



Request for Proposal (RFP) Thoroughfare Plan Development

Issued By:

Town of Danville
49 North Wayne Street
Danville, IN 46122
(317) 745-4180 Ext 1101
lternet@danvillein.gov
May 23, 2025

1. Introduction and Purpose

Town of Danville (the Town) is seeking proposals from qualified consultants to develop a comprehensive Thoroughfare Plan. The purpose of this plan is to ensure that the transportation network of the Town supports the projected growth and meets the mobility, safety, and connectivity needs of residents, businesses, and visitors. The selected consultant will work closely with the Town staff, local stakeholders, and the community to develop the plan.

2. Project Overview

The Thoroughfare Plan is expected to:

- Assess current and future traffic patterns, roadways, and transportation infrastructure.
- Identify key areas of improvement and potential new corridors.
- Develop policies and recommendations for road classification, design standards, and functional improvements.
- Plan for the integration of multimodal transportation options (vehicular, pedestrian, bicycle, public transit).
- Address the environmental, economic, and social impacts of transportation decisions.
- Address the Goals and Objectives for Transportation in the 2022 Comprehensive Plan update.

The plan will serve as a strategic document to guide future transportation development and funding decisions within the Town.

3. Scope of Work

The consultant will be responsible for the following tasks:

- **Task 1: Data Collection and Analysis**
 - Collect existing transportation data, including traffic volumes, road conditions, and accident reports.
 - Analyze current and projected growth patterns and land use to determine future transportation needs.
 - Review relevant studies, policies, and plans to inform the Thoroughfare Plan.
- **Task 2: Stakeholder Engagement**
 - Coordinate public meetings, workshops, and online surveys to gather input from the community and key stakeholders.
 - Work with local agencies, transportation departments, and utility providers to ensure coordinated planning.
- **Task 3: Plan Development**
 - Develop a vision, goals, and objectives for the Thoroughfare Plan.
 - Provide recommendations for road classifications, designs, and necessary improvements.
 - Integrate multimodal transportation options and alternative mobility solutions.
 - Identify funding sources and implementation strategies.
- **Task 4: Draft Plan and Review**
 - Prepare a draft of the Thoroughfare Plan.
 - Conduct a review process with the Town staff and stakeholders to ensure the plan reflects community needs and priorities.
- **Task 5: Final Plan and Presentation**
 - Revise the draft plan based on feedback.
 - Present the final plan to the Town governing body for approval.

4. Proposal Requirements

Proposals must include the following:

- **Company Profile:** Overview of the consulting firm, including relevant experience in transportation planning and thoroughfare plan development.
- **Team Qualifications:** List of project team members and their roles, including their experience and qualifications.
- **Project Approach:** Description of the approach to completing the scope of work, including methodology, tools, and techniques to be used.
- **Timeline:** Detailed project timeline with milestones for each task and an estimated completion date.
- **Budget:** A detailed breakdown of the proposed budget, including labor, materials, and any other associated costs.
- **References:** At least three references from previous clients for similar projects.

5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Experience and qualifications of the consulting team.
- Understanding of the project and the approach to addressing the needs of the Town.
- Innovative solutions for multimodal transportation integration.
- Demonstrated ability to engage stakeholders and incorporate feedback into the planning process.

- Clear, realistic project timeline and budget.
- Ability to produce high quality end product that are user-friendly and available/useable in both hard copy and electronic format.
- Ability to keep the project on schedule 12 months after the start date.
- Innovative solutions for multimodal transportation integration.

6. Proposal Submission

All proposals must be submitted not later than 4:00 PM, June 20, 2025, either via email to ltneret@danvillein.gov or by mail to the address listed above. Late proposals will not be considered.

7. Questions and Clarifications

For any questions regarding this RFP, please contact Lesa Ternet, Town Planner at (317) 745-4180 Ext. 1101 or ltneret@danvillein.gov.

8. Timeline

- **RFP Issuance Date:** May 23, 2025
- **Deadline for Submitting Proposals:** June 20, 2025
- **Selection of Consultant:** July 11, 2025
- **Project Start Date:** July 25, 2025
- **Project Completion Date:** July 25, 2026

9. Terms and Conditions

- The Town of Danville, Indiana reserves the right to reject any or all proposals.
- The selected consultant will be required to enter into a formal contract.
- All work performed shall be in compliance with applicable laws and regulations.

For reference, the Town's Comprehensive Plan and Unified Development Ordinances can be viewed online at:

https://danvillein.gov/egov/documents/1643645957_66615.pdf

https://danvillein.gov/egov/documents/1709664739_70993.pdf

We look forward to receiving your proposal for this important project to help shape the future of transportation in the Town.

Thank you,



Sincerely,
Lesa Ternet, Town Planner
Town of Danville