

PROFESSIONAL SERVICES

ADMINISTRATIVE CONSULTANT RFP

The City of Streator requests proposals to provide professional planning services from consultants for management and administrative services for the development of a revised comprehensive plan and new downtown redevelopment plan with a focus on those needs and population groups most significantly impacted by the 2008 flood event.

Proposals will be accepted by 5:00 pm, February 1, 2013. Proposals received after that date and time will not be considered. The Proposals will be reviewed by a City evaluation team. Firms selected as finalists may expect to be interviewed during business hours the week of February 11, 2013.

All proposals should be sealed and identified on the outside as:

PLANNING PROGRAM RFP RESPONSE

All proposals will be scored and ranked with the highest rated firm being awarded a contract. Two copies of the proposal and the required supplemental information should be provided.

PURPOSE

The purpose of this Request for Proposal is to seek proposals from qualified planning consultants to prepare a revised Comprehensive Plan and Downtown Redevelopment Plan for the City. The revised Comprehensive Plan for the City will serve as a guide in considering policy changes, land use planning, budget preparation, capital improvement planning, zoning changes, economic opportunities/development, transportation choices, housing/community development, disaster mitigation and recovery, etc.

SCOPE OF SERVICES

The City received \$96,500 from the CDBG grant program to develop a comprehensive plan, a downtown redevelopment plan, and a preliminary design evaluation report for the storm sewer separation project.

As a result of this the City will accept proposals not to exceed \$75,000 for the generation of the revised Comprehensive Plan and Downtown Redevelopment Plan. Proposals are being solicited from planning consultants who can meet the following minimum criteria:

1. Knowledge of City planning and administration.
2. Past practice of completing Comprehensive Planning documents for a City with a population range of 10,000 – 20,000.
3. References from past clients relating to completed comprehensive planning.
4. Staffing levels that will be sufficient to revise the 2008 Streator Comprehensive Plan and generate a new Downtown Redevelopment Plan for the City of Streator.

The scope of services for this project is the facilitation and assistance in the development of a revised comprehensive plan for the City along with the generation of a new Downtown Redevelopment Plan to be incorporated in the Comprehensive Plan.

The scopes of services that the consultant must be prepared and qualified to provide are as follows:

- Facilitation of the planning process
 - Project design
 - Needs analysis

- Identification of functional areas that require more detailed study for better prioritization and activity recommendations
- Development of future land use exhibits that address priority planning areas
- Development of a realistic implementation plan
- Challenge the team to consider planning areas beyond the traditional categories and geographic boundaries and conduct city staff and key stakeholder interviews
- Facilitate at least three public interaction process/community meetings
- Integrate regional analysis, assets and liabilities into the planning process
- Facilitate the development of a working plan rather than a shelf plan
- Conduct a citizen survey to help guide the planning process
- Assist in presentation of Preliminary Plan and Final plan at public meetings, and other presentation functions

DELIVERABLES/PRODUCT

This contract will result in a revised comprehensive plan document integrating current planning policies, goals and objectives where appropriate. The plan shall include text, plans, charts, graphs, and other applicable graphics to illustrate past, current and future projections. The plan shall identify a vision, key trends and issues, desired outcomes (goals and policies) and implementation strategies.

Plan requirements include:

- An analysis of the impact of the floods of 2008 on the area, paying special attention to the areas and groups that were most adversely affected, and the kinds of unmet "needs" that were created by the storm either directly or indirectly (e.g., infrastructure, housing, economic development, etc.)
- Put forth principles/policies designed to best serve the affected populations and address the identified needs created by the disaster.
- Outline strategies designed to mitigate or minimize future disaster damage.

Proposed plans should consider each of the following subject areas-housing/community development, economic development, infrastructure, transportation, and environmental preservation-with view toward their significance in the area's efforts to recover from the recent disaster; though plans may elect to focus on one or more areas in depth.

Additional topics to consider are community design, community development, energy and green building (including life-cycles of materials), public facilities and utilities, other infrastructure, recreation, historic preservation, land use planning, and public participation.

This contract will also result in a new downtown redevelopment plan that will be incorporated into the Comprehensive Plan to help guide economic development and the revitalization of the local economy.

