

## **Request for Proposals**

### **Comprehensive Plan/Market Study/Zoning Ordinance Update**

**East Roosevelt Road Corridor**

**City of Wheaton, Illinois**



**January 2018**

## **Introduction**

This Request for Proposals (RFP) has been prepared by the City of Wheaton in order to retain the services of a qualified and experienced planning consulting firm for assistance in the preparation of a Comprehensive Plan/Market Study/Zoning Ordinance Update for the East Roosevelt Road Corridor.

It is expected that the final product identifies specific, market-realistic action items that will allow the City to advance the shared vision conceived by the plan.

## **Background and Project Location**

Wheaton, with a population of nearly 55,000 people, is a community of strong traditions expressed in its many high quality institutions, government, historic neighborhoods and Downtown. Wheaton was founded in 1837 and is located in DuPage County approximately 30 miles west of Chicago.

The project location is East Roosevelt Road Corridor in the City of Wheaton. The corridor was studied as a Special Focus Area in [Wheaton's Comprehensive Plan](#). The East Roosevelt Road Corridor is nearly two miles long and extends from Carlton Avenue (Illinois Prairie Path – Aurora Branch) on the west to the eastern boundary with the Village of Glen Ellyn on the east.

Given the significant changes in the office and retail landscape, the City seeks to build upon/update/replace the Comprehensive Plan's Special Focus Area recommendations for the East Roosevelt Road Corridor. The current land uses along this corridor include single and multiple family residential, small office, limited service uses and some retail.

Because most commercial parcels along this corridor have shallow depth, resulting in mid-block transitions between commercial and residential zoning; redevelopment plans have met with resistance from adjacent and nearby residents expressing concern over the impact of commercial uses.

In addition, the City's current Comprehensive Plan recommendation; that the predominant land use along the East Roosevelt Road Corridor be limited to small-scale office use because of the less intensive nature and reduced parking needs of this use, is completely out of date with respect to the small-scale office market of today. Business activities that once needed a permanent location can now take place in a coffeeshop or on a smartphone.

Overcrowding, lack of open space, safety, parking and general poor appearance have also plagued several older multiple family complexes located along the East Roosevelt Corridor. Given the limited opportunity for expansion of the City's commercial tax base, the impact of increased traffic on Roosevelt Road, and other concerns mentioned above, redevelopment of existing multiple family sites may be the best long-term use of these properties. This would, however, result in the elimination of dwelling units that represent some of the few affordable housing opportunities in the City.

## **Description of Services Required**

It is expected that the East Corridor Comprehensive Plan/Market Study/Zoning Ordinance Update process will result in the identification of specific action items that will allow the City to advance the shared vision conceived by this effort. In order to achieve this objective, it is expected that the consultant will, at a minimum, perform the following tasks:

- Review existing zoning regulations and propose new categories of land uses and/or permitted and special uses that respect the physical constraints of the properties located along the corridor and are reflective of current market conditions. The new zoning and development standards should utilize innovative techniques that govern the character and scale of new development, emphasize high quality, and sustainable site and building design.
- Present realistic options for maintaining and enhancing the existing affordable housing opportunities along the corridor.

## Selection Process

All request for proposals will be reviewed by City staff. The top three firms will subsequently be interviewed by the City staff. Based upon the proposal and interview, the City staff will recommend the firm they judge to be most responsive, responsible, and qualified. Such recommendation shall be made to the City Council. It is anticipated that the final selection will occur in early March of 2018.

The selected consultant will then enter the contract negotiation stage with the City. The City reserves the right to reject any and all proposals and the right in its sole discretion to accept the proposal it considers most favorable to the City's interest.

## Study Schedule

Subject to City Council approval of the final contract, the project is anticipated to begin in April of 2018. Although the final completion of the project is somewhat dependent upon the interaction and decision making processes of the City, the entire planning effort should be completed on or before the fall of 2018. Completion of this project by this target date is of utmost importance to the City.

## Submittal Instructions

Proposals must be submitted to: James P. Kozik, AICP, Director of Planning  
City of Wheaton  
303 W. Wesley Street  
Wheaton, IL 60187

Ten (10) copies of the proposal must be received no later than **12:00 p.m. February 9, 2018.**

The package should be labeled **“Proposal: Comprehensive Plan/Market Study/Zoning Ordinance Update”**.

It is suggested that the proposal be submitted in a standard 8½" x 11" format for ease of review and reproduction. No size larger than 11" x 17" can be accepted without a reproducible to allow for City reproduction.

## **Submittal Requirements**

1. A title page that includes the following information: name of the firm, organization of the firm (individual, corporation, partnership, joint venture), local address, telephone number, fax number, name of contact person, location of branch offices, if any, and states in which your firm is licensed to practice. All firms must be licensed to practice in Illinois.
2. A table of contents that includes a clear identification of the material contained in the Proposal by section and page number.
3. A detailed account of the firm's approach to the successful completion and implementation of this project. Although the city has identified a general nature of services required, the consultant is given broad leeway toward approach and methodology to provide the requested services and is encouraged to modify the approach based on experience or past successes in previous projects. The proposal should reflect a specific approach and outline of the project giving all background information and a project timeline.
4. A statement of projected deliverables: reports, models, traditional graphics, computer-generated graphics, etc. This statement should specify the type, number, and format (hard copy, digital, etc.) of graphics to be produced through this project.
5. Identification of any anticipated tasks which are not outlined in this request for proposal which are necessary for the successful completion of this project.
6. Identification of your past recommendations and how such outcomes may be measured.
7. A description of your anticipated relationship/involvement with the City's professional staff.
8. Short resumes for professional individuals that will be working on this project.
9. A statement of availability from the firm(s) and sub-consultants to undertake this project with specific reference to the personnel described above. This statement must include a commitment to complete this project in accordance with the project timeline described above. Please note that the City desires to have the entire planning effort completed on or before the fall of 2018.
10. Identification of at least three (3) references from previous, similar projects.
11. **TO BE PLACED IN A SEPARATE SEALED ENVELOPE:** A budget indicating fees to complete the work items and a separate cost detail for specific activities that includes an estimate of the number of work hours (by team member) that will be required to complete the task. An hourly rate (by team member) for work performed should also be included.

## **Evaluation Criteria**

The critical factors that will be considered in evaluating proposals are as follows:

1. The firm's specific approach to the successful completion and implementation of this project and its responsiveness to the City's objectives for this project.
2. Qualifications of individuals who would have direct involvement in tasks on this project. Despite a team's overall capabilities and experience, attention will be focused directly on the personnel assigned to the project and the manner in which they will be organized and managed.
3. Capabilities and experience in comparable previous projects of this kind and the specialized experience and technical competence of the consultant.
4. Costs to complete the project based on the services required as detailed in the firm's project description.
5. Past record of performance on contracts with other governmental agencies of public bodies, including such factors as control of costs, quality of work and ability to meet schedules from past and existing clients. References will be utilized to determine past record of performance.
6. Capacity of the candidate to perform the work within the time limitations.

## **Miscellaneous**

The City shall not be liable for any expenses incurred by the applicant including, but not limited to, expenses associated with the preparation of the proposal, attendance at interviews, preparation of a cost statement, or final contract negotiations.

All responses to this RFP will become the property of the City. Reasonable precautions will be taken to ensure the confidentiality of the material. Each respondent shall denote and clearly indicate any proprietary information that is submitted as part of their proposal. The successful proposal will become public information after selection.