

Boone County Indiana
Unified Multi-Jurisdictional Comprehensive Plan including Thoroughfare Plan and Local
Road Safety Plan

Responses to Pre-submission Questions

December 13, 2024

1. Who will appoint the Steering Committee?
 - *While we haven't determined this yet, I expect that the Steering Committee will be appointed by the Area Plan Commission and the County Commissioners.*
2. What is the overall project schedule?
 - *We would like to wrap up the project within 12-15 months.*
3. What is the preferred phasing of the three projects? Do you see the Comprehensive Plan and Thoroughfare Plan being carried out at the same time?
 - *They will be conducted simultaneously and the same Steering Committee will be utilized throughout.*
4. Do you envision a coordinated public/stakeholder engagement plan for the 3 projects?
 - *Yes.*
5. The RFP references three separate projects. Task 2.6 details Plan Documentation and Adoption that appears to be focused on the Comprehensive Plan. Will the other 2 plans follow the same requirements?
 - *Yes.*
6. Are there any existing community engagement tools or platforms preferred by the county that should be integrated into our proposed public engagement strategy?
 - *Not that I'm aware of.*
7. Beyond the hard copies and flash drives, does the county require any specific online hosting or access for public review of the final documents?
 - *Not at this time, but that may change once we're involved in the process.*

8. What access will we have to county datasets, GIS resources, and previous plans to streamline data collection and analysis?
 - *Our Staff and GIS department will provide you with information requested where available.*
9. Does the county currently have an ADA transition plan or a safety action plan?
 - *Currently researching this.*
10. The RFP document indicates that the County already has a Steering Committee in place (e.g., top of page 8 reference to the Committee desiring an extra focus on certain plan topics). What is the size and composition of the Committee, and will it potentially change before the project starts?
 - *The Steering Committee has not been formed yet. This is merely a statement of expectation.*
11. Question 5 on Attachment B asks about consultant availability over the next 12 months. Is 12 months the anticipated project duration, potentially starting on March 1 per the introduction to Attachment D? Or is the Area Plan Commission seeking consultant guidance on a recommended timeline through completion of Attachment D?
 - *We anticipate that the project will take at least 12 months. We can determine a final timeline when developing a scope with the selected consultant.*
12. RFP Section 2.0, Scope of Services. This RFP section still focuses mostly on the Comprehensive Plan, and the process for its final review and adoption in Section 2.6 (with references mostly to a singular "plan" along with some references to plural "reports"). Is it envisioned that all three plans will be reviewed and adopted concurrently in these final steps?
 - *Yes.*

Are they envisioned as separate stand-alone documents or will the updated Thoroughfare Plan and Road Safety Plan potentially be packaged as part of the Comprehensive Plan?

 - *I expect that the updated TP and RSP will be packaged as part of the Comprehensive Plan.*
13. RFP Section 2.6 (Task V: Plans Documentation and Adoption). For Cost Proposal (Attachment C) purposes, can you provide greater clarity regarding this statement: "It is expected that the draft reports will be provided to the Steering Committee and stakeholders in electronic format only, with hard copies of the draft reports available upon request." Will the Area Plan Commission provide the hard copies if they are requested (from the electronic originals submitted by the Consultant)? If hard-copy printing will be expected of the Consultant, what are the potential quantities involved?

- *Staff will prepare hard copies if needed.*

14. RFP Section 2.6 (Task V: Plans Documentation and Adoption). This question is also for Cost Proposal purposes (and scope clarity). The final paragraph of this section calls for 20 hard copies of the final reports. The Deliverables list that follows only calls for three copies of each final plan "for the County, and one for the participating community." Is the Town of Advance the only participating community per RFP Sections 1.1, 1.2, 1.3 and 2.1 (this would mean four copies total of each plan relative to the 20 copies cited above)? Or are the one City and four Towns listed in Section 1.3 also participating communities (this would mean nine copies total of each plan relative to the 20 copies cited above)?

- *An overlooked typo. We only need the quantities listed under the Deliverables for Section 2.6. A total of 4 copies.*