

CITY OF WASHINGTON

PLANNING & DEVELOPMENT DEPARTMENT

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MEMORANDUM

TO: Mayor Manier and Committee of the Whole
FROM: Jon R. Oliphant, AICP, Planning & Development Director
SUBJECT: Comprehensive Plan Update
DATE: August 11, 2017

Background: Funding was included in the FY 17-18 budget to complete a new comprehensive plan. This would replace the last full plan done in 2001 and amended in 2009, as considerable residential growth has occurred in that time. The comprehensive plan is an important document that helps guide growth, the allocation of future resources, and is a basis for PZC case decisions. This year's budget has \$35,000 included and an equal or slightly higher amount is planned for FY 18-19 to have a minimum of \$70,000 for the total project. Staff envisions being able to utilize our GIS to support the mapping components as well as assisting with public input. The project is anticipated to be completed in around 12 months.

Topics to be included in the plan would address land use, transportation (motorized and non-motorized), parks and recreation, public health, economic development, public safety/public buildings, housing, infrastructure, zoning and subdivision regulation and review, floodplain control, sustainability/environment, community character and design, and education. The maps, goals and objectives, and graphics are important in guiding future growth, policy decisions, and to utilize in the pursuit of grant funding. References to relevant plans have become questions common in grant applications. Obtaining public input is also an important component and we anticipate that any consultant would propose some combination of surveys, project websites, and stakeholder interviews. We have also indicated a desire to hold a charrette to aid in buy-in from everyone within each community. A minimum of three meetings per community would be held with the consultant.

Staff has had conversations with the City of East Peoria to undertake a joint planning process. East Peoria is also in need of a new comp plan, as it has experienced considerable commercial growth since it was originally adopted in 2005. While this is proposed to be a joint process, each community would have their own separate plans. This idea was pitched because both cities share similar demographics and market characteristics, have had a boundary line agreement since 1997, and there is the potential to save on costs by utilizing the same consultant. Please note that separate contracts would be completed with the selected consultant and each community would have the sole discretion on the content included in their respective plan.

East Peoria and Washington applied to The Tri-County Regional Planning Commission (TCRPC) recently as part of the FY2018 Special Transportation Projects funding for the sections addressing transportation and sustainability/green infrastructure. This request was for \$30,000. While TCRPC has not formally announced the awards, it received requests totaling \$77,000 of the \$90,000 available and our respective staffs have been given the indication that we will very likely receive our requested funding.

Recommendation: Attached is a Request for Proposals (RFP) that our staffs drafted. Unless there are any major desired changes, staff would like to proceed with the release of the RFP on August 16 with the deadline for submittal on September 8. Interviews would be held in late September and we would aim to have a contract ready for consideration in October. General discussion is scheduled for the August 14 Committee of the Whole meeting.

Request for Proposals for the Development of Comprehensive Plans for the City of Washington and the City of East Peoria



August 15, 2017

Project Overview

The Cities of East Peoria and Washington are seeking the creation of distinct but complementary comprehensive plans. As these communities are adjacent to one another, the desire is to share travel costs for a consultant to create these plans. In addition, it is anticipated that sections of each plan which deal with similar subjects will be complementary of each other (at the very least not be in conflict with one another).

The City of Washington is home to more than 15,000 people. The City of East Peoria is home to over 23,000 people. Both are located within the Peoria MSA. In total, the Peoria, Illinois, Metropolitan Statistical Area has a population of 379,000. Located within a 90-minute drive of Bloomington/Normal, Decatur, the Quad Cities, Springfield and Champaign/Urbana, this area is situated along the Interstate 74 Corridor, which offers easy access to regional markets throughout Illinois and the Midwest. Over 1,000,000 people live within a 90-minute drive of the cities.

Expected Plan Characteristics

Overall, both communities are seeking functional and easy-to-read plans. This desire needs to be facilitated through interesting and professional graphics and maps with an emphasis on minimizing the wordiness of the document. Preference will be to utilize these graphics and maps in lieu of written descriptions where feasible.

