City of Fort Wayne
Thomas C. Henry, Mayor
Purchasing Department
QUALIFICATIONS BASED SELECTION
Request for Qualifications
QBS Information

QBS......................... #4284
Description.................... Professional Services for urban design and planning related to
the Riverfront Implementation Framework that will deliver 1) an urban design plan that defines the character of the
Riverfront area; 2) reports and recommendations for a variety
of infrastructure, environmental, historical, archeological and
hydraulic issues related to the river and development adjacent
to it; 3) design, engineering and related cost estimates for
improvements (including park amenities and flood protection
features) to public space near the river; and 4) recommendations that set forth a proposed development
regulatory framework that removes impediments and
facilitates private investment.

Project Briefing Meeting Friday, February 16, 2018 at 9:00 a.m. in Room 045
(Basement) of Citizens Square: 200 E Berry Street, Fort
Wayne, IN 46802

QBS Due Date............... Friday, March 16, 2018 at 11:00 a.m.

Any and all questions are required to be in writing and submitted via email to the following
address: paul.spoelhof@cityoffortwayne.org

All questions must be submitted by Friday, February 23, 2018 at 5:00 p.m.
Questions and answers will be documented and sent via email to all vendors who have
registered to participate in this QBS.

Statement of Qualifications delivered to:
City of Fort Wayne
Purchasing Department
200 East Berry Street, Ste 490
Fort Wayne, Indiana 46802-1804

Information Resources:
Purchasing:
Michelle Jones Telephone: 260) 427-1103 E-mail: michelle.jones@cityoffortwayne.org
Paul Spoelhof Telephone: (260) 427-2140 E-mail: paul.spoelhof@cityoffortwayne.org
Instructions for Bidders

1. Fax qualifications and emails will not be accepted for this QBS.
2. Qualifications received after the posted QBS Due Date above will not be accepted.
3. **Vendor must submit one (1) original and ten (10) copies of the Statement of Qualifications and (1) true and accurate PDF file is required. Three ring binders are NOT requested. We prefer paper copies to be bound simply with a binder clip.**
4. To ensure proper identification of your response, the QBS number should be written on the lower left corner of your bid packet envelope.
5. F.O.B. (Freight on Board) Destination if applicable.
6. If Bidder/Proposer has any proprietary information that cannot be disclosed, the proprietary information should be submitted as a separate package. Bidder/Proposer must understand that all information submitted is subject to public records request after award is made. If proprietary information is requested, bidder/proposer will be contacted and given an opportunity to defend its position that the information is proprietary.
7. Include Vendor Submission page as the first page of the Statement of Qualifications
8. If you are not willing to accept a split award (partial order), your submission must include the statement: "Bidding all or none.
9. Clearly detail in writing any deviation to the stated specifications or terms and conditions

Documents Required
The following documents must be completed, endorsed, and submitted with each Statement of Qualifications. Failure to complete and return all documents requested will make your submission incomplete, and will result in rejection of your submission by the City of Fort Wayne.

**Document(s) required with each Statement of Qualifications:**
1. Vendor Submission Form
2. Vendor Disclosure Form (Conflict of Interest)
3. Form 96 (Contractors Bid for Public Works) or Non-Collusion Affidavit
4. Statement of Qualifications

**Document(s) required of awarded bidder:**
1. Certificate of Insurance: Awarded bidders will be required to submit a Certificate of Insurance. The Certificate must list City of Fort Wayne, its Divisions and Subsidiaries as a Certificate Holder with 30-day notification of cancellation or non-renewal. Bidders are required to meet minimum Insurance Requirements according to the following schedule:
   a. **Commodities and Non-Construction Services:** Automobile Liability $1,000,000 minimum per occurrence; General Liability $1,000,000 minimum per occurrence; Aggregates $1,000,000 minimum per occurrence; Products Liability $1,000,000 minimum per occurrence; Completed Operations Liability $1,000,000 minimum per occurrence; Workmen’s Compensation per statutory limits.
   b. **Construction Services:** Automobile Liability $1,000,000 minimum per occurrence; General Liability $1,000,000 minimum per occurrence and $2,000,000 general aggregate; Products Liability $1,000,000 minimum per occurrence; Completed Operations Liability $1,000,000 minimum per occurrence; Workmen’s Compensation per statutory limits.
Notice to Bidders

2. Cash discounts: Bidders are encouraged to offer discounts for expedited payment of invoices rendered under this contract. Cash discounts will be taken as earned by the City. Cash discounts will not be considered in the bid evaluation.
3. The City of Fort Wayne has the right and option to terminate the agreement upon thirty days written notice.
4. Quantities indicated are estimates only. City reserves the right to buy additional units of commodity specified at the quoted price.
5. Any waiver of the specifications in Requests for Bids or Qualifications is void unless a formal addendum is sent from the Purchasing Department.
6. Approved Equivalents: Unless an item is indicated “No Substitute”, special brands, when named, are intended to describe the standard of quality, performance or use desired. Equivalent items will be considered by the City, provided that the Bidder/Proposer specifies the brand and model, and provides all descriptive literature, independent test results, product samples, etc. to enable the City to evaluate the proposed “equivalent”. The decision of the City as to what items are equivalent shall be final and conclusive. If the City elects to purchase a brand represented by the Bidder/Proposer to be an “equivalent”, the City’s acceptance of the item will be conditioned on the City’s inspection and testing after receipt. If, in the sole judgment of the City, the item is determined not to be an equivalent, the item shall be returned at the Bidder/Proposer’s expense and the contract canceled without any liability whatsoever to the City. When a brand name or level of quality is not stated by the Bidder/Proposer, it is understood the offer is exactly as specified. If more than one brand name is specified, Bidder/Proposer must clearly indicate the brand and model/part number being bid/proposed.
7. Contractor shall understand and comply with the City of Fort Wayne Drug Policy as listed on the City of Fort Wayne website at: www.cityoffortwayne.org, Finance and Administration, Purchasing, Drug Policy.
8. Indiana Business Preference: If Bidder wants to claim local preference per Indiana Code 5-22-15-20.5, Bidder must indicate Indiana Business status as part of their Bid. No claims for local preference will be allowed by Owner after QUALIFICATIONS opening.
9. Indiana Legal Employment: Pursuant to IC 22-5-1.7, Vendors shall enroll in and verify the work eligibility status of all newly hired employees through the E-Verify Program. As a condition of being awarded any contract, the successful Bidder shall execute the E-Verify Affidavit, affirming that the Vendor does not knowingly employ an unauthorized alien and further affirming that Vendor has enrolled in and is participating in the E-Verify Program.
10. All equipment which runs on electricity will carry the energy star rating whenever possible. Computer equipment, etc., may be selected because it meets this specification over competitors that do not.
11. The owner reserves the right to waive any and all formalities and informalities or to reject any and all qualifications. The Owner shall accept qualifications which, in his judgment, are in his own best interests. Qualifications received after the time set are rejected.
12. All expenses incurred in the preparation of a response to this QBS shall be borne by the vendor.
13. All submitted qualifications shall become the property of the City of Fort Wayne.
14. The City is exempt from the payment of state sales and federal taxes.
15. The City reserves the right to reject any qualifications. The City’s intent is to award to the lowest responsive, responsible bidder.
16. The names of the vendors that submitted qualifications may be read publicly in the Purchasing Conference Room located in Suite 490 of Citizen’s Square, 200 E. Berry Street, Fort Wayne, Indiana 46802, but no other information will be disclosed at that time.
17. Mercury Free Specification
   Bidders must offer mercury-free alternatives to all products which contain intentionally added mercury (mercury added products) where such alternatives exist. Should such alternatives not be available, bidders must submit with their response a list of products without mercury-free alternatives and an explanation of why alternatives are not available. City reserves the right to reject any and all bids that do not provide mercury-free alternatives or an adequate explanation which city deems acceptable.
City of Fort Wayne
Thomas C. Henry, Mayor
Purchasing Department
200 East Berry Street, Ste. 490
Fort Wayne, Indiana 46802-1804
Telephone (260) 427-1103 Fax (260) 427-1393

