

REQUEST FOR PROPOSAL (RFP)
TO PROVIDE
A COMPREHENSIVE PLAN UPDATE
FOR THE CITY OF GALESBURG, IL

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City of Galesburg
55 W. Tompkins St.
Galesburg, IL 61401

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PROPOSALS DUE NO LATER THAN 5:00 P.M., FEBRUARY 03, 2017

REQUEST FOR PROPOSALS (RFP)

CITY OF GALESBURG COMPREHENSIVE PLAN UPDATE

Purpose

The City of Galesburg (“City”) is soliciting proposals from qualified, multi-disciplinary teams with expertise in land use planning, transportation, environmental assessment and economic feasibility to evaluate and update our 1999 Comprehensive Plan (“Plan”). The City will engage the community in a participatory process to build consensus around a vision for the development and redevelopment of the City within a twenty-year (20) timeframe. The Plan will address existing conditions, visioning for the future, potential growth/annexation, and redevelopment opportunities. Sub area land use and conceptual site plans will be formulated for key locations to be determined. The Plan will be adopted by the City Council in order to provide direction to City officials, staff, residents and the development community to implement the community’s vision.

Community Profile

The City of Galesburg, incorporated on February 14, 1857, is located on Interstate 74 in northwest Illinois. Galesburg is located approximately 50 miles east of the Mississippi River. Galesburg is central 45 miles from both Peoria and the Quad Cities on I-74, and a three hour train ride from downtown Chicago via Amtrak. This central location allows residents to be able to access a variety of different cities with ease. It currently occupies 17.6 square miles and, based on the 2010 U.S. Census Bureau estimate, serves a population of 32,195. The City of Galesburg is empowered to levy a property tax on real property located within its boundaries. It also is empowered by state statute to extend its corporate limits by annexation, which it has done from time to time.

The City is a home rule municipality and has operated under the Council-Manager form of government since 1957. Policy-making and legislative authority are vested in a governing council (Council) consisting of seven aldermen and a mayor. The Council appoints the government’s city manager, who in turn appoints the heads of the various departments. The aldermen are elected, for four year terms, from defined City wards. Residents of each ward vote for their ward’s alderman only. All city residents elect the mayor for a four-year term.

The City of Galesburg provides a full range of services, including police and fire protection; water service; refuse collection; recycling collection; landscape waste collection; public bus and handivan transportation, parks; campground; municipal airport; municipal golf course; municipal indoor swimming pool; water park; recreational programs; public library; cemeteries and the care of streets and sidewalks.

Galesburg has significant community development needs. Approximately 70% of the total housing stock is over 50 years old (2014 US Census, ACS 5 year estimate), and many houses are in need of rehabilitation. Roughly one-quarter of all homes in the City are multi-family units. The City is focused on housing rehabilitation opportunities as well as blight reduction, and the City has a National Historic District, a Local Historic District and 24 Landmarks.

The median household income in Galesburg is \$33,369 with 23.9% of the population falling below the poverty level (2014 US Census, ACS 5 year estimate). The employment base is approximately 20.7% Healthcare and Social Service; 13.2% Retail trade; 12.6% Educational Services and 10.4% Manufacturing. The unemployment rate in 2013 was 9.4%, although that has dropped to 6.5% in 2015.

Galesburg is a key location on the Burlington Northern Santa Fe (BNSF) Railway. Seven BNSF main lines converge in Galesburg at the second largest classification yard in the BNSF system. Nearly 150-200 trains travel through Galesburg before being re-routed to their final destination. The Galesburg Municipal Airport also provides two runways (5,793 ft. by 150ft) and (3,601ft by 100ft) and has amenities such as aviation fuel, aircraft parking/hangers, flight school/training, aircraft rental and aircraft maintenance.