Anticipated Deliverables to include:

- Executive Summary not longer than four (4) pages in addition to the main plan.
- Relevant GIS layers to be provided to each community upon project completion.
- A training tool box to be provided to staff to conduct during the project outreach phase for communities' staff to present to key stakeholder(s) without the consultant being present both during the planning process and after plan adoption.
- Location-specific focus on targeted areas: at least three (3) major meetings per community – these meetings will include key stakeholders/community leaders as well as a significant planning charrette for each community for all residents to attend. The consultant is expected to lead the public outreach with the assistance of the staffs of each city.
- Sub-area plans – the City of East Peoria desires a more concentrated effort for its Richland Neighborhood.
- Complementary opportunities to be identified and incorporated into the plans where applicable to both communities.
- Both communities anticipate having separate contractual agreements with the consultant.

Key Topics

Anticipated subjects to include, but not limited to (not in order of importance) :

- Parks and Recreation
- Public Safety/Public Buildings

- Transportation and Circulation
- Education
- Housing
- Infrastructure
- Zoning and Subdivision Regulation and Review
- Floodplain/Erosion Control
- Sustainable Development/Environment
- Community Character and Design/Wayfinding
- Economic Development
- Future Land Use Plan
- Public Health
- Richland Sub-Area Plan (East Peoria)

Contact Information and Guidance for Consultants

Consultants' submission should consist of eight (8) hardcopies and one (1) electronic submission in pdf format addressing the following matters:

1. The communities anticipate receiving additional funding through the regional MPO (Tri-County Regional Planning Commission) beyond that which is already budgeted by each community that must be spent toward transportation components of the plan. These transportation-related components must be completed by June 30th, 2018.
2. A description of the project team, including background information of all principals and their proposed level of involvement.
3. Examples of similar projects that have been accomplished by the consultant, with an emphasis upon project quality and timeliness of performance.
4. References of at least three (3) past or current municipal clients.
5. A statement regarding any special or unique resources available to the consultant that would enhance its ability to successfully complete this project. Any other information that may demonstrate a superior approach is encouraged.
6. Visuals which the consultant feels would be appropriate in the consideration of the proposal by the committee are encouraged and welcomed.
7. Timetable for the entire project that also includes major milestones and the anticipated consultant participation for each project component.
8. A description of how the consultant will address each of the Expected Plan Characteristics and how to provide public engagement.
9. A detailed budget including key staff tasks and time allotment for each with respect to this effort.

10. Current plans available for the consultants to review include:

- Both communities' comprehensive plans, enterprise zone and TIF redevelopment plans, boundary agreement, and jointly produced Sunnyland Corridor Plan. Current plans available upon request.
- East Peoria's Levee District and Four Corners Plans as well as its recently-completed Strategic Plan by Lyle Sumek and Associates.
- GIS layers available from both communities to the selected consultant.

Both Communities have posted this RFP on their respective websites. Both websites also contain access to many of the plans referenced above.

Evaluation Criteria

Below are the criteria with which each proposal will be evaluated and the weight offered to each element.

- **Consultant Team** – Preference will be given to firms with members who have extensive comprehensive plan experience. **25%**
- **Project Proposal** – Proposals that thoroughly address each of the issues identified in the “Expected Plan Characteristics” section and offer a superior approach to this project will be given preference. **25%**
- **Project Timing** – Proposals that provide a realistic timeframe for work to be completed. The goal for this project is to have all work finished by the end of calendar 2018 and ready to move forward with the formal adoption process. **20%**
- **References** – Preference will be given to references from other municipalities – particularly ones in Illinois. **10%**
- **Unique Team Attributes or Experience** **10%**
- **Work Product** – Examples of successfully completed comprehensive plans are to be submitted. **10%**

Process

Requests for Proposals should be submitted to Ty Livingston, Director of Planning and Community Development, East Peoria City Hall, 401 West Washington Street, East Peoria, Illinois 61611, **no later than Noon (12:00pm), September 8th, 2017.**

The Proposal Review Team will conduct interviews of those qualified consultants submitting the most promising proposals. After the interviews, the preferred consultant will be selected and the Proposal Review Team will enter into negotiations with that consultant. Consultants' proposals should be as refined as possible at the time of submission. The communities reserve the right to reject all proposals and to waive any deviation from the guidance provided. All costs incurred by consultants associated with this process are the sole responsibility of the consultant.

Consultants are welcome to contact each of the following City representatives

for more information.

Ty Livingston, Director
Planning & Community Development
City of East Peoria
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East Peoria, IL 61611
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RFP Timetable

- Publication and distribution of RFP is August 16th, 2017
- Proposal due date is Noon (12:00 PM) September 8th, 2017
- Interviews will commence by late September.