Qualifications Registration

Complete and fax this document to (260) 427-1393 or email to: michelle.jones@cityoffortwayne.org to register your company. This allows the Purchasing Department to notify you of any possible changes that may affect your response.

QBS #4284
Description: Riverfront Development Implementation Framework
QBS Due Date: Friday, March 16, 2018 at 11:00 a.m.

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<tr>
<th>Company Information</th>
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City of Fort Wayne
Thomas C. Henry, Mayor
Purchasing Department
200 East Berry Street, Ste. 490
Fort Wayne, Indiana 46802-1804
Telephone (260) 427-1103  Fax (260) 427-1393

QBS.......................... #4284
Description.................... Riverfront Development Implementation Framework
QBS Due Date............... Friday, March 16, 2018 at 11:00 a.m.

Vendor Submission

Sealed qualifications should be delivered to the Purchasing Department at the address specified above up to 11:00 a.m. on or before the opening date. No qualifications will be accepted after 11:00 a.m. for any reason whatsoever.

By mutual agreement between the City of Fort Wayne and the supplier, the contract period may be extended for an additional like or lesser time period. However, the agreement to extend must be completed in written form at the original price and under the original conditions governing the contract.

Prompt payment discounts will be allowed as follows: ________% if paid within ________ days.

This Qualifications Based Selection is issued to establish a contract to supply the City of Fort Wayne with a commodity or service in accordance with accompanying specifications. The execution hereof by the bidder is acceptance of all terms and conditions herein and in that regard the bidder agrees to be bound by same and be bound to the amount of the bid for a period of ninety (90) days.

Company:______________________________
Signature:_____________________________ Printed Name:______________________________
(Authorized Representative)
Title: _________________________________ Date: _________________________________
Vendor Disclosure

CITY OF FORT WAYNE, INDIANA

______________________________

(Vendor Name)

VENDOR DISCLOSURE STATEMENT RELATING TO:
1. FINANCIAL INTERESTS;
2. POTENTIAL CONFLICTS OF INTEREST;
3. CURRENT AND PENDING CONTRACTS OR PROCUREMENTS

Vendors desiring to enter into certain contracts with the City of Fort Wayne, Indiana (the “City”) shall disclose their financial interests, potential conflicts of interest and current and pending contract or procurement information as set forth below.

The following disclosures by Vendors are required for all contracts with annual payments by the City in the amount of $50,000 or more. Vendors shall disclose their financial interests, potential conflicts of interest and other contract and procurement information identified in Sections 1, 2 and 3 below as a prerequisite for consideration for a contract awarded by the City. This Disclosure Statement must be completed and submitted together with the Vendor’s contract, bid, QUALIFICATIONS or offer.

A publicly traded entity may submit its current 10K disclosure filing in satisfaction of the disclosure requirements set forth in Sections 1 and 2 below.

Section 1: Disclosure of Financial Interest in Vendor

a. If any individuals have either of the following financial interests in Vendor (or its parent), please check all that apply and provide their names and addresses (attach additional pages as necessary):

   (i) Equity ownership exceeding 5%  (____)

   (ii) Distributable income share exceeding 5%  (____)

   (iii) Not Applicable (If N/A, go to Section 2)  (____)

Name: __________________________ Name: __________________________
Address: __________________________ Address: __________________________

b. For each individual listed in Section 1a. show his/her type of equity ownership:

   sole proprietorship (____)  stock (____)
   partnership interest (____)  units (LLC) (____)
   other explain)________________________

   c. For each individual listed in Section 1a. show the percentage of ownership interest in Vendor (or its parent):

   ownership interest:
Section 2: Disclosure of Potential Conflicts of Interest (not applicable for vendors who file a 10K)

For each individual listed in Section 1a, check "Yes" or "No" to indicate which, if any, of the following potential conflict of interest relationships apply. If "Yes", please describe using space under applicable subsection (attach additional pages as necessary):

a. City employment, currently or in the previous 3 years, including contractual employment for services: Yes ___ No ___

b. City employment of “Member of Immediate Family” (defined herein as: spouse, parent, child or sibling) including contractual employment for services in the previous 3 years:
   Yes ___ No ___

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If "Yes", identify each current contract with descriptive information including purchase order or contract reference number, contract date and City contact below (attach additional pages as necessary).

__________________________________________________________________________________________

__________________________________________________________________________________________

b. Does Vendor have pending contracts (including leases), bids, qualifications, or other pending procurement relationship with the City?
   Yes ___ No ___

If "Yes", identify each pending matter with descriptive information including bid or project number, contract date and City contact using space below (attach additional pages as necessary).

