



## REQUEST FOR QUALIFICATIONS for City of Jasper, Indiana Comprehensive Plan

### PURPOSE

The City of Jasper, Indiana, by and through its Common Council, is seeking a professional consultant to assist with development and update of a City Comprehensive Plan. The candidate will be expected to prepare a new Comprehensive Plan and related supportive documents and materials. The Jasper Plan Commission is accepting Statements of Qualifications from firms related to this planning project, for and on behalf of the Common Council, and will forward the same to the Common Council for consideration.

The City anticipates the new Plan will express a progressive vision that promotes thoughtful, managed growth and development, promotes the health, safety and welfare of the community and continues to position Jasper as a regional hub of economic and social activity.

### PROJECT OVERVIEW

The purpose of this project is to develop a new Comprehensive Plan for the City of Jasper, Indiana. The Plan will serve as the guiding policy for the City for a 10-year period. Pursuant to Indiana Code 36-7-4-502, the Plan must include:

1. A statement of objectives for the future development of the jurisdiction;
2. A statement of policy for the land use development of the jurisdiction;
3. A statement of policy for the development of public ways, public places, public lands, public structures and public utilities.

Specific areas of focus should include, but are not limited to:

- Community Profile—including an overview of the City's history, location, population analysis, and cultural analysis;
- Economic Issues and Factors—related to the current business climate, growth potential and overall economic projections for various sectors including but not limited to industrial, commercial, agricultural, professional and tourism;
- Redevelopment Opportunities;
- Transportation/Traffic/Infrastructure—including all modes of travel with specific emphasis on regional corridors, potential connecting thoroughfares and pedestrian and bicycle connectivity;
- Public Services, streets, and thoroughfares;
- City-owned Utilities—including gas, water, electric, wastewater and stormwater;
- Housing—including redevelopment of specific older neighborhoods into quality owner-occupied property, promoting infill;
- Quality of Place/Quality of Life—including downtown improvements, historic preservation, community identity, parks and recreation, arts and cultural assets;
- Capital Improvement Program—assuring efficient and economic use of public funds and utility revenue so that development policies outlined in the Plan can be carried out;

- Future Land Use Planning and Proposed Land Use Map—review of existing zoning districts adopted through the creation of the Unified Development Ordinance and any recommendations for potential future zoning districts or district amendments.

The Plan should serve as a basis for modifications to land use and planning regulations, public and private investment decisions, and prioritization for the allocation of city resources and incorporate smart growth principles to encourage the efficient use of resources. The Plan should outline objectives and policies in this regard and clearly identify goals, objectives, tasks and potential funding sources for successful implementation. .

## PROJECT RESOURCES

The following documents and approved plans may be used as resources in developing the City’s new Comprehensive Plan:

- City of Jasper Comprehensive Plan, 2010
- City of Jasper Downtown + Riverfront Master Plan, 2013
- City of Jasper Impact Jasper Comprehensive Plan, 2019
- Dubois County Quality of Life + Workforce Attraction Plan, 2019
- City of Jasper Multi-Modal Transportation Plan, Focus Forward: Jasper, 2021
- Heart of Jasper Downtown Development and Façade Guidelines, 2021
- Dubois County Strategic Investment Plan, 2023
- Dubois County Housing Study, 2023
- Dubois County Early Care and Education Strategic Plan, 2024-2029

## SCOPE OF SERVICES

The consultant will gather and complete the necessary research to prepare a new Comprehensive Plan to replace the current plan adopted in 2019. The Plan must meet all required elements of Indiana Code 36-7-4 and other elements identified in the planning process. The scope of services that the consultant must be prepared and qualified to provide is as follows:

- Review and revise current Comprehensive Plan and applicable city code, i.e. Unified Development Ordinance;
- Facilitate the planning process;
- Define an outreach, education and public participation strategy for every phase of the Project, utilizing innovative forms of public engagement;
- Provide appropriate collateral materials to support public meetings and information gathering;
- Provide an interactive online platform to engage the public;
- Integrate regional analysis, assets and liabilities into the planning process;
- Present final versions of the Plan at public meetings, including but not limited to Plan Commission and Common Council throughout adoption;

- Provide hard copy version of the final ordinances as well as electronic media of the final documents and all related project graphics, tables, maps, etc.;
- Provide necessary training for City staff and members of the Plan Commission, Board of Zoning Appeals, Common Council and other involved City boards/commissions.

The City of Jasper will provide all available existing documentation to the consultant and will make staff available for input on an as-needed basis. The consultant will schedule, coordinate and make all necessary arrangements for public engagement including but not limited to meetings, hearings, focus groups, surveys and events required by the consultant during the course of the project.

## DELIVERABLES/PRODUCT

At the end of the project, the deliverables shall include a new Comprehensive Plan and all related supportive documents and materials as well as draft code revisions for the City to adopt in order to carry out the Plan. These updated plan documents shall integrate current planning policies, goals and objectives where appropriate. The planning documents shall include text, plans, charts, graphs and other applicable graphics.

