

VILLAGE OF SMITHTON, ILLINOIS

COMPREHENSIVE PLAN UPDATE REQUEST FOR PROPOSAL (RFP)

INTRODUCTION

The Village of Smithton, Illinois is soliciting proposals for the update of its Comprehensive Plan. The purpose of the planning document and resulting plan document is to provide guidance for the future of Smithton over the next 10-20 years.

Smithton is a village located in St. Clair County and is part of the Metro East region of Great St. Louis. The current population of Smithton is 4,006 persons. The Village has experienced significant growth in the past 35 years, more than doubling in size since 1980. Illinois Route 159 is a major arterial that runs in a north-south direction within the Village and generally divides the community in an east-west manner.

The village has a variety of motivations associated with the update of the Comprehensive Plan. These are best summarized by discussions that the Village Board have had over the last several years. These discussions are summarized in a series of items outlined below (not in any particular order of importance):

- The village has grown and continued growth is desired, but there is also a desire on the part of the community to retain the small town charm and character that has made the village a desirable place to live.
- Controlling haphazard, leap-frog development beyond the community's current development area is an important goal.
- Creating a plan that provides a sound, defensible basis for guiding the future development of the community.
- Providing a basis for economic development planning and direction.
- Establishing a foundation for review and update of current development regulations and on-going review and update of the Village's mapping and Comprehensive Plan components.
- Providing a strategic action plan for carrying out the goals, objectives, and initiatives established in the Comprehensive Plan.

GUIDELINES AND REQUIREMENTS FOR PROPOSAL SUBMISSION

In furtherance of its intent to begin the process of updating the 2009 Comprehensive Plan, the village is hereby soliciting proposals from professional planning consulting firms and St. Louis area regional planning entities to conduct the scope of work as suggested by the Village and provided as Exhibit A to this RFP.

GUIDELINES AND REQUIREMENTS FOR SUBMISSION

General Information

1. The Comprehensive Plan Update should address the components of the 2009 plan in addition to providing the suggested scope of work as outlined in Exhibit A. A copy of the text of the 2009 Comprehensive Plan is provided with this RFP.
2. It is expected that an initial draft of the Comprehensive Plan Update, including document text and supporting mapping, will be completed within nine (9) months of the contract being awarded. The final version of the Comprehensive Plan will be completed within twelve (12) months.
3. The Village will provide a copy of the current zoning map of the Village and any other background information it has readily available that may be pertinent to development to the updated Comprehensive Plan (history of building permit activity, subdivisions approved and platted after the time that the digital base mapping was compiled, information regarding development plans that have been discussed with the Village or are currently being proposed within or adjacent to the Village, facility area plans that may be in place for public services, etc.)
4. The Village will provide suitable locations for holding public meetings and workshops.
5. Proposals must be submitted to the **Village of Smithton, 101 South Main St., Smithton, IL 62285; Attention: Kari Speir, Village Administrator not later than 10:00 a.m. CDT on Wednesday, March 20, 2024.**

Instructions to Respondents

Twelve (12) copies of the proposal responses must be submitted bound as a single document. This document should contain the following information:

1. An executive summary of not more than 2 pages (which may be in the form of a cover letter) that provides an executive summary of the respondent's approach to the work, prior experience, and an explanation of why the respondent should be selected.
2. Any further description of, deviation from, or suggested additions to the Scope of Services being suggested by the village as provided for in Exhibit A.

3. Resumes of not more than one page for each of the project manager and the supporting professional staff that will constitute the respondents project team. The RFP response must provide a statement committing that person to management of the work.
4. A detailed timetable for completion of the work based on a start date that assumes work to begin 60 calendar days after the due date of the proposal submission as stipulated herein. This timetable should reflect the anticipated completion dates for the major work components and phases of the project and completion of the final report.
5. Information comprising of no more than five (5) pages which summarizes project examples of similar type, size, and/or scope. In addition, the respondent should submit one (1) copy of a complete comprehensive plan document that is a representative example of work performed for another city within the last five years (Note: As specified above, twelve (12) copies of the bound proposal document must be submitted but only one copy of this document is required to be included with the submission).
6. Information comprising of not more than five pages which describes the history and background of the respondent entity.
7. References from three municipalities where similar work was performed which provides the name of the municipality, the name of the party that represented the municipality during the conduct of the work, and their phone number. At least one of these references should represent a project for which the proposed project manger for this assignment was responsible.