Current Plans

The City has undertaken other studies which should be reviewed, referenced and incorporated by consultants during the planning process. These include:

- The Downtown Galesburg Strategic Planning for the Future developed in 2008. This plan was a cooperative effort between the City of Galesburg and the Galesburg Downtown Council. The plan provides recommendations to improve design aesthetics, address parking issues, promote the utilization of unoccupied store spaces and identify economic development opportunities. While the Downtown Plan has been used as a guide for some development, the new Comprehensive Plan should include an updated vision for the downtown area and incorporate any relevant recommendations from the previous plan while providing direction toward future development.
- The Design Development of Downtown Public Spaces developed in 2016. This plan established guidelines for enhancing public spaces. This plan was a cooperative effort between the City of Galesburg and the Galesburg Downtown Council.
- The East Main Street Corridor Plan of 2012. This plan focused on the area the railroad tracks near Sumner St on the west out to I-74 to the east. The Plan reviewed existing conditions in the corridor and generated recommendations for economic development, as well as functional and aesthetic improvements.
- 1999 Comprehensive Plan. The 1999 Plan is outdated in both form and content. Goals, objectives and plans identified in the Plan are now obsolete and need to be revisited.
- Galesburg Heart and Soul (Orton Family Foundation) is a collaborative project between the City of Galesburg, the Galesburg Community Foundation and the people of Galesburg. This two-year initiative kicked off in 2015, with its primary focus on allowing resident participation in steering change that strengthens the cultural, social and economic vibrancy of the place.

Key Topic Areas

- Community Profile
 - Brief historical overview of the community and background of the comprehensive planning process
- Goals, Objectives and Policies
 - Detailed goals, objectives and policies that will be used as a guide for evaluating new development proposals and major capital improvement projects and how to implement them
- Demographics
 - Reflect current and projected demographic and socioeconomic trends and their implications on land use patterns and public services planning.
- Park, Recreation and Open Space
 - *The City will also be completing a new Park and Recreation Master Plan as a separate document in 2017, this project shall be referenced and incorporated in the Comprehensive Plan*
 - Private and Public greenspace protection
- Public Safety (Police and Fire)
- Transportation and Circulation
 - Survey existing streets, review and update major street plan, propose capital improvement plan for major street improvements, research alternative funding. Address various modes of transportation such as highways, transit (the City also operates public transit and Handivan services), bicycles, walking, railroads and trucking. Consider potential areas for street expansion projects, including but not limited to the extension of East Carl Sandburg Drive to the east and connecting to an expansion of North Farnham Street going north.
 - The City desires a planned, multi-modal bike/pedestrian path to allow for a more walkable and bike friendly community. This includes analyzing opportunities to create more walk/bike connectivity between schools, parks, neighborhoods and businesses that would help relieve traffic congestion and make the community healthier.
- Housing
 - The housing element of the plan may include objectives, policies, goals, maps and programs that will provide an adequate housing supply to meet existing and forecasted housing demand. Provide choices that meet the needs of all persons with various income levels, age groups and disabilities.
 - Existing Building condition survey (i.e. number of units, housing cost, rental rates, structural conditions, number of bedrooms [overcrowding], etc.)
 - Analyze need for rehabilitation of existing housing units
 - Analyze demand for new housing units (potential locations for new subdivisions, infill, housing unit styles [single/two/multi-family, townhome, condominium, etc.], meeting needs of diverse income and age within the community)
 - Analyze need for infill development standards (including, but not limited to design and massing)

- Investigate housing and rental assistance programs and potential funding sources for both rehabilitation and new construction.
- Utility and Infrastructure capacity
 - While market support is important, the City's infrastructure capacity should also be a factor in creating a realistic and implementable Comprehensive Plan. It is important the future demands on infrastructure do not outstrip the City's ability to extend services or expand infrastructure capacity. Coordination with the City's engineering and water staff, as well as the Galesburg Sanitary District and Ameren (electric and gas provider), will be needed throughout the planning process to ensure that land use and development recommendations can be supported.
- Zoning, Subdivision and Floodplain regulation review & recommendations
- Storm water Management
 - Storm water runoff, water quality and impervious surface control review & recommendations
- Energy and Water conservation systems
 - Investigate opportunities for policies regarding wind power, photovoltaic panels and geothermal heat pumps
- Brownfield Redevelopment
 - Identify redevelopment and remediation recommendations for brownfield sites
 - Identify potential implementation strategies and funding sources
- Community Character
 - Urban design, place making, public art, historic preservation, cultural and aesthetic artifact protection (statuary, monuments, etc.)
- Economic Development/Market Analysis
 - Analyze industry sectors, job growth, branding, tourism, arts and culture.
 - A market analysis should include a snapshot of existing market conditions for residential, commercial, office and industrial development. Analysis should review diversity, strengths, challenges, identify opportunities for diversification and preparation for emerging growth industries
 - The results of the analysis should link the Future Land Use plan designations and development recommendations to market realities moving forward
- Growth and Annexation
 - Analyze undeveloped areas located adjacent to the Galesburg boundaries and determine appropriate land use, infrastructure needs, recommendations on development timing and guidelines for coordination between the City and County
- Future Land Use Plan, with specific recommendations for zoning and infrastructure to support housing and economic development needs.
- Corridor plans for specific commercial areas within the City, (areas may include the Main Street/Downtown, Henderson St/US Route 150, Linwood Road/West Carl Sandburg Dr, Grand Ave)
- Implementation Strategy
 - How to best achieve desired goals and objectives, including actionable tasks (immediate, short and long term), potential funding sources and mechanisms and implementation partnership opportunities