Specifically, the consultant shall provide one (1) unbound copy and 50 bound copies of the final Plan document to the City, including graphics and maps. The consultant shall also provide one (1) electronic submission of the Plan document, including attachments and other graphics, in an editable format commonly used by the City of Jasper Community Development and Planning Department.

To the extent necessary, the project will include the review, revision and relocation of other ordinances including the Unified Development Ordinance that are intuitive and/or that the Board of Zoning Appeals or the Plan Commission administers.

## SUBMISSION REQUIREMENTS

All Statements of qualification and interest, and associated submittal materials, **will be accepted until 4:00 pm EDT, Friday, January 31, 2025**. Teams of two or more consulting firms are acceptable and should combine their statements into one package.

Any firm wishing to be considered for providing the services described in this RFQ shall submit five (5) bound copies of their submittal along with the following information to:

**Josh Gunselman**  
**Director of Community Development & Planning**  
**City of Jasper**  
**610 Main Street**  
**Jasper, IN 47546**  
**Phone: (812) 482-4255**  
**Email: [jgunselman@jasperindiana.gov](mailto:jgunselman@jasperindiana.gov)**

The project is expected to commence no later than May 2025 and conclude approximately 12 months thereafter.

## SELECTION

The proposal should include a "Statement of Qualifications." The proposal must include sufficient information regarding qualifications and experience in planning projects. PLEASE DO NOT INCLUDE A PROPOSED FEE WITH THIS PROPOSAL. At a minimum, each submission must be arranged according to the following outline:

1. Title Sheet: The title sheet must provide the name(s) of the firm submitting along with the name of the primary contact clearly identified.
2. Cover Letter: The cover letter must indicate the composition of the entire team including the Principal in Charge, Project Manager and support team.
3. Resumes: Include resumes of key personnel to be assigned to this project. If a team approach is used, list and describe the principals of each firm, their length of association and general background.
4. Statement of Project Understanding: A one-page narrative as to firm's interest and approach to the study, its particular abilities and qualifications related to this project.
5. Comparable Projects: Include a description of three to five (3 to 5) similar projects comparable in scale, program, process, component parts and function to this project.
6. Professional References: List a minimum of three (3) references for each firm. For each reference, list the client name and location; starting date of service and completion date; contact name, address, phone number, email address and relationship to the firm. The references must be relevant to service in the last 48 months and shall include specific details on how the project represents a project of similar scope. Firm's role must be included.

## CONTRACT DEVELOPMENT

Oral interviews may be held. As a result of the interviews and ability to meet established criteria, the City will determine which firm will be selected to enter into contract negotiations. Unsuccessful firms will be notified as soon as possible. Contract discussion and negotiation will follow award selection. Respondents must be amenable to inclusion, in a contract, of any information provided whether herein or in response to this RQF, or developed subsequently during the selection process.

A successful applicant would be acting as a consultant to the City of Jasper. Accordingly, the City will be relying upon the applicant to ensure full compliance with any and all applicable federal and state laws, regulations and requirements.

## CRITERIA FOR CONSIDERATION OF QUALIFICATIONS

The following factors will be used in evaluating Consultant's qualifications:

1. Technical Approach/Understanding of land use planning for a unique, affluent small rural city;
2. Experience producing plans that address the issues of preserving small town character;
3. Recent experience preparing comprehensive plans for Indiana cities;
4. Strong facilitation skills with respect to public participation and meeting process;
5. Techniques for achieving and incorporating public participation;
6. Experience and knowledge of smart growth principles;
7. Experience and knowledge of historic district planning;
8. Experience and knowledge of creating green based and environmentally consensus development policies;
9. Ability to complete the work within the given timeframe;
10. Ability to maintain communication during the planning process;
11. Ability to involve partners and stakeholders in the planning process;
12. Responsiveness of proposal.

## CONDITIONS AND LIMITATIONS

The City expects to select a consulting firm from the qualifications submitted, but reserves the right to request substitutions of firms. The City also reserves the right to reject any or all responses to the RFQ, to advertise for new responses, or to accept any response deemed to be in the best interest of the City.

A response to this RFQ should not be construed as a contract or an indication of a commitment of any kind on the part of the City, nor does it commit either to pay for costs incurred in the submission of a response to this request or for any cost incurred prior to the execution of a final contract.

Upon selection, a professional services contract shall be prepared, negotiated and fully executed before work is initiated. The City reserves the right to dismiss any part or all of the contracted team when, in the City's opinion, the project is not moving as scheduled or is hindered in any way by the actions or personalities of team members.

## **CORRESPONDENCE**

All questions and general correspondence should be sent to the following:

**Josh Gunselman**  
**Director of Community Development & Planning**  
**City of Jasper**  
**PO Box 29**  
**610 Main Street**  
**Jasper, IN 47546**  
**Phone: (812) 482-4255**  
**Email: [jgunselman@jasperindiana.gov](mailto:jgunselman@jasperindiana.gov)**