

Jefferson County Indiana

Request for Proposal

for

County Title VI and ADA Transition Plan

Date issued: 20 March 2023

I. SUMMARY

Jefferson County (the "County") is seeking professional planning services (the "Consultant") to lead the County in updating our Title VI and ADA Transition Plans. The current plans are located on the Jefferson County, Indiana website.

Jefferson County is requesting a proposal from experienced consulting firms that will assist Jefferson County with updating the two plans which need to be aligned with requirements for the referenced plans.. The chosen firm will be expected to provide a full range of professional services to lead the process of updating and modifying the existing plans with public participation.

Proposals are to be submitted by **4:00 pm** on April 28, 2023, at the following address:

Lynette Anderson
Jefferson County Courthouse Annex - Surveyor's Office
315 Jefferson St,
Madison, IN 47250

Or to the following email address – lynette.anderson@jeffersoncounty.in.gov

II. GENERAL INFORMATION

Jefferson County is one of the oldest of Indiana's counties, named in 1811 in honor of President Thomas Jefferson. Jefferson County is located in the southeastern part of Indiana, approximately 30 miles northeast of Louisville, KY, 80 miles southeast of Indianapolis, IN, and 60 miles southwest of Cincinnati, OH. The population of Jefferson County is approximately 32,500 and encompasses 360 square miles.

The industry in Jefferson County includes manufacturing and industrial uses, tourism, retail, medical uses (including one hospital), recreational uses (including one state park), and educational (including two colleges).

Jefferson County has three Commissioners who are the Administrative and Executive body of the County Government. The terms of office for County Commissioners are four (4) years on a staggered basis. The prospective Commissioner must reside in a certain district but are elected by a majority vote of the County voters. Commissioners represent all citizens of Jefferson County. Commissioners are charged with carrying out day to day operation of the County and are empowered to set County policy, adopt laws, and implement them.

Jefferson County has seven (7) Council Members who are the Fiscal Body of the County Government. Five (5) Council Members represent specific areas of the County and two (2) members are at large members, representing the entire county. The terms of office for County Council Members are four (4) years on a staggered basis. The County Council has the authority to view or review fiscal matters, and set priorities for the allocation and expenditure of County funds.

Jefferson County has a variety of offices and departments that are run by elected officials or department heads appointed by commissioners or other boards. They are as follows: Animal Shelter; Assessor's Office; Auditor's Office, Child Support Office; circuit court; Clerk's Office, Community Corrections; Coroner's Office; Emergency Management Office; 4_H Extension Office; Health Department; County Highway Department; Planning Commission, Prosecutor's Office, Recorder's Office, Sheriff's Office; Soil and Water Conservation District; Superior Court; Surveyor's Office, Treasurer's Office; and Veterans Service office. In addition, the county provides many services including 911 services, recreational services, child and family services, trash and recycling collection services, planning and zoning, and permits and licensing.

III. CONTENT OF PROPOSAL

This section details the information that needs to be included in the proposal:

1. **Title Page** – include the proposal subject, company name, company address, phone number, email, primary contact, and date.
2. **Table of Contents** – identify information by section and page number.
3. **Qualifications of Personnel** – include the names, qualifications, and resumes of the individuals who will be committed to this project.
4. **Past Experience** – include your firm's number of years in business. List and describe your prior experience with projects similar in size and scope.
5. **Project Approach** – provide a detailed narrative of your approach to the scope of work. Describe the activity, the intended results, and any activity that will be expected of the County in order to complete the project.
6. **List of References and Potential Conflicts** – provide a list of clients with contact information and disclose any potential conflicts of interest.
7. **Project Fees** – provide your fees for performing the services as outlined in your proposal. Describe any modifications you would recommend to the Scope of Work listed in this RFP and its impact on your fee proposal. Fees shall be stated as a not-to-exceed fee for the services outlined, based on the hourly billing rates of the staff assigned to the project together with any reimbursable costs incurred in the performance of the Scope of Work.

IV. SCOPE OF WORK

The finished product should be a complete replacement of the existing Title VI and Transition plans. The plans must be user-friendly and intuitive with numerous exhibits, pictures and/or illustrations to represent key elements and meet the current regulations.

