

THE UNITED CITY OF YORKVILLE
REQUEST FOR PROPOSALS



UNIFIED DEVELOPMENT ORDINANCE

SUBMITTAL DEADLINE: DECEMBER 7, 2018



**UNITED CITY OF YORKVILLE
COMMUNITY DEVELOPMENT DEPARTMENT**

800 Game Farm Road, Yorkville, Illinois 60560
630-553-8573

www.yorkville.il.us

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INTRODUCTION

A. COMMUNITY PROFILE

The Kendall County and Yorkville area was first settled around 1829-1832. During the years 1834-1836 the communities of Bristol (north of the Fox River) and Yorkville (south of the Fox River), were platted. These communities continued to grow as similar, but separate, entities for over 100 years with Bristol incorporating as a village in 1861 and Yorkville in 1873. The two communities merged as the United City of Yorkville, a non-home rule community with a mayor-council form of government, in 1957.

For the next twenty (20) years, Yorkville maintained its rural community character with residential and a main street like commercial area south of the Fox River until the early 1970's when a secondary hub of commercial and retail businesses developed in an area north of the river at the intersection of US 34 and IL 47. Then in 1990, the City of Yorkville's municipal boundaries grew to include the Wrigley Corporation which opened its headquarters of the Amurol Confection Division just north of Route 47 and Cannonball Trail. The City would eventually expand to cover approximately 20 square miles and experience tremendous increase in population between the years 2000 and 2010, from 6,189 residents to 16,921 residents. Current population for Yorkville, per a recent 2017 Special Census, is 19,022 residents.

With a construction rebound from the 2008 recession underway in Yorkville, commercial and residential development has boomed since 2013 with new construction permits averaging 120 per year for the past 5 years. While efforts have been made to update various sections of the City Code over the past decade, now is the time to modernize and consolidate all the City's development ordinances into a single document to meet the needs of our growing community.



B. PROJECT SUMMARY

In 2014 the City overhauled its Zoning Ordinance followed by an update to its Comprehensive Plan in 2016. Several goals and implementation strategies in the Comprehensive Plan recommended improving residential subdivision design and enhancing the physical appearance of the community through an update to certain codes and establishing quality design standards which encourages the protection and preservation of Yorkville's environmental assets.

Therefore, the United City of Yorkville is requesting proposals from qualified firms with considerable experience in land use planning, zoning, subdivision/site development and landscape architecture to modernize and consolidate the various existing City ordinances into a cohesive, single-reference, graphic-based document known as a Unified Development Ordinance (UDO). The ordinances requested for review include the following documents:

1. Zoning Ordinance (originally adopted 1974, amended 2014)
2. Subdivision Control Ordinance and Standard Specification for Improvements (adopted 2004)
3. Landscape Ordinance (adopted 2009)
4. Appearance Code (adopted 2005)

The City is currently preparing a Downtown Overlay District with streetscape master plan guidelines and Form Based Code regulations which will also be incorporated in the UDO.

SCOPE OF SERVICES

A. PROPOSAL REQUIREMENTS

Proposals will be considered only from qualified firms with a preference to firms that are based in Illinois.

Each proposal will consist of a **maximum of 25 pages** (excluding appendices) and should include the following:

- ☐ **Letter of Transmittal** | Prepared on company letterhead identifying the name of the key contact, address, phone number and email address.
- ☐ **Executive Summary** | Succinct explanation of the Consultant's interest in the project and why the firm is uniquely qualified for this project.
- ☐ **Organizational Profile** | Brief description of the firm's structure and capabilities, length of time in business, and previous work experience.
- ☐ **Proposed Project Team** | Provide resumes of all personnel, including outside consultants that will be assigned to the project including specific experiences each team member will contribute to the project. Identify and define their individual roles.
- ☐ **Previous Project Summaries** | List including reference contact information, for a minimum of three (3) projects which are similar in scope to the project described also identifying key personnel who worked on each project listed. The City reserves the right to contact any references provided herein or otherwise obtained.
- ☐ **Methodology** | Explanation of general technical approaches and processes to be employed for executing the requirements of the Project Components provided herein, which includes a detailed outline of the proposed services.
- ☐ **Project Schedule** | The proposed amount of time presented in months and as a percentage of total workload. Indication of proposed milestones should also be included. The City reserves the right to negotiate work tasks and schedule prior to finalizing a contract with the selected firm.
- ☐ **Project Fees** | Provide a fee breakdown of the proposed fees of the research project, with appropriate explanatory detail justifying costs and calculations. Please submit hourly rates for each individual as well.
- ☐ **Signature/Certification** | Proposal must be signed by an official authorized to bind the offer and shall contain a statement that the proposal is a firm offer guaranteed for a ninety (90) day period from the submittal deadline. The proposal shall also provide the following information: name, title, address, telephone number and e-mail address of the person(s) with authority to contractually bind the company and also who may be contacted during the period of proposal evaluation for the purpose of clarifying submitted information.

B. PROJECT OBJECTIVES

The Unified Development Ordinance (UDO) should address or have the following components:

- ☐ Review and assess the land use regulations of the Zoning Ordinance, Subdivision Control Ordinance and Standard Specifications, Landscape Ordinance, Stormwater Management Ordinance, Appearance Code and all other relevant City Ordinances governing development.
- ☐ Identification of deficiencies and inconsistencies within these variance ordinances and propose recommendations prior to fully incorporating changes into the formal UDO draft document.
- ☐ Modernization of design standards, paying particular attention to areas related to:
 - Off-Street Parking – update the parking schedule with new contemporary concepts such as payment in lieu of parking, autonomous vehicle planning, designated vehicle charging stations, etc.
 - Green Infrastructure – integration of stormwater regulations for a spectrum of densities and incentivize best management practices.
 - Subdivision Control – utilization of engineering and planning best management practices for sustainable and smart growth development.
 - Landscape Ordinance and Park Development Standards
 - Sign Ordinance
 - Appearance Code
- ☐ Alignment of the UDO with the goals and action steps outlined in the Comprehensive Plan Update 2016.
- ☐ Incorporate the Downtown Overlay District with streetscape master plan guidelines and Form Based Code regulations into the UDO.
- ☐ Use of innovative methods to cooperatively develop regulations with City staff and consultants throughout the development of the UDO.
- ☐ Integration of codes into a user-friendly format so that all development related regulations are consolidated into a single document and easily cross-referenced.

EXCERPTS FROM DRAFT VERSION OF DOWNTOWN FORM BASED CODE

10-21-4 Building Types

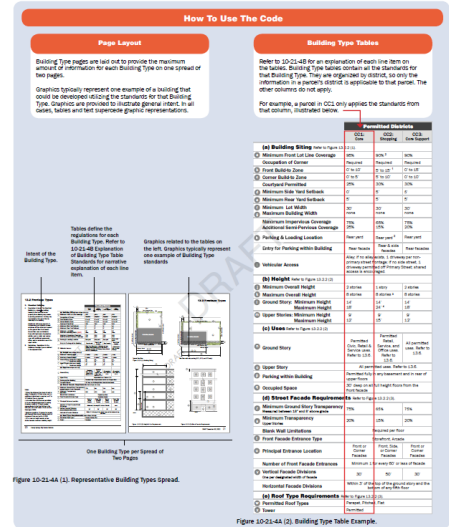


Figure 10-21-4A (1) Representative Building Types spread.

Figure 10-21-4B (2) Building type table example.

10-21-4 Building Types

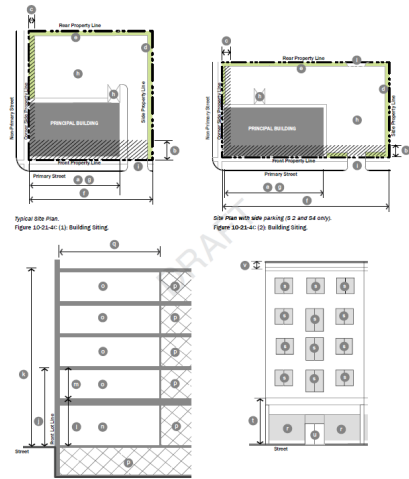


Figure 10-21-4 (3) height & use requirements.

Figure 10-21-4 (4) Street Facade Requirements.

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Districts		Districts	
Residential & Lodging Uses Category		Accessory Uses	
Residential Dwelling	●	Alternative Energy Generation	●
Hotel/Motel	●	Amphitheater	●
Bed & Breakfast	●	Car Washes, Detail Shops, and/or Service Stations	●
Residential Care Facility	●	Drive Through Facility	●
Senior Housing	●	Fuel Pumps	●
Mobile Home Park	●	Home Occupation	●
Civic & Institutional Uses Category		Outdoor Storage of Goods	●
Cemetery	●	Outdoor Restaurant Dining	●
Civic Offices & Services	●	Parking Lot (Accessory)	●
Hospital	●	Parking Structure (Accessory)	●
Library/Museum	●	Roadside Produce Stand / Vending	●
Police & Fire	●	Sidewalk Sales	●
Post Office (no distribution)	●	Temporary Storage Containers	●
Religious & Organization Assembly	●	Mobile Food Vendors	●
School Public or Private	●	Temporary Structures	●
School College	●		

- ☐ In addition to document format, the creation of an online web-based “smart code” version of the UDO with interactive site specific zoning analysis capabilities.
- ☐ Extensive use of graphics, illustrations, images, photographs, diagrams and tables for ease of use and reference.
- ☐ Clear and concise review criteria and guidelines.
- ☐ Creation of a simple, streamlined review process with flexibility to fast-track development proposals which exceed minimum design criteria.
- ☐ Public input documents, surveys, questionnaires, social media outreach and/or project website and overall community outreach.
- ☐ Presentation of the final draft of the Unified Development Ordinance at meetings and public hearings, which at a minimum may include two (2) Economic Development Committee meeting; two (2) Planning and Zoning Commission meetings; and one (1) City Council meeting.
- ☐ Recommendations for the managing and maintaining codification of the new Unified Development Ordinance following adoption.

C. DELIVERABLES

- ☐ The Consultant will prepare exhibits for citizens and elected official review as part of scheduled public presentations and meetings. These exhibits shall illustrate all major changes, revisions or additions proposed as part of the Unified Development Ordinance.
- ☐ The Consultant will be responsible for reproduction of twenty-five (25) final plan documents in hardcopy form.
- ☐ The Consultant will be responsible for providing the draft and final documents in both electronic formats (Microsoft Word and Adobe PDF) allowing reproduction, revision, and web posting by City staff.
- ☐ The Consultant will format the document in 8½” x 11” (vertically oriented) format.
- ☐ All final graphics, illustrations, images, photographs, diagrams and tables shall be provided in JPEG, PNG, PDF and the source format used to create such illustrations will be provided to the City.
- ☐ Provide digital, web ready drafts of the UDO for easy posting on the City’s website, project website and other social media platform.
- ☐ An online digital “smart code” UDO version with interactive site specific zoning analysis capable of rendering calculations for zoning criteria such as minimum parking requirements for a proposed land use, maximum lot coverage, required setbacks and transition yards, and volumetric limits (FAR, height, etc) based upon ESRI® ArcGIS™ base layer data provided by the City.
- ☐ Produce final copies for approval and adoption by the City Council.

D. PROJECT TIMELINE

The overall timeline for the completion of the Unified Development Ordinance (UDO) is anticipated to be eighteen (18) months, not including the adoption process. The entire process from authorization, commencement, and approval of the **UDO should be completed within 24 months**. As a submittal requirement, the applicant will provide a project schedule showing key task target dates, including public meeting and hearings with estimated task duration. Variations from the City’s established timeline should be discussed in the RFP.

PROPOSAL EVALUATION

A. REVIEW OF SUBMISSIONS

Selection criteria are outlined below and will be used to evaluate proposals for invitation to interview/presentation. This RFP does not commit the City to award a contract or to pay any costs incurred in the preparations or submission of proposals. The City reserves the right to reject any or all proposals received in response to this RFP.

Selection of the successful proposal for interview/presentation will be made based upon the following criteria:

- Responsiveness and proposed approach to work scope and project needs. Although City has identified a general nature of services to be provided, the consultant is given leeway toward the approach to the methodology to provide the requested services. Innovative strategies and creativity are desired.
- Demonstrated experience and technical competence in similar projects.
- Past record of performance of the firm with respect to such factors as working relationship with sub-consultants or peer consultants on the same project, control of costs, quality of work, and ability to meet schedules.
- Cost-effectiveness.
- Capacity and capability of the firm/team to perform the work in question, including specialized services.
- Quality of key personnel assigned: bios, qualifications.
- Understanding of local conditions related to the completion of the services.

B. SUBMISSION FORMAT

- Interested firms/consultants should submit **four (4) paper copies** and **one (1) digital copy (CD)** of the proposal requirements by the deadline of **December 7, 2018**.
- The hard copy proposals shall be submitted in a sealed envelope marked "REQUEST FOR PROPOSALS, UNIFIED DEVELOPMENT ORDINANCE 2018," addressed to:

**UNITED CITY OF YORKVILLE
COMMUNITY DEVELOPMENT DEPARTMENT
800 GAME FARM ROAD
YORKVILLE, ILLINOIS 60560**
- Proposals submitted by fax or e-mail will not be accepted. All submittals shall be retained by the City and will not be returned.

C. PRE-PROPOSAL CONFERENCE

A pre-proposal conference is scheduled for **Monday, November 19, 2018** beginning at 1:00 PM in the City Hall Council Chambers located at 800 Game Farm Road, Yorkville, Illinois 60560. The purpose of the pre-proposal conference is to assist prospective consultants with questions related to the RFP scope of services and submittal requirements. Attendance at the pre-proposal conference is not mandatory.

Attendees must register by **Friday, November 16, 2018** to Krysti J. Barksdale-Noble, Community Development Director via e-mail at knoble@yorkville.il.us

If no firms register, the meeting will not be held.



GENERAL INFORMATION

A. PROFESSIONAL SERVICES CONTRACT

A Professional Service Contract is required.

B. SUBLETTING OF CONTRACT

The Consulting Firm will agree, after the contract is awarded, not to assign or sublet the whole or any part of the contract without the prior written consent of the City.

C. CHANGES IN SCOPE OF SERVICES & PERSONNEL

The Consulting Firm will agree that any change of scope in the work to be performed after the original contract has been signed shall be documented as a written change order, be accepted by all parties, and made a part of the original contract by addendum.

The personnel identified in the proposal shall work on the project until completion. Any substitution of personnel shall require the approval of the City in writing. Personnel changes shall only be considered for valid reasons, such as an employee leaving the firm, major illness or accident. Only persons determined by the City to be well qualified shall be approved.

D. RIGHT TO REJECT PROPOSALS AND WAIVE INFORMALITIES

The City reserves the right to reject any or all proposals, to waive any non-material irregularities or information in any RFP, and to accept or reject any item or combination of items.

E. CONTACT INFORMATION

If you have any questions regarding this RFP, please contact Krysti J. Barksdale-Noble, Community Development Director:

Mail: United City of Yorkville
800 Game Farm Road
Yorkville, Illinois 60560

E-Mail: knoble@yorkville.il.us

F. PUBLIC INFORMATION

All material submitted are available for public inspection. Every proposer is hereby warned that no part of their proposal or any other material submitted may be marked as confidential information and that any material so designated by the proposer will be made public information by its inclusion in the proposal.

G. ERRORS AND OMISSIONS

All documents shall be completed as requested by the City. No claim for errors or omissions in the bidding will be considered. Should a bidder find during examination of specifications or other contract documents, discrepancies, omissions, ambiguities or conflict among contract documents or be in doubt as to their meaning, it is the responsibility of the bidder to notify the Purchasing Manager who will then issue the necessary clarifications to all prospective bidders by means of addenda.

H. DISCLAIMERS

Any Request for Qualifications issued may or may not result in an award contract. However, the City reserves the right to cancel any request, at any time, for any reason, and to reject all proposals. Receipt of RFP materials from the City or submission of a proposal to the City confers no rights upon the vendor nor obligates the City in any manner.

The determination of whether any proposal submitted by a vendor does or does not conform to the conditions and specification of this Request for Qualifications is the responsibility of the City.

Any contract resulting in an award from this Request for Qualifications is invalid until properly approved and executed by the City. The successful vendor must not commence any billable work until a valid contract is executed.

A contract resulting from the Request for Qualifications shall not preclude the City from obtaining equipment or services from other vendors if the successful vendor for this RFP is unable to satisfy the project needs in an acceptable manner.

I. CLARIFICATION OF PROPOSALS

The City reserves the right to obtain clarification of any point in a firm's proposal or to obtain additional information. Failure of a proposer to respond to such a request for additional information or clarification could result in rejection of the proposal.

Firms may be asked to make oral presentations to more fully explain their proposal if requested by the City. These presentations would be held subsequent to the opening of the responses to provide an opportunity for the firm to clarify their proposal. The City would schedule a time and location for each oral presentation.

J. AWARD

The award of the contract, if it is awarded, will be to the firm who in the City's opinion serves the best interest of the City. The United City of Yorkville reserves the right to reject any or all proposals and to waive minor informalities in any quotation in order to make this award.

K. PAYMENT

Payment will be made in accordance with the policies and procedures of the City Council of the United City of Yorkville. The City will make payment in approximately thirty (30) days following completion and acceptance of contract work.

L. ACKNOWLEDGMENT OF ADDENDA

Original signature of company official on an addendum document shall be construed as an acknowledgement of receipt of any and all addenda pertaining to any specific proposal. Identification of addenda by number should be noted on the proposal form, as provided.

M. EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

It is the policy of the United City of Yorkville that no person shall, on the grounds of race, color, religion, sex, age, national origin, ancestry, disability, sexual orientation, or veterans' status, be excluded from consideration for employment, denied employment with or be subject to discrimination of any kind by the City.

N. INDEMNITY AGREEMENT AND LIABILITY INSURANCE

To the fullest extent permitted by law, Contractor shall indemnify, defend, save and hold the City, its trustees, officers, employees, agents, attorneys and lenders (collectively the "Indemnitees") harmless from and against all loss and expense (including, but not limited to, reasonable attorney's fees and other costs and expenses) by reason of any liability or allegation of liability, against the Indemnitees, or any of them, for damages because of property damage or bodily injury, occupational sickness or disease, including death, resulting therefrom, while performing the work or while at the site where work under the Contract is being conducted or elsewhere, while engaged in the performance of Work under the Contract, however such injuries may be caused, whether attributable to a breach of statutory duty or administrative regulation or otherwise, and such injuries for which liability is imputed to the Indemnitees, or any of them, or damage or injury, directly or indirectly arising or alleged to arise out of the performance of or the failure to perform the work or the failure to protect the work or the site, or the condition of the work, the site, adjoining land or driveways, or streets or alleys used in connection with the performance of the work. Without limiting the generality of the foregoing, the defense and indemnity set forth in this section includes, subject only to the limitations contained in this section, all liabilities, damages, losses, claims, demands and actions on account of bodily injury, death or property loss to an Indemnitee or to any other person or entities, whether based upon, or claimed to be based upon, statutory, contractual, tort or other liability of any Indemnitee. In addition, such defense and indemnity shall include all liabilities, damages, losses, claims, demands and actions for defamation, false arrest, malicious prosecution or any other infringement or similar rights.

The Contractor must provide a Certificate of Insurance. The Certificate of Insurance shall be provided by an insurance company with the rate of B+: VI or better in the current edition of Best's Key Rating Guide. This Certificate of Insurance must be received and approved before commencement of operations. The Certificate must evidence the following coverage in at least the limits stipulated. The Contract must agree to maintain such insurance for the duration of the project or the term for which services will be rendered.

Contractor shall be required to provide commercial general liability insurance policy that includes products, operations and completed operations (with no exclusion for sexual abuse or molestation). Limits should be at least: Bodily injury & property damage with an occurrence limit of \$1,000,000: Personal & advertising injury limit of \$1,000,000 per occurrence: General aggregate limit of \$2,000,000 (other than products and completed operations): Products and completed operations aggregate limit of \$2,000,000. The contractor's policy shall be required to name the City as an additional insured. Such coverage will be provided on an occurrence basis and will be primary and shall not contribute in any way to any insurance or self-insured retention carried by the City. Such coverage shall contain a broad form contractual liability endorsement or similar wording within the policy form.

PROPOSAL SIGNATURE FORM

The undersigned, as proposal responder, declares that he/she has carefully examined all the items of the Specifications and Instructions herein that he/she fully understands and accepts the requirements of the same, and he/she agrees to furnish the specified items and will accept, in full payment therefore, the amount specified below.

Proposals shall include all fees required.

Note: terms are firm for 90 days.

TOTAL PRICE:

FIRM NAME:

DATE:

ADDRESS:

TELEPHONE:

SIGNATURE:

(Person executing response & official capacity)