__________________________________________________________________________________________

c. Does vendor have any existing employees that are also employed by the City of Fort Wayne?
   Yes ___ No ___

If "Yes", provide the employee’s name, current position held at vendor, and employment payment terms (hourly, salaried, commissioned, etc.).

Name / Position / Payment Terms: _____________________________________________

Name / Position / Payment Terms: _____________________________________________

Name / Position / Payment Terms: _____________________________________________

d. Does vendor’s representative, agent, broker, dealer or distributor (if applicable) have any existing employees that are also employed by the City of Fort Wayne? For each instance, please provide the name of the representative, agent, broker, dealer or distributor; the name of the City employee, and the payment terms (hourly, salaried, commissioned, etc.).

e. Company / Name / Payment / Terms:

   Company / Name / Payment / Terms:
Section 4: CERTIFICATION OF DISCLOSURES

In connection with the disclosures contained in Sections 1, 2 and 3 Vendor hereby certifies that, except as described in attached Schedule A:

a. Vendor (or its parent) has not, within the five (5) year period preceding the date of this Disclosure Statement, been debarred, suspended, proposed for debarment declared ineligible or voluntarily excluded from any transactions by any federal, state or local unit of government;

b. No officer or director of Vendor (or its parent) or individual listed in Section 1a. is presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any offense;

c. Vendor (or its parent) has not, within the five (5) year period preceding the date of this Disclosure Statement, had one or more public transactions (federal, state or local) terminated for cause or default;

d. No officer or director of Vendor (or its parent) or individual listed in Section 1a. has, within the five (5) year period preceding the date of this Disclosure Statement, been convicted, adjudged guilty, or found liable in any criminal or civil action instituted by the City, the federal or state government or any other unit of local government; and

e. Neither Vendor, nor its parent, nor any affiliated entity of Vendor, or any of their respective officers, directors, or individuals listed in Section 1a. is barred from contracting with any unit of any federal, state or local government as a result of engaging in or being convicted of: (i) bid-rigging; (ii) bid-rotating; or (iii) any similar federal or state offense that contains the same elements as the offense of bid-rigging or bid-rotating

f. Pursuant to IC 5-22-16.5, Vendor hereby certifies they do NOT provide $20 million dollars or more in goods or services to the energy sector of Iran. Vendor also certifies it is not a financial institution that extends $20 million dollars or more in credit that will provide goods or services to the energy sector of Iran or extends $20 million dollars or more in credit to a person identified on the list as a person engaging in investment activities in Iran.

The disclosures contained Sections 1, 2 and 3 and the foregoing Certifications are submitted by

______________________________
(Name of Vendor)

______________________________
Address

(______)

______________________________
Telephone

______________________________
E-Mail Address

The individual authorized to sign on behalf of Vendor represents that he/she: (a) is fully informed regarding the matters pertaining to Vendor and its business; (b) has adequate knowledge to make the above representations and disclosures concerning Vendor; and (c) certifies that the foregoing representations and disclosures are true and accurate to the best of his/her knowledge and belief.

______________________________
Name (Printed) Title

______________________________
Signature Date
NOTE: FAILURE TO COMPLETE AND RETURN THIS FORM WITH YOUR DOCUMENTATION MAY RESULT IN YOUR CONTRACT, OFFER, BID OR QUALIFICATIONS BEING DISQUALIFIED FROM CONSIDERATION.
Non-Collusion Affidavit

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to include anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/She further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee gift, commission or thing of value on account of such sale.

OATH AND AFFIRMATION

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FOREGOING BID ARE TRUE AND CORRECT.

Dated this ___ day of ____________________, ______

_______________________________________________________
(Name of Organization)

_______________________________________________________
(Title of Person Signing)

_______________________________________________________
(Signature)

ACKNOWLEDGEMENT

STATE OF _________________________ ___)
COUNTY OF _________________________ ) ss

Before me, a Notary Public personally appeared the above named and swore that the statements contained in the foregoing document are true and correct.

Subscribed and sworn to me this _______ day of ____________, ______.

___________________________________________
Notary Public Signature

My Commission Expires: ________________________________
The City of Fort Wayne is seeking statements of qualifications and interest from firms qualified to prepare an Implementation Framework for the riverfront area that will guide development of public and private land over the next decade and beyond. Building on existing plans, this project will deliver 1) an urban design plan that defines the character of the Riverfront area; 2) reports and recommendations for a variety of infrastructure, environmental, historical, archeological and hydraulic issues related to the river and development adjacent to it; 3) design, engineering and related cost estimates for improvements (including park amenities and flood protection features) to public space near the river; and 4) recommendations that set forth a proposed development regulatory framework that removes impediments and facilitates private investment. The end products of the professional engagement will position the City to coordinate future development over time and immediately begin construction on the next phases of public improvements in the Riverfront area.

Consultants must have the knowledge, skills, experience and time to produce high quality work; the details for which are outlined in Section Two. The City expects the work delivered by consultants to be an example of world class design and engineering; reflecting state-of-the-art philosophy towards infrastructure, transportation, landscape design, and urban design. The work contemplated by the City for this project is multifaceted and will require the coordinated participation of several professional disciplines including landscape architecture, planning, architecture, graphic design, real estate market analysis and civil engineering to name a few. The City anticipates that project leadership should come from the landscape architecture/urban design/planning discipline and that thorough engagement of other necessary disciplines will be coordinated by the project manager. The selected consultants will work closely with the Riverfront Working Group – a multi-disciplinary team of City staff and project partners.

This document presents the specific requirements for submitting a Statement of Qualifications (SOQ) and includes a scope of work, maps, the preferred organization structure, and the process used to select a consultant or team of consultants.

“I’m encouraged by the continued excitement and momentum we’re experiencing as we come together to make riverfront development a top priority. Investing in our rivers will position us for future economic growth and an enhanced quality of life for everyone as we collaborate to make a lasting legacy for our community.”

