

City of St. Charles

Request for Proposals

St. Charles Comprehensive Plan



Prepared by:

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SECTION 1: PROJECT DESCRIPTION

1.1 Project Purpose

The City of St. Charles would like to adopt a new Comprehensive Plan land use policy document. The City will engage the community in a participatory process to build consensus around a vision for the development and redevelopment of the City within a twenty-year timeframe. The plan will address existing conditions, visioning for the future, potential growth/annexation, and redevelopment opportunities. Sub area land use and conceptual site plans will be formulated for key locations. The plan will be adopted by the City Council in order to provide direction to City officials, staff, residents and the development community to implement the community's vision.

1.2 City Background

The City of St. Charles, Illinois is located in Kane and DuPage Counties, 34 miles directly west of Chicago. Founded in 1834, the City is now home to approximately 33,000 residents. St. Charles is a mature community that has maintained a distinct character during suburbanization in the 1970s to 1990s. After years of steady suburban "greenfield" development, growth has slowed in recent years as St. Charles reaches its ultimate boundaries.

The Fox River is a focal point of the community and is a natural resource and recreational amenity for the region. Downtown St. Charles is the historic heart of the community and includes a mix of commercial and public uses, with housing and mixed-uses expected to become more prominent. In 2006, the community invested in the First Street Redevelopment, a planned mixed-use downtown redevelopment project focused on re-establishing an active residential and retail core within the downtown. The City also has a Historic District that covers the original downtown and nearby residential areas.

The City has traditionally been an economic engine in the Tri-Cities area, with several commercial districts of varying age and character. Some older commercial "strip" development along highly visible corridors is visually unattractive and is seen as detracting from the City's image.

The City has an expansive industrial park located on the east side, originally developed during the 1970s and built out over the last 30 years. In addition, a number of older industrial properties remain along a railroad line that crosses the downtown, some in a deteriorated condition.

While the volume of newer residential subdivisions has slowed, interest in residential infill or redevelopment opportunities has increased. The City has placed value on maintaining both the character and affordability of older neighborhoods. While recent past development has targeted middle to higher income households, the City has actively

worked to maintain and increase moderately priced and workforce housing, including adopting an Inclusionary Housing Ordinance in 2008.

The City adopted a new Zoning Ordinance in 2006. Among the significant changes to the ordinance were: Creation of true “mixed use” districts within the downtown, new residential zoning districts tailored to the pre-World War II “traditional neighborhoods”, design review standards for new buildings, and more detailed landscape requirements.

The City adopted a new Strategic Plan in 2008. The Strategic Plan was a collaborative effort with input from a broad group of community stakeholders. A new Comprehensive Plan is a crucial component of the City’s Strategic vision for 2014. The Strategic Plan is summarized below.

Mission Statement

St. Charles, Illinois: Preserving our heritage, fostering opportunity, building community, and enhancing quality of life for all.

Guiding Principles of Our Community

- **Respect:** We demonstrate integrity in our relationships and treat all people with dignity.
- **Engagement:** We create a community where all have opportunities to participate and where contributions are honored.
- **Sense of Community:** We ensure a safe and vibrant environment by valuing cultural, economic, and social diversity and providing a sustainable setting for people to live, work, play, visit, shop, and do business.
- **Accountability:** We accept responsibility for enhancing quality of life in the community.
- **Excellence:** We seek to be the best in everything that we do.

Vision for 2014

- **Quality of Relationships:** Our City fulfills its commitment to building quality relationships throughout the community.
- **Sense of Place:** Our Community generates an appealing sense of place and fosters a welcoming, sustainable environment.
- **Service Delivery, Resources and Needs:** Our City organization maintains an optimal service delivery framework that balances resources with needs.
- **Economic Vitality:** Our Community prospers in a diverse, self-renewing climate of business, industry and housing.
- **Vibrant Downtown:** Captivating downtown St. Charles, rich with social, cultural and economic vibrancy, is a distinctive element of our community.
- **Mobility and Connectivity:** A quality transportation system assures community access, mobility and connectivity.

St. Charles can be described as having an engaged and outspoken electorate. Consequently, there is expected to be a high level of community interest in the process to update the Comprehensive Plan.

1.3 Comprehensive Plan Task Force Committee

A Task Force Committee will be established to review and recommend a proposed new Comprehensive Plan. The Committee will be responsible for providing guidance to Staff and consultants, monitoring progress, and obtaining public comment. The Committee will disband upon completion of the project.

The Committee will consist of approximately seven (7) members that will be appointed by the Mayor of St. Charles, with the advice and consent of the City Council. The Committee will general consist of representatives of the City Council, Plan Commission, Historic Preservation Commission, Housing Commission, and local business owners or residents who have backgrounds (architects, land planners, etc.) or interests relevant to the project.

It is anticipated that the Committee will meet as needed, but no more than once per month. The meeting schedule will be established once the consultant and process is identified.

The City desires to host community forums or design charettes to receive community input and gather feedback on issues to be addressed. The Committee may also appoint special task forces to focus on certain topics/sections within the Comprehensive Plan that may require special attention or study.