Scope of Services/Deliverables

The consultant will facilitate a participatory process to develop long range planning objectives that will result in a revised comprehensive plan document integrating current planning policies, goals and objectives where appropriate. The Plan shall include text, plans, charts, graphs, and other applicable graphics to illustrate past, current and future projections. The completed Plan will become the property of the City for its exclusive use. We anticipate the consultant would generally perform the following tasks:

Phase I. Survey, data collection and citizen input

- *Public and Stakeholder Engagement.* The consultant should include a plan for public engagement in their proposal. A variety of methods shall be used to encourage broad and diverse public involvement, some of which include (though not all required to be included in the proposal) are key person interviews, use of a steering committee, an interactive website, updates to the Planning and Zoning Commission and/or City Council, open houses, and public workshops/meetings. Consultants are also encouraged to propose other innovative public engagement methods. Comments/suggestions made through the participatory process should be summarized in a report format.
- *Existing Conditions.* The consultant should propose an approach to analyze key current conditions in the community. While the format of the existing conditions deliverable is left up to the consultant; the existing conditions analysis should include a market study to address recent changes in the housing market and economic conditions, along with an examination of demographics, land use and zoning, transportation, the natural environment, community services and infrastructure, and image and identity. The discussion of existing conditions should provide a regional context and a glimpse into Galesburg's history. The analysis should also include summaries of previous plans and a brief summary of ongoing and recent planning activities in adjacent communities. Ultimately, it should include sufficient background to justify and explain Comprehensive Plan recommendations that will eventually be made. Consultants should specify the format of deliverables in detail and discuss the issues that are expected to be covered in the analysis of Existing Conditions.

Phase II. Initial draft/recommendations

- *Vision and Goals.* Prior to the preparation of the draft plan, the consultant should be prepared to discuss the vision, goal, and/or objective statements for this project. These should not contain specific recommendations for action, but provide general principles to be accomplished through the project. Consultants have flexibility to propose a variety of approaches and to re-visit the goals and objectives of the existing Comprehensive Plan. The format of the deliverable should be clearly specified in the proposal.
- *Key Recommendations.* Prior to the preparation of the draft Plan begins in earnest, the consultant should be prepared to discuss the plan's expected recommendations. The purpose of this deliverable is to provide Galesburg with a summary of key recommendations before significant resources are spent drafting the plan. This task should be used to identify any significant problems

with elements of the proposed plan. This can be done through preparing a brief memorandum, presentation, or similar document. The deliverable should be provided to relevant Galesburg staff for review and comment. If significant issues arise through the planning process, it may be appropriate to schedule a steering committee meeting to discuss these recommendations as well. Consultants should clearly specify the format of proposed deliverables for this task.

Phase III. Draft presentation/review

- *Draft Plan.* The consultants should provide a draft to be reviewed by the City staff, steering committee, Planning and Zoning Commission, and City Council in order to analyze information and data from the existing conditions research, the public engagement process, and the response to the presentation of key recommendations. These elements should be used to develop the draft Plan. Consultants have flexibility in the format and length of the draft Plan, but should specify this clearly in the proposal. The key topic areas identified above can be addressed in a variety of ways, but it is anticipated that distinct sub-area corridor plans would be developed for certain areas. A detailed Implementation Strategy should also be developed either as a standalone chapter or embedded within pertinent Plan sections. Consultants should assume that a series of meetings would be necessary, including an initial presentation to the project steering committee, an informational open house, a formal public hearing, and presentations to the Planning and Zoning Commission and the City Council. Some of these meetings may be able to occur concurrently. It is likely that the public hearing can occur in conjunction with the presentation to the Planning and Zoning Commission meeting.

