plan. Meetings may be attended virtually or in person.

Request for Proposal Requirements

Your Proposal should include the following information:

1. Name, address and brief description of firm.
2. Resumes of key personnel to be assigned to this project.
3. A one page narrative as to firm's interest, particular abilities and qualifications related to this project.
4. Describe other projects completed by this firm and key personnel pertinent to this project. Include reference contact information.
5. Provide examples of knowledge, expertise and/or experience with other related work.
6. Firm's proximity to the work area.
7. Bid price to perform services identified in the proposal.
8. Additional information as required by the owner.

Anticipated Schedule of Activities

Submit Proposal:	June 11, 2021
Review Proposal:	June 18, 2021
Evaluation of Proposals and Short Listing of Firms:	July 16, 2021
Interview Short Listed Firms:	Aug. 27, 2021
Select Firm:	Oct. 1, 2021
Issue Notice of Award/Sign Contracts:	Dec. 31, 2021

Evaluation Criteria

1. Firm's history and resource capabilities to perform required services. (1-10 points)
2. Evaluation of assigned personnel. (1-10 Points)
3. Related Experience. (1-10 Points)
4. Financial Management and Cost Allocation experience and results. (1-10 Points)
5. Familiarity with local experience and results. (1-10 Points)
6. Ability to relate to project. (1-10 Points)
7. Analysis of narrative statement. (1-10 Points)
8. Reference check. (1-10 Points)
9. Price Comparison. (1-10 Points)