City Planner Russell Colby, under the direction of Director of Community Development Rita Tungare, will serve as staff liaison to the Committee.

1.4 Why re-write the Comprehensive Plan?

A new land use policy document with detailed planning objectives is necessary to guide development for the next twenty years. In the future, the City will see fewer opportunities to use annexations or the Planned Unit Development process to leverage for specific development forms or public improvements, and instead wishes to provide clear policy direction through a more robust Comprehensive Plan.

The current Comprehensive Plan has reached the end of its useful life and is outdated in both format and content. The original plan was drafted in 1990 with an outlook to 2010. The Plan was updated in 1996. Over the years since, the document has been updated in a piecemeal manner and sub area plans have been added as appendices to the document. Although many of the recommendations of the original plan still hold value, the

fundamental data, trends, and land use categories used to establish the recommendations are outdated.

The plan lacks adequate direction for reviewing development projects. Land use recommendations are one-dimensional, with a focus on density and building size, and with limited direction for character or quality. The plan does not contemplate neo-traditional neighborhood design or vertically mixed land use.

Proper development of the few remaining significant “greenfield” parcels and redevelopment of key commercial properties is strategically important to the community. These sites present unique challenges and opportunities. The community has also placed great importance on ensuring that these significant projects are consistent with the character of St. Charles. Key properties may include but are not limited to the Charlestowne Mall area in the East Gateway commercial district; the former St. Charles Mall area at Randall Road and IL Route 38; vacant or underutilized properties in the City’s West Gateway that border the Kane County Fairgrounds; and some obsolete former industrial properties.

The Comprehensive Plan also lacks corridor planning for Main Street (Illinois Route 64), which traverses the community from east to west, and Randall Road, a highly visible north-south commercial corridor. The character and quality of development along these corridors is closely associated with the community’s image. Many portions of these roadways lack cohesion due to “strip” commercial development and obsolete or transitioning land use patterns. The current plan provides limited direction for desired future land use patterns, urban design considerations, or landscaping and streetscaping recommendations for individual segments of the corridor.

Additionally, the plan does not contain adequate direction regarding Housing and Historic Preservation, which have become prominent planning considerations in recent years.

1.5 Scope of Work

The consultant will facilitate a participatory process to develop long range planning objectives and draft a new Comprehensive Plan that will be an effective land use policy guide.

It is anticipated that the consultant would generally perform the following tasks:

- Review the 1996 Comprehensive Plan and related planning documents
- Establish a communication and information strategy so that there is appropriate volunteer/community/business/staff involvement in the planning process
- Develop and maintain an interactive project website
- Research and analyze existing land use patterns and development projects to establish existing conditions

- Facilitate a participatory process to gather community input
 - Facilitate a community visioning forum
 - Facilitate one or more design charrettes to analyze specific areas or corridors
 - Synthesize the results of the participatory process in a report format
 - Analyze the results and provide land use recommendations
- Formulate and recommend objectives and strategies based on the results of the participatory process
- Prepare development concept sketches, land use maps, and graphics for three to five sub areas and corridors
- Prepare a future land use map and land use recommendations for the entire city and planning area

In terms of content, the Comprehensive Plan the plan will address existing conditions, visioning for the future, potential growth/annexation, and redevelopment opportunities.

Possible sections or chapters will address:

- History and Community
- Natural features
- Community facilities
- Utility capacity
- Transportation/Transit
- Commerce/Economic Development
- Housing
- Historic Preservation
- Land Use, with specific recommendations for Downtown, sub areas and corridors

1.6 Deliverables

All items delivered as part of this project shall be the sole property of the City of St. Charles. As part of this project, the successful consultant shall be responsible for the submittal and execution of the following:

Progress Reports and Research: The consultant shall be responsible for submitting monthly progress reports and research information relative to the project.

Meetings: The consultant will be responsible for meeting with City staff on a regular basis. The number and frequency of the meetings will be determined in consultation with both staff and the consultant before the project starts. The purpose of the meetings will be to establish objectives, discuss alternatives, provide direction, and review progress. In addition, the consultant will be expected to attend periodic meetings of the Task Force.

Final Work Product:

- New Comprehensive Plan in printed and electronic format
- New Future Land Use and related supporting maps, in printed and electronic format
- Maps and related data provided in a format compatible with the City's GIS

1.7 Information provided by the City of St. Charles

The City will be responsible for providing the successful consultant with a copy of the following information immediately following the signing of the contract:

- Current Comprehensive Plan, including appendices
- Zoning ordinance and map
- 2007 Economic Development Plan
- 2010 Transit Circulator Plan

City staff and the consultant will work with the City's GIS staff to obtain appropriate base map data.

The Zoning Ordinance and 1996 Comprehensive Plan are available online at www.stcharlesil.gov/cdd (Click on Planning Division.)

1.8 Budget and Administration

The consultant will be retained by the City of St. Charles, and the project budget is to be administered by the Community Development Department.

The City has budgeted for the project during fiscal years 2010-11 and 2011-12.

1.9 Additional terms and conditions

The consultant will be required to carry professional liability coverage acceptable to the City.

