
**CENTRAL INDIANA REGIONAL DEVELOPMENT AUTHORITY
REQUEST FOR PROPOSALS AND QUALIFICATIONS TO DEVELOP A WEB-
BASED, SEARCHABLE LAND USE INVENTORY AND TOOL**

Issued: September 4, 2026

Responses Due: September 26, 2026

CIRDA Contacts: Jennifer Messer
jmesser@centralindianarda.org
jenna@centralindianarda.org

I. INTRODUCTION. Pursuant to Ind. Code § 5-22-9 *et. seq.*, the Central Indiana Regional Development Authority (“CIRDA”) seeks to retain a consultant to collaborate with CIRDA and each of its member communities¹ (as listed in the footnote, “Member Communities”) to determine the communities’ goals related to attracting companies within the Life Sciences² ecosystem, the portions of the ecosystem in which each community can compete, sites within each community that are targeted for development, and to develop a plan and process for positioning each community and its sites for the type of economic development the community seeks (individually or collectively, “Site Information”). The Site Information will be assimilated in a format that it can be uploaded and readily available and searchable on a Central Indiana/BioHeartland website³ (for more information on BioHeartland: <https://online.fliphtml5.com/CIRDABioHeartland/ryxe/#p=4>) (collectively, and together with collecting the Site Information and work required to meet the Objectives (as described in Section III), the “Project”).

Entities responding (“Offerors”) to this Request For Proposals & Qualifications (“RFPQ”) should describe the steps, strategies, and timeline needed to achieve the objectives described in this RFPQ.

II. BACKGROUND. Central Indiana drives the state’s economic engine, housing nearly 30% of Indiana’s population and producing almost 40% of its total GDP. As global pharmaceutical, biotechnology, and agricultural health companies execute a generational expansion of U.S. manufacturing and R&D, Central Indiana offers an unrivaled foundation for investment: world-class research universities, robust clinical infrastructure, specialized cold-chain logistics, and an established life science manufacturing footprint.

Capitalizing on this global shift requires aligned land use, and infrastructure readiness. CIRDA is uniquely structured to deliver these advantages. CIRDA’s is governed by elected local executives from its Member Communities—mayors, town council presidents, and county commissioners—who control local land-use mechanisms, including zoning, variances, and Tax Increment Financing (TIF).

As Companies evaluate sites for investment, their consultants and site selectors assess regional market potential and ecosystem strength. Specifically, companies evaluate whether (a) local leaders support their development, (b) a site can be secured within required timelines, (c) zoning and permitting pathways are predictable, (d) local jurisdictions can coordinate effectively, (e) development can proceed without delay or uncertainty; and (f) incentives can be packaged and

¹ CIRDA members include the following: Lebanon, Indianapolis, Carmel, Anderson, Zionsville, Westfield, Fishers, Noblesville, McCordsville, Speedway, Beech Grove, Lawrence, Elwood, Plainfield, Brownsburg, Avon, Bargersville, Greenwood, Franklin, Cumberland, Martinsville, Hamilton County, Pittsboro, Whiteland, Danville, Mooresville, Greenfield, Whitestown, New Palestine, Hancock County, Tipton and Greencastle.

² For purposes of this RFPQ, the term “Life Sciences” comprehensively includes plant, animal and human health industries spanning the life sciences continuum from research and development to commercialization, manufacturing, storage and distribution.

³ The winning Offeror shall not be responsible for web development but shall instead be tasked with aggregating and structuring the data into a fully searchable database.

approved as promised. CIRDA desires for the Site Tool to serve as an easily assessable and usable tool that allows companies to more easily evaluate sites in Central Indiana.

III. PROJECT OVERVIEW, OBJECTIVES & SCOPE. As a first step, the winning Offeror will meet with CIRDA to discuss CIRDA's regional goals for attracting Life Sciences investments. Thereafter, the winning Offeror will engage in discussions with each of CIRDA's Member Communities concerning the types of economic development projects and investment the community desires and can reasonably expect based on the community's assets. Ultimately, the goal of the Project is to identify sites that are advantageous to and ready for Life Sciences investment based on (a) community interest (b) available land, (c) zoning and other entitlement information (including any planned administrative or public steps required to accommodate the desired end-user), (d) existing or potential local investment and incentives, (e) available utilities or timeframe for acquiring necessary utilities, (f) key access points and proximity to major arterial roads and interstates, and (g) other key infrastructure characteristics. Working with a web-designer, the information collected will be published on the CIRDA website in a readily consumable, searchable format.

