**City of Spring Valley, IL**

**Comprehensive Plan Request for Proposals**

Under the Illinois Municipal Code (65 ILCS 5/11-12-5(1)), a city or village plan commission is charged with preparing and recommending “a comprehensive plan for the present and future development or redevelopment of the municipality.”

The comprehensive plan covers the entire incorporated area of the municipality, and can extend to land up to 1.5 miles beyond the corporate limits of the municipality, as long as that land is not incorporated by another municipality.

**PURPOSE**

The purpose of this Request for Proposal is to seek proposals from qualified planning consulting firms to update Spring Valley’s comprehensive plan adopted in November 1970, incorporating the 2003 Park Board Plan, the Community Revitalization Plan adopted March 2, 2007 and the Downtown Plan completed in 2012, along with developing a corresponding Capital Improvement Plan. The objectives for the project are as follows:

* Identify and expand on vision, outcomes and implementation strategies.
* Build on previous planning work.
* Engage residents in the planning process.
* Seek innovative ideas and new opportunities.

**BACKGROUND**

The City of Spring Valley is located along the Illinois River, and the highway intersections of Interstate 80, Highway 89, and U.S. 6. Spring Valley, with a population of 5600, is one of the largest cities in Bureau County and is home to Hall High School and St. Bede Academy. This city benefits from an active and proud population, a variety of clubs, and many special events including the Masters Walleye Tournament, Christmas in the Valley and the Lighted Santa Parade. Prime sites are available for expanding business. Spring Valley is considered a major grain handling center for the region, and provides an array of employment opportunities in manufacturing, education, and healthcare from major employers like St Margaret's Hospital, Walmart Distribution Center, and Riverfront Machine.

**PROJECT SCOPE**

Community Assessment:

This shall include an assessment of the community needs and desires relative to Housing, Business, Industry, Recreation and other amenities identified.

The City staff shall assist the consulting firm in cataloging community needs and desires via various methods. These may include, but is not limited to: community survey, web survey, newsletter, stakeholder meetings, and at least one public planning session. The City anticipates that the Community Assessment will be developed with input from the consulting firm, and the City assumes the selected consulting firm will have experience in this regard.

Inventory:

This shall include site analysis of the community to consider existing conditions, opportunities, and constraints. Consultants from the firm should evaluate existing structures, equipment, improvements, landscaping, energy resources, uses, infrastructure and other physical characteristics to structure planning and goals, along with a capital improvement plan.

The following is a general description of the tasks to be required of the consulting firm. In preparing the proposal, the consultants are free to modify, revise, or otherwise amend the list of tasks to best satisfy the requirements of the Plan, with the consent of the City Authority:

1. Initial meeting with City officials and staff to review the project schedule, schedule meetings and begin the process of data collection;
2. Schedule and conduct public meetings with the Planning and Zoning Commission, Ad Hoc Comprehensive Plan Group (as created) and topic-specific focus groups (like business groups) as necessary. Include profile information of all focus groups.
3. Update the following elements of the Plan:
	1. Graphics, maps, tables, etc. to reflect current demographics and incorporate into Comprehensive Plan document (Utilizing current city materials & other.)
	2. Current status of the following:
		* Land Use (Zoning, Flood Plain, etc.)
		* Public Utilities & Infrastructure
		* Residential Housing
		* Commercial Business
		* Industry
		* Recreation & Tourism
		* Natural Resources
		* Historic Preservation
		* Transportation
		* Wayfinding & Other Signage
		* Public Safety
		* Schools
		* Library
		* Economic Development
		* Community Branding
		* Agricultural
		* Intergovernmental Cooperation
	3. Refine Community Goals and Policies based on community engagement. Identify a vision, key trends and issues; integrate current planning policies and include desired outcomes such as short/long term goals, policies and implementation strategies.
4. Help to address barriers and opportunities to realizing this vision.
5. Define Strategic Planning Initiatives.
6. Refine Implementation Initiatives and Prioritize Redevelopment Areas/Initiatives.
7. Detailed cost estimates and phasing ideas.