Mayor Tom Henry
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SECTION ONE – Introduction

Riverfront Fort Wayne, in Context

There is a renaissance happening in Fort Wayne, Indiana. A steady awakening to the potential for a thriving downtown surrounded by vibrant neighborhoods and productive industry that serves as the economic and cultural engine of a healthy and growing Northeast Indiana region. The change has not been delivered overnight, but Fort Wayne has persisted as a community to set its sights ever higher and will continue on the journey that began more than a decade ago and will continue well into the future. Along the way, plans have emerged, projects have been completed and developments continue to be proposed, delivering a transformational effect on downtown and further inspiring the imagination of the community. This work has delivered a great deal of excitement about what will come next in the City’s future. Today our imagination is captured by the natural beauty and economic potential of three rivers that converge and flow through downtown and into surrounding neighborhoods.

After years of contemplation and discussion, the City completed a conceptual plan that sets a solid foundation for discovering, restoring, and celebrating the rivers and leveraging their value in order to create a thriving addition to downtown. A world class riverfront district will become a regional landmark that is distinct in character but seamlessly connected to the downtown core and adjacent neighborhoods. The district will offer visitors and residents the opportunity to experience the rivers in many ways; as a backdrop to an afternoon of shopping; a stage for innovative performers; a calming living room landscape after a busy day at work; and a generous invitation to connect with nature. As a community, Fort Wayne is invested in preserving, celebrating and enhancing the things that make Fort Wayne a unique and thriving place; concentrating on sustainability, historic preservation, economic growth, and authentic experiences. The City intends to capitalize on the current momentum of an increasingly vibrant core that is destined to meet its full potential to deliver world class results. Key partner organizations are established and focused, incentives are defined and being coordinated, significant projects are being completed, and private investment is growing.

In 2015, a consulting team led by the landscape architecture firm SWA delivered the Riverfront Fort Wayne Conceptual Plan which encourages the community to capitalize on the vital role our rivers play in the economic, social and cultural health of the City and the Northeast Indiana region. Before the plan was even published, the City started work on implementing a riparian plan to restore and stabilize riverbanks in several locations. Over the past two years, programming on the rivers has intensified with a diverse offering of year-round events and activities; inviting thousands of people to discover and enjoy the rivers. In the summer of 2017, work began on the first phase of construction; delivering a park that will establish an aesthetic for public space in the area as well as foster additional private investment nearby. With enthusiastic endorsement from the local community, City Council voted to fund continued investment in the Riverfront area with a stable source of local funding. As such, dedicated funding is in place to immediately implement the work resulting from this RFQ. These are only a few examples of the energy and investment that is currently focused on the riverfront area in downtown Fort Wayne. The next stage of work contemplated in this Request for Qualifications will reflect and build upon the vision, guiding principles and many recommendations found in the Riverfront Fort Wayne Conceptual Plan.

Riverfront Fort Wayne Guiding Principles
Development of the riverfront district should:
1. Seek to balance ecology, recreation, and the built environment.
2. Promote and support a variety of activities and uses that encourage people to live, invest, socialize and recreate on and along the rivers.
3. Celebrate and preserve the cultural history of our rivers.
4. Ensure creative, sustainable, authentic, high quality architecture and development.
5. Improve river quality and enhance the riverfront environment.
6. Seek innovative and ecologically appropriate solutions to river and riverfront initiatives.
7. Increase connections between the rivers, the greenway, downtown and collar neighborhoods.
8. Provide, protect and improve public access along and to the rivers.
9. Create unique scenic opportunities to view the river.

VISION: To realize the value of reconnecting with our rivers and the riverfront areas as economic, social and cultural assets to the downtown, the community and the region.

MISSION: To provide a framework for action that will maximize the use and value of the rivers in downtown Fort Wayne through increased recreational use, restoration, enhancement and development.
Riverfront Fort Wayne
In Context with Downtown Developments

Phase I-III Developments

Riverfront Fort Wayne is part of a broader blueprint for revitalizing downtown Fort Wayne. Phase I, Promenade Park, and Phases II and III are intended to help position our rivers as part of a larger network of destinations in Fort Wayne, including Parkview Field, downtown museums, The Landing, Headwaters Park and future developments like Headwaters Junction.
Implementation Framework, an Overview

With work already underway on the first two major developments in the riverfront area following the completed Riverfront Conceptual Plan, the City wants to intensify its focus on creating an environment that is supportive of new private investment. The Implementation Framework is envisioned to include a type of neighborhood master plan that expands on the design principles and recommendations in the Riverfront Conceptual Plan. It will contain specific guidance about building form, construction materials and public amenities so as to convey the character of an emerging downtown neighborhood that hosts a compact and dense collection of development adjacent to and in balance with sustainably managed riparian corridors; a defining feature and attraction of the area. The neighborhood design will also be intentionally walkable; creating strong connections to the downtown, to nearby residential neighborhoods and to the rivers’ edges. The master plan will establish a framework for defining by design a distinctive and inviting part of downtown while ensuring that it also connects with and respects the character of established and emerging areas adjacent to it.

The rivers and the riparian ecosystems they host are an asset and obvious focal point for riverfront development. The city will continue to systematically implement the riparian management plan throughout the district; this work is intended to stabilize riverbanks and to restore the area’s capacity to host a thriving ecosystem within the urban core of Fort Wayne. The city will also continue to enhance public land adjacent to the rivers with landscape designs and amenities that invite access and provide opportunities for diverse experiences near and on the rivers. An important component of the Implementation Framework is the detailed design and quantified cost estimate for constructing these public improvements. The conceptual designs for public space along the rivers are being developed by City staff and are informed in-part by Promenade Park that is currently under construction. In order to achieve the world class riverfront neighborhood that Fort Wayne envisions, careful attention must be directed to the intersection of private development and public space. The vitality that comes from people visiting and lingering in well-designed public space along the rivers’ edges and the adjacent private developments cannot be left to chance; it must be thoughtfully planned.

The Implementation Framework will propose an economically viable mix of land uses that will serve the interests and demands of a diverse and multigenerational cross section of the community. These recommendations will be supported by rigorous market research and will anticipate flexibility to respond to opportunities that emerge in a dynamic economy. Considering the volume of land in the riverfront area, priorities for near term development will be established early in the process and will reflect local knowledge of proposed development as well as the consultants’ expert advice. In order to ensure that future development aligns with the vision for the riverfront area the Implementation Framework will assess the regulatory landscape and recommend tools that can effectively incentivize design that delivers the world class riverfront neighborhood that Fort Wayne envisions. The combination of thoughtful incentives and regulations will facilitate investment, remove impediments to development and ensure that consistent quality contributes to the integrity of the riverfront area both as a natural treasure and a vibrant urban neighborhood.