CIRDA's objectives from this Project include the following:

- A. **Direct Regional & Municipal Alignment:** Conduct structured discussions with CIRDA leadership and member communities to map local economic priorities, identifying realistic life sciences sub-sector targets (e.g., R&D, manufacturing, agtech, cold-chain logistics) based on local assets and community preference.
- B. **Comprehensive Site Inventory & Readiness Assessment:** Evaluate potential properties⁴ across member communities to determine development readiness, documenting detailed metrics on:
 - 1. **Zoning & Entitlements:** Current zoning status, required administrative steps or variances, and local incentive availability (e.g., TIF).
 - 2. **Utility Capabilities:** Existing capacities and expansion timelines for high-capacity power, natural gas, redundant water, and industrial wastewater.
 - 3. **Logistics & Infrastructure:** Access to key transport corridors, freight routes, and air cargo infrastructure relevant to biological and agricultural supply chains.
 - 4. **Site Parameters:** Physical characteristics relevant to life sciences uses, including acreage, sub-floor load capabilities, and expansion potential.
- C. **Standardized Asset & Data Collection:** Aggregate municipal goals, local incentive availability, and site assessment data into a standardized format ready for downstream integration into regional business development and site selection tools

(collectively, the "Objectives")

⁴ All commercial sites will not be considered. Rather, the winning Offeror shall work to prioritize certain sites within the Member Communities that are ripe for development.

CIRDA desires to negotiate a final scope of work within a maximum budget of \$300,000.00 (the “Maximum Amount”).

V. OFFEROR’S MINIMUM QUALIFICATIONS. Offerors shall have experience performing work like that the Scope of Work and shall describe projects of similar size and scope as described in this RFPQ.

VI. PAYMENT. CIRDA’s final budget for completion of the Site Tool and the Scope of Work depends on the offers received in response to this RFPQ. Offerors shall complete the chart included as **Exhibit E** concerning the price offered to complete the SOW. All payments will be in arrears for work performed net 30 days.

VII. PROCUREMENT PROCESS.

A. Review RFPQ Responses. CIRDA will (1) review responses to this RFPQ based on the factors and weight provided to each factor included in Section XIII(B); (2) determine which Offerors, if any, will be offered interviews; (3) interview selected Offerors; and (4) select the Offeror to enter into a professional services agreements (each, a “PSA”) for completion of Site Tool.

B. Offeror Selected for Professional Services Agreement. The winning Offeror will enter into a PSA with CIRDA that includes the terms set forth in Section X, together with other terms to which CIRDA and the winning Offeror mutually agree.

VIII. ANTICIPATED PROCUREMENT SCHEDULE.

RFPQ Issued	September 4, 2026
Deadline for Questions regarding the RFPQ	September 14, 2026
Addenda (responses to questions) issued by CIRDA	September 17, 2026
<i>RFPQ Responses Due</i>	<i>September 28, 2026 by 4:00 p.m. EST</i>
Interviews	Week of October 5, 2026
CIRDA approves winning Offeror approved	Week of October 12, 2026
Contract with winning Offeror finalized	Week of October 12, 2026

This schedule is for illustration purposes only and should not be construed as binding, except that all **RFPQ Offers shall be submitted by or before September 28, 2026 at 4:00pm EST. Offers submitted after September 28, 2026 at 4:00pm EST will not be considered.**

IX. CIRDA’S RESERVED RIGHTS.

CIRDA reserves all rights available to it under applicable law, including without limitation, without notice and for any reason, the right to the following: (A) terminate this RFPQ in whole or in part, (B) issue a subsequent RFPQ after terminating this RFPQ, (C) reject any RFPQ response, (D) terminate, suspend, or elect not to proceed with awarding the PSA, and/or (E) waive any deficiencies, nonconformities, irregularities, and/or apparent clerical mistakes in a RFPQ response.

