

**COMPREHENSIVE PLAN
REQUEST FOR PROPOSAL (RFP)
CITY OF FAIRVIEW HEIGHTS**

The City of Fairview Heights, Illinois, is soliciting qualified consulting firms to submit a proposal to prepare a Comprehensive Plan for the City. The City adopted a Comprehensive Plan in 1972, following the City's incorporation in 1969. In 1987, the City completed a Comprehensive Plan Update. An update prepared in 2000, reviewed community goals and objectives and divided the City and its environs into study areas. General planning recommendations were developed for each study area. In 2004, an Urban Design Plan for the Lincoln Trail and Market Place Area was adopted by the City as an addendum to the Comprehensive Plan. Significant changes have occurred in the City since the 1972 Comprehensive Plan and subsequent updates were adopted, and a new plan reflective of the current land use and contemporary issues and opportunities is desired.

The new Comprehensive Plan will be completed with input from the City Council, Planning Commission, City Staff and interested citizens. The following Request for Proposal (RFP) provides a brief description of the City, scope of work, submittal requirements and criteria to be used to evaluate submittals in order to assist the City in determining a final scope for the project firms responding to the RFP. Firms are requested to provide costs for each item or groups of items (as appropriate) set forth under planned goals which would be in addition to the base costs for the appropriation of the base plan itself. This will allow the City to select among the modules in consideration of the overall funding availability for this project. The plan should provide for appropriate implementation strategies for the plan initiatives.

DESCRIPTION OF FAIRVIEW HEIGHTS

The City of Fairview Heights has a population of approximately 16,850 citizens and is located in southwestern Illinois. St. Louis is located approximately 12 miles west of the City of Fairview Heights. The City was incorporated in 1969 and is a Home Rule Community. The City's proximity to Interstate 64 offers great accessibility locally and within the region. The community is developed with a mixture of mature and newer residential neighborhoods combined with a strong retail district that serves southwestern and central Illinois. The population has increased by approximately 1,800 people since the 2000 census.

The City of Fairview Heights current land use patterns have developed through traditional land use control methods. The residential base continues to expand through both developed tracts of land within the City and on the peripheral. Commercial development now involves the redevelopment of older areas and sites as well as limited new development on green field sites. The development patterns reflect suburban style development.

Fairview Heights has a Mayor/Aldermanic form of government that oversees the City operations. The voters elect the Mayor, City Clerk, City Treasurer and 10 Council members that are selected from 5 wards. The City has a City Administrator which supervises operational activities for the community.

SCOPE OF WORK

The following describes specific minimum components which should be included in the scope of work. City staff will finalize the scope with the selected consultant prior to contract authorization. The City is open to suggestions other than those listed in this request which consultants believe will be of value to producing a viable Comprehensive Plan. The completion date for the plan update is 12 to 14 months from the date of the contract authorized by Council.

COMPREHENSIVE PLAN OBJECTIVES

1. Conduct visioning sessions with Fairview Heights City Council, Planning Commission and City Administrative Staff.
2. Provide a citizen participation plan to solicit input throughout the update process.
3. Review the current Comprehensive Plan and subsequent updates and identify relevant sections that should remain or be revised. Review should also recognize deficiencies of the current plan and identify elements that would be included in the new plan.
4. Define a feasible land use plan for future development within the City including proposed annexation to the corporate boundary based upon development growth potential.

5. Conduct development capacity analysis utilizing land mass by acreage use zoning, serviceability, and land use designations to produce projected growth scenarios of the City.
6. Identify viable redevelopment areas within the corporate limits of the City including infill development and adoptive reuse opportunities and determine redevelopment strategies to initiate process.
7. Incorporate current planning documents into the land use policy analysis including the development code, capital improvement plan, transportation studies, and the Lincoln Trail and Market Place Area Urban Design Plan.
8. Define a clear direction of how development should occur over the next 10, 15 and 20 years.
9. Determine a specific implementation plan for immediate short and long term action items.
10. Identify territorial boundaries for annexation and identify additional issues requiring intergovernmental coordination.