Phase IV. Revision to Draft Plan

- Once input has been provided at the various levels of participation, the firm shall make appropriate changes to the plan and submit to the City.

Phase V. Final Plan

- *Final Plan.* The Galesburg Planning and Zoning Commission will review the final Plan, and ultimately, the City Council will formally adopt the Plan. The City of Galesburg will require twenty-five (25) hard copies of the final Plan and one (1) high resolution pdf (non-password protected). A copy of the final Plan will be posted on the City's website.

Additional comments

- *Implementation.* Following project completion, Galesburg may, at its discretion, enter into a two-year contract with the selected consultant to assist with implementation. This will be small-scale assistance, totaling no more than \$20,000 over the two-year period. Consultants should not include costs for implementation activities in their total project costs, either as part of the base proposal or the options.
- *Optional Scope Tasks.* In addition to the core Comprehensive Plan tasks above, the City would like to consider additional option(s) consultants would like to offer. **Consultants may provide a maximum of two options.** Each option may include as many or as few tasks and deliverables as the consultant would like, but the consultant should clearly specify the deliverables and cost

associated with each option. These options are at the discretion of the consultants to include (but are not limited to):

- Additional outreach meetings, enhances project websites, or other public engagement activities
- Renderings of future developments at key locations
- Design guidelines for commercial areas (including guidelines for building design, location, streetscaping, business signage, parking areas and pedestrian amenities).
- Other elements at the discretion of the consultant.

These options may or may not be exercised based on the quality of the options and budgetary constraints.

Contents of Proposal

At a minimum, responsive proposals shall include the following two submissions:

- A. One submission shall be marked “Non-Pricing information – Comprehensive Plan Project”. Consultants should letter and number responses exactly as the questions are presented herein and shall include the following:
 1. Introduction (transmittal letter). By signing the letter and/or offer, the proposer certifies that the signatory is authorized to bind the proposer. The letter should include:
 - a. A confirmation that the proposer meets all appropriate state licensing requirements to practice in the State of Illinois, if applicable;
 - b. A confirmation that the proposer has not had a record of substandard work within the last five years;
 - c. A confirmation that the proposer has not engaged in any unethical practices within the last five years;
 - d. A confirmation that, if awarded the contract, the proposer acknowledges its complete responsibility for the entire contract, including payment of any and all charges resulting from the contract;
 - e. Any other information the proposer feels appropriate;
 - f. The signature of an individual who is authorized to make offers of this nature in the name of the firm submitting the proposal.
 2. A Proposal Form in the format provided in the Request for Proposals package.
 3. A Project Information Sheet in the format provided in the Request for Proposals package.
 4. A Concept Statement that describes the proposed method for project implementation. This document will be utilized to determine the degree of understanding of the project, to evaluate the methodology proposed, and to compare the feasibility of the methods proposed in evaluating the proposals received.
 5. A sample of a completed report document that is representative of the skills and ability of the firm and that comes closest to the scope of the proposed comprehensive plan project.
 6. A Project Schedule indicating estimated beginning and completion dates for the various steps in the comprehensive plan process.
 7. A Completed Certificate of Compliance in the format provided in the Request for Proposal package.

Interested consultants may also provide any additional information not otherwise requested that may aid the responsible parties in award of this professional service contract. Unnecessarily elaborate responses beyond that sufficient to present a complete and effective response to the solicitation are not desired and may be construed as an indication of the offeror's lack of cost consciousness. Unless specifically requested in the solicitation, elaborate art work, corporate brochures, lengthy narratives, expensive paper, specialized binding, and other extraneous presentation materials are neither necessary nor desired. The firm may also suggest additional sections which should be included in the Comprehensive Plan document based upon their experience with the comprehensive planning process.

B. The second submission shall be in a sealed envelope marked "Pricing Information – Comprehensive Plan Project" and shall include the following:

1. A Proposal Cost summary page in the format provided in the Request for Proposal package.

All costs associated with submission preparation, including travel and expenses, will be the sole responsibility of the firm and no reimbursements will be provided by the City. Six (6) copies of each of the above submissions should be included for distribution to the review team.

Selection Procedure

Those submitting proposals acknowledge the right of the City to reject any or all proposals and to waive informality or irregularity in any proposal received. In addition, the submitting party recognizes the right of the City to reject a proposal if the submitter fails to furnish any data required by the Request for Proposals, or if the proposal is in any way incomplete or irregular. The City shall be the sole judge in compliance with the specifications and reserves the right to accept or reject any or all proposals or parts thereof.