PROPOSALS

The following information should be included under the title "Professional Services Administrative Consultant RFP":

1. Name of proposer
2. Proposer address
3. Proposer telephone number
4. Proposer federal tax identification number
5. Name, title address, telephone number, fax number, and email address of contact person authorized to contractually obligate the Proposer on behalf of the proposer.

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)
2. Background and Experience
3. Personnel/Professional Qualifications
4. Approach
5. Project Schedule
6. Proposed Compensation

1. Introduction (transmittal letter)

By signing the letter and/or offer, the Proposer certifies that the signatory is authorized to bind the Proposer. The proposal should include:

- a. A brief statement of the proposer's understanding of the scope of the work to be performed;
- b. A confirmation that the proposer meets the appropriate state licensing requirements to practice in the State of Illinois if applicable;
- c. A confirmation that the proposer has not had a record of substandard work within the last five years
- d. A confirmation that the proposer has not engaged in any unethical practices within the last five years;
- e. A confirmation that, if awarded the contract, the Proposer acknowledges its complete responsibility for the entire contract, including payment of any and all charges resulting from the contract;
- f. Any other information that the Proposer feels appropriate;
- g. The signature of an individual who is authorized to make offers of this nature in the name of the proper submitting the proposal.

2. Background and Experience

Proposers should:

- a. Describe Proposer's 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.
- b. Describe any prior engagements in which Proposer's firm assisted a governmental entity with any other projects relating to Planning. Proposer should include all examples of work on similar projects as described in the Scope of Services. Proposer should provide the names, phone numbers, and emails of contact persons in the organizations for whom any projects referenced in this section were conducted. Proposer should include written references (letters or forms are acceptable) from previous clients attesting to the quality of work proposer cites in this section.
- c. Describe any issue the characteristics of which would be uniquely relevant in evaluating the experience of Proposer's firm to handle the proposed project.
- d. Provide current information on professional errors and omissions coverage carried by Proposer's firm, including amount of coverage.
- e. Describe any relevant specialized knowledge in planning.

3. Personnel/Professional Qualifications

Proposers should:

- a. Identify staff members who would be assigned to act for Proposer's firm in key management and field positions providing the services described in Scope of Services, and the functions to be performed by each.

- b. Include resumes or curriculum vitae of each such staff member designed 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

Proposers should:

- a. Clearly describe the unique approach, methodologies, knowledge and capability to be employed in the performance of the Scope of Services.
- b. Present innovative concepts, approaches, and methodologies, if any, not discussed in the Scope of Work for consideration.

5. Project Schedule

The proposal 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/county estimates that this project will take approximately 12 months to complete once the final consultant is approved.

6. Proposed Compensation

The selected Consultant 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.

- a. Provide the 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.
- b. 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".
- c. Provide other pricing information if applicable.
- d. The City is not liable for any cost incurred by any proposers prior to the execution of an agreement or contract created as a result of this RFP. The City shall not be liable for any costs incurred by the selected consultant that are not specified in the contract.

SELECTION CRITERIA

The City reserves the right to accept or reject any or all proposals. All proposals become the property of the City. The City shall evaluate each potential contractor 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. 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.
6. Cost of the proposal.

Respondents will be evaluated on the basis of the written material submitted and according to the following factors:

1. Experience of the firm with this particular type of project as described in Part One. 40 points
2. Experience of the firm with other type CDBG or CDAP projects. 10 points
3. Current capacity to accomplish the work in the required time. 20 points
4. Knowledge of the locality and the existing Comprehensive Plan. 10 points
5. Reference from other clients attesting to firms: 10 points
 - a. Quality of work.
 - b. Compliance with performance schedules.
6. Cost of the proposal. 10 points

In the event of a tie, oral interviews will be held with those firms. As a result of the interviews, the City will determine which firm will be selected to enter into contract negotiations. Unsuccessful 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. Reimbursement for services will be contingent on the City receiving grant funding from DCEO.

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

COMPLIANCE WITH LAWS

The selected 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.

QUESTIONS

Questions concerning this proposal should be addressed to the City Manager at 815-672-2517. Proposals should be hand-delivered to the City Clerk, at the City Hall at 204 S. Bloomington, Streator, IL 61364 or mailed to City Clerk, at the City Hall at 204 S. Bloomington, Streator, IL 61364.