REVIEW PROCEDURE

Responses to the RFP will be evaluated by a joint committee of the Village Board and Resident Committee with the assistance of key village staff. The Village may elect to conduct interviews in person or by telephone. The proposals will be evaluated based on the criteria listed below.

1. Understanding of the project and the overall character of the community.
2. Technical approach to the work and the manner in which the suggested scope of services is addressed.
3. Proposed work schedule.
4. Qualifications of the respondent firm, the project manager, and the supporting members of the project team.
5. Experience with similarly sized communities.
6. References.

RIGHTS AND DISCLAIMERS

1. This RFP does not commit the Village of Smithton to award a contract for the project or to pay costs incurred by any respondent in its preparation of a response to this RFP.
2. The Village reserves the right to cancel, withdraw, or amend this RFP at any time and for any reason.
3. The Village reserves the right to waive any irregularities or informalities as the Village may deem fit in the conduct of this process.
4. The Village may seek clarification regarding a proposal at any time.
5. The Village assumes no responsibility of liability for the accuracy of any information set forth herein, or other documents or materials provided for use in developing a proposal response. The respondent assumes all liability in the use of such information in development its proposal.

QUESTIONS & CONTACT INFORMATION

Respondents may direct questions to Kari Speir, Village Administrator, either by mail at Village Hall, 101 South Main St., Smithton, IL 62285, by phone at (618) 233-4180 ext. 103 or by email at kspeir@smithton-village.com. Copies of the RFP may be viewed and reprinted from the Village's website, www.smithton-village.com.

EXHIBIT A

SUGGESTED SCOPE OF SERVICES

SMITHTON, ILLINOIS – COMPREHENSIVE PLAN UPDATE

The following Scope of Services will be completed for the Land Use and Major Street Plan components of the Comprehensive Plan Update:

PHASE 1: PLANNING AREA ANALYSIS:

The consultant will examine available socio-economic data and develop certain other data concerning physical characteristics of the Village of Smithton. This will include reviewing past trends and documenting current conditions.

1. Review of Relevant Documents:

Throughout the course of this work, the Consultant will review and when appropriate, utilize information from existing studies, plans and regulations. In particular, the Consultant should review the following documents:

- The 2009 Comprehensive Plan
- The Village's current zoning and development code documents
- The history of rezoning, variance, and annexation activity that has occurred over the last 15 years

2. Analysis of Demographic Trends:

Using a combination of data including, but not necessarily limited to:

- Available 2020 and historical U.S. census data
- Data source services such as ESRI

Examine population characteristics within the Village corporate limits and the 1.5 mile radius beyond the Village's boundaries wherein the Village has certain statutory development control powers. This will include an examination of trends between 1970 and 2020 with estimates to 2030 regarding total population, age, race, family income, education and housing characteristics (age, of units, value and rental vs. owner occupied) as well as other key indicators such as consumer expenditure patterns, work location, business characteristics, etc.

3. Existing Land Use:

With the assistance of the Village to conduct fieldwork, the Consultant will update the existing land use map for the Planning Area. This information will be digitized and plotted in color-coded format. This task will be accomplished as follows:

- a. Supervision of a “windshield” land use survey of the entire Planning Area using land use designation and field notation techniques designed by the Consultant.
- b. Digitizing of the information gathered from the land use survey on the updated digital base map of the Planning Area.
- c. Quantify the various land use categories in tabular form.

4. Analysis of Existing Land Use and Current Village and St. Clair County Zoning:

This work will focus on the current zoning classifications for vacant land and its appropriateness under contemporary planning practice and recent development trends. A map will be prepared identifying vacant parcels of land by zoning classification. The amount of undeveloped land will be quantified by each applicable zoning district classification.

5. Community Facilities and Infrastructure Review and Analysis:

Through conversations with appropriate Village staff and taxing district representatives, the Consultant will review and analyze the current state of the various community facilities that support the residential and economic base of the Village. This review and analysis is intended to give the Consultant an understanding of the nature, condition, and needs of key community facilities such as parks, schools, colleges, libraries, water and sewer facilities, and roads. In addition to the Village or County parties responsible for various community facilities and infrastructure, this would include entities such as:

- Smithton Township
- Prairie Du Long Township
- Smithton Fire Protection District
- Hecker Fire Protection District
- Smithton School District #130
- Freeburg High School District #77
- Smithton Public Library District

It should be noted that this task is intended to be a compilation of the Consultant’s conclusions and recommendations resulting from the conversations with the professional staff of the various entities noted above. It is not intended that the Consultant engage in work of a detailed nature to provide more definitive engineering or architectural analyses or information.