The City intends on conducting a comprehensive, fair and impartial evaluation of qualifications using the following evaluation criteria.

A. Written submission evaluations

1. A selection team from the City of Galesburg will review and evaluate all written submissions made in accordance with the submittal requirements set forth in this Request for Proposal and based on such other information and matters as they deem necessary or desirable to determine the qualifications, responsibility, and suitability of each firm submitting a proposal in response.
2. Written submissions will be subject to the rating system set forth below

B. Oral Interview and Presentations

1. Following the written submission evaluations, the City may select up to three qualified firms to proceed to the oral interview and presentation stage of the selection process, or may reject all proposals.
2. If one or more finalists are selected, they will be contacted to schedule an interview time. Details such as location, order and interview team attendees will be determined at the sole discretion of the City. Finalists will be provided this information, as necessary.
3. At the oral interview and presentation, each finalist shall be required to explain its submission in detail, including, full discussion of how its approach to the project satisfies the City's needs. In addition, each finalist shall be required to answer questions posed by the interview team.

Presentations may include slides, graphics, and other media selected by the firm to illustrate qualifications and ability. The presentation will not materially change the information contained in the written submission. Each finalist must have all principal members of its proposed project team present, unless for good reason other arrangements are made in advance with the City.

4. Upon completion, review and consideration of the oral interviews will be subject to the rating system set forth below. The interview team may request additional information from one or more of the finalists or their references, if deemed necessary or desirable by the interview team to assist in evaluations.

C. Selection

1. Based upon the written submission, oral interview and presentation and any supplementary information submitted in response to the City’s request, and such independent investigation as the City determines necessary or desirable to assist it in evaluating a finalist’s qualifications, the City will rank the finalists in the order of their qualifications for the project.
2. Following such ranking, the City will contact the highest ranking firm and attempt to negotiate a contract for the services at a fair and reasonable compensation taking into consideration the project budget and the estimated value, scope, complexity and nature of the services to be rendered.

Rating System

Each firm will be evaluated to determine the ability to provide the required services and have the proper fit with the City. The following weighted criteria will be used to evaluate written submissions and oral interviews.

<u>Written Submission Criteria</u>	<u>Weight</u>
Complete Submission	05
Statement of Qualifications, General Understanding of Project Objectives	25
Similar Project Experience	25
Proposed Approach to the Project	25
General Capabilities, Employee Experience and Resources of the Firm	25
Willingness to Meet Time Requirements	25
Workload of the Firm	20
<i>Maximum Number of Points</i>	<i>150</i>

<u>Interview & References Criteria</u>	<u>Weight</u>
Statement of Qualifications, General Understanding of Project Objectives	25
Proposed Approach to the Project	25
General Capabilities, Employee Experience and Resources of the Firm	25
Overall Presentation	25
Proposed Fees	25
References	25
<i>Maximum Number of Points</i>	<i>150</i>

Downgrading or Disqualifications

- A. The following are cause for downgrading or disqualification, depending on circumstances:
1. The firm fails to deliver a response by the due date and time.
 2. The firm fails to meet one or more requirements of the RFP.
 3. The firm materially changes one or more requirements of the RFP.
 4. The firm limits the rights of the City.
 5. The firm fails to include information necessary to substantiate that it will be able to meet a need of the City.
 6. The firm fails to respond to the City request for information, documents or references.

Schedule

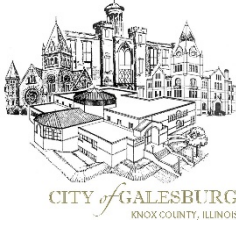
The following tentative schedule identifies the approach the City will take in selecting a firm. The schedule is subject to change as circumstances dictate or as determined necessary by or in the best interest of the City.

Request for Proposals submitted:	February 3, 2017 by 5 p.m.
Oral Interviews:	February 13 th thru February 24, 2017
Firm selected:	February 28, 2017

The City is interested in moving forward as quickly as possible with the Plan and expects the consultant to be able to meet within the month of the contract award to set an aggressive time frame for completion. The City estimates that this project will take approximately 12 months to complete once the final consultant is approved.