ALTERNATE ITEMS

- Develop Environmental Plan intended to create a coherent set of policies that will adequately guide development of the built landscape and protect important environmental resources, i.e. planning and design guidelines for natural systems, storm water management strategies.
- Provide a Parks and Recreation Plan inventorying existing facilities and recommending additional park areas and facility enhancements.
- Provide fiscal impact analysis for annexation.
- Identify the need for neighborhood enhancements such as trees, sidewalks, street lights and other infrastructure improvements.
- Provide a housing element consisting of standards, plans and principles to be followed in the provision of housing for existing residents and the anticipated population growth of the area.

- Recommend community design elements which may consist of design recommendations for land subdivision, neighborhood development and redevelopment areas and/or the use of zoning overlay districts.
- Develop multi-modal transportation plan to guide development of future transportation network integrating pedestrian and bike paths to connect with the regional bicycle trail system and public transit systems.

QUESTION AND ANSWER PERIOD

In order to facilitate consultants with RFP requirements and submittals, a Question and Answer period will be conducted during the submittal process. Questions regarding RFP requirements or submittals may be directed to Lisa Koerkenmeier, Director of Land Use, Planning and Community Development, (618) 489-2060 or lisak@cofh.org until August 20, 2010. All inquiries received will be responded to and delivered by email by August 27, 2010.

PRODUCTS AND DELIVERABLES

- Preliminary reports and project updates prepared at Comp Plan milestones.
- One digital copy in Word format, print ready for graphics included in each preliminary report, 40 color copies of final plan draft for comments, final plan copies to include 50 bound color copies, one unbound color copy, one digital Word format.
- Maps – Arc view format referenced to City GIS
- Presentation graphics for public meetings as determined prior to meeting.

PROPOSAL AND CONTRACT REQUIREMENTS

- Submittal Address: 10025 Bunkum Rd, Fairview Heights, IL 62208
- Proposal Submittal Deadline or Date: September 10, 2010

- Contact Person: Lisa Koerkenmeier, AICP, Director of Land Use, Planning and Community Development (618) 489-2060
- Number of Proposal Copies: 12 bound and 1 unbound
- Q & A Period: August 2010
- Evaluation Period: September 2010
- Interview Dates: October 2010
- Contract presented to City Council: October/November 2010

Response to this request for proposal is to be provided in the following format:

- *Letter of Interest:* Cover letter indicating the firm's interest in the project and identifying the firm's ability to provide services needed.
- *Introduction:* A brief description of the firm including the number of years the firm has been in existence, range of professional services, office locations and staff size.
- *Work Program:* In the project overview delineate the general project approach and process to be employed. Describe a process approach that was used in the past to successfully complete a similar project, describe the proposed project schedule including timeline of major milestones, deliverables and completion.
- *Experience and Qualifications:* Brief documentation of the firm's prior work relevant to this RFP including the name, address and phone numbers of client references and the primary contact persons.
- *Consultant Personnel:* Identify individuals from the firm's professionals and others who will work on the project.
- *A List of Clients:* Provide a list of comparable clients where similar services have been provided with contact information.

CONSULTANT SELECTION PROCESS

Proposals will be reviewed by the RFP Review Committee consisting of members of the Comprehensive Plan Sub-Committee, Planning Commission Chairman, City Administrator, Director of Land Use, Planning and Community Development and Planning Committee Chairman. The Committee reserves the right to request additional information from consultants submitting proposals. The following criteria will be considered in evaluating the proposals and recommending up to three consultants to the Selection Committee.

- Capabilities and previous experience in comparable projects and specialized experience and technical competence of the consultant.
- The firm's general approach to the project. Although the City has identified a general nature of services required the consultant is given leeway toward the approach to the methodology to provide the requested services.
- Past Record of Performance: On contracts with other governmental agencies including such factors as quality of work, control of costs and the ability to meet schedules.
- Capacity of the Candidate: To perform the work in a timely manner affirmatively respond to the inquiries and schedule of the City and indicate the appropriate personnel as the schedule dictates.
- Qualifications of individuals who will have direct involvement in tasks on this project.
- Compatibility with the City's financial obligations.

The Consultant Selection Committee will interview firms and requires principal personnel to be assigned to the project be present for the interview. Upon selection, the City will negotiate a contract with the firm.