



Town of Zionsville | 100 West Oak Street | Zionsville, Indiana 46077 | www.zionsville-in.gov

Town of Zionsville Request for Proposals

Zionsville Streetscape and Plaza

Issued: September 16, 2024

Proposals Due: October 11, 2024 @ 5:00 pm EST

DESIGN FOR SOUTH VILLAGE STREETScape AND PLAZA

Zionsville Redevelopment Commission ("RDC"), as **Facilitator**, is soliciting Proposals from firms interested in providing Professional Services for the design of streetscape improvements and a new public plaza south of Hawthorne Street, east of 1st Street, west of Main Street, and north of Eagle Creek, Zionsville, Indiana ("Project"). This Request for Proposal ("RFP") will allow for the identification of a firm to contract with the Town of Zionsville for the above services. All respondents to this RFP are subject to the instructions communicated in this document and are cautioned to completely review the entire RFP and follow instructions carefully and to submit a fully responsive proposal. Failure of a responding proposer ("Proposer") to follow these instructions could result in Proposer disqualification from consideration for a contract to be awarded pursuant to this RFP. RDC reserves the right to reject any or all Proposals, and to waive any technicalities and informalities at the discretion of RDC.

The Town of Zionsville plans to fund this project with the awarded READI 1.0 grant.

This document is issued by the Zionsville Redevelopment Commission, which is the sole distributor of this RFP, all addenda, and changes to the RFP documents. The RDC will document its responses to inquiries and provide any supplemental instructions or additional documents pertaining to the RFP in the form of written addenda to the RFP. The RDC will post all addenda and other information pertaining to this RFP on the RDC's website at <https://www.zionsville-in.gov/321/Economic-Redevelopment-Commission> ("Website"). It is the sole responsibility of each Proposer to review the website prior to submitting a responsive proposal ("Proposal") to



this RFP to ensure that the Proposer has obtained all available instructions, addenda, changes, supporting documents, and any other information pertaining to this RFP.

Questions regarding this RFP must be submitted in writing via email to Corrie Sharp at csharp@Zionsville-in.gov by the dates shown in the *Schedule*.

An addenda may be issued at any time prior to the receipt of Proposals. The issued Addenda will be promptly posted to the Website. Failure of any Proposer to receive or review any such Addendum via the Website shall not relieve any Proposer from any obligation under its Proposal as submitted. All Addenda so issued shall become part of the Project Criteria. Proposers shall indicate receipt of the Addenda in their Proposals. Failure to do so may result in rejection of the Proposal. Proposers shall not rely upon interpretations, clarifications, and/or approvals made in any other way.

By submitting a Proposal in response to this RFP, each Proposer represents that:

1. The Proposer has visited the site of the proposed Work and has fully acquainted itself with conditions as they exist, so that it may fully understand the facilities, and difficulties attending the execution of the Work.
2. The Proposer has thoroughly examined, read and understands the Scope of Work.
3. The Proposer has incorporated into the Proposal sufficient sums for the design services performed by consultants and sub-consultants.
4. The Proposer is a properly licensed professional in Indiana and meets the qualifications indicated in the Project Criteria.
5. In the event the Professional Services Contract is awarded to Proposer, it will enter into the written contract with the Owner in the form of a AIA B101 Owner-Architect, as modified by the Owner.

Administration
317.344.1167

Finance & Records
317.873.5410

Police
317.873.5967

Parks & Recreation
317.733.2273

Public Works
317.873.4544

Town Council
317.873.5130

Town Court
317.873.8240

Fire
317.873.5358

Planning & Economic Development
317.873.8247



GENERAL PROJECT INFORMATION

Zionsville Project Team

The Proposer will hold a Contract with the Town of Zionsville (“Owner”). The Redevelopment Commission, the Department of Public Works, and the Department of Parks and Recreation will be greatly involved in Owner decisions throughout the design process. To further assist on this Project, the Department of Public Works has separately engaged A&F Engineers as the lead Civil Engineer for the Project.

Project Scope of Work

Design firm to provide design services through construction to create a unique streetscape experience in an economic development area identified as part of South Village. It was once identified as “Zionsville’s Gateway” in a master plan completed by DELV, reference @ www.zionsvillegatewayarea.com.



