



Request for Proposals

Professional Services for a
Sustainable Community Strategic Plan

Due January 22, 2009



CITY OF HIGHLAND PARK

1707 ST. JOHNS AVENUE
HIGHLAND PARK, ILLINOIS 60035
(847) 432-0800

December 10, 2008

To all prospective proposers:

Thank you in advance for your participation in the City of Highland Park's request for Professional Services to Develop a Sustainable Community Strategic Plan. We appreciate the time taken to prepare and submit this proposal and encourage you to provide a clear, simple, and succinct response addressing all of the items in the RFP Submittal Requirements attached.

The due date for this RFP is Thursday, January 22, 2009 at Noon CST. All proposals will be received and opened at the City Hall, 1707 St. Johns Avenue, Highland Park, Illinois, 60035.

An optional pre-proposal meeting will be held on Wednesday, December 17, 2008 at 11:00 a.m. CST in the Pre-Session Conference Room on the 2nd Floor of City Hall to present the project goals and address any questions from attendees. In the meantime, should you have any questions or need additional clarifications, please contact me at (847) 926-1046 or dmitchell@cityhpil.com. Copies of the RFP are available on the City's website, www.cityhpil.com.

Sincerely,

David Mitchell
Management Analyst

Section I: Project Background

For decades, the residents of Highland Park, Illinois have pursued community sustainability in a progressive manner. This is evidenced by the formation of the City's Environmental and Lakefront Commissions during the 1970s, the development of sustainability curriculum in local schools during the 1980s, the consistently high rate of residential recycling participation, and integration of sustainable practices in municipal operations over the past ten years.

Recognizing the value of shared effort, six local units of government agreed in 2008 to form the Highland Park Green Initiatives Alliance (the "Alliance"). The partners include the City of Highland Park, the Park District of Highland Park, North Shore School District 112, Township School District 113, Highland Park Public Library, and Moraine Township. The mission of the Alliance is to work collectively on shared goals and strategic objectives designed to transform Highland Park into a more environmentally efficient and responsible community to pass on a well-preserved planet to future generations. Specifically, the Alliance aims to achieve the following goals:

- Reduce electrical consumption within the facilities of Alliance members
- Reduce consumption of non-renewable resources in daily operations
- Reduce motor vehicle trips while maintaining efficiency in daily operations
- Reduce or eliminate pesticide applications on public property, in both indoor and outdoor spaces
- Make roads and public gathering areas bicycle- and pedestrian-friendly by installing bike racks and maintaining bike lanes, sidewalks, and crosswalks.
- Reduce non-sustainable practices in local government facilities and encourage use of reusable materials and products; including replacing bottled water with reusable drinking containers, using 2-sided copying, encouraging the use of reusable bags, etc.
- Undertake to design, build, and maintain public facilities with LEED guidelines in mind
- Implement programs to encourage the private sector to develop and build environmentally friendly, energy-efficient places to live and work.
- Employ emission reduction technology in all diesel-burning vehicles, when possible
- Use up-to-date storm water management techniques and facilities to filter out impurities and reduce water pollution
- Increase the use of recycled material in street and sidewalk repairs and construction
- Use sustainable landscaping practices when possible in public spaces through the use of recycled, biodegradable materials and native or other water conserving plants
- Provide information, guides, and tips via television and the Internet about how residents can contribute to and promote sustainability throughout the community
- Increase the convenience of recycling throughout the community by the use of recycling containers and drop-off locations
- Minimize the use of harmful products used during facilities maintenance by utilizing biodegradable cleaning products, when available
- Establish benchmarks for measurability for these sustainable practices

In addition, Highland Park Mayor Michael Belsky has signed on to the U.S. Mayors Climate Protection Agreement, which requires signatory communities to meet or exceed the Kyoto Protocol targets for reducing greenhouse gas emissions.

To achieve these goals, the Alliance has recognized the need for a Sustainable Community Master Plan that establishes a baseline for existing community environmental impact, inventories existing practices, sets targets for sustainability outcomes, prioritizes local actions, and measures results.

Section II: Project Scope

The work scope for this assignment shall include but is not limited to the following:

- Complete baseline analysis of environmental condition of Highland Park
 - Identify outcome measurements for each Alliance goal
 - Complete analysis to determine 1990 and 2008 level for each identified outcome measurement
 - Inventory existing sustainability practices of each Alliance organization, the business community, and the residential community
- Create vision of a sustainable Highland Park community, based on best practices
 - Compare Alliance goals to a best-practice vision of a sustainable community and recommend revisions, if any
 - Establish achievable performance targets and timeframes for each goal (including compliance with the U.S. Mayors Climate Protection Agreement)
- Recommend a Sustainable Community Strategic Plan to achieve vision
 - Complete comparison of targets to projected outcomes, based on existing practices, to identify sustainability deficits
 - Identify strategies to address sustainability deficits
 - Prioritize identified strategies
 - Recommend appropriate management and execution structure to most effectively implement vision
 - Create funding plan to implement identified strategies, including the identification of potential outside funding sources
- Establish measurement system to document results
 - Identify appropriate measurement techniques for each identified target
 - Provide instruction for ongoing data collection

Minimum Deliverables (electronic format required, hard copy available upon request)

- All supporting data
- Baseline analysis of environmental condition of Highland Park
- Vision Statement of sustainable Highland Park
- Sustainable Community Strategic Plan
- Documentation of measurement methodology and collection system

Contract Administration

The selected proposer will report to the Alliance Implementation Team, composed of staff representatives of Alliance partners, with regard to the performance of all deliverables and will be required to meet quarterly with the Policy Team to demonstrate progress. Attending night meetings may be required. The City of Highland Park will serve as the fiscal agent for the contract. The selected proposer will be expected to furnish its own work space for the duration of the contract.