The City will not be liable in any way for the costs incurred by respondents in replying to this Request For Proposals.

Unless otherwise agreed by the City in the original contract for professional services, any change in scope of services that increases the agreed contract price for professional or the aggregate of services and / or for costs to be expended by the professional in an amount in excess of \$20,000 must be approved by the City of St. Charles City Council. Any change in the scope of services that increases the agreed contract price for professional services and / or for costs to be expended by the professional in the amount of \$20,000 or less or the aggregate of, may be approved by City of St. Charles staff.

The City reserves the right to terminate the whole or any part of this contract, upon written notice to the consultant, in the event that sufficient funds to complete the contract are not appropriated by the City of St. Charles; provided that in the event of such termination, the consultant shall be paid promptly for all services rendered by the consultant through the effective date of termination.

The City reserves the right to negotiate additional conditions as part of the contract for professional services.

SECTION 2: SUBMISSION OF PROPOSALS

Respondents are expected to fully inform themselves as to the requirements and specifications of the project before submitting proposals.

2.1 Proposal Contents

All Proposals must containing the following information:

1. **Cover Letter.** A brief cover letter that summarizes the key points of the firm's proposal and stresses the firm's approach to addressing the scope of work.
2. **Contact information.** Full firm name, mailing address, phone number, e-mail address and contact person.
3. **Form of organization.** Whether firm is a partnership, corporation, or sole proprietor, where it is organized, and the names of the principals, officers and directors of the firm. Identify all subcontractors.
4. **Project personnel.** Names of principals, key personnel, and any subcontractors who will be assigned to the project, their experience, qualification, and periods of service with the firm.
5. **Statement of qualifications.** A narrative or other statement by the firm and subcontractors of its qualifications for the proposed project, including the types of services for which the firm and subcontractor is qualified.
6. **Availability.** A brief statement of the availability of key personnel of the firm to undertake the proposed project.
7. **Project list/references.** List of recent projects completed by the firm (within the last five years) that demonstrates similar competencies that will be needed for this project and members of the firm who worked on the project and their capacity. Include name, address, and phone number of individuals who can be contacted for references regarding the firm's past performance, preferably on similar projects.
8. **Project Approach.** A detailed description of the firm's approach to this project broken down by task.
9. **Project Work Program and Flow Chart.** Detailed information on the consultant's proposal for addressing each of the tasks set forth in the project approach. Included in this section may be a discussion of any substantive or innovative ideas used in other similar projects, which the consultant feels may be applicable to this project.
10. **Project Schedule.** The project schedule should outline a specific timeline for each of the proposed project elements.
11. **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 St. Charles, or any other projects which could be considered a conflict of interest.

12. **Resources.** Please indicate all resources you will need to have supplied by the City other than the resources listed in Section 1.7.
13. **Itemized Cost Proposal.** The proposal must be submitted on a “not to exceed” basis per itemized task to produce the listed deliverables outlined in this Request for Proposals. The proposal may be presented by task or by phase including a series of tasks. Estimates for out-of-pocket expenses must be included (e.g., photocopying, graphics, on-line development, map development, travel.)

2.2 Proposal Deadline/Contact Information

Three (3) physical copies of the proposal must be submitted and an electronic copy provided in PDF format must be emailed. Additional physical copies of the proposal may be requested.

Important: Physical and electronic copies of the Proposal are due on or before 4:30 p.m. on Wednesday, October 6, 2010, and must be signed by an authorized official of the organization submitting the proposal.

Copies of the Proposal must be delivered to:

City of St. Charles
Community Development Department:
Attn: Rita Tungare, Dir. of Community Development
Two East Main Street
St. Charles, Illinois 60174-1984

A PDF copy of the proposal, or a link to a location to download the PDF document, must be sent to the following addresses:

rcolby@stcharlesil.gov
rtungare@stcharlesil.gov

Each proposal must be complete, and the City reserves the right to reject any proposal received after the date and time due. Should it be necessary to revise any information contained in this Request for Proposal after it has been released, an addendum will be provided to each respondent to whom the Request for Proposal was originally provided.

Any inquiries regarding this Request for Proposals should be directed to Rita Tungare at the address specified above. Telephone inquiries are also welcome at (630) 377-4443.

SECTION 3 PROPOSAL EVALUATION PROCESS

A selection team consisting of City staff members will use the following parameters to evaluate each proposal:

- Adherence to the intent of this Request for Proposal
- Approach to the project and its fit with the community
- Respondent's qualifications and reputation
- Prior experience on similar or related types of projects
- Total and itemized cost of project in relation to scope of work

All consultants are advised that in the event of receipt of an adequate number of proposals, which in the opinion of the City 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 City.

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

The City anticipates selecting and may interview two or three consultants. As part of the interview, respondents will be expected to make a short presentation on the firm's experience and approach to the project. Respondents should also be prepared to answer questions related to their experience and their proposal. Interviews are expected to be approximately 30 minutes in length.

The City of St. Charles City Council has final authority to authorize funding and approve a contract with the selected consultant.

Thank you for your interest!