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The issuance of this RFPQ does not commit or bind CIRDA to enter into a PSA. **The cost of responding to this RFPQ shall be borne exclusively by each Offeror.**

X. GENERAL CONTRACT TERMS. In addition to other standard or negotiated contractual terms, the PSA will include the following:

- A. **Termination.** (1) CIRDA or winning Offeror may terminate without cause upon 90 days' notice; (2) CIRDA or winning Offeror may terminate for default upon 60 days' notice; and (3) CIRDA may immediately terminate for gross misconduct.
- B. **Non-discrimination provision.**
- C. **Drug-free workplace provision.**
- D. **E-Verify.** Comply with E-Verify requirements, if applicable.
- E. **Indemnification & Hold Harmless.** Winning Offeror agrees to harmless and indemnify CIRDA. CIRDA will not indemnify the winning Offeror.
- F. **Law & Venue.** Application of Indiana law with venue in Hamilton County.
- G. **Requirements of RFPQ.** All requirements included and/or described herein.

XI. RFPQ REQUIREMENTS.

A. RFPQ Submission Deadline. RFPQ Responses must be received by **submitted by or before September 28, 2026 at 4:00pm EST. Offers submitted after September 28, 2026 at 4:00pm EST will not be considered.**

B. Delivery of Response. All Offerors shall submit one (1) original hard copy and one (1) electronic version in pdf format. For the hard copy, RFPQ Responses must have the following information written on the outside of the package:

SEALED PROPOSALS – DO NOT OPEN
Central Indiana Regional Development Authority
Attn: Jennifer Messer
1Municipal Drive
Fishers, Indiana 46038
(Name of Offeror)
(Name of Offeror Duly Appointed Representative)
(Mailing Address of Offeror)
(Telephone Number of Offeror)
(E-Mail Address of Offeror)

The pdf version shall be submitted to the following: jenna@centralindianarda.org and jmesser@centralindianarda.org

RFPQ responses need not be accompanied by a certified check.

C. Questions & Requests for Clarification. Offerors must refrain from communicating with any CIRDA official, employee, agent, or representative regarding this RFPQ. All communication requests for information and clarifications shall be made via e-mail correspondence to both of the following: jenna@centralindianarda.org and

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jmesser@centralindianarda.org. No oral requests will be considered. No requests for additional information or clarification to any person other than the e-mail address provided in this section will be considered. **Failure to abide by this section may result in disqualification from the procurement process.**

If an Offeror considers any of its questions or request for clarifications to be confidential in nature, it must specifically state the reasons it believes the information to be confidential. CIRDA intends to respond individually to those questions identified by Offeror and deemed by CIRDA, in its sole discretion, as containing confidential information relating to Offeror's response. If CIRDA disagrees with Offeror's confidential assessment, CIRDA may allow Offeror to withdraw the question, rephrase the question, or have the question answered non-confidentially.

All questions and requests for clarification must be submitted on or before September 14, 2026 at 4:00 p.m. EST. Answers to questions deemed appropriate for response by CIRDA, in its sole discretion, will be distributed by publication on **September 17, 2026**. CIRDA may consolidate and rephrase questions as it deems appropriate.

D. Addenda to the RFPQ. CIRDA reserves the right to issue written addenda to this RFPQ (each, an "Addendum" or "Addenda") at any time before the Submission Deadline and will post any addenda [HERE](#). Any Addenda shall constitute a part of this RFPQ. All RFPQ responses shall be prepared with full consideration of the Addenda issued prior to the Submission Deadline. Each Offeror is solely responsible to ensure that it has received and considered all Addenda issued by CIRDA.

E. Modification & Withdrawal of RFPQ Responses. RFPQ responses may not be modified but may be withdrawn after submission.

XII. FORMAT AND CONTENT OF RFPQ RESPONSE.

A. Format of Response. The RFPQ response shall be typed and include a table of contents that identifies the major response sections as outlined herein, and any illustrations, graphics or exhibits included in the response.

B. Organization & Content of Response. Offerors shall organize their RFPQ responses in following order:

1. *Executive Summary:* Summarize your interest in and qualifications for the SOW and any of your unique attributes that should be considered.
2. *Entity Information:*
 - Legal name of Offeror, if not an individual
 - Location of organization, if any
 - Number of employees, if any
3. *Personnel:* Identify the main point of contact for the SOW and all key team members working on the SOW. Provide contact information for each person (phone number and email address) a detailed resume, qualifications, and references (name, entity name, phone number and email address) for each.

