

CITY OF SOUTH BELOIT, ILLINOIS

REQUEST FOR PROPOSALS

ZONING AND SUBDIVISION ORDINANCE UPDATE

**City of South Beloit
519 Blackhawk Blvd.
South Beloit, Illinois 61080**

**Contact: Tracy Patrick, City Clerk, City of South Beloit
(815) 389-3023**

Request for Proposals
City of South Beloit, Illinois
Zoning & Subdivision Ordinance Update

I. Project Overview and Intent:

The City of South Beloit is requesting statement of qualifications and project proposals from qualified consultants to provide professional planning services associated with updating and rewriting the City's Zoning and Subdivision Ordinances and regulations. This Project shall be done as part of the City's Comprehensive Plan and should incorporate all recommendations outlined in the Comprehensive Plan.

Firms, individuals and consultants interested in this project are advised to carefully review the information outlined in this request for proposals ("RFP") and respond accordingly. **All submissions must be received no later than April 16, 2021 at 4:00 p.m.** Specific instructions regarding submission requirements are included in this RFP.

Proposals will be received by Tracy Patrick, City Clerk, at South Beloit City Hall, 519 Blackhawk Blvd., Suite 2, South Beloit, IL 61080 until 4:00 p.m. on April 16, 2021.

The Code update will be guided by the City's Comprehensive Plan, the City Planning Commission and Zoning Board of Appeals, Community Stakeholder Committee, City Council, City Staff, and a stakeholder/public involvement process. The City Zoning Administrator and City Clerk will serve as the Project Managers.

II. City Overview

The City of South Beloit, Illinois is located in Winnebago County, Illinois in a suburban area near the Rock River and on the Wisconsin/Illinois state line. South Beloit is in close proximity to Rockford, Illinois and Beloit, Wisconsin. As of 2019, the City's population is 7,624.

III. Existing Ordinances

The City of South Beloit's Zoning Code of Ordinances are in Chapter 118 of the City's Code and its Subdivision Ordinance is located in Chapter 90 of the City's Code. The majority of the ordinances have not been revised since August 16, 1976 when the current ordinances were enacted. A few new ordinances have been added piecemeal over the years and the overall code represents a patchwork of old standards with limited updates on narrow items. The current Code is inflexible and thus, the Zoning Board of Appeals is called upon to decide cases frequently. The existing Code can be accessed in the City's website at www.municode.com.

The consultant will be expected to complete a comprehensive, independent review of the Zoning and Subdivision Code to determine what items need to be updated. Below is a list of the overall issues with the Code as determined by the City that the Consultant will be expected to update and review independently:

- Definitions
- Applicability of various standards
- Check for consistencies/inconsistencies with state legislation

- Layout of the Code
- Architectural and landscaping standards
- Graphics to aid in and explain the interpretation of the Code's requirements
- Special uses districts
- Land use regulations
- Business use categories
- Nonconforming uses/structures
- Planned Unit Developments
- Signage Ordinances and whether they are content-based
- Parking regulations
- Subdivision bonding requirements
- Gardner Corridor and Overlay District
- City zoning map
- Subdivision application and required submittals by developers
- Subdivision development standards

IV. Project Goals

It is the intent of the City of South Beloit to procure the professional services of a qualified consultant to rewrite and update the City's zoning ordinances, City zoning map and subdivision ordinances in accordance with current planning practices and the City's Comprehensive Plan dated April 2014. The Comprehensive Plan is mainly land use driven and the second step to implement the Comprehensive Plan is a review and rewrite of the zoning ordinance, subdivision ordinance and developmental ordinances. This will involve working through a collaborative process that involves a variety of stakeholders. The process will culminate in a fully updated Zoning Code complete with graphics and a newly adopted zoning map that reflects the changes to the district structure and boundaries as well as a fully updated Subdivision Ordinance. The City is not interested in eliminating or changing the existing zoning districts at this time.

Terms, definitions, and basic standards including but not limited to landscaping, lighting, parking and uses, should be thoroughly reviewed and refined to reflect modern zoning standards and techniques. The zoning ordinance should include laymen language and incorporate plans, graphs, sketches, drawings, and other applicable graphics whenever possible.

The updated Zoning Code should also include a thorough review and refinement of current administrative and development review processes. Streamlining these processes, when possible, should provide clarity, so City Staff does not need to rely on historical and informal interpretations of the Zoning Code and policies.

V. Requisite Services/Scope of Work

Below is a basic and preliminary outline of services that the City will require from the selected consultant. This list is intended only to provide general guidance and is not an exhaustive list. The City is open to all possible, viable approaches to reach the ultimate Project Goal.