RFP Contact and Questions

City of Galesburg
Kraig Boynton, Purchasing Agent
55 West Tompkins Street
Galesburg, IL 61402
T: 309-345-3678
E-mail: kboynton@ci.galesburg.il.us



COMPREHENSIVE PLAN PROJECT

PROPOSAL FORM

Name of Proposer: _____

Business Address: _____

Telephone Number: _____ Date of Proposal: _____

The Proposer above mentioned declares and certifies:

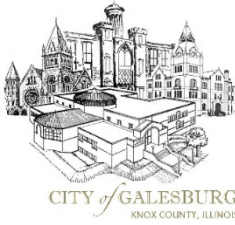
- First That the said proposer is of lawful age and that no other said proposer has any interest herein.
- Second That this proposal is made without any previous understanding, agreement or connection with any other person, firm or corporation making a proposal for the same purpose; and, is in all respects, fair and without collusion or fraud.
- Third That no officer, employee or person whose salary is payable in whole or in part from the City is directly or indirectly interested in this proposal or in the supplies, materials, equipment or services to which it relates or is any portion of the profits thereof.
- Fourth That said proposer has carefully examined the Request for Proposals and will, if successful in this, furnish and deliver at the prices stated, all the materials, supplies, apparatus, goods, wares and services for which this proposal is made.
- Fifth That the prices quoted herein are net and exclusive of all taxes from which the City is exempt.
- Sixth That the undersigned submit herewith in a separate sealed envelope their cost summary covering the materials and services to be furnished under the contract.

By: _____

Title: _____

Subscribed and sworn to before me this _____ day of _____ 2017.

Notary Public



COMPREHENSIVE PLAN PROJECT

PROJECT INFORMATION SHEET

If adequate space is not provided for a complete response, please attach additional pages as necessary and identify by number. Proposals will not be considered responsive unless all requests for information are provided. Please use such terms as none, not applicable, unknown, etc., if requested information does not pertain or cannot be provided.

1. Please indicate the response that best describes your business
____ Individual/Sole Proprietor ____ Partnership ____ Corporation
____ Limited Liability Company ____ Other, please explain _____

 2. Full legal name of firm _____
Address _____
Telephone _____
Date of establishment _____

 3. Is your firm involved in any proceedings that may affect the ability of the firm to continue under the current firm name for the duration of the project?
____ Yes ____ No
If yes, please explain _____

 4. Is the firm up for sale? ____ Yes ____ No
If yes, please explain _____

 5. Primary staff to be assigned to the project.
Owner/Partner _____
Project Supervisor _____
Principal Professional (s) _____

Other significant technicians and employees to be assigned

- Include resumes or curriculum vitae of each such staff member listed above, including name, position, telephone number, email address, education, and years and type of experience. Describe, for each such person, the relevant planning projects on which they have worked.
6. Estimated project hours of work reflected in the lump sum proposal are as follows:
 - A. Owner/Partner: _____ Hours
 - B. Professionals: _____ Hours
 - C. Technicians: _____ Hours
 - D. Clericals: _____ Hours

E. Other (Please identify)

_____ Hours

- 7. List prior engagements in which proposer's firm assisted a governmental entity in a project directly involving comprehensive plan preparation similar to work requested in this request for proposal where staff identified in Section 5 have provided professional services.

Table with 4 columns: Name of Unit, Project contact person, Phone #, Total fee. Includes three rows of blank lines for data entry.

If more than three projects have been performed, please list the top three that you feel are most comparable to the scope of work being requested. Do not list projects over 5 years old.

Please list other related projects where staff identified in Section 5 have provided professional services.

Table with 4 columns: Name of Unit, Project contact person, Phone #, Total fee. Includes three rows of blank lines for data entry.

If more than three projects have been performed, please list the top three that you feel are most comparable to the scope of work being requested. Do not list projects over 5 years old.

- 8. If it becomes necessary to perform extra work, the following hourly rates will apply:

- A. Owner/Partner: \$_____/Hour
B. Professionals: \$_____/Hour
C. Technicians: \$_____/Hour
D. Clericals: \$_____/Hour
E. Other (Please identify)
_____/Hour
_____/Hour

Rates quoted should be inclusive of all expenses including, but not limited to, personnel services, fringe benefits, overhead and profit required by the firm.

Please list any expense rates that may apply to extra work. If no expense rates are indicated, no expenses will be allowed.

- 9. Do you propose to use any subcontractors to perform work in accordance with this proposal?

