

**Delaware-Muncie Comprehensive Plan
and City of Muncie Strategic Investment Plan
Request for Proposals**

QUESTIONS AND ANSWERS

AUGUST 11, 2020

1. What is feeling toward a multi-firm team proposing on the project?	We welcome either a single firm or a multi-firm response. We have found that a multi-firm team approach can provide targeted expertise which augments the overall response. We also know that some firms have wide-ranging expertise in-house.
2. What is the anticipated budget range for the project?	The current anticipated budget range is \$200,000-\$250,000.
3. What is the desired timeline for completion of the project?	The desired timeline would be 10 to 12 months.
4. Should the plan for Muncie and Delaware County be two separate documents or one when completed?	There would be one document for the Delaware-Muncie Comprehensive Plan and one document for the Muncie Strategic Investment Plan.

AUGUST 21, 2020

The 20 page limit does not include a cover and a cover letter.

AUGUST 27, 2020

- Given COVID-19, what is the anticipated engagement strategy from the standpoint of community stakeholder input and interviews, and regarding public meetings?
Since public involvement is considered an important and essential component of this planning project, we are looking for suggestions and innovations from our respondents. Through the partnership with Ball State's Planning Dept., we will have access to a large vacant space in our local mall which can be used for public gathering and viewing of materials as they are developed.
- Since this is a combined effort between the MPO, County and City, who will set the final goals and objectives? Steering Committees, Teams, Commissions, Councils or a new set of stakeholders?
The consultant contract will be with the Plan Commission and we will have a steering committee (that includes members from our partners/stakeholders) that directs the goals and objectives.
- What are the anticipated role and planning responsibilities for Ball State Urban Planning Department, including the fall and spring classes and studio?
As of right now, the students will be doing background data collection and analysis. Final roles and responsibilities will evolve after a final consultant selection is made.

4. Will the consultant have access to all MPO/City data sources?

Yes, all of our data will be available.

5. Is there a current housing trend analysis available? If not, will the plan need to include this element?

There is a housing trends analysis for the City of Muncie that was completed in 2016 – located on www.cityofmuncie.com . We would expect a housing analysis as a part of the Comprehensive Plan that will tie into the land use plan.

AUGUST 31, 2020

1. Is there a required/preferred DBE inclusion? Does it affect the scoring/evaluation?

There is not a DBE requirement and we have not discussed a preference. I will say that diversity is valued by our team and stakeholders.

2. Can you further describe the comprehensive plan adoption process for both plan deliverables?

Can you clarify the number of public hearings you anticipate to satisfy statutory requirements for adopting this plan (due to the City/County plan commission)? Typically, what role does planning staff play in these meetings?

The legal process for adoption of the comp plan involves a public meeting in front of the Plan Commission, a public meeting with the Muncie City Council and a public meeting with the Delaware County Board of Commissioners. Adoption of the strategic plan can occur at these same meetings. Since the strategic plan is to be considered the next Muncie Action Plan, there would be a MAP Board meeting for final adoption and since we have another major partner in the Next Muncie Group, they may want an opportunity for official endorsement/adoption. All groups have monthly meetings except the County Commissioners who meet twice a month. What has been done in previous planning projects is for a main public meeting to be held with all groups/stakeholders/partners being invited. This meeting would have a full presentation and then at the various public meetings for adoption, the presentation could be shortened to an executive summary type of viewing. The staff will be at all meetings to assist with questions, etc., as will members of the steering committee. The extent of the consultant team needed for the various meetings can be something to be finalized in contract negotiations.

3. Does the client want a project website specifically tailored for this project, or would they prefer to use existing resources?

We haven't discussed this in detail but I would say having a website/webpage devoted to the project(s) would be advantageous. Links can be inserted into all of the various websites of the partners.

4. The 20 page limit does not include the cover letter or cover per previously submitted questions. Does the 20 page limit mean 20 pieces of paper (40 sides front and back) or 20 sides (10 pieces of paper front and back)?

A very good question that I should have specified in the RFP – the 20 pages can be double-sided.

SEPTEMBER 3, 2020

To what extent are other incorporated cities and towns to be included in the plan, especially consolidated Yorktown/Mount Pleasant Township and Daleville given their location along I-69 and function as gateways to Muncie and Delaware County?

Our Delaware-Muncie Comp Plan jurisdiction does not extend into the incorporated towns nor the Yorktown/Mount Pleasant Township area, however, we would expect some coordination with those areas as a part of the outreach efforts. The recently completed I-69 corridor development study, done through the East Central Indiana Regional Planning District (www.ecirpd.org), would be one of those existing planning studies that would help inform our comp plan project.

What are some of the “hot topics” for the Muncie-Delaware County community?

Some of the principles outlined in the previous comp plan remain viable – saving farmland, steering development to the city and the towns, bike/ped facilities, environmental concerns, and economic development. These concepts/principles need to be expressed in current terms – resilience, sustainability, mitigation of climate change, active transportation, alternative energy, etc. Our community also has a strong focus on health – healthy lifestyles and a healthy community.

SEPTEMBER 3, 2020 LATE ADDITIONS

1. A steering committee is mentioned in the RFQ and in the previous questions. Have the individuals already been selected and if so can you expand upon the organizations/ partners that are represented in the group?

We have not formed the steering committee yet but there will be representation from the Plan Commission, the city (probably city council, community development and maybe parks), the county commissioners, the Muncie Action Plan board, the Next Muncie group, the Chamber/economic development, the schools, Ball State, and other stakeholders to be determined.

2. The participation of Ball State planning students is outlined within the RFQ but has the City/ County considered integrating other academic disciplines into the process?

I've not thought about other groups but I could certainly see some value in that approach.

3. During the process are you comfortable with using remote public engagement opportunities?

We are open to all types of public engagement opportunities.

4. Can you share if there are any sections in the new plan that you think should be prioritized, outside of Land Use? Any chapters or subjects that you believe may need an extra lift, in response to the community's needs?

If you check the website and Q & A responses, I've added some discussion of current hot topics/areas of emphasis.