



**REQUEST FOR PROPOSAL (RFP)
(Professional Services)**

Project Name: Comprehensive Plan
Proposal Due: April 21, 2017 – 4:30 PM
Date Issued: March 31, 2017

This document consists of 9 pages.

The VILLAGE OF RIVER FOREST will receive proposals Monday thru Friday, 8:00 A.M. to 4:30 P.M. at Village Hall, 400 Park Avenue, River Forest, IL 60305.

Return one original and one electronic copy of proposal in a sealed envelope marked to:

Comprehensive Plan
RFP Response
Village of River Forest
400 Park Avenue
River Forest, IL 60305

SPECIFICATIONS MUST BE MET AT THE TIME THE PROPOSAL IS DUE.

The Village Board reserves the right to accept or reject any and all proposals, to waive technicalities and to accept or reject any item of any proposal.

The documents constituting component parts of this RFP are the following:

- I. REQUEST FOR PROPOSALS
- II. DETAILED SPECIFICATIONS

Proposers MUST submit an original and one electronic copy of the total proposal. Upon formal award of the proposal, the Village will submit contract documents to the selected consultant.

I. REQUEST FOR PROPOSALS

1. GENERAL

- 1.1 Notice is hereby given that Village of River Forest will receive sealed proposals up to 4:30 P.M. on April 21, 2017.
- 1.2 Proposals must be received at the Village of River Forest by the time and date specified. Proposals received after the specified time and date will not be accepted and will be returned unopened to the proposer.
- 1.3 Proposals shall be sent to the Village Hall, in a sealed envelope marked "SEALED PROPOSAL". The envelope shall be marked with the name of the project, date, and time set for receipt of proposals.
- 1.4 By submitting this proposal, the proposer certifies under penalty of perjury that they have not acted in collusion with any other proposer or potential proposer.

2. PREPARATION OF PROPOSAL

- 2.1 It is the responsibility of the proposer to carefully examine the specifications and proposal documents and to be familiar with all of the requirements, stipulations, provisions, and conditions surrounding the proposed services. **DO NOT SUBMIT A PROPOSED CONTRACT. THE VILLAGE WILL SUBMIT A CONTRACT TO THE SELECTED CONSULTANT.**
- 2.2 No oral or telephone interpretations of specifications shall be binding upon the Village. All requests for interpretations or clarifications shall be made in writing to Eric Palm, Village Administrator (epalm@vrf.us) and received by the Village at least three (3) business days prior to the date set for receipt of proposals. All changes or interpretations of the specifications shall be made by the Village in a written addendum to our proposers of record.
- 2.3 In case of error in the extension of prices in the proposal, the hourly rate or unit price will govern. In case of discrepancy in the price between the written and numerical amounts, the written amount will govern.
- 2.4 All costs incurred in the preparation, submission, and/or presentation of any proposal including any proposer's travel or personal expenses shall be the sole responsibility of the proposer and will not be reimbursed by the Village.
- 2.5 The proposer hereby affirms and states that the prices quoted herein constitute the total cost to the Village for all work involved in the respective items and that this cost also includes all insurance, royalties, transportation charges, use of all tools and equipment, superintendence, overhead expense, all profits and all other work, services

and conditions necessarily involved in the work to be done and materials to be furnished in accordance with the requirements of the Contract Documents considered severally and collectively.

3. MODIFICATION OR WITHDRAWAL OF PROPOSALS

3.1 A proposal that is in the possession of the Village may be altered by a sealed letter bearing the signature or name of person authorized for submitting a proposal, provided that it is received prior to the time and date set for the bid opening. Telephone, email or verbal alterations of a proposal will not be accepted.

3.2 A proposal that is in the possession of the Village may be withdrawn by the proposer, up to the time set for the proposal opening, by a letter bearing the signature or name of person authorized for submitting proposals. Proposals may not be withdrawn after the proposal opening and shall remain valid for a period of ninety (90) days from the date set for the proposal opening, unless otherwise specified.

4. RESERVED RIGHTS

4.1 The Village of River Forest reserves the exclusive right to waive sections, technicalities, irregularities and informalities and to accept or reject any and all proposals and to disapprove of any and all subcontractors as may be in the best interest of the Village. Time and date requirements for receipt of proposal will not be waived.

II. DETAIL SPECIFICATIONS

1. GENERAL INFORMATION

1.0 Introduction

The Village of River Forest is seeking a professional planning consulting team to lead us in adopting a new Comprehensive Plan. The Village will engage the community in a participatory process to build consensus around a vision for the development and redevelopment of the Village within a 20 year timeframe. The plan will address existing conditions, visioning for the future, and redevelopment opportunities. Recent development trends should be reviewed for impact on future development. The plan will be adopted by the Village Board in order to provide direction to Village officials, staff, residents and the development community to implement the community's vision.

1.1 Why Create a New Comprehensive Plan?

A new land use policy document with detailed planning objectives is necessary to guide development for the next twenty years. 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 2002-03. Over the years since, the document has been updated in a piecemeal manner with corridor & market studies 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.

