



DATE: October 11, 2018

Proposal Deadline: 4:00 P.M., November 9, 2018

REQUEST FOR PROPOSALS

Comprehensive Zoning Code Update

City of Trenton, Illinois

The City of Trenton is currently accepting proposals from qualified firms to perform a comprehensive update to its zoning code and corresponding zoning map. The new ordinances and map shall be in compliance with State statutes.

Proposals received for this request for proposals (RFP) will be reviewed by an evaluation committee comprised of City Staff, Plan Commissioners, and elected officials.

Background Information

Located in southwestern Illinois approximately thirty miles from St. Louis, Missouri, the City of Trenton (population 2,715) encompasses 1.31 square miles and is situated in western Clinton County. Trenton primarily serves its customers by providing police protection, emergency management, and infrastructure maintenance (water, sewer, and streets/alleys). Community development efforts include business retention and attraction, and building and zoning.

The City of Trenton wants to update their zoning ordinance and zoning map in a way that will promote development that is a “win-win” situation for current residents, new residents, businesses, developers and the City, while preserving characteristics of existing neighborhoods. Outdated zoning code is not unusual to local government; however the City of Trenton has identified the following issues which serve as the purpose for the update:

- The last major update occurred in 2004.
- The code is Euclidean in nature and contains standards that are difficult to administer.
- It is inflexible and thus, the Zoning Hearing Officer is called upon to decide cases regularly.
- It is not user-friendly and lacks consistent graphics to improve readability.

Proposed Project / Scope of Work

With assistance from City staff, the selected consultant will conduct a public process to develop a new Zoning Ordinance for the City of Trenton. It is anticipated that the consultant will work with the community to develop a “hybrid” zoning ordinance which incorporates form-based standards in established neighborhoods and commercial districts. These standards shall

Comprehensive Zoning Code Update City of Trenton, Illinois

support walkable neighborhoods and mixed-use commercial areas, where appropriate. The new ordinance should assist to preserve the character of the City and its neighborhoods. This update should also include modifications to the sign code in order to meet the legal requirements stipulated in Reed v. Town of Gilbert.

Submittal Requirements

Proposals should be marked "City of Trenton: Consultant for Comprehensive Zoning Code Update" and sent to the attention of Douglas Brimm, City Administrator, and be received at the City of Trenton City Hall, 14 W Broadway, Trenton, IL 62293 by Friday, November 9, 2018 at 4:00 P.M. Each submittal should include ten (10) hard copies and one (1) electronic copy on a flash drive.

Firms interested in submitting a proposal shall submit the following:

1. Letter of Interest with a brief description of the services that will be provided.
2. A roster of all team members.
3. A statement of qualifications, including at least one digital sample of a recent work relevant to the project. If the sample was not prepared by the team members who will be working on the City of Trenton Zoning Code Update, include relevant samples of work by those team members.
4. A Brief description of your philosophy and/or approach to the project which demonstrates the team's understanding of the project and the relevant issues.
5. A proposed public input process including expected outcomes of each meeting.
6. A proposed Scope of Work describing your approach to accomplishing the objective stated in the RFP and identifying the methodology proposed. The consultant is encouraged to include suggestions or supplemental tasks which may enhance the project or streamline the scope of work and improve cost effectiveness. Clearly articulate all assumptions regarding data and information that you expect from the City.
7. A time-line showing the estimated length of time for completion of the project. Time estimates should be expressed in number of days/weeks without reference to a specific starting date. The time-line should identify when draft and final work products will be submitted to City staff.
8. Any other information you would like to submit that will assist us in the evaluation of your firm's qualifications.
9. Proposals shall be limited to twenty (20) double sided pages.

Selection Method/Process

Award of this contract, if any, will be to the firm deemed best qualified, in accordance with the selection criteria, to perform the services outlined in this RFP and other services as deemed necessary by the City. Proposals must be submitted at the date and time specified and each firm responding will be recorded as a respondent.

Proposal content, including pricing, will be kept confidential until award of the contract. The City may reject any proposal not in compliance with all prescribed public RFP procedures and requirements and may reject any or all proposals. The City reserves the right to waive any requirement or condition of the RFP upon finding that it is in the best interest of the public to do so.

The City will use objective criteria to determine each consultant's suitability to perform this work.

Comprehensive Zoning Code Update City of Trenton, Illinois

Evaluation criteria for the proposals are as follows:

1. Successful experience with similar types of projects.
2. Previous project references.
3. Creativity of responses.
4. Quality of the proposal and understanding of the work to be completed, including special requirements, codes, regulations pertinent to the project.
5. Project team and key personnel qualifications.
6. Proposed time schedule.

The City's selection committee will review all proposals based upon the above stated criteria and may interview selective consultant teams. Following the interview process, it is the intention of the City of Trenton to negotiate a contract with one consultant. If a fee cannot be successfully negotiated with the selected firm, the City reserves the right to negotiate with the next firm listed in the qualifications ranking.

The City of Trenton reserves the right to accept proposals in whole or in part, and to reject any and all proposals, and to negotiate separately as necessary to serve the best interests of the City of Trenton.

Questions pertaining to this document shall be submitted, in writing, via e-mail to Douglas Brimm (dbrimm@trenton-il.com) not later than 4:00 P.M. local time, Monday, November 5, 2018. Questions will be answered by appropriate individuals and responses will be provided within two (2) business days via e-mail, with a return reply acknowledging receipt of the e-mail requested.

END OF DOCUMENT