The Scope of Work should include the items listed below. The Plan Commission and Surveyor's Office staff will work with the selected Consultant to establish timelines, budget, and deliverables for the project. The Consultant shall be responsible for writing the plans, as well as providing guidance and recommendations on best practices and trends for meeting future requirements.

I. Current Title VI and Transition Plans/Updates

- 1) Review current plans.
- 2) Review newly adopted Comprehensive Plan. Ensure the proposed plans supports the goals and objectives of the Comprehensive Plan.
- 3) Facilitate discussions on desired changes and goals for the final product.
- 4) Evaluate existing plan sections and recommend changes, additions, or eliminations. Additions plans could address but not limited to requirements for accessibility equipment for residential and commercial purposes.
- 5) Propose a timeline for completing the new plans.

II. Internal and External Outreach

- 1) Conduct at least listening sessions with internal and external stakeholders. The list of stakeholders will be developed with the assistance of the Surveyors Office/Commissioners.
- 2) Develop a plan for informing and receiving input from the Jefferson County community.

III. Draft Plans

- 1) Prepare a draft of Title VI and Transition plans, including graphics, for review and comment by staff.
- 2) Present the final draft to the County Commissioners and County Council.

IV. Implementation

- 1) Collaborate with County staff to make the new plans accessible to the public.
- 2) Work with staff to develop information and/or marketing tools to educate the public about the new plans.

V. PROPOSAL SUBMISSION

A total of 5 copies of the proposal must be received no later than **4:00 pm on Friday, April 28, 2023**. Proposals received after this deadline will not be considered. Proposals shall remain in effect until 30 June 2023. All costs incurred for preparation, presentation, or contract negotiations are the responsibility of the Consultant. The County reserves the right to reject any or all proposals submitted in response to this request for proposals and/or to select the proposal that it determines, in its sole judgment, to best meet the needs of the County. To be considered, proposals should include the information specified above and must be received by the due date at the following address:

Lynette Anderson
Jefferson County Courthouse Annex - Surveyor's Office
315 Jefferson St,
Madison, IN 47250

Questions regarding this RFP should be submitted via email to the Plan Director at lynette.anderson@Jeffersoncounty.in.gov by 4:00 pm on Friday, 7 April 2023.

VI. SELECTION

The County reserves the right to select the proposal which in its judgment best meets the needs of Jefferson County. The lowest proposed cost is not the sole criterion for awarding the project. The County is not bound to accept any of the proposals and is not bound to accept the lowest cost proposal if that proposal is contrary to the best interests of the County.

Selection of the consultant shall be based upon, but not limited to, the following criteria:

- The consultant's approach to and understanding of the Scope of Work.
- The consultant's experience with similar projects.
- The experience and qualifications of the consulting staff in providing similar services.
- The consultant's strength in the areas of graphics, written, and oral communication skills.
- The extent to which previous clients have found the consultant's services satisfactory.
- The schedule for implementation.

The County may schedule oral interviews with some or all of the responding firms and the outcome of such interviews may influence the evaluation of proposals.

It is expected that a contract will be executed with the selected firm by no later than Friday, 7 July 2023.

VII. TERMS AND CONDITIONS

The County reserves the right to cancel or amend the request for proposals at any time. The County reserves the right to determine the successful respondent. The County reserves the right to reject any or all proposals.

The County will not be liable for any costs incurred by the Consultant when responding to this request.

The Consultant shall not assign any interest in this proposal and shall not transfer any interest in the same without the prior written consent of the County.

For purposes of this agreement, the Consultant shall be deemed to be an independent contractor and not an employee of the County. Any and all agents, servants, or employees of the firm or other persons, while engaged in the performance of any work or services required to be performed by the County under this agreement, shall not be considered employees of the County and any and all actions which arise as a consequence of any act or omission on the part of the Consultant, shall in no way be the obligation or responsibility of the County. The Consultant, its agents, servants, or employees shall be entitled to none of the rights, privileges, or benefits of County employees except as otherwise may be stated herein.

No officials or employees of the County who exercise any responsibilities in the review, approval, or implementation of the proposal shall participate in any decision which affects his or her direct or indirect personal or financial interest.

**Submissions Due: 4:00 pm
April 28, 2023**