**CONTENTS OF PROPOSAL**

Proposers should letter and number responses exactly as the questions are presented herein. Interested proposers are invited to submit proposals that contain the following information:

1. Introduction (transmittal letter):
	1. A brief statement of the proposed consulting firm’s understanding of the scope of the work to be performed;
	2. A confirmation that the proposed consulting firm meets the appropriate state licensing requirements to practice in the State of Illinois if applicable;
	3. A confirmation that the proposed consulting firm has not had a record of substandard work within the last five years
	4. A confirmation that the proposed consulting firm has not engaged in any unethical practices within the last five years;
	5. A confirmation that, if awarded the contract, the proposed consulting firm acknowledges its complete responsibility for the entire contract, including payment of any and all charges resulting from the contract;
	6. Any other information that the proposed consulting firm feels appropriate;
	7. The signature of an individual who is authorized to make offers of this nature in the name of the proposed consulting firm submitting the proposal.
2. Background and Experience:
	1. Describe proposed consulting firm by providing its full legal name, date of establishment, type of entity and business expertise, short history, current ownership structure and any recent or materially significant proposed change in ownership.
	2. Describe any prior engagements in which the proposed consulting firm assisted a governmental entity with any other projects relating to Planning. The proposed consulting firm should include all examples of work on similar projects as described in the Scope of Services. The proposed consulting firm should provide the names, phone numbers, and emails of contact persons in the organizations for whom any projects referenced in this section were conducted. The proposed consulting firm should include written references (letters or forms are acceptable) from previous clients attesting to the quality of work proposer cites in this section.
	3. Describe any issue the characteristics of which would be uniquely relevant in evaluating the experience of the proposed consulting firm’s ability to handle the proposed project.
	4. Provide current information on professional errors and omissions coverage carried by the proposed consulting firm, including amount of coverage.
	5. Describe any relevant specialized knowledge in planning.
3. Personnel/Professional Qualifications:
	1. Identify staff members who would be assigned to act for the consulting firm in key management and field positions providing the services described in Scope of Services, and the functions to be performed by each.
	2. Include resumes or curriculum vitae of each such staff member designated above, including name, position, telephone number, fax number, email address, education, and years and type of experience. Describe, for each such person, the relevant planning projects on which they have worked. Provide “relevant planning” names, telephone numbers, and email addresses of contact persons with the firms or organization with whom these staff members worked on similar or related type planning projects.
4. Approach:
	1. Clearly describe the unique approach, methodologies, knowledge and capability to be employed in the performance of the Scope of Services.
	2. Present innovative concepts, approaches, and methodologies, if any, not discussed in the Scope of Work for consideration.
5. Project Schedule:
	1. The proposed consulting firms should include a general project schedule and estimated completion date with the understanding that the clients are interested in moving forward as quickly as possible with the plan. The City of Spring Valley estimates that this project will take approximately 6-9 months to complete once the final consultant is approved.
	2. Proposals will be accepted by 5 pm, Friday, November 30, 2018. Proposals received after that date and time will not be considered. The Proposals will be reviewed by the City of Spring Valley City Council and Officials.

**SELECTION CRITERIA**

The City of Spring Valley reserves the right to accept or reject any or all proposals. All proposals become the property of the City of Spring Valley. The City of Spring Valley shall evaluate each potential consulting firm in terms of:

1. Professional qualifications necessary for satisfactory performance of required services.
2. Specialized experience and technical competence in the type of work required.
3. Capacity to accomplish the work in the required timeframe.
4. Past performance on contract with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules.
5. Cost reasonableness.
6. Location in the general geographical area of the project and knowledge of the locality of the project; provided, that application of this criterion leaves an appropriate number of qualified firms, given the nature and size of the project.

The City of Spring Valley may or may not conduct oral interviews. After receipt of proposals and interviews, the City of Spring Valley will determine which consulting firm will be selected to enter into contract negotiations. Unsuccessful consulting firms will be notified as soon as possible.

**CONTRACT DEVELOPMENT**

Contract discussion and negotiation will follow award selection. Respondents must be amenable to inclusion, in a contract, of any information provided whether herein or in response to this RFP, or developed subsequently during the selection process.

The agreement will be based on a lump sum, fixed price, or cost reimbursement (“not to exceed”) basis, with payment terms to be negotiated with the selected respondent.

The contract shall not be considered executed unless approved by the City Council and signed by the authorizing representative of the City of Spring Valley. The contract may be extended beyond the original term by agreement of both parties.

