

HANCOCK COUNTY COMMISSIONERS



Request for Proposals and Qualifications for Professional Landscape Architectural Services

To Master Plan the County Farm

January 14th, 2026

The Hancock County Commissioners (herein, the County) is accepting proposals from qualified design firms to provide full scope Landscape Architectural services for master planning the County Farm located east of Greenfield, Indiana. Three (3) bound copies of all proposals shall be submitted to the attention of Hancock County Auditor, at the Hancock County offices located at 111 American Legion Place, Ste. 217 Greenfield, Indiana, 46140, no later than 8:00 A.M., February 3rd, 2026.

RFP Purpose

The purpose of this RFP is to identify a design team that can provide the best professional services and master plan for the County. Therefore, upon issuance of this RFP, no firm, member of any firm, and/or anyone in anyway loosely associated with the firm (relative, consultant, team member, lobbyist, etc) wishing to be considered for the project may contact any County Councilor, and/or staff member, other than Hancock County Board of Commissioners, relative to this project until completion of the entire selection process. Failure to abide by this process will result in disqualification of the firm from consideration.

This RFP process will allow for personal interviews to be conducted on 2/17/2026. If at the discretion of the committee there are interviews, they will be a maximum of 15 min in length each and to be held at the Commissioners Courtroom. Submittal to this process does not guarantee an interview and the committee may enter directly into negotiations with a firm based on the RFP response.

RFP Objectives

- To identify firms that can meet fundamental business performance levels as identified in the RFP. Only financially solid firms with excellent reputations for project performance and meeting deadlines will be considered.

- To identify firms that have the design quality and quantity experience to perform the project, our goal is to select a firm that:
 - Understands the context within which the property exists and can design to that context, and
 - Has done enough like work (in scale, scope, context, and with similar client types) so as to be able to lead the process using tangible benchmarks for comparison throughout the project, and
 - Has done similarly complex projects that allow for phased development, and
 - Has Indiana licensed landscape architects in the firm or with significant roles on the team.
- To identify a firm that is like valued in their approach to problem solving, with the ultimate goal of both the firm and the County being highly satisfied with the process and the end product.

Project Background

The County owns approximately 225 acres of land east of Greenfield know as the “County Farm”. The property straddles U.S. 40 with 117 acres on the northside and 108 acres on the southside. On the northside currently is the Hancock County jail, the sheriff’s administration building, open farm field, and within a wooded area a small historic cemetery. On the southside is the Hancock County Sheriff’s shooting range including a house used for training, a wooded lot, farm fields south of the abandoned Pennsy rail line, and a recently purchased homestead.

Specific items of note:

- The County Council has a committee that has held a charette to determine possible uses and/or facility relocations to the farm. Those notes are included with this RFP document. There is a desire to consolidate the entire Justice System (the Courts, Prosecutor, Public defender, Clerk, Community Corrections, and Probation) in closer proximity to the jail complex.
- The county’s objective is to have a roadmap for the long-term use(s) of the property. It is not to have architectural plans for facility construction. Any development may take years to execute.

Scope of Services

This project consists of furnishing all labor, materials, equipment, tools, supervision, and travel necessary to complete the following scope of services:

1. Site Analysis

- a. Provide a holistic site analysis to fully understand the internal and external forces acting upon the site. This includes providing within the project scope a boundary and topographic survey.
- b. Comprehensive analysis of site conditions, including topography, hydrology, vegetation, and soil types (and the implications of the soil types to buildability on the site).