Additionally, the new plan needs to reflect updated policies and views regarding sustainability and historic preservation. Further the Village requests that the plan address compliance with the State's affordable housing rules.

1.1 Background

River Forest is an affluent western suburb in Cook County, Illinois located ten miles outside of the City of Chicago. It has a population of 11,172 and a median income of \$99,250. The Village of River Forest is a well-established, historic community with tree lined streets and homes that showcases beautiful architecture. It is known for the great architecture of Frank Lloyd Wright, William Drummond, Purcell & Elmslie, Spencer & Powers, Harry Mahler and others. There are ten parks within the River Forest District Community and historic preservation tours along with seasonal festivals. River Forest is home to two universities, Dominican University and Concordia University Chicago. The school system is top rated with Oak Park River Forest High School serving the community as the public high school and private high schools Fenwick and Trinity High School. Transportation outlets such as trains, buses, expressways and airports, are accessible and convenient. Train service into the city is served by Metra, the Union Pacific West train into Ogilvie Station, the Green Line from Oak Park or the Blue Line from Forest Park. It has easy entry onto the Eisenhower Expressway (I-290) for direct access east into the city or west to connecting the interstate highways or the western suburbs.

The Lake Street and Harlem Avenue intersection serves as the western anchor for Downtown Oak Park and is the location of River Forest's most significant retail center, River Forest Town Center. This center is comprised of nearly 150,000 square feet of retail space with anchor tenants that include, Whole Foods, Ulta, Rally House, Men's Warehouse, Petco, Starbucks, DSW, Chico's, Loft, Panera Bread, and Walgreen's. The 60,000-square-foot Jewel-Osco, approximately one-quarter mile east of the two sites, is one of the grocery chain's highest grossing stores

The Village of River Forest offers efficient and friendly municipal services in an environment for business success. There are 244 businesses located in River Forest. The community has ties to the larger neighboring Village of Oak Park. Oak Park is known for the Frank Lloyd Wright Studio and Historic District. It has a population of approximately 52,000 people. It is directly East of River Forest. The borders of River Forest include the North Avenue, Harlem Avenue, and Madison Street corridors, and the Des Plaines River. Lake Street passes through River Forest's historic "Village Center" and lays adjacent to Metra's Union Pacific West line.

The Village of River Forest is dedicated to a sustainable economic climate through tax incentives and cooperation with the Village officials which ultimately benefits the businesses and residents in the community.

1.2 Project Scope

Objectives

The Village of River Forest is committed to an open process to provide public participation. The finished product should reflect the community's sense of vision and include this public input.

Work Plan

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 2003 Comprehensive Plan and related planning documents including the 2009 Corridor Study and the 2015 Market Study. Review and update range of information on existing conditions and future potential; emphasis should be on updated features and conditions, not extensive new documentation of existing conditions.
- Establish a communication and information strategy so that there is appropriate elected official/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 charettes to analyze specific topics 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 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.
- Review the 2009 Corridor Study and offer and amendments, revisions, or suggestions for further study.

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 corridors

1.3 Deliverables

All items delivered as part of this project shall be the sole property of the Village of River Forest. 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 Village 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.

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 Village's GIS

2.0 PROPOSAL REQUIREMENTS

2.1 One (1) statement of proposal shall be submitted in an 8 ½ x 11 format and be organized as follows:

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.

The proposals shall be succinct, and directly relevant to this project. Only those persons planned to be directly involved with this project should be included. Also, please identify the physical location of the project team members.

2.2 Deadline and Proposal Disposition

Complete, packaged proposals shall be due **NOT LATER than 4:30 P.M. on Friday, April 21, 2017** and shall be delivered to Village Staff at the River Forest Village Hall 400 Park Avenue, River Forest, IL 60305. All submittals shall become the property of the Village of River Forest. Submittals received after the deadline will not be considered.

2.3 Fee Proposal

The Village of River Forest prefers the method of compensation for professional services to be based on hourly-charged man-hour rates plus expenses, with a Total "Not to Exceed" cost.

Please submit an estimate of man-hour requirements to complete the scope of services outlined in your proposal, a list of current man-hour rates, and a total "Not to Exceed"

cost for providing the proposed services to the Village. The Village shall be invoiced monthly.

The Fee Proposal statement shall be included in a separate, but attached sealed envelope clearly identifying the proposer.

2.4 Consultant Selection

The consultant selection will be based on the following criteria:

- Approach to organizing and understanding of the project
- Capability and experience on comparable projects
- Responsiveness to requirements, terms, timeliness and conditions for performance of the project
- Familiarity with Village of River Forest policies and preferences
- References
- Overall Not-to-Exceed Total Cost

All submitted proposals and materials will become the property of the Village of River Forest. The Village will review the proposal, investigate the qualifications and, if appropriate conduct an in-person interview with the team(s). Negotiations will be conducted with the selected firm. Upon completion of satisfactory negotiations, the Village will award the contract or contracts, if any. The Village of River Forest reserves the right to reject all qualifications and/or re-issue the RFP at its discretion. All contracts are subject to the formal approval of the Village of River Forest Board.