Proposed Compensation:

1. The selected consulting firm will be compensated on a unit-price basis for each deliverable of definable work product delivered and on an hourly fee basis for additional services rendered.
2. Provide the consulting firm’s general fee structure for providing identified services. Where applicable, provide unit prices for deliverable items described in the Scope of Services. Any final price per task will be subject to a cost reasonableness determination and final negotiation.
3. For tasks that lack a definable work product, provide fully-loaded hourly rates for responsible personnel. The estimate of costs and person hours per work item must be an exhibit in the consultant proposal and must be represented as a “cost not to exceed”.
4. Provide other pricing information if applicable.

The City of Spring Valley is not liable for any cost incurred by any proposed consulting firms prior to the execution of an agreement or contract created as a result of this RFP. The City of Spring Valley shall not be liable for any costs incurred by the selected consultant that are not specified in the contract.

**COMPLIANCE WITH LAWS**

The selected consulting firm agrees to be bound by all applicable Federal, State and Local laws, regulations and directives as they pertain to the performance of the contract.

**FINAL PRODUCT**

The new City of Spring Valley Comprehensive Plan shall be submitted in two formats.

1. 25 printed, bound, color copies;
2. Electronic files including all text and graphics, compatible with those programs used by the City.
3. Copies of any relevant large format graphics and materials that were used during discussions and presentations throughout the process shall become the property of the City of Spring Valley.

**CONTACT INFORMATION**

Questions regarding this RFP should be directed to:

Debb Ladgenski

Economic Development Director

215 N. Greenwood Street

Spring Valley, IL 61362

sveconomics@comcast.net

815.3030.4327

[www.spring-valley.il.us](http://www.spring-valley.il.us)

**Links to City of Spring Valley, Illinois Plans**: <https://cityofspringvalley.godaddysites.com/popular-links>

Scroll down to Comprehensive Plans Section

or select the following specific links

**1970 Comprehensive Plan**

Part 1: <https://img1.wsimg.com/blobby/go/7b4ff4ea-18b8-40a5-a3da-bb005d16bcd7/downloads/1ci52gulc_952052.pdf>

Part 2: <https://img1.wsimg.com/blobby/go/7b4ff4ea-18b8-40a5-a3da-bb005d16bcd7/downloads/1ci52inta_538024.pdf>

Part 3: <https://img1.wsimg.com/blobby/go/7b4ff4ea-18b8-40a5-a3da-bb005d16bcd7/downloads/1ci52jsr6_191277.pdf>

Part 4: <https://img1.wsimg.com/blobby/go/7b4ff4ea-18b8-40a5-a3da-bb005d16bcd7/downloads/1ci52kuc5_310068.pdf>

**2003 Park Board Plan**

 Part 1: <https://img1.wsimg.com/blobby/go/7b4ff4ea-18b8-40a5-a3da-bb005d16bcd7/downloads/1ci517bp9_899429.pdf>

 Part 2: <https://img1.wsimg.com/blobby/go/7b4ff4ea-18b8-40a5-a3da-bb005d16bcd7/downloads/1ci52eveh_217907.pdf>

 Part 3: <https://img1.wsimg.com/blobby/go/7b4ff4ea-18b8-40a5-a3da-bb005d16bcd7/downloads/1ci52fqut_169151.pdf>

**2007 Community Revitalization Plan**: <https://img1.wsimg.com/blobby/go/7b4ff4ea-18b8-40a5-a3da-bb005d16bcd7/downloads/1ci5m8jqo_877244.pdf>

**2012 Downtown Development Plan**: <https://img1.wsimg.com/blobby/go/7b4ff4ea-18b8-40a5-a3da-bb005d16bcd7/downloads/1ci530sae_31935.pdf>

Proposals should be hand-delivered or mailed to:

Rebecca Hansen

City Clerk

215 N. Greenwood Street

Spring Valley, IL 61362

**CONFIDENTIALITY**

The City Clerk shall examine the Proposals to determine the validity of any written requests for nondisclosure of trade secrets and other proprietary data identified. After award of contract by the City Council, all responses, documents and materials submitted by the Firm pertaining to this RFP will be public information and will be made available for inspection, unless otherwise determined by the City Clerk. All data, documentation and innovations developed as a result of these contractual services shall become the property of the City. Based upon the public nature of these RFP’s, a Consulting Firm must inform the City in writing of the exact materials in the offer which cannot be made part of the public record in accordance with the Illinois Freedom of Information Act.