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Economic Development



Preliminary design and construction documentation to include, but not limited to:

- Landscape Architecture design services for:
 - New and existing right-of-way streetscape in the project area
 - Plaza designed to invoke economic development
 - Note, the plaza is surrounded by four local streets
- Connect to the town's existing trail system, Lion's Park, and the Village Business District
- Connections to adjacent development
- Iconic Zionsville brand signage, including a gateway sign on Zionsville Road, north of the creek
- Irrigation connections
- Make final selections and specify streetscape and plaza furnishings, including but not limited to, seating, bollards, bicycle parking.
- Incorporate Technology to allow a user to interact and not just pass by; like a pedestrian counter, etc. Security cameras should be located in strategic places.
- Lighting
- Public bicycle parking
- Coordination with civil engineering
- Bi-weekly Owner team meetings

Bidding and Negotiation

Construction Administration, including construction progress meetings/reporting

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SCHEDULE

The following Schedule of Events represents the Owner's best estimate of the schedule. All times indicated are prevailing times in Zionsville, Indiana. The Owner reserves the right to adjust the schedule as the Owner deems necessary.

a. Request for Proposal issuance	9/16	
b. Individual RFP meeting timeframe, as requested	Week of 9/23	
c. Addenda issuance timeframe, if necessary	Week of 9/20	
d. Deadline for RFP submittal	10/11	5:00 pm
e. Potential short-list interview timeframe	Week of 10/14	
f. Design Team Selection	By 10/25	
g. Contract approved	By December	

The Owner anticipates execution of the Contract with the successful Proposer, and obtaining RDC approvals, on or about December 2, 2024. The Owner anticipates issuing its Notice to Proceed to the selected Team immediately following the Contract execution.

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EVALUATION CRITERIA

A. SELECTION

The finalist will be selected based on team qualifications, reputation, submittal package, and proposed fee.

B. INSTRUCTIONS FOR PREPARING DESIGN PROPOSALS

1. One electronic copy provided via email.
2. The pages of the Proposals must be numbered.
3. Each proposal shall be prepared simply and economically, providing straightforward, concise delineation of respondent's capabilities.
4. Emphasis must be on completeness, relevance, and clarity of content.

C. STATEMENT OF PROPOSALS MUST BE CATEGORIZED AND NUMBERED AS OUTLINED BELOW, AND RESPONSIVE TO ALL REQUESTED INFORMATION

QUALIFICATIONS

1. Team Credentials
 - a. Statement that the lead-firm credentials demonstrate compliance with **ALL** required qualifications
 - b. Project Team Organizational Chart: Present an organizational chart to depict the structure of the management hierarchy for design.
 - c. Provide resumes for the lead team members.
 - d. Provide a list of a minimum of two and a maximum of five projects completed within the last five years of similar type and relevance.
 - i. Provide references for each, including name, email, and telephone contact information.
2. Project Approach
 - a. Detail how the team will manage the process and project to ensure budget and schedule compliance.

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- b. Detail how the team will coordinate with A&F and the Town of Zionsville departments.

PROPOSAL

1. Proposed price proposal: complete the Price Proposal Form included here within

E. DELIVERABLES

Zionsville Redevelopment Commission

Attn: Corrie Sharp, Zionsville Redevelopment Commission Director

csharp@zionsville-in.gov

No submittals will be accepted after the time set for receipt. All expenses for preparing and submitting responses are the sole cost of the party submitting the response. The Owner is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of the Owner. Labeling information provided in submittals “proprietary” or “confidential”, or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award.

The Owner intends to procure a Design Professional Team for this project. The Owner reserves the right to:

1. Terminate this process at any point without cause.
2. Reject any and all submittals, and/or not proceed with a Contract award.

Submission of Questions and Requests for Clarification

Questions about any aspect of this RFP, or the project, shall be submitted to: Corrie Sharp, Zionsville Redevelopment Commission Director, by e-mail: csharp@Zionsville-in.gov; the deadlines for submission of questions relating to the RFP are the dates shown in the *Schedule*.

The RDC reserves the right to request clarification or additional information from any Team. Specific questions may be addressed to any Team and the RDC may consider further elaboration by the Team of any information previously submitted.

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