The process that delivers the master plan component of the Implementation Framework will be iterative and will engage the skills and experience of multiple disciplines as outlined in the summary section of this RFQ. It will deliver early clarification of the floodplain boundary. The work will also include a Waters Report that details the existing conditions and constraints of development within the floodplain. Together, the Waters Report, floodplain boundary verification and hydraulic modeling will orient discussions about comparative development potential for property in the riverfront area. The process will allow the City to balance the constraints associated with a natural and dynamic river system against costs of mitigating them while exploring options for defining the character and design adjacent to the rivers and throughout the riverfront district. Those options must reflect conceptual engineering solutions to hydrological and other relevant environmental constraints. While robust urban design is a focal point for this project, that design must be thoroughly informed by sound engineering.

Plans and Studies:

Consultants should review existing data and community plans to better familiarize themselves with Fort Wayne. The following plans and studies provide background and detail related to the study area; however additional research and analysis will likely be required in order to establish an in-depth understanding of the study area. These studies inform and provide substantive guidance to this effort. The resources described below are collected and available via Dropbox using the following link.

https://www.dropbox.com/sh/ypqkim929efrwk/AAAHM4w0WDkI50Yj3Y-XtPswTa?dl=0
1. **Riverfront Fort Wayne Conceptual Plan (2015), SWA**
   This plan focuses comprehensively on Fort Wayne’s river system as a catalyst for development, while respecting and improving the environment and building on the local cultural history. Recommendations are centered on using Fort Wayne’s rivers as a stimulus for creating new types of public spaces and bringing new private development to downtown Fort Wayne. Further, the plan seeks to strengthen the identity of Fort Wayne as a destination that encourages an active and healthy lifestyle, provides access to nature in the city and is proud of its history and excited for the future.

<table>
<thead>
<tr>
<th>Riverfront Design Recommendations:</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Buildings should refer to the historic brick and stone structures in the area by using these materials in a way that expresses contemporary design.</td>
</tr>
<tr>
<td>The upper levels of buildings should contain balconies especially for residential and hotel uses.</td>
</tr>
<tr>
<td>Building heights should be tiered and established to maximize views to the river within the Riverfront Study Area</td>
</tr>
<tr>
<td>Commercial space should occupy the ground floor of new structures, particularly along Superior St.</td>
</tr>
<tr>
<td>Awnings and canopies are recommended to provide shade to pedestrians and outdoor dining along street frontages and promenade areas.</td>
</tr>
<tr>
<td>Sidewalks should be designed to be wide enough to accommodate pedestrian traffic and outdoor dining spaces.</td>
</tr>
<tr>
<td>Green infrastructure and other innovative stormwater management solutions should be encouraged as a part of streetscape, public space and private development design.</td>
</tr>
<tr>
<td>Pedestrian scaled lighting is encouraged as part of streetscape, public space and private development design.</td>
</tr>
<tr>
<td>New development adjacent to the river should have primary facades, entrances and pedestrian connectivity from the street and riverfront frontages.</td>
</tr>
<tr>
<td>Public spaces are envisioned to be primarily constructed of durable materials such as concrete, steel, stone and brick.</td>
</tr>
</tbody>
</table>

2. **Riparian Management Plan (2016), Biohabitats, Inc.**
   The plan sets forth the results of work to assess riparian conditions and develop related management strategies and recommendations for the City of Fort Wayne Riverfront Conceptual Plan along the St. Marys, St. Joseph and Maumee Rivers.

3. **Downtown BluePrint PLUS update (2016), Fort Wayne Planning and Policy Department**
   This plan reflected the evolving intentions of community leaders to identify high priority development sites and propose public investment that builds on the momentum created by earlier planning efforts and development that they delivered. This new set of policy and project recommendations builds on the earlier work of BlueprintPLUS (2005) and the Downtown Fort Wayne Blueprint for the Future (2002).

4. **North River Now: North River Conceptual Development Plan (August 2007), ACP Visioning & Planning, Ltd.**
This includes the planning, design, and transportation recommendations resulting from a four-month effort that involved the public, community leaders, and the consultant team. The goal was to determine the most appropriate use for the North River District; to capture the community's vision for the North River district; to identify implementation steps that can leverage public funds and private investments; and to ensure that downtown Fort Wayne retains its role both as the vibrant social and physical center of the region, and as a sought-after destination.

**Planning and Design Principles:**

- Celebrate the river as a focal point of the downtown area, integrate it with the existing neighborhoods, and examine opportunities to improve public access and recreational opportunities on the river.
- Ensure that investments of public money at the site will be fiscally responsible and create ongoing, sustainable economic returns for the community.
- Encourage walking and biking throughout the site by creating attractive, safe, and contiguous pedestrian and bicycle connections that link to surrounding areas.
- Develop standards to promote high quality design that creates a unique sense of place and an attractive public realm, and which ties in with the historic character of the area. Capitalize on the historic assets such as the old canal.
- Ensure that the site relates to and complements existing assets such as Science Central, Lawton Park Headwaters Park and the downtown skyline from the river.
- Create a walkable downtown neighborhood north of the river with an identifiable landmark, focal point, and/or large public gathering space (i.e. fountain, canal, or marketplace).
- Provide for a mix of uses – such as residential, commercial, entertainment, and open space – that reflects the urban nature of the site, attracts a diverse population, and promotes vibrant activities in the downtown area. Provide for diverse housing types.
- Design the Site in a manner that respects nearby residential neighborhoods and generates positive impacts for those who live nearby.
- Recognize that the site represents an opportunity to expand downtown in a way that reflects the principles established in the Blueprint for the Future and BlueprintPlus plans.
- Promote commercial activity on the site that complements rather than competes with nearby businesses and keeps within the scale of the community.
- Ensure that any new development should avoid harm to the floodplain and serve as an opportunity to apply green building technology.
- Enhance the roadway connectivity throughout the site with will-engineered routes that improve traffic flow (both north/south and East/west). Re-establish the street grid as recommended in the BlueprintPlus as a way to integrate the site with adjacent neighborhoods.
- Leverage private investment to create a family-oriented, local and regional destination that will attract visitors year-round.