____ Yes _____ No If yes, please provide information below

Table with 2 columns: Name of Firm, Primary work to be performed. Includes three rows of blank lines for data entry.

Prior professional services in which subcontractor firms assisted a governmental entity in a project directly involving comprehensive plan preparation similar to work requested in this request for proposal shall be identified. If more than three projects have been performed, please list the top three that you feel are most comparable to the scope of work being requested. Do not list projects over 5 years old.

<u>Name of Firm</u>	<u>Name of Unit</u>	<u>Project contact person</u>	<u>Phone #</u>	<u>Total fee</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

10. If one or more subcontractors are proposed, is all compensation for fees of the subcontractor included in the fee reflected in the Proposal Cost Summary?

_____ Yes _____ No If no, please explain.

11. Have all items requested been included with your proposal?

_____ Yes _____ No If no, please explain.

12. Please provide a tentative timeline for the project. Utilize appropriate benchmarks in developing the timeline.

I certify that all information provided is complete, accurate and, to the best of my knowledge, true. I further certify that I am fully authorized by the firm identified in Item 2 of this form to execute this information sheet on behalf of that firm.

I hereby state that I have read, understand, and agree to be bound by all terms of this Request for Proposal document.

Firm: _____

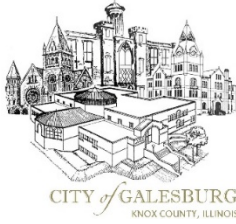
By: _____
(Signature)

Name: _____
(Please type)

Position: _____

Telephone: _____

Email: _____



COMPREHENSIVE PLAN PROJECT

PROPOSAL COST SUMMARY

I, the undersigned, certify that I have read and fully understand all of the specifications supplied by the City in this Request for Proposals.

I propose to provide professional services as specified in the Request for Proposals for the total sum of:

_____ \$ _____
(in words)

I propose the following payment schedule by percent of total compensation for each phase:

- Phase I _____ % of total compensation
- Phase II Increase to _____ % of total compensation
- Phase III Increase to _____ % of total compensation
- Phase IV Increase to _____ % of total compensation
- Phase V Increase to _____ % of total compensation

If you cannot submit a proposal in the format requested, please attach a schedule of total compensation that will cover any and all expenses and services related to the project.

I hereby state that I have the authority to submit this proposal which will become a binding contract if accepted by the City. I further state that I have not communicated with nor otherwise colluded with any other person or firm, nor have I made any agreement with nor offered or accepted anything of value form an official or employee of the City that would tend to destroy or hinder free competition.

I hereby state that I have read, understand, and agree to be bound by all terms of this Request for Proposal document.

Signed: _____ Name: _____

Title: _____ Date: _____

Firm Name: _____

Address: _____

Telephone: _____

SPECIAL PROVISIONS TO COVER
CONTRACTOR'S AND MUNICIPAL VENDORS
(As Amended 05/17/16)

The Contractor, or Municipal Vendor, shall not commence work under this contract until he has obtained all insurance required under this section, and such insurance has been approved by the City; nor shall the Contractor allow any sub-contractor to commence work on his sub-contract until all similar insurance required of the sub-contractor has been approved by the City.

The Contractor shall obtain and thereafter keep in force the following insurance coverages provided by insurance companies acceptable to the City and authorized to transact business under the laws of the State of Illinois. The insurance companies providing coverage shall be rated in the Best's Key Rating Guide. The City will accept companies with a rating not lower than B+ provided the financial size category is VII or larger. Companies rated A- or better shall have a financial size category of not less than VI. Coverage limits shall be written at not less than the minimum specified in this section. Higher minimum limits and additional coverage may be specified by a special provision elsewhere in the contract. Whether stated in this section or elsewhere, the City does not warrant the adequacy of the types of insurance coverage or the limits of liability specified.