1. Initial Public Outreach. With the coordination of City staff and the Mayor, designate and create a community stakeholder review committee to provide review and recommendations throughout the drafting process. Conduct individual or small-group interviews and public open houses with community stakeholders, the general public and the City Staff to identify the strengths and weaknesses of the current Zoning Code and Subdivision Ordinance. At the completion of this phase, the consultant should be prepared to provide a written summary and analysis of the comments made by the individuals and groups.
2. Diagnostic Review. A comprehensive review and executive summary of deficiencies identified in the current zoning and subdivision ordinance. This should include a review of the zoning and subdivision regulations against the following measures, at a minimum:
 - a. Stakeholder committee and staff comments
 - b. Concurrency with the City's Comprehensive Plan
 - c. Compliance with State and Federal laws and case law
 - d. Overall cohesiveness and consistency
 - e. Enforceability
 - f. Workability for staff and the general public.
3. Solutions and Outline. Develop solutions to problems identified in Steps 1 & 2 above. Determine whether solutions require a complete rewrite or a series of amendments to the existing text. Develop a working outline of the newly updated code.
4. Development of Draft Code/Amendments. Complete an initial draft of the new Zoning Code and Subdivision Ordinance. Approximately halfway through the project timeline, the selected consultant should submit a draft Zoning Ordinance and Subdivision Ordinance that reflects the ideas, needs, and assessments completed in Steps 1 & 2. Facilitate a process of presentation of the draft to stakeholders and the general public; ongoing refinement of the draft based on feedback from City staff, stakeholders, and citizens; and tracking of all changes. Identify changes needed to the Zoning Map. Assist City staff with public outreach and explanation of the proposed changes.
5. Maps. Provide maps identifying parcels with uses and structures inconsistent with proposed standards and zoning regulations. Maps must be in workable format for recreation (i.e. ESRI Arc GIS). The consultant shall meet with the Winnebago GIS group to identify the easiest way to transfer data and have workable file information.
6. Legal Consultation. The City Attorney will perform a legal review of the draft and legal consultation by the contract does not need to be included in the proposal.

7. Adoption. Assistance with presentation to the City's Planning Commission, Zoning Board of Appeals, Community Stakeholder Committee, and any additional amendments requested from these meetings until final adoption of the amended/revised ordinances by the City Board.

VI. Budget and Timeline

The consultants for this Project will be retained by the City. It is estimated that the project will span the course of six to nine months, with a completion date of December 2021. Interested parties should provide a total cost to prepare the Zoning Code and Subdivision Ordinance to include hourly rates and estimated expenses associated with the project.

VII. Requisite Expertise

The consultant(s) shall possess demonstrated education, experience and capacity in the following areas:

- Review, interpretation, and drafting of zoning regulations and Subdivision regulations;
- Facilitation of discussions at boards, commissions, and general public meetings;
- Ability to design and provide illustrative zoning and subdivision graphics;
- Distilling diverse and often conflicting needs and interests;
- Communication of complex issues to a diverse audience;
- Ability to balance flexibility and responsiveness to client direction with leadership and initiative in providing solutions;
- Significant knowledge of development and redevelopment in flood plain and flood way areas;
- Familiarity with applicable state and federal statutes and case law; and
- Legal qualifications and expertise with land use law.

VIII. Proposal Contents and Submittal Requirements

Each consultant who responds to this RFP is required to submit a digital copy (PDF format) of all requested materials titled "Zoning and Subdivision Ordinance RFP 2021". The requested materials are the following:

1. Cover letter or letter of transmittal.
2. Company and Staff Information: Including name, address, phone number, email address, organizational structure, and location of firm's offices where the various aspects of the work will be performed. Principal staff that will be assigned to this Project and their responsibilities during the Zoning Code and Subdivision Ordinance rewrite as well as certifications and recent projects completed. A current Certificate of Insurance should be submitted with your proposal showing General Liability, Workmen's Compensation and Vehicle Liability.
3. Statement of Qualifications: Provide summary of the firm's background, capabilities, experience and qualifications. Include a synopsis of similar assignments and projects completed by the firm in the last five (5) years with emphasis on work related to the preparation of zoning and subdivision ordinances in communities of similar size and demographics.

4. Understanding of Project: An overview of the consultant's understanding and approach to the project, including coordination of various stakeholders to build community consensus, projected timeline, and any critical issues/concerns in successfully completing the project.
5. Project Proposal: A proposed scope of services, including proposed deliverables, required to accomplish the Project Goals. The project proposal should include a work plan and timeline for providing the requisite services, and should identify the project phases and an estimate of time and percentage of cost for each of the required phases as well as any expenses associated.
6. Provide a list of any contracts for work which your firm is currently involved in with adjacent communities, private developers doing work in South Beloit, or any other projects which could be considered a conflict of interest.
7. Availability: A brief statement as to the availability of the key personnel of the firm responsible for the project, and the ability of the firm to complete the project within the proposed time frame.
8. Examples of Work: Complete or partial samples of work involving similar types of projects and assignments.
9. Indicate all resources you will need to have supplied by the City.
10. Fee: Total estimated costs for completing the work plan with a breakdown by phase and identifying the per unit estimated costs of the proposed deliverables.

IX. Selection Process

All proposals are due by April 16, 2021 by 4:00 p.m. City Officials and Staff will review all proposals and select the preferred consultant for presentation to the City Board. The initial review and selection committee will consist of the Mayor, City Clerk, Zoning Administrator, the Commissioner of Accounts and Finance, and Commissioner of Public Property. Ranking and recommendations will be based primarily on the following criteria:

1. Professional and technical expertise in developmental regulations and land use law.
2. Recent experience with comparable projects.
3. Ability to communicate effectively, efficiently, and continuously with the City Staff.
4. Understanding of the City of South Beloit's Comprehensive Plan and its objectives.
5. Experience working with a diverse citizenry and stakeholders.
6. Review of references and/or prior work product.
7. Cost.

X. Additional Information

Withdrawal/Revisions to Proposals. The consultant may modify or withdraw its proposal prior to the time and date specified for proposal submission. In order to do so, the consultant must submit a formal written notice to the City.

Available resources: A copy of the City's Comprehensive Plan is available on the City's website at: www.southbeloit.org.