**Relevant Studies**

1. *Fort Wayne’s Downtown Residents, Workers: An analysis of the residents, businesses and workers in the Fort Wayne Downtown Improvement District and surrounding neighborhoods in comparison to the city of Fort Wayne. (December, 2017)*, Community Research Institute of Indiana Purdue Fort Wayne
   [https://www.ipfw.edu/centers/cri/reports/DID_Report_Final.pdf](https://www.ipfw.edu/centers/cri/reports/DID_Report_Final.pdf)
   This demographic analysis was prepared for the Fort Wayne Downtown Improvement District (DID). In addition to profiles of residents businesses and employees of the DID, the report examines the relationship between where downtown employees live and work.

   The technical memos cover market conditions, river ecology, infrastructure capacity and preliminary hydraulic modeling. The reporting and analysis informed the recommendations and development vision for the Riverfront study area. The technical memos were prepared by Market Feasibility Advisors, Biohabitats, Inc., AMEC Environment and Infrastructure, and Moffatt & Nichol.
SECTION TWO – Scope of Work

Project Management
The City of Fort Wayne has established a team of staff from several city departments as well as close community partners to guide the work of the consultant team. The internal team will provide oversight, assist with communication, and help with logistical tasks such as collecting and sharing relevant data and information. The consultant team is expected to be comprised of personnel with the skills and experience necessary to deliver on the tasks outlined below and more generally understood as the scope of work as described in this RFQ. Given the complexity of the scope of work, the internal team and the consultant team will have to closely and carefully coordinate their activities. The anticipated timeframe for the study is 10 to 12 months.

PROJECT COMPONENTS AND DELIVERABLES
The three components of the Implementation Framework are: 1) a master plan for a downtown riverfront neighborhood; 2) analysis and recommendations for infrastructure, environmental, and hydraulic issues relating to riverfront development potential; and 3) complete design and engineering for public improvements including flood protection measures and landscape and amenity designs for public park space. The work is anticipated to be completed in two stages; the first will focus on urban design and engineering analysis related to establishing a master plan to guide future private development; and the second will deliver the final design and engineering, cost estimates and bid documents for public improvements as well as a framework of regulations and incentives to guide private and public development to achieve the goals of the master plan. Throughout the process, the lead consultant is expected to provide a moderate level of public engagement that is intended to keep the community informed and to cultivate public ownership of the final results. The consultant should anticipate public meetings and presentations as a primary means of community engagement.

Riverfront Neighborhood Master Plan:
The Implementation Framework for the Riverfront area will include a neighborhood master plan to ensure that future development of property adjacent to the rivers reflects and elevates other public and private investment throughout the area. Map #2 illustrates the focus area for the master plan component of this project. The master plan will provide development guidance for public and private projects that will continue to emerge over the next ten years and beyond. It will illustrate the desired mix and location of future land uses, building design, complete streets, and enhanced connectivity to both the river and the downtown core. The Riverfront Fort Wayne Conceptual Plan (2015) is a foundation for the Implementation Framework and for the neighborhood master plan which will expand upon the plan’s findings and recommendations. The neighborhood master plan will present specific detail about building form, construction materials, and amenities so as to convey the character of an emerging downtown neighborhood that hosts a compact, dense, collection of uses; is intentionally walkable and connected to the downtown, adjacent residential neighborhoods, and to the rivers’ edges; a defining feature and attraction. The master plan will lay the foundation for defining by design, a distinctive and inviting part of downtown while ensuring that it also connects with and respects the character of established or emerging areas adjacent to it. The master plan will establish a healthy mix of land uses that will serve the interests and demands of a diverse and multigenerational cross section of the community. The land use recommendations will be supported by rigorous market research and will anticipate flexibility to respond to opportunities that emerge in a dynamic economy. A vital component of the master plan will be a regulatory framework that delivers the world-class riverfront neighborhood that Fort Wayne envisions. Design and development regulations will be promoted as a means to eliminate impediments to development and to ensure that consistent quality contributes to the integrity of the Riverfront area both as a natural treasure and a vibrant urban neighborhood.

Master Plan Deliverables:
1. Validate, refine and expand the Riverfront Fort Wayne Conceptual Plan Design Recommendations.
2. Create a minimum of three master plan options in an iterative process that results in one preferred plan that delivers a walkable, compact and mixed use neighborhood. The preferred plan will be highly illustrated with enough detail to clearly address block size, building mass, connectivity, streetscape design, and the physical relationship between private and public amenities including view sheds and river access.
3. Recommend long term land use and development prospects that reflect findings from current market research validating and updating work done as part of the Riverfront Fort Wayne Conceptual Plan. These development recommendations shall address demands for multi-generational housing, hospitality, office space, retail, entertainment and parking.

4. Provide transportation infrastructure design guidance that reflects complete streets and green infrastructure concepts. Infrastructure design should reinforce connectivity between the riverfront neighborhood and adjacent areas (including the downtown core and the Bloomingdale neighborhood) and recommend streetscapes, gateways and building scale that reinforce the unique character of the neighborhood while preserving and enhancing connections to other areas and assets.

5. Recommend the regulatory framework and incentive programs necessary to successfully implement the master plan. The recommendations should balance the merits of zoning and design standards with tools to incentivize and encourage development that contributes to the vision for a riverfront neighborhood. They should also explore ways to remove impediments to good design and guide decisions about adaptive reuse or replacement of existing buildings in the study area.
Infrastructure Engineering:
The Implementation Framework for the Riverfront area will be informed by specific engineering analysis and a clear understanding of utility capacity; infrastructure needs; and the broad regulatory landscape that includes flood protection, natural, cultural and historic resource management. Map #3 illustrates the focus area for the Infrastructure engineering component of this project. The process for creating a robust Implementation Framework for future development in the riverfront area requires early and nearly simultaneous coordination between urban planners, architects and engineers. A baseline understanding of development constraints on sites located in flood affected areas and identified by the City as high priority for new construction is an appropriate starting point for producing the master plan. Exploring alternatives to this baseline may require engineered solutions to flood management that are informed by hydraulic models and other analysis. Iterations of the riverfront neighborhood master plan will reflect updated assumptions and changes in engineering solutions. The final product of this project will include complete 100% engineered designs and related cost estimates for flood management infrastructure that supports the master plan. The final product will also include engineered solutions that support strategies for natural, cultural and historic resource management within the floodway.