- c. Review of existing zoning ordinances, land use regulations, and environmental constraints. Knowledge of shooting range remediation and relocation is important to this process.
 - d. Evaluation of existing and proposed utility infrastructure (water, sewer, gas, electric) and potential connection points.
2. **Stakeholder Engagement:**
- a. A proposed plan for engaging with the committee and key stakeholders throughout the process.
 - b. Facilitation of at least two (2) public workshops to review concepts and gather feedback.
3. **Conceptual Master Plan and Design:**
- a. Development of at least two (2) distinct conceptual master plan alternatives for review by the Committee with the intended outcome being a single master plan.
 - b. Incorporate the committee's vision while considering market trends, regulatory requirements, and environmental stewardship.
 - c. Creation of illustrative renderings, diagrams, and site plans for each alternative.
4. **Phasing Strategy:**
- a. Development of a clear and logical phasing plan for the project's implementation, based on the committee's and Stakeholder's feedback.
 - b. Identification of potential phasing scenarios.
5. **Preliminary Order of Magnitude Cost Estimation:**
- a. Provision of an order of magnitude cost estimate for the implementation of phase one the master plan.
 - b. The estimate should include infrastructure, site work, and general construction costs.
6. **Final Deliverables:**
- a. A final, professionally bound report detailing the selected master plan, including all analysis, drawings, and supporting documentation.
 - b. All digital files in a format mutually agreed upon by the committee and the firm.

Proposal Content

1. Provide a brief relevant history of your firm.
2. Provide qualifications and experience of the design team members, including consulting firm team members to be assigned to this project.
3. Provide experience of your firm and any consultants in the master planning similar to the proposed one. Examples should be projects completed or in process during the last five years.

4. Provide client references for similar projects, giving name and telephone number.
5. Provide graphic examples of selected relevant projects done by your firm and team.
6. Provide current errors and omissions coverage amounts.
7. Provide a detailed proposal of how you plan to approach the Project, including timeline.
8. Provide any other information relevant to the selection criteria listed above that would assist the Committee in making a selection.
9. With your submittal include your lump sum professional fee and any reimbursable expenses (travel, accommodations, survey, and printing) for the project. Reimbursable expenses may be presented as a not to exceed amount. The hiring decision will weigh heavily on previous experience and meeting specific professional criteria, however the fee will be a criterion in the selection. Fee will not be the sole criterion and the lowest fee may not be the successful submitter.

The County reserves the right to reject any and all proposals received as a result of this request, to negotiate with any firm submitting a proposal, to require additional team members as a requirement of selection or reject team members with cause, to waive any irregularities or requirements in the selection process, to extend the submission deadline, to change the selection process, or to amend or cancel in part or in entirety this Request for Proposal if it is in the best interest of the County in its sole discretion. Costs for developing responses to this RFP are entirely the responsibility of the firm preparing the same and shall not be chargeable to the County.

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- **Firm Qualifications and Experience:** (40%)
- **Project Approach and Methodology:** (35%)
- **Key Personnel Expertise:** (20%)
- **Fee Proposal:** (5%)

Aerial of County Farm and adjoining property

**Hancock County Council, Commissioners, and invited Participants
County Farm Visioning Session Notes**

November 6, 2024

The purpose of the exercise was to engage in thoughtful discussion about how the County Farm property could best be used in twenty-five years. The participants were assigned to three groups and asked to vision what could become of the property in 2050- i.e., what might be its highest and best use. Then the groups were asked to define what were the factors (values) they used to determine that vision.

The process's outcome was to create a vision of how to use the land in the context of the forces acting upon the county between now and 2050. These forces will be heavily impacted by the projected population growth and its effect on the existing facilities, infrastructure, and services. The session was not to determine a specific course of action or timing.

The following are the visions, by group, in no order of importance. They should serve as a guide for future discussions about any potential changes to the property.

What could become of the County Farm by 2050?

GROUP ONE

The North side of U.S. 40

- Add a jail expansion.
- Build an indoor shooting range.
- Move the judges, courts, clerk, prosecutor, and public defender to the site.
- Build a juvenile detention center.
- Build a work release center.

The South side of U.S. 40

- Build transitional housing.
- Build a mental health and rehabilitation center.
- Sell parcels to/for Ag related businesses.
- Relocate the 4H fairgrounds – add new Ag uses not happening now.
- Move and expand the county highway department facility.
- Keep some green space.
- Build a sewer/water facility to serve areas east of the property.