Section III: Submittal Requirements

A. Contact Information

- Name of firm and key contact person, including direct telephone number and e-mail
- Office address, main telephone and fax numbers, and website address

B. Organization, Consultant Team and Qualifications

- Provide a brief narrative describing the form of your organization, the names of the principal partners and/or owners, the number of years in business, the services provided, staff composition, and the scale and scope of sustainability planning or similar services you have undertaken in the past five years.
- Provide a brief profile of all team members that would be assigned for this project including resume and experience on similar projects. *Identification of a primary contact / presenter is a requirement of the proposal.*
- Examples of recent comparable sustainability planning projects, services rendered and fees – with particular emphasis on public sector projects.
- At least three client references over the last three years from similar projects.

C. Proposed Work Scope

- Clearly define the project work scope, philosophy, and tasks.
- Provide a detailed list of estimated project deliverables and approximate timing of their delivery.
- Anticipate and identify necessary meeting schedule and meeting requirements.

D. Fee Structure

- Provide a detailed fee structure for the project, including:
 - breakdown of work hours per task.
 - breakdown of work hours per team member.
 - team member hourly rates.
 - anticipated project reimbursable expenses.

E. Timelines

- The completion date for the study is September 30, 2009.
- Provide anticipated timeline conformance or alternative means to achieve target date.

All respondents are encouraged to limit the size of their submittals and clearly and succinctly provide the necessary graphics or text required by this Request for Proposals (RFP).

Section IV: Submittal Procedures

A. Questions and Clarifications

All questions regarding this proposal should be directed in writing to David Mitchell, Management Analyst, at dmitchell@cityhpil.com. Questions will be accepted until 5:00 P.M. CST on Wednesday, January 7, 2009. All questions and responses will be compiled and submitted to all respondents electronically in one general response memorandum.

The City will host an optional pre-proposal meeting on Wednesday, December 17, 2008 at 11:00 A.M. CST at in the Pre-session Conference Room, 2nd Floor, Highland Park City Hall, 1707 St Johns Avenue to present the project goals and address any questions from attendees.

B. Addendums

Any addendums to this proposal will be distributed by the City to all respondents in a timely fashion. No extensions to this RFP deadline are envisioned.

C. Submittals

Please submit **one digital copy** via e-mail to dmitchell@cityhpil.com or on a CD to be hand-delivered to the attention of David Mitchell at:

City of Highland Park
City Manager's Office: First Floor
1707 St. Johns Avenue
Highland Park, IL 60035

Proposals must be received by e-mail, U.S. mail, other carrier, or hand delivery no later than Noon CST, Thursday, January 22, 2009. Proposals will be opened at the deadline time at the above address. All late proposals will be rejected and returned.

D. Standard Terms and Conditions

The City reserves the right, at its sole discretion, to reject any or all submittals when, in its sole opinion, it is determined to be in the public interest to do so; to waive minor irregularities and informalities of a submittal or to cancel, revise, or extend this RFP. This RFP does not obligate the City to pay any costs incurred by a respondent in its submission of a proposal or making any necessary studies or designs for the preparation of that proposal, or for procuring or contracting for the services to be furnished under this RFP.

Section V: Evaluation Criteria

- The proposer must be able to deliver the project within the indicated timeline parameters at a reasonably competitive cost.
- The proposal must clearly demonstrate an understanding of the scope of project and provide a quality solution to the described need.
- The proposer must possess a demonstrated ability and familiarity with sustainability practices and the concepts associated with a sustainability strategic plan.
- The proposer must demonstrate quality experience with projects related to sustainability planning, including qualifications of assigned personnel and strong client references.
- The proposer must demonstrate the ability to work in a collaborative team environment that supports the integration of various user groups.

Upon completion of preliminary evaluations, a short list of qualified firms/teams will be selected for second round interviews and evaluations.

Section VI: Anticipated Project Timeline

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| • RFP Distributed and Posted on City Website | December 8, 2008 |
| • Pre-Proposal Meeting (Optional) | December 17, 2008 |
| • Due date for RFP questions | January 7, 2009 |
| • RFP Due Date | January 22, 2009 |
| • Selection of Short List | January 29, 2009 |
| • Interviews | February 2-6, 2009 |
| • Selection of Winning Proposal | February 13, 2009 |
| • Approval of Contract by Alliance Partners | March 13, 2009 |
| • Commencement of Contract | March 16, 2009 |
| • Satisfactory Completion of Required Deliverables | September 30, 2009 |