Infrastructure Deliverables:
1. Clarify the current boundary of the 100-year flood plain for waterways within the Riverfront Study area.
2. Produce a Waters Report in accordance with the framework established by the Indiana Department of Transportation. Clarify the impact of flood regulations for construction on sites identified by the city as high priority for development. Provide documentation and analysis necessary for permitting process laid out by regulatory agencies including Indiana Department of Natural Resources, Indiana Department of Environmental Management, and the Army Corps of Engineers.
3. Document existing utility and public infrastructure facilities and capacity within the project area. This reporting will include details relating to known near-term plans for changes to infrastructure and their effects on conceptual development in the Riverfront Neighborhood area.
4. Produce a minimum of three flood mitigation conceptual design options and one final design that relates to the development scenario envisioned in the final iteration of a riverfront neighborhood master plan.
5. Produce complete design, engineering and cost estimates for flood mitigation improvements in the public space.

Public Space Design:
Map #4 illustrates the focus areas for the Public Space Design component of this project. The Implementation Framework for the Public Space Design will build upon the Riverfront Fort Wayne Conceptual Plan prepared by SWA. City staff is taking those plans and modifying conceptually based upon new information regarding property acquisition, new projects under construction, and new projects proposed since the completion of the plan. The successful consultant team will work closely with Fort Wayne Parks and Recreation landscape architects to develop conceptual plans into schematic designs, design development drawings, and construction documents for Phase II and III. The process shall include thoughtful examination of existing park land in the study area, the Infrastructure and Hydrology analysis, the Riverfront Neighborhood Master Plan recommendations, and other proposed development, riparian and mitigation projects within the Riverfront Conceptual Plan area. The Public Space Design will seek to establish a common design aesthetic across phases, grounded in the history of the area, deriving and providing meaning through design interventions and interpretation. Best management practices for handling storm water, flood impacts, ecological and sustainable planting design, and built structures shall be implemented in the plan. The design of connections between the public space and adjacent private developments and neighborhoods shall be coordinated with the development of the Riverfront Neighborhood Master Plan. The City anticipates that the design engineering for Phase II public space improvements will be complete in the first quarter of 2019 with construction planned to begin late in 2019.

Public Space Design Tasks and Deliverables:
1. Coordinate with Fort Wayne Parks and Recreation staff and administration during the complete design process, from conceptual plans through to construction documents, specifications, and details.
2. Produce detailed erosion control plans, demolition plans, site development plans, grading plans, landscape plans and details, and specifications for all public space areas in Phase II and III.
3. Produce detailed cost estimates for the Phase II and Phase III project sites. Each phase of the design will be generated on a schedule of 30%, 60%, 90% and 100% completion.
4. Produce site signage plans and details consistent with those established for Phase I Promenade Park.
5. Produce a 3D digital model of all public space improvements and develop renderings (plan, bird’s-eye, elevations, and perspective) to communicate design intent throughout the design process.
SECTION THREE – Submittal Requirements

All Statements of Qualifications (SOQ) are due by **11:00 am on Friday, March 16, 2018.** Ten (10) hard bound copies along with a CD or DVD should be sent to the following address:

City of Fort Wayne  
Purchasing Department  
200 East Berry Street, Suite 490  
Fort Wayne, IN 46802

The City of Fort Wayne reserves the right to disqualify any SOQ that is late or otherwise does not comply with said requirements. Once submitted, proposals will not be returned and will become property of the City. Expenses incurred in the preparation of proposals are borne by the consultant/firm with the understanding that the selected consultant/firm may not apply to the City for reimbursement of these expenses.

Statement of Qualifications Components
The SOQ should contain the following sections:

1. **Letter of interest**
   - Overview of the firms that comprise the consulting team;
   - Introduce the primary contact person and provide his/her information (email and telephone);
   - Describe current workload and consultants’ availability over the period of the next 9-12 months.

2. **Qualifications/Project Portfolio**
   - Examples of experience of the lead firm and sub-consultants working together on projects with a similar scope to that outlined above;
   - Examples of three (3) comparable projects for which the lead firm provided a lead role; and
   - Examples of projects to which sub-consultants have served in supportive roles similar to that proposed here.

3. **Methodology**
   - Statement indicating an understanding of the work to be performed;
   - Provide a detailed description of the procedures and methods you propose to use to complete all parts of the project;
   - Include a description of specific tasks, and anticipated deliverables for each of the three components of the scope of work as described in Section 2.

   - Propose a public engagement program that cultivates ownership in the process and the final results.

4. **Project Management**
   - Introduction to the team (resumes);
   - Services/functional role performed by each team member;
   - Describe the organizational framework for this project, including the specific roles and responsibilities of each team member;
   - Describe project management style for the lead firm and the specific ways to engage and coordinate with the client’s work riverfront work group;
   - Technical Resources.

5. **References**
   - List of at least three (3) references we may contact;
   - Indicate project names and firm’s role;
   - Client contact information (email and telephone).
SECTION FOUR – Selection Process and Criteria

Procurement of professional services related to the Riverfront Implementation Framework will follow a Qualifications Based Selection (QBS) process in order to ensure transparency, fairness and productive competition among prospective consultants. The first step in SOQ review will identify firms qualified to deliver the services and products described in this RFQ. The process will introduce cost and scheduling details into the selection criteria in a second stage of review but retains the elements of selection based on qualifications and “best value” principles.

Using the evaluation criteria presented below, a selection committee will review, and rank all of the SOQs submitted. The committee will consider completeness, clarity, experience, focus, creativity, as well as the quality and span of expertise when assessing the SOQs. This committee includes representatives from the following agencies and organizations:

- City of Fort Wayne Parks and Recreation Department
- City of Fort Wayne Utilities
- City of Fort Wayne Redevelopment
- City of Fort Wayne Community Development
- City of Fort Wayne Public Works Department
- Greater Fort Wayne Inc.
- Office of the Allen County Commissioners

Evaluation Criteria
The selection committee will consider the following evaluation factors and point distribution matrix (100 total points possible) to guide the entire selection process:

25 Project understanding and soundness of proposed project methodology, including but not limited to the detail and accuracy of the proposed scope and statement of work, and the public participation program

25 Qualifications/Project Portfolio provided by the respondent and prior experience of consultants and staff

20 Superior ability or capacity to meet particular requirements of contract and needs of the City of Fort Wayne

15 Commitment and ability to complete the project within the time frame specified in the proposal while displaying high quality, efficiency and fitness of proposed solution for the City of Fort Wayne

15 Creativity and logic in design and proposed execution

Award Process and Procedures
After initial review of SOQs, the committee will invite up to five of the most qualified teams to submit detailed fee and schedule proposals for the project. This material is intended to complement the materials provided as the SOQ rather than replace or duplicate the original submittal effort by the selected firms. The teams considered most qualified will also be invited to interview with and make a presentation the selection committee (in Fort Wayne, IN). Following the interviews, the committee will re-evaluate the proposals and make a final determination on selection.