GROUP TWO

- Build a judicial complex with a juvenile facility, transitional housing, training, education, mental health, and deflection center.
- Build a county fleet storage facility.
- Connect the existing internal drive from U.S. 40 to N500E.
- Build a shooting range on the north side of U.S. 40.
- Buy buffer land to the north and east of the north side of U.S. 40 for additional access (off N500E)/future growth and shooting range safety.
- Build a county park on the south side of U.S. 40 with a clubhouse.
- Relocate the 4H fairgrounds to here.
- Build a water treatment facility to serve areas east of the property.
- Create a park around the cemetery on the north side of U.S. 40.
- Build a public meeting/conference facility large enough to support regional/statewide events.

GROUP THREE

Move criminal courts to the north side of U.S. 40, including probation, prosecutor, community corrections, and public defender (and keep civil courts in Greenfield).
Build a shooting range on the north side property including an indoor range.
Keep land on the north side, east of the ditch open for future quality of life opportunities.
Keep the north side road frontage available for future retail and/or office space.
Convert the existing shooting range, south of U.S. 40 into a community building, park, and amphitheater.
Retain the woodlands and research possible water sources.
Keep the current homestead for future yet undetermined needs.
Preserve the farmland south of the Pennsy trail for agriculture or possible residential.

Why did you suggest what you did – what informed your proposed vision?

GROUP ONE

With the land already owned, consolidating county functions is financially prudent.
Keeping greenspace is a quality-of-life commitment to the county.
Selling land for Ag related businesses and/or building water/sewer infrastructure is a commitment to economic development on the east side of the county.

GROUP TWO

Complete consolidation of county offices and the county garage is fiscally prudent and with their physical proximity creating operational efficiencies.
Water treatment and sanitary sewers will spur development and expansion east of the property which is a commitment to economic development.
Buying buffer land provides room for future growth and contingency planning. Purchasing soon is fiscally prudent given escalating land prices.
Developing a park preserve/greenspace adjacent to the Pennsy Trail expansion supports the commitment to county greenspace retention and quality of life.
Moving facilities out of Greenfield frees up valuable downtown property that can be sold, privately redeveloped, and added to the tax rolls.

GROUP THREE

Moving criminal justice to the property and keeping civil courts centrally located creates efficiency for users (internal and external).
Consolidating all HCSD services in one location supports commitment to community safety.
Leaving open space for future quality of life uses reflects the commitment to the future and the need for quality of life in the county.
Conserving greenspace commits to supporting natural resources and quality of life.
Identifying road frontage for commercial development acknowledges the need for services east of Greenfield as the county grows and supports economic development.
Identifying agriculture space to remain acknowledges the county's agricultural heritage.

Next steps

This process, as noted, was about visioning out 25 years – a formidable task. So many forces will interact with and change the current trajectory there is no way to accurately anticipate what will happen to the county between now and 2050.

If the Council and Commissioners determine and affirm the continuation of this exploration of the best use(s) for the County Farm property, the following is a reasonable path forward.

Create an ad-hoc study committee of Councilors and Commissioners. The committee charge will be to further study and prioritize the highest and best use of the land that aligns with the stated values of operational efficiency, financial prudence, quality of life enhancement, green space retention, and safety. Keep the committee small and nimble.

Create a charge for the committee. What transitional period should be the focus of the committee - 5 years, 10 years? Should the committee's ultimate charge be to recommend a specific direction, timetable, and expenditure for the Council and Commissioners to act upon? What should the deadline be for reporting any recommendations back to the group?

An outcome of the committee's work should be a matrix of priorities including land use/facility development, timing, projected costs (capital and operational), ROI/efficiencies, funding sources, and any return on the sale of existing property/facilities gained for any proposed uses. The committee should be charged with engaging subject matter experts (internal and external) on an as needed basis to provide expertise, based on the priorities proposed.

The final document from the committee should be recommendations for specific development(s) within the designated period (5, 10 years) for the property with the associated impacts/implications noted above.