- (a) Workers Compensation and Employers Liability
 - (1) Workers compensation shall be provided according to the provisions of the Illinois Worker's Compensation Act, as amended. Notwithstanding the rating and financial size categories stated in this section, coverage may be provided by a group self-insurer authorized in Section 4(a) of the Act and approved pursuant to the rules of the Illinois Department of Insurance.
 - (2) Employers Liability.
 - a. Each Accident \$500,000
 - b. Disease-policy limit \$500,000
 - c. Disease-each employee \$500,000
- (b) Commercial General Liability. Required liability insurance coverage shall be written in the occurrence form and shall provide coverage for operations of the Contractor; operations of subcontractors (contingent or protective liability); completed operations; broad form property damage and hazards of explosion, collapse and underground; and contractual liability. The general aggregate limit shall be endorsed on a per project basis.
 - (1) General Aggregate Limit \$2,000,000
 - (2) Products-Completed Operation Aggregate Limit \$2,000,000
 - (3) Each Occurrence Limit \$1,000,000The coverage shall provide by an endorsement in the appropriate manner and form, the City, its officers, and employees shall be named as additional insureds with respect to the policies and any umbrella excess liability coverage for occurrences arising in whole or in part out of the work and operations performed. The City may accept a separate owner's protective liability policy in lieu of the City, its officers, and employees being insureds on the Contractor's policies.
- (c) Commercial Automobile Liability. The policy shall cover owned, non-owned, and hired vehicles.
 - Bodily Injury & Property Damage
 - Liability Limit Each Occurrence \$1,000,000
- (d) Umbrella Liability. Any policy shall provide excess limits over and above the other insurance limits stated in this Article. The Contractor may purchase insurance for the full limits required or by a combination of primary policies for lesser limits and remaining limits provided by the umbrella policy.

All insurance shall remain in force during the period covering occurrences happening on or after the effective date and remain in effect during performance of the work and at all times thereafter when the Contractor may be correcting, removing, or replacing defective work until notification of the date of final inspection. Termination or refusal to renew shall not be made without 30 days prior written notice to the City by the insurer and the policies shall be endorsed so as to remove any language restricting or limiting liability concerning this obligation.

Certified copies of the original policies or certificate(s) of insurance by the insurer(s) issuing the policies and endorsements setting forth the coverage, limits, and endorsements shall be filed with the City before the City will execute the contract. A certificate of insurance shall include a statement "the coverage and limits conform to the minimums required by Article 107.27 of the Standard Specifications for Road and Bridge Construction". Any exception or deviation shall be brought to the attention of the City for a ruling of acceptability. In no event shall any failure of the City to receive policies or certificates or to demand receipt be construed as a waiver of the Contractor's obligation to obtain and keep in force the required insurance.

All costs for insurance as specified herein will be considered as included in the cost of the contract. The Contractor shall, at his/her expense and risk of delay, cease operations if the insurance required is terminated or reduced below the required amounts of coverage. Coverage in the minimum amounts set forth herein shall not be construed to relieve the Contractor from his/her obligation to indemnify in excess of the coverage according to the contract.

The contractor, prior to execution of the contract, shall file with the City copies of completed certificates of insurance, satisfactory to the City, to afford protection against all claims for damages to public or private property, and injuries to persons, arising out of and during the progress of the work to its completion, being whenever the improvement called for by the contract shall have been completely performed on the part of the contractor and all parts of the work have been approved and accepted by the City, and the final payment made. The policy of insurance shall include the City as an additional insured or provide separate coverage with an Owner's Protective policy.

**Language of coverage in this section taken from IDOT Standard Specifications adopted April 1, 2016*

RETURN WITH BID

**TO THE CITY OF GALESBURG, ILLINOIS
CERTIFICATE OF COMPLIANCE**

EMPLOY- MENT	SUPER- VISORY	SALES	OFFICE	SKILLED	SEMI- SKILLED	NON- SKILLED
WHITE						
BLACK						
OTHER						
MALE						
FEMALE						

(PLEASE FILL IN THE NUMBER OF EMPLOYEES IN EACH CLASS)

1. THE CONTRACTOR OF COMPANY WILL NOT DISCRIMINATE AGAINST ANY EMPLOYEES OR APPLICANT FOR EMPLOYMENT BECAUSE OF RACE, CREED, COLOR, SEX, AGE, NATIONAL ORIGIN, HANDICAPPING CONDITION UNRELATED TO ABILITY TO PERFORM THE JOB; AND, WILL TAKE AFFIRMATIVE ACTION TO ENSURE THAT APPLICANTS ARE EMPLOYED WITHOUT REGARD TO THEIR RACE, CREED, COLOR, SEX, AGE, HANDICAP OR NATIONAL ORIGIN. SUCH ACTION SHALL INCLUDE, BUT NOT BE LIMITED TO, THE FOLLOWING: EMPLOYMENT, UPGRADING, DEMOTION OR TRANSFER, RECRUITMENT OR