The City of Fort Wayne will pursue negotiations with the top ranked respondent in order to finalize the scope and schedule of work and execute a satisfactory contract with the lead consultant. If a satisfactory agreement cannot be negotiated the City of Fort Wayne will take necessary steps in their best interest. [See section five reservations]

The following is an anticipated selection process schedule; please note the City of Fort Wayne and/or the selection committee reserves the right to make adjustments to stated dates. However in the event changes do occur, all interested parties will be notified in a timely fashion.
<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue Request for Qualifications</td>
<td>February 5, 2018</td>
</tr>
<tr>
<td>Project Briefing Meeting</td>
<td>February 16, 2018</td>
</tr>
<tr>
<td>Questions Due from lead consultants</td>
<td>February 23, 2018</td>
</tr>
<tr>
<td>Response to Questions Returned</td>
<td>March 5, 2018</td>
</tr>
<tr>
<td>Statements of Qualifications Due</td>
<td>March 16, 2018</td>
</tr>
<tr>
<td>Notification of Finalists</td>
<td>March 30, 2018</td>
</tr>
<tr>
<td>Finalist Proposal Submissions Due</td>
<td>April 13, 2018</td>
</tr>
<tr>
<td>Finalists Interview Period</td>
<td>April 23 – April 27, 2018</td>
</tr>
<tr>
<td>Notification of selected consultant</td>
<td>May 4, 2018</td>
</tr>
<tr>
<td>Professional services contract signed for the Riverfront Implementation Framework</td>
<td>July 1, 2018</td>
</tr>
</tbody>
</table>

Questions relating to this proposal should be directed in writing.  
**Contact:** Paul Spoelhof, Senior Planner, Planning & Policy  
**Email:** paul.spoelhof@cityoffortwayne.org  
**Subject:** Riverfront Implementation Framework – RFQ Questions
SECTION FIVE – Reservations

The City of Fort Wayne reserves and in its sole discretion may, but shall not be required to, exercise the following rights and options with respect to the contract negotiation and award process resulting from this RFQ:

a) The City of Fort Wayne reserves the right to enter into post-submission negotiations and discussions with any one or more respondents regarding price, scope of services, and/or any other term of their proposals, and such other contractual terms as the City of Fort Wayne may require, at any time prior to execution of a final contract. The City of Fort Wayne may, at its sole discretion, enter into simultaneous, competitive negotiations with multiple respondents or negotiate with individual respondents seriatim. Negotiations with respondents may result in the enlargement or reduction of the scope of services, or changes in other terms that are material to the RFQ and the submitted proposals. In such event, the City of Fort Wayne shall not be obligated to inform other respondents of the changes, or to permit them to revise their proposals in light thereof, unless the City of Fort Wayne, in its sole discretion, determines that doing so is in the City of Fort Wayne’s best interest.

b) In the event negotiations with any respondent(s) are not satisfactory to the City of Fort Wayne, the City of Fort Wayne reserves the right to discontinue such negotiations at any time; to enter into or continue negotiations with other respondents; to enter into negotiations with firms that did not respond to this RFQ and/or to solicit new proposals from firms that did not respond to this RFQ. The City of Fort Wayne reserves the right not to enter into any contract with any respondent, with or without re-issue of the RFQ, if the City of Fort Wayne determines that such is in the City of Fort Wayne’s best interest.

The City of Fort Wayne reserves and in its sole discretion may, but shall not be required to, exercise the following rights and options with respect to the proposal submission, evaluation and selection process under this RFQ:

c) To reject any proposals if, in the City of Fort Wayne’s sole discretion, the proposal is incomplete, the proposal is not responsive to the requirements of this RFQ, or it is otherwise in the City’s best interest to do so;

d) To supplement, amend, substitute or otherwise modify this RFQ at any time prior to selection of one or more respondents for negotiation and to cancel this RFQ with or without issuing another RFQ;

e) To accept or reject any or all of the items in any proposal and award the contract(s) in whole or in part if it is deemed in the City’s best interest to do so;

f) To reject the proposal of any respondent that, in the City’s sole judgment, has been delinquent or unfaithful in the performance of any contract with the City of Fort Wayne or with others, is financially or technically incapable or is otherwise not a responsible respondent;


g) To reject as informal, non-responsive, or otherwise non-compliant with the requirements of this RFQ any proposal which, in the City’s sole judgment, is incomplete, is not in conformity with applicable law, is conditioned in any way that is unacceptable to the City of Fort Wayne, deviates from this RFQ and its requirements, contains erasures, ambiguities, or alterations, or proposes or requires items of work not called for by this RFQ;

h) To waive any informality, defect, non-responsiveness and/or deviation from this RFQ and its requirements that is not, in the City’s sole judgment, material to the proposal;

i) To permit or reject at the City’s sole discretion, amendments (including information inadvertently omitted), modifications, alterations and/or corrections of proposals by some or all of the respondents following proposal submission;

j) To request that some or all of the respondents modify proposals based upon the City’s review and evaluation;

k) To request additional or clarifying information or more detailed information from any respondent at any time, before or after proposal submission, including information inadvertently omitted by the respondent;
l) To inspect and otherwise investigate projects performed by the respondent, whether or not referenced in the proposal, with or without the consent of or notice to the respondent;

m) To conduct such investigations with respect to the financial, technical, and other qualifications of each respondent as the City of Fort Wayne, in its sole discretion, deems necessary or appropriate; and

n) To waive and/or amend any of the factors identified in the RFQ as pertaining to the respondent’s qualifications.