

**REVISED**

# Comprehensive Plan Request for Proposals

## **CITY OF SYCAMORE, ILLINOIS**

### *Purpose*

The City of Sycamore, Illinois seeks consulting services to prepare an updated comprehensive plan (“Plan”). The new, updated plan will provide vision, goals, objectives and policies to guide the city’s development, redevelopment and land use into the future. The plan will guide the City Council, Planning and Zoning Commission, staff, developers, property owners, and residents on the appropriate growth, development and specific development related quality of life aspects for Sycamore.

It is anticipated that work will begin in late 2019 and the finished product will be adopted by City Council in 2020.

### *History*

The City of Sycamore is the county seat of DeKalb County and is located in north central Illinois, approximately 58 miles west of the City of Chicago and 30 miles southeast of the City of Rockford. The City encompasses an area of 9.74 square miles and is served by Illinois Routes 23 and 64 which provide easy access to Interstates 88, 39, and 90. Other state highways in close proximity include Illinois Routes 38 and 72. Sycamore has its origins in a claim established on the north bank of the East Branch of the Kishwaukee River, then called the Sycamore River, in 1835. The present location was surveyed as a village plat in 1836 and a county seat controversy was settled in Sycamore’s favor in 1839. That same year, Sycamore’s broad streets were laid out by Eli Barnes and James Waterman.

The surrounding prairie soils were particularly suitable for the raising of corn and by 1850 the population of 390 looked to the expanding rail network around Chicago as a vital link between local agriculture and a wider regional marketplace. In 1852, community leaders attempted to raise local subscriptions to build a rail line connecting Sycamore with the growing east-west rail traffic. This attempt failed and it was not until 1859 that Sycamore was linked with the prominent Galena and Chicago Railroad at Cortland for a cost of about \$75,000. In 1858 Sycamore was incorporated as a village and in 1869 the community was organized as a city. The Civil War that divided and ultimately transformed the country in the 1860’s had a salutary effect on the town’s growth. By the early 1880’s Sycamore had developed a substantial industrial base including the Marsh Harvester Manufacturing Company, the Reuben Ellwood Manufacturing Company, and the Sycamore Preserve Works. Though not extensive, this manufacturing presence helped push the City’s population to 3,300 in 1900.

The 2010 census placed the Sycamore population at 17,519. The community’s geographic area has become considerably more diverse in its economic profile in recent decades, owing in no small part to the influence of Northern Illinois University. As at the dawn of the twentieth century, the

geographic, political, and social center of Sycamore remains the courthouse, central business district, and nearby historic homes. In no small way, the historic architecture and walkable business district conveyed a gracious charm that fit the popular image of the ideal small town.

### ***Current Plans***

The 2014 plan is the City's current plan. The City typically updates the plan every five years to account for changes in the economy, trends and vision.

### ***Expectations***

The new, updated plan will provide vision, goals, objectives and policies to guide the city's development, redevelopment and land use into the future. It is imperative that the update process engages and gives the community the opportunity to provide input and feedback.

### ***Services***

The consultant firm engaged for the Comprehensive Plan is expected to provide a wide range of services related to the plan update. Those services include, but are not limited to, the following:

**TASK 1 – PLANNING AND ZONING COMMISSION & PUBLIC WORKSHOP MEETINGS:** Prepare exhibits and an outline for an initial workshop discussion with the Sycamore Planning and Zoning Commission. This workshop will precede a public workshop with residents allowing the Planning and Zoning Commission to raise issues that should be presented and discussed in a public workshop forum. The consultant will lead this discussion with the Planning and Zoning Commission meeting in which the current Future Land Use Map will be discussed to identify to be evaluated for potential revisions. The consultant will assist to organize and facilitate two (2) public workshops in which residents and business owners can participate offer comments and direction that may impact the plan document.

**TASK 2 – SPECIFIC SUBAREA PLANNING:** The consultant will provide guidance to the city regarding specific planning areas such as, but not limited to, the downtown, gateways, commercial corridors, and future industrial subareas.

**TASK 3 – DRAFT FUTURE LAND-USE MAP & REPORT DOCUMENT:** Following the Planning and Zoning Commission and Public Workshop meetings, the consultant will prepare a draft Future Land Use Map & Report for staff and Planning and Zoning Commission to review. The consultant will attend a second Planning and Zoning Commission meeting to review the draft plan & report.

**TASK 4 – PLANNING AND ZONING COMMISSION PUBLIC HEARING:** The draft Future Land Use Map & Report will be required to be presented and discussed with public input prior to moving forward to a city council agenda. The consultant will facilitate a presentation and discussion for the public hearing held by the Planning and Zoning Commission.

**TASK 5 – FINAL PLAN & REPORT AND CITY COUNCIL PRESENTATION:** A final Future Land Use Map and Report update will be submitted to the city council for consideration and adoption. The consultant will deliver twenty-five (25) hard bound copies of the final plan & report and provide a PDF download link to be posted on the city's website.

### ***Project Schedule***

The city anticipates the process to begin in late 2019 and be completed in 2020. Project completion is defined as final updated comprehensive plan draft to be considered by the City Council.

Firms responding to this RFP should include an anticipated schedule.

### ***Deliverables***

The purpose of this Project is the update of the comprehensive plan to provide vision, goals, objectives and policies to guide the city's development, redevelopment and land use into the future. In order to accomplish this, the following quantitative deliverables must be included in the proposal:

1. Public Workshops;
2. Planning and Zoning Commission presentations;
3. City Council presentations;
4. Updated comprehensive land use maps ready for adoption by the city;
5. Electronic copy of the plan in pdf and Word format;
6. Data and analysis used to create the plan update.

### **Submittal Requirements**

#### ***Submittal***

To be eligible for consideration, one electronic and five hard copies of the response to the RFP must be received and date stamped by the City of Sycamore no later than **5:00 pm, October 9, 2019**. Late submittals will not be considered and will be returned to the submitter unopened.

The City will assume that any work product developed as a result of contracting with the City will become property of the City.

Sealed submittals can be mailed to:

#### **Comprehensive Plan Update - RFP**

City of Sycamore  
Attn: Brian Gregory  
308 W. State Street  
Sycamore, IL 60178

Consultants are encouraged to use professional discretion to determine the best information to submit in order to be responsive to the RFP. However, please be sure to include the following:

1. Provide background information on your practice and your work with comprehensive planning. Identify the project manager, sub-consultants, and other key personnel who will work on the project with the city.
2. Explain your general approach to comprehensive planning and particularly how you work with the city elected officials and staff during the process. Discuss and explain the methodology proposed to satisfactorily achieve the required services for the Project.
3. Provide a proposed schedule from the start to completion of the Project. The schedule should include phasing, key tasks, milestones and approximate completion dates.
4. Provide contact references from three other local government comprehensive planning clients, along with work samples in electronic format (web link or pdf) for projects completed within the last five years.
5. **Provide a cost proposal for services related to the Comprehensive Plan Update. Please include a schedule of hourly rates for additional services related to subarea planning.**

### ***Tentative Schedule***

**Submission deadline:** October 23, 2019 at 5PM

**Interview of Finalists:** Week of October 28th

**Award recommendation to City Council:** November 4, 2019

### ***Questions***

Any questions must be emailed to Brian Gregory at [bgregory@cityofsycamore.com](mailto:bgregory@cityofsycamore.com).