

**Village of Itasca**

550 W. Irving Park Rd.
Itasca, IL 60143
www.itasca.com

Request for Proposals (RFP) Consultant Services – Comprehensive Plan July 14, 2011

Introduction

The Village of Itasca would like to adopt a new Comprehensive Plan. The Village will engage the community in a participatory process to build consensus around a vision for the Village between now and 2040. The plan will address existing conditions, visioning for the future, potential growth/annexation, and redevelopment opportunities. The plan will be adopted by the Village Board of Trustees in order to provide direction to Village officials, staff, residents, businesses, and the development community to implement the community's vision.

Planning Background

The current Village of Itasca Comprehensive Plan was adopted in 1994. While the current Comprehensive Plan has served the village well, the challenges and opportunities facing the village today demand a fresh look at comprehensive planning in the village.

Since 1994, no comprehensive planning efforts have been undertaken by the Village. However, during this time various focused planning studies have been completed by the Village and outside agencies. These include:

- Village of Itasca Downtown Strategic Action Plan
- Village of Itasca Downtown Design Guidelines
- West O'Hare Corridor Implementation Team, DuPage County
- Elgin O'Hare Expressway Study, Tier One and Tier Two, IDOT
- Governor's Elgin O'Hare West Bypass Advisory Council, Final Report
- Go To 2040, CMAP

Links to many of these studies, as well as the current Comprehensive Plan, Zoning Ordinance, and Zoning Map can be found at <http://www.Itasca.com/CompPlanRFP>.

Plan Vision

It is expected the Comprehensive Plan will succinctly address existing conditions, visioning for the future, potential growth/annexation, and redevelopment opportunities. The plan should be realistic and implementable. It must take into account market capacity and feasibility. The plan should serve as a guideline for future planning decisions. Possible chapters will address areas such as land use, natural resources, transportation, economic development, and housing.

Qualifications

All firms responding to this request must meet the following minimum requirements:

- Demonstrated experience in comprehensive planning, public participation, and visioning at the local government level.
- Demonstrated experience in providing comprehensive planning services within budget, for projects of similar size.
- Proven knowledge of state and national comprehensive planning standards and best practices.

Scope of Work

The consultant will facilitate a participatory process to develop long range planning objectives and draft a new Comprehensive Plan. The Plan will cover the corporate limits of the Village of Itasca and the area included in the Village's ultimate planning area. A map of both the corporate limits and ultimate planning area can be found at www.Itasca.com/CompPlanRFP.

It is anticipated the consultant will generally perform the following tasks:

- Establish and implement a community and information strategy so there is appropriate resident, business, and staff involvement in the planning process.
- Research and analyze existing land use patterns and development projects to establish existing conditions.
- Develop and facilitate a participatory process to gather community input.
- Formulate and recommend objectives and strategies based on the results of the participatory process.
- Prepare a future land use map and land use recommendations for the entire village and planning area.
- Draft a Comprehensive Plan for the entire village and planning area.
- Draft sub-area plans for (1) the Rohlwing Road Corridor/Central Manufacturing District and (2) the Hamilton Lakes Business Park (area approximately bound by Devon to the north, I-290 to the west, Thorndale/Elgin-O'Hare to the south, and Prospect to the east).

Proposed Project Schedule

July 14, 2011	RFP Issued
August 22, 2011	Letters of Intent due to the Village
August 31, 2011	Proposals due to the Village
September 2011	Proposals evaluated by Village. Interviews and negotiations with selected consultant(s)
October 2011	Contract approved and work begins

Budget and Administration

The consultant will be retained by the Village of Itasca. The project will be managed by the Community Development Department. \$50,000 is budgeted for the project for fiscal

year 2011-2012. The Village expects to enter into a lump sum contract with the selected firm.

Proposal Requirements

All proposals must contain the following information:

1. Firm Details

- a. **Overview:** A brief description of the firm, organization structure, location of principal offices, year firm was established (including former names of the firm), number of professional personnel and other pertinent information.
- b. **References:** A minimum of five examples of the consultant's recent relevant experience with client references. At least three of the examples must be from the CMAP planning area. Each example should:
 - demonstrate the firm's capability to successfully complete similar projects;
 - meet schedule deadlines without delays;
 - complete similar projects within a specified budget;
 - list the initial cost estimates for each project and the final project cost with an explanation of any differences; and,
 - detail how closely your projected timeline was followed for each project.
- c. **Project Manager:** The name and relevant experience of the principal or project manager in the firm who will have direct and continued responsibility for the project. This person will be the Village's contact on all matters dealing with the project and will handle all day-to-day activities through to completion. If called for an interview, this person is required to attend.
- d. **Staff:** The names and resumes of all staff who will work on the project. Individual resumes shall be limited to two pages and shall detail recent relevant experience. Include each individual's availability for this project. Only individuals who will actually work on the project should be included.
- e. **Sub-Consultants:** If the prime consultant proposes to use sub-consultants, the following must be included:
 - The names of any outside consultants and/or sub-consultants and the individuals to be utilized. Include a brief description of their role on the project, an overview of the firm, an organizational chart, and a minimum of three examples of recent relevant experience for each outside consultant/sub-consultant.
 - Resumes of all prime and sub-consultant personal that will work on the project. Individual resumes shall be limited to two pages and shall detail recent relevant experience. Include each individual's availability for this project. Only individuals who will actually work on the project should be included.

- f. ***Conflict of Interest Statement:*** Provide a list of any contracts for work which your firm is currently involved in with adjacent communities, private developers doing work in Itasca, or any other projects or items which could be considered a conflict of interest.
- g. ***Required Village Resources:*** Provide a listing of all resources you will need to have supplied by the Village.

2. Project Plan

The proposed work plan shall include, at a minimum, the following:

- a. The consultant's understanding of the project and proposed approach to the work.
- b. A detailed list of the items of work to be performed. Each task shall include the personnel, assigned by name and title.
- c. A schedule in bar chart format showing the various tasks and total time frame proposed to complete the project.
- d. Any other relevant information.

3. Deliverables

A detailed listing and explanation of the proposed deliverables should be included as part of the proposal. At a minimum, the following deliverables are expected:

- a. Comprehensive Plan:
 - Include an outline of the proposed chapters with an explanation of the proposed content for each chapter.
 - The Comprehensive Plan should include sub-area plans for the Central Manufacturing District/Rohlwing Road Corridor and Hamilton Lakes Business Park. Include a proposed outline with an explanation of the proposed content for each sub-area plan.
 - The Comprehensive Plan should include a chapter or other component with an analysis of current and future market conditions and capacity and the feasibility of the proposals of the Comprehensive Plan.
- b. Future Land Use Map

The submitted proposal shall be bound and should contain no more than approximately 50 single sided pages (excluding the cover and section dividers).

Evaluation Process

The selection team will use, but will not be limited to, the following criteria to evaluate each proposal:

- Adherence to the intent of this RFP.
- Approach to the project and its fit with the community.
- Respondent's qualifications and reputation.
- Prior experience on similar or related types of projects.
- Quality of the proposed project plan and proposed deliverables.

All consultants are advised that in the event of receipt of an adequate number of proposals, which in the opinion of the Village require no clarification and/or supplementary information, such proposals may be evaluated without discussion. Hence, proposals should be initially submitted on the most complete and favorable terms which the consultant is capable of offering to the Village.

The Village may conduct discussions with any consultant who submits an acceptable or potentially acceptable proposal. The Village reserves the right to request the consultant to provide additional information during this process.

The Village anticipates selecting and may interview two or more consultants. As part of the interview, each respondent will be expected to make a short presentation on the firm's experience and approach to the project. Each respondent should also be prepared to answer questions related to their experience and their proposal. Interviews are expected to be approximately thirty minutes to one hour in length.

The Village of Itasca Board of Trustees has final authority to authorize funding and approve a contract with the selected consultant.

Letter of Intent

All firms considering responding to this RFP, **must submit a letter of intent no later than Monday, August 22, 2011.** The letter of intent may be submitted via US Mail or e-mail to:

Grant Davis, Staff Planner
Village of Itasca, Community Development Department
550 W. Irving Park Rd.
Itasca, IL 60143
gdavis@itasca.com

A confirmation from the Village will be sent after the receipt of each letter of intent.

The purpose of the letter of intent is, in part, to ensure all interested firms are notified of any potential amendments, clarifications, addendums, etc.

Submission

Five (5) physical copies of the proposal and an electronic copy provided in PDF format on a CD-ROM must be received by 4:00 p.m. on Wednesday, August 31, 2011 at:

Community Development Department
Village of Itasca
550 W. Irving Park Rd.
Itasca, IL 60143

Please clearly mark the envelope as follows:

RFP: Comprehensive Plan

Late submittals will not be accepted.

Questions

All questions or requests for additional information **must be submitted in writing** via US Mail or e-mail to:

Grant Davis, Staff Planner
Village of Itasca, Community Development Department
550 W. Irving Park Rd.
Itasca, IL 60143
gdavis@itasca.com

All questions and responses will be posted on the Village's website at www.Itasca.com/CompPlanRFP.