6. Development Factors Analysis:

The Consultant will review inter-related development factors such as the arterial and collector street systems, sanitary sewer service, floodplains, and natural features. This activity will consist of meeting with the Village staff knowledgeable of the utility systems

and planned roadway improvements and researching available information on floodplains, wetlands, etc. This information will be, as appropriate, illustrated on a “Development Factors Map”.

7. Planning Area Analysis Report:

The Consultant will summarize the above work tasks with descriptive narrative, tabular summaries, graphs, and maps into a preliminary report for review by the Mayor, Trustees, Resident Committee, and Village staff. The final version of this report will be incorporated into the Comprehensive Plan Update document to be prepared later in this Scope of Services.

8. Development Issues Workshops:

After the completion of the Planning Area Analysis Report (Task 7), two workshops will be conducted to define the key community development issues facing Smithton. In addition, the input gathered at these workshops will be used to develop an initial set of goals and objectives for the further development of the Comprehensive Plan Update. It is anticipated that these workshops would be conducted utilizing “nominal group process” techniques. The Consultant will provide two representatives to act as facilitators conducting each workshop. The first workshop will be directed at the Village officials and staff with the invited attendees to include:

- a. Mayor and Trustees
- b. Resident Committee
- c. Village Department Heads

The second workshop would be for public input by residents of the Village.

The Village will assume responsibility for securing locations for each workshop to be held.

9. Summary of Workshop Results:

After completion of the workshop session, input of the attendees will be summarized into a listing of key concerns/issues. This listing will be organized by community development topics (i.e. land use, streets, etc.). This listing of concerns/issues will be used in establishing goals and objectives for the Comprehensive Plan Update and in formulating its content and direction.

PHASE 2: COMPREHENSIVE PLAN UPDATE

1. Preliminary Land Use and Major Street Plan:

A preliminary Land Use and Major Street Plan will be prepared based upon findings of the Planning Area Analysis and the aforementioned workshops. The preliminary plan will be limited to land use and major street proposals. Land use proposals may include recommendations for targeted revitalization or redevelopment of underutilized property.

2. Community Facilities and Infrastructure Plan:

As a result of the work associated with Task 5, Community Facilities and Infrastructure Review and Analysis, a preliminary Community Facilities and Infrastructure Plan will be prepared outlining the recommendations and needs. It is anticipated that this Community Plan component will consist of a text narrative and one map graphic that will be necessary to depict information for some components of this task.

3. Pre-Final Comprehensive Plan Update (Land Use & Major Street Components):

Based upon the Planning Area Analysis, Community Facilities and Infrastructure Review and Analysis, and the Preliminary Plan and Workshops, an updated Comprehensive Plan will be prepared. The Comprehensive Plan will have several primary components including (but not necessarily limited to):

- a. Planning Area Analysis; and
- b. Development Plan.

The first component will be the finalized version of the work completed earlier. The Development Plan component will be comprised of narrative and supporting graphic/map illustrations covering the Land Use and Major Street Plan. This Plan will identify the various land use types, residential densities, and alignment of existing and proposed major streets (collector and arterial streets). The components of the Comprehensive Plan Update will be assembled into a unified document. This pre-final version of the Plan will be used for the required Public Hearing on the Plan Update.

4. Public Hearing:

The Consultant will participate in a public hearing on the pre-final Comprehensive Plan before the Village Board, Resident Committee, and Village Department Heads.

5. Final Community Plan Update:

The Consultant will prepare a final version of the Comprehensive Plan after the public hearing. Six (6) hard bound copies and one (1) digital copy will be provided to the Village in .pdf format.

MEETINGS

Not including any visits to the community associated with data collection, field review of various areas of the Village, or other visits or meeting by the Consultant's staff that the Consultant may deem necessary for conducting the work, the Consultant's project manager will conduct or be present at meetings as follows:

- A. Meeting with Village staff and others early in the process to gather information and insights on development trends, constraints, infrastructure support and other land use issues.
- B. One workshop with the Village Board, Resident Committee, and Village staff. This workshop will serve as an educational forum on the fundamentals of planning and zoning and also provide an opportunity to discuss land use planning issues and to receive feedback on the preliminary Land Use and Major Street Plan.
- C. One workshop with the public.
- D. Attendance and presentation at the Public Hearing.