



**MONROE COUNTY REDEVELOPMENT  
COMMISSIONERS**

**Courthouse, Room 220  
Bloomington, Indiana 47404**

**Telephone 812-349-2550**

**Facsimile 812-349-2959**

Barry Lessow, President      Don Moore, Vice President      Doug Duncan, Secretary  
Jim Shelton, Member      Efrat Feferman, Member

September XX, 2014

Contact Person of Firm

Name of Firm

Address of Firm

City, State, Zip Code

RE: Request for Proposals;  
Landscape  
Monroe County Economic Development Areas.

Dear :

This request for proposals is the official notice of needed professional services for Monroe County, Indiana.

The Monroe County Redevelopment Commission is soliciting the professional services of a consultant for the following project;

- The design and preparation of construction documents for Monroe County's Economic Development Areas Gateway / Landscape / Aesthetic Improvement Project in the County's three EDAs. The project may include items such as gateways, landscaping, decorative signage, art and wayfinding to delineate and personalize our economic development areas. Coordination with the Redevelopment Commission during the design / plan development is required of the consultant.
- The project may be constructed on property owned by Monroe County in each of these areas however it may require land survey and property appraisals if found necessary to acquire any additional property needed to complete the project.
- Construction management for the improvement project will also be required.
- A total project budget has yet to be established at this time for all activities related to this project.
- We are anticipating an early spring bid opening, therefore all plans and specifications shall be completed and submitted to Monroe County for advertising by February 28, 2015.

Any consultant having on file in the Office of the Board of Commissioners, or submitted with their proposal, current information on the firm's qualifications for this type of project, may submit a proposal to the Board of Redevelopment Commissioners, Monroe County, Indiana.

The proposals shall include the following minimum information;

- a. Description of the proposed project.
- b. Description of the anticipated work elements.
- c. Proposed staffing for the work, including designation of the Project Manager(s).
- d. Proposed schedule of work.
- e. Anticipated work to be sublet.
- f. Statement of present work load.
- g. A cost for design and construction management for the project.

It is anticipated that local funds will be available for said services for this project. Work may begin as soon as a notice to proceed is received from the Redevelopment Commission or their authorized representative. Contracts for said work shall be submitted expeditiously for execution by Monroe County. A notice to proceed will be issued upon completion of all contract documents.

Only proposals received in the office of the Monroe County Board of Commissioners prior to 12:00 p.m. (local time) on October XX, 2014 will be given consideration. It is anticipated the proposals will be reviewed and selected consultants interviewed the following week. Selection will be completed soon thereafter. Submit all proposals, four each, to the office of the Board of Commissioners of Monroe County, Room 323, Bloomington, Indiana, 47404.

If you have any questions or comments concerning this project, please contact Jeff Cockerill, Monroe County Attorney, at (812) 349-2550 or Bill Williams, Monroe County Highway Engineer, at (812) 349-2555 at your convenience.

Thank you for your interest.

Sincerely,

Monroe County Redevelopment Commission

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Barry Lessow, President

BL/ww

cc: Monroe County Redevelopment Commission Members  
Jeff Cockerill, Monroe County Attorney  
Bill Williams, Public Works Director / Highway Engineer

Request for quotes are being sent to;

MSKTD & Associates, Inc.  
930 North Meridian Street  
Indianapolis, IN 46204

Schmidt Associates  
320 E Vermont Street  
Indianapolis, IN 46204-212 6

Bynum Fanyo & Associates, Inc.  
528 N. Walnut Street  
Bloomington, IN 47401

Tabor Bruce Architecture & Design  
213 S. Rogers Street  
Bloomington, IN 47403

Janelle L. Smagala, AIA, President  
Synthesis Incorporated  
222 East Ohio Street, Suite 600  
Indianapolis, IN 46204

Kirkwood Design Studio  
113 E. 6<sup>th</sup> Street  
Bloomington, IN 47408