

**CITY OF WASHINGTON NOTICE OF REQUEST FOR PROPOSALS AND STATEMENT  
OF QUALIFICATIONS FOR PROFESSIONAL SERVICES:  
URBAN PLANNING AND TRANSPORTATION SERVICES FOR A COMPREHENSIVE LAND USE,  
ECONOMIC DEVELOPMENT, AND TRANSPORTATION PLAN IN WASHINGTON, ILLINOIS,  
TAZEWELL COUNTY.**

STATEMENTS DUE: 3:30 p.m. THURSDAY, OCTOBER 29, 2020

The City of Washington is requesting proposals from professional planning firms or teams to assist the City in planning services for a new comprehensive plan that balances land use, economic development, and transportation for the entire City and extraterritorial planning jurisdiction with a more focused plan on several key areas outlined below and on the attached exhibit. The City received grant funds as part of the Illinois Department of Transportation's (IDOT) Statewide Planning and Research (SPR) Program. The City of Washington will accept sealed proposals submitted to City Hall, 301 Walnut Street, Washington, Illinois, until 3:30 p.m. on Thursday, October 29, 2020, for establishing a contract with a qualified firm or team.

Washington is a growing community that was established in 1825. It is located in Tazewell County about ten minutes east of Peoria. Washington is easily accessible via US Route 24, Business Route 24, and Illinois Route 8, which provide opportunities for new commercial and industrial growth. Residents experience a high quality of life via strong schools, a substantial parks and recreation system, and Five Points Washington, an all-encompassing community center that opened in 2007. This quality of life has been very attractive to younger families and retirees when considering various options to reside. Washington also has one of the higher median household incomes in the region, though it does not have as large of an employment base as compared with other nearby cities. The City experienced substantial devastation from an EF-4 tornado in November 2013. Nearly all of the impacted structures have been rebuilt or repaired and significant investments have been made in new infrastructure within those areas.

Time is of the essence and any proposals received after the announced time and date for submittal, whether by mail or otherwise, will be rejected. Firms or teams are responsible for ensuring that the Planning and Development Director receives their proposals before the deadline indicated. Proposals received after the announced time and date of receipt, by mail or otherwise, will not be considered. Firms or teams should submit **four (4) hard copies and one (1) electronic copy** of the proposal.

**-INTRODUCTION-**

The City of Washington requires planning services for a new comprehensive plan that will be embraced by the residents, businesses, and developers. A grant obtained through the IDOT SPR Program will provide 80% of the funding for this project with the City responsible for the remaining 20%. Interested parties should be aware that IDOT grant guidelines will be followed.

The City's intention is to award a contract for these services to the best qualified firm or team. Each firm or team will be considered and ranked by a Selection Committee based upon the criteria listed herein. Interviews with a select number of firms or teams may take place during the week of November 9. The City will then enter into negotiations with the top-ranked firm or team. The negotiations will be to establish a detailed scope of services and total cost for services. Should the top-ranked firm or team and the City of Washington not be able to reach an agreement, the City will terminate negotiations with that firm or team and open negotiations with the second ranked firm or team. Interested parties are welcome to offer proposals as a single firm or combined with other consultants.

This process does not obligate the City to award a contract, or pay any cost incurred in the preparation of the firms or teams responding to this request. The City reserves the right to accept or reject any or all proposals received as a result of this RFP. All information submitted in response to this request will become the property of the City.

### **-PROJECT DESCRIPTION/SCOPE OF SERVICES-**

The City of Washington requires planning services to complete a new comprehensive plan. The City has been awarded project funding in the amount of \$160,000 from the IDOT SPR Program, which is matched by a \$40,000 commitment in local funds. As such, the City will accept proposals for consideration not exceeding \$200,000.