4. *Portfolio*: Include information and depictions of relevant work that help establish you as qualified to complete the SOW.

5. *Relevant Experience*: Describe any work for other governmental agencies or political subdivisions or large-scale public displays.

6. *Proposed Timeline for Completing the SOW*: Include a detailed timeline setting forth when key milestones are met for development of the Solution.

7. *Compensation*: Complete Exhibit E and provide a detailed explanation of Offeror's proposed fee structure for completing the SOW. Whether offering a flat fee or hourly rate explain how the proposed fee structure relates to completion of milestones for Solution development.

NOTE: Any responsive information that Offeror considers confidential and proprietary should be clearly labeled as confidential. Offeror is solely responsible for reviewing the Indiana Access to Public Records Act, Ind. Code 5-14-3 *et. seq.* (the "APRA") concerning CIRDA's disclosure obligations. **CIRDA shall not be liable to Offeror for disclosing materials that CIRDA determines, in its sole discretion, are not protected by APRA, including, without limitation, materials marked "Confidential".**

8. *Legal Requirements*. This section shall include responses to the following documents:

- **Transmittal Letter**. One fully executed Transmittal Letter, in accordance with the form of Transmittal Letter set out in **Exhibit B** from the Offeror acknowledging that the Offeror has fully reviewed and understands and agrees to be bound by the terms and requirements of this RFPQ and procurement process. The Transmittal Letter must be executed by a duly authorized representative of Offeror.
- **Non-Collusion Affidavit**. Offeror must certify that it has not participated in collusion or other anticompetitive practices in connection with its RFPQ response or this procurement process by executing and returning with its RFPQ response the Non-Collusion Affidavit provided in **Exhibit C** attached hereto.
- **No Default, Breach or Bankruptcy**. Offeror must include an affidavit, as provided in **Exhibit D** attached hereto and incorporated herein, of the Offeror's authorized representative affirming that the Offeror and/or its affiliates are not: (a) involved in any current or pending litigation or legal disputes with any governmental entity; (b) in arrears to any governmental entity of any debt or contract; (c) a defaulter as surety or other obligation upon any governmental entity; (d) in failure to perform faithfully in any previous contract with a governmental entity in the preceding five (5) years; and (e) have not, in the preceding five (5) years, voluntarily or involuntarily filed for bankruptcy or other similar insolvency proceeding. In the event Offeror cannot affirm representations (a)-(e), it must sufficiently detail the reasons why and provide CIRDA with sufficient detail surrounding the event or proceedings.

XIII. EVALUATION AND SELECTION.

A. Responsiveness/ Minimum Qualification (Pass/ Fail). CIRDA will evaluate RFPQ responses to determine whether the response is complete and responsive. Only those timely RFPQ responses that are complete and responsive will be evaluated by CIRDA.

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B. Content of Proposal (Scored). CIRDA will complete an evaluation and ranking of the RFPQ Responses based upon the following criteria and other standards for evaluation :

- | | |
|---|-----|
| 1. Portfolio of Work: | 30% |
| 2. Experience with completing projects like the SOW | 30% |
| 3. Fees and fee structure: | 20% |
| 4. Interview: | 20% |

XIV. EXHIBITS

Exhibit A	Insurance
Exhibit B	Transmittal Letter
Exhibit C	Non-Collusion Affidavit
Exhibit D	No Default, Breach or Bankruptcy Affidavit
Exhibit E	Compensation/Price Chart

EXHIBIT A
Transmittal Letter

Offeror: _____

CIRDA

c/o CIRDA

Attn: _____

1 Municipal Drive

Fishers, Indiana 46038

The undersigned ("Offeror") submits this proposal in response to the Request for Proposal and Qualifications dated September 4, 2026, as amended ("RFPQ"), issued by the Central Indiana Regional Development Authority ("CIRDA") to create the Site Tool Offeror represents and warrants that it has read the RFPQ and any addenda issued by CIRDA and agrees to abide by the contents and terms of the RFPQ.