The current comprehensive plan was adopted in 2001 while revisions to the future land use and transportation maps were adopted in 2009. Considerable growth has taken place in Washington since 2001. The City's population following the 2000 Census was 10,841 and the most recent population completed following a 2017 Special Census is 16,566. This count captures much of the most recent growth, which has largely been single-family residential housing. The new plan will serve as a guide for pursuing development and redevelopment opportunities in key locations throughout the city. Each of these areas either has experienced or will experience considerable public infrastructure investment and are viewed as corridors with private investment potential (see attached map):

- US Business 24 and IL 8, including the downtown Historic Square;
- US 24 and Nofsinger Road; and
- Freedom Parkway and Lakeshore Drive

Business 24 is an east-west arterial that has the highest average daily traffic volume of any road within the city. It is two lanes from the eastern city limits until it widens to four lanes near Wilmor Road. It remains four lanes from Wilmor to its terminus at US 24. IDOT included the reconstruction of Business 24 in its capital infrastructure program announced in the fall of 2019. This plan should include conceptual ideas and plans for a unified streetscape and building designs along the Business 24 corridor. The road passes through the downtown Square, which provides both opportunities and obstacles for development. The downtown was designated as a local historic district in 2016. Many of the buildings are more than 100 years old and two of them are on the National Register of Historic Places. Phase I Engineering is currently being completed after receipt of an Illinois Transportation Enhancement Program grant from IDOT for an eventual streetscape modification project on the Square. IL 8 is also an east-west arterial on the west side of the city that connect with Business 24 at the McClugage Road intersection.

US 24 was constructed as a Bypass in the mid-1990's and is a four-lane divided arterial. The portion of the road in the city limits is primarily residential. Commercial growth is anticipated, particularly near the intersections at North Cummings Lane and Nofsinger Road. The City purchased a 223-acre property at the Nofsinger intersection in 2013. Design engineering has been completed and approved by IDOT that would eventually realign Nofsinger to modern geometric standards and to connect it with Dallas Road to the south (see attached map). Multiple land uses are likely possibilities given the location and size of the property. The City's ownership provides some control over the desired development.

The City is currently completing Phase I Engineering for the remainder of Freedom Parkway to allow for it to connect with North Cummings Lane. That is expected to be finished near the end of 2020 or early 2021. Phase II Engineering is anticipated to begin shortly thereafter and could allow for the eastern

limits of the road to be constructed as soon as the second half of 2021. The City recently received federal funds to complete the construction of the middle 2,500' of the road in 2023 or 2024. This corridor may be most suitable for light industrial development. The plan should utilize a strong analysis of the market conditions as part of any recommendations.

The plan should analyze a range of transportation options that safely and efficiently accommodate multiple modes. Numerous recreation trail projects have been completed that have allowed for greater pedestrian connectivity through much of the city. Transit through the regional CityLink system is limited to one stop at the Washington Plaza shopping center.

The City's current downtown Square TIF district was established in 1986 and is currently set to expire in 2021. The Northern Tazewell Enterprise Zone was created in 2016 and is in effect through 2030. A Revolving Loan Fund was established in 2015 following the receipt of a grant for a portion of the initial funds from the United States Department of Agriculture.

The planning process must be collaborative and involve a wide range of stakeholders. All proposals must clearly depict how social media/technology will be used in order to ensure active community involvement. It will be used as a guide for future land use and infrastructure decisions in the 1.5-mile extraterritorial planning jurisdiction and also help establish targeted grant opportunities. It will also provide guidance for policy changes, budget preparation, capital improvement planning, and zoning changes. It will create goals and objectives in a variety of elements including, but not limited to, land use, housing, economic development, community character, infrastructure, parks and recreation, natural resources, transportation, and sustainability. IDOT's SPR program places an emphasis on land use, transportation, and economic development and those three principal elements will be the backbone of this plan.

The plan should be highly readable and include quality graphics, maps, and tables that tie into the text. It should contain strategies that can be implemented throughout the lifespan of the plan. It should provide a balance between aspiration and market realities. The City of Washington encourages creative proposals that would lead to the adoption of a plan that is innovative, proactive, and will generate excitement amongst the residents, businesses, and visitors.

The new Comprehensive Land Use, Economic Development, and Transportation Plan will serve as a guide for pursuing development and redevelopment opportunities in key locations throughout the study area. It will be actively used and not sit on a shelf. The finished document should provide a clear vision for growth and enable the document to be used to recruit and retain high quality developers and investment in Washington.

The selected firm or team is expected to generally perform, but not be limited to, the following tasks:

#### **Task 1 – Data Collection, Existing Inventory Investigation, and Plan Development**

- Research and analyze existing land use conditions.
- Review prior relevant plans and policies.
- Research and analyze existing local and regional demographics.
- Identify issues and opportunities that are present in the city.
- Begin initial creation of baseline mapping. The City will provide GIS layers to utilize in the plan.
- Establish a vision for the planning process.
- Meet and work with City staff to identify key stakeholders to reach out to as part of Task 2.

### **Task 2 – Stakeholder Interviews and Community Surveying**

- Conduct interviews with a cross-section of subject matter experts both within and outside the market that address the various components of the plan that are indicated above.
- Create a web-based survey to gain initial direction from the residents, businesses, and visitors and compile the results to help shape the direction of the planning process.

### **Task 3 – Community Open House #1**

- Prepare materials, maps, graphics, etc. to solicit input from the public to better understand the assets, opportunities, and threats that currently exist.
- Begin to develop land use, economic development, and infrastructure strategies throughout the city.
- Identify key development trends that may be applicable to this market. The inclusion of a strong market analysis is urged to balance the development aspirations to ensure a plan that leads to implementation.

### **Task 4 – Draft Plan**

- Take input gathered from Tasks 1-3 to establish draft goals and strategies, a future land use map, and conceptual graphics depicting alternatives for the desired appearance of key development areas.
- The plan format should begin. It should be readable and include eye-catching maps, graphics, and renderings.
- An initial implementation matrix with short-, medium-, and long-range timeframes and estimated costs should be included.

### **Task 5 – Community Open House #2**

- Present draft plan to the public for additional input.
- Revise any and all materials, maps, graphics, etc. for review.

### **Task 6 – Final Plan**

- Present summary of plan to City Council for final comments prior to adoption.
- Finalize plan format.
- Firms or teams should deliver all plan materials (20 hard copies and electronic files) to staff.

**A more specific scope of services will be negotiated with the selected firm or team at the time of contract approval.**

### **-PROJECT DURATION-**

It is anticipated that, after a firm or team is selected, the planning process will start no later than early 2021 and that the plan will be adopted within 12-15 months. Specific timelines will be mutually agreed upon between the selected firm or team and the City.

### **-INVOICES AND PAYMENT-**

The selected firm or team shall submit invoices at the end of each calendar month; such statements shall be inclusive of a detailed breakdown of all charges incurred. The team lead shall review and approve any such invoice. The invoice detail shall indicate the personnel name, title, rate of pay, hours charged per day, and task worked. All direct costs and subconsultants/vendor participation shall be

itemized. Multipliers will be clearly indicated and applied to total man-hours summated for the period. Invoices shall be based upon actual hours of performance.

### **-CRITICAL DATES-**

Selection will be made according to the following table:

RFP released	October 1, 2020
RFP due date	October 29, 2020 at 3:30 P.M.
Selection Committee ranks submittals	Week of November 2, 2020
Possible interviews	Weeks of November 2 and/or 9, 2020
Committee informs highest ranked team and begin negotiations	November 12, 2020
Contract submitted to Council for approval	November 16 or December 7, 2020
Executed Contract	By late December 2020

### **-EVALUATIONS OF PROPOSALS-**

Respondents are to submit a written Proposal which presents the qualifications and understanding of the work to be performed. The proposal can be from a single firm or include multiple firms. Selection criteria will include qualifications, comparable recent experience with similar projects and in similar cities, knowledge of innovative development and funding ideas, and overall approach to the project. Respondents interested in submitting should have recent specific experience with this type of project.

The submission should include:

1. Name, size and brief description of the firm/team.
2. Location of offices for the firm and the office location responsible for managing the project.
3. Name, address, and phone number of a contact person responsible for and knowledgeable of the submittal. Resumes of key personnel anticipated being available for this project.
4. Descriptions of related project experience.
5. Names and contact information of at least three (3) references from previous clients on similar projects.
6. A brief summary of any specialized experience, qualifications, or unique capabilities applicable to this project that you feel is important to the success of the project (please review the selection criteria included in this document).
7. A project schedule with approximate timelines for the completion of project milestones. This should include an indication of the personnel capacity to complete the project on time.
8. A project approach that provides innovative planning concepts and ideas.
9. A proposed compensation that clearly identifies all costs to be included in the project.

Respondents will need to address each of the evaluation criteria set forth in "Selection Procedure" below carefully and thoroughly, as all submittals will be ranked on a point value system. The evaluation will be based upon a head-to-head comparison with the other teams submitting. Proposals should be as concise as possible while offering a clear vision of the interest in the project. All proposals become the property of the City of Washington.

Interviews may be conducted with a select number of firms or teams. Due to COVID-19, those would likely be completed virtually and would tentatively be scheduled for the weeks of November 2 and/or 9, 2020.

#### **-SELECTION PROCEDURE-**

Each submittal will be ranked based on the criteria identified below. A total point value for each submittal will be determined by the composite evaluation of the Selection Committee, each providing his/her independent scores. Individual scores will be averaged for a committee score. The firm or team with the highest overall point total will be ranked first. The following will be the basis for the scoring:

1. Experience with similar projects: 30 points
2. Capacity to complete the project on time: 20 points
3. References from previous clients attesting to the quality of work and ability to perform professional services: 20 points
4. A clear innovative and creative approach to the project: 20 points
5. Proposed compensation for the work to be accomplished: 10 points

The City Administrator shall institute negotiations with the best-qualified firm or team per committee consensus. The firm or team shall provide a fee structure, multipliers, staffing, direct and indirect costs in a competitive manner at the negotiation of the contract.

The City Administrator shall submit the proposed contract, with negotiated rates, to the Washington City Council for the Contract Award.

#### **-EMPLOYEE/EMPLOYMENT RESTRICTIONS-**

THE CONSULTANT: THE CONSULTANT, (hereinafter referred to as "SERVICE PROVIDER") agrees, as a condition of accepting this contract with the City of Washington, that, for a period of one (1) year following completion of this contract, it shall be prohibited from hiring, directly or indirectly, any City employee or official who was involved, directly or indirectly in: (1) the selection and/or recommendation to select the SERVICE PROVIDER for performance of this contract; (2) coordinating the efforts of the SERVICE PROVIDER in the consummation or completion of this contract; or (3) monitoring or determining the performance of the SERVICE PROVIDER. The SERVICE PROVIDER further acknowledges and agrees that, upon the City's determination that a violation of this provision has occurred, the penalty imposed, at the sole discretion of the City, may include one or more of the following: (1) cancellation of any other contract(s) between the City of Washington and the SERVICE PROVIDER; (2) disqualification of the SERVICE PROVIDER from bidding or being awarded future contracts with the City of Washington for a period of two [2] years; and/or (3) payment of liquidated damages to the City of Washington in the amount of TWENTY FIVE THOUSAND DOLLARS (\$25,000.00).

#### **-OMMISSION OF SCOPE-**

Please indicate if you believe a major item(s) is (are) missing from scope of services outlined in the RFP.

#### **-QUESTIONS-**

A site visit to the project area is strongly recommended. All information with regard to the project is contained within the contents of this request. Questions or comments regarding the RFP should be submitted via email to the Planning and Development Director, Jon Oliphant, at [joliphant@ci.washington.il.us](mailto:joliphant@ci.washington.il.us).