Offeror understands that CIRDA is not bound to negotiate with any Offeror and may reject each response that it receives. Offeror further understands that all costs and expenses incurred by it in preparing this RFPQ Response and participating in the procurement process will be borne solely by Offeror, except as specifically provided in the RFPQ. Offeror understands that any documents, work product, or proprietary information submitted to CIRDA in response to this RFPQ or throughout the procurement process shall become the sole and exclusive property of CIRDA.

Offeror acknowledges and agrees that CIRDA reserves, at all times in connection with this procurement, all rights available to it under the Act and applicable law, including without limitation, with or without cause and with or without notice, the right to the following: (1) terminate this RFPQ in whole or in part at any time prior to the execution of the PSA, (2) issue a subsequent RFPQ after the withdrawal of this RFPQ, (3) reject any and all RFPQ Responses, (4) terminate, suspend, or elect not to proceed in negotiations with Offeror at any time, and (5) waive any deficiencies, nonconformities, irregularities, and/or apparent clerical mistakes in an RFPQ Response. Offeror acknowledges and agrees that the issuance of this RFPQ does not commit or bind CIRDA to enter into a contract or proceed with the procurement process.

Offeror acknowledges and agrees that this RFPQ and all aspects of the procurement process shall be governed by and construed according to the laws of the State of Indiana.

By: _____

Date: _____

Its: _____

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EXHIBIT C
NON-COLLUSION AFFIDAVIT

The undersigned authorized representative of Offeror, being duly sworn on oath, states and affirms that neither Offeror nor any other member, representative or agent of the Offeror has entered into any combination, collusion or agreement with any person or entity relative to the price or other factors offered or in response to the RFPQ or in any way acted to prevent any other Offeror from responding or otherwise submitting a proposal to the RFPQ. Offeror's proposal is made without reference to any other proposal and without any agreement, understanding or combination with any other person in reference to such proposal.

Further, no member of CIRDA or other officers of CIRDA, or any person in the employ of CIRDA is interested in the proposal, or the work to which it relates.

OATH AND AFFIRMATION

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

Dated this ____ day of _____, 2026

(Offeror)

(Offeror's Authorized Representative)

(Signature)

ACKNOWLEDGEMENT

STATE OF INDIANA)
COUNTY OF _____)

Before me, a Notary Public, personally appeared the above-named and swore that the statements contained in this Non-Collusion Affidavit are true and correct.

Subscribed and sworn to me this _____ day of _____, 2026.

Notary Public Signature

EXHIBIT D
NO DEFAULT, BREACH OR BANKRUPTCY

The undersigned authorized representative of Offeror, being duly sworn on oath, states and affirms that Offeror and its affiliates: (a) are not involved in any current or pending litigation or legal disputes with any federal, state, or local governmental entity; (b) are not in arrears to any federal, state, or local governmental entity of any debt or contract; (c) are not a defaulter as surety or other obligation upon any federal, state, or local governmental entity; (d) have not failed to perform faithfully in any previous contract with a federal, state, or local governmental entity in the preceding five (5) years; or (e) have not, in the preceding five (5) years, voluntarily or involuntarily filed for bankruptcy or other similar insolvency proceeding

OATH AND AFFIRMATION

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

Dated this ____ day of _____, 2026

(Offeror)

(Offeror's Authorized Representative)

(Signature)

ACKNOWLEDGEMENT

STATE OF INDIANA)
COUNTY OF _____)

Before me, a Notary Public, personally appeared the above-named and swore that the statements contained in this Non-Collusion Affidavit are true and correct.

Subscribed and sworn to me this ____ day of _____, 2026.

Notary Public Signature

EXHIBIT E
PRICE/COMPENSATION CHART

For the services offered, whether offered as a flat fee or percentage, please complete each of the following or indicate that the listed fee does not apply. Please include any additional categories of fees not specifically listed in this chart and offeror's fee for each such category. CIRDA will not include categories of fees that are not included in this response in the contract.

	FEE TYPE	AMOUNT	ANY EXPLANATION
1.	Professional Services (for each Professional Service offered) • Consultant fees • Design • Legal • Documentation/Clerical • Any other professional services		
2.	Staffing		
6.	Travel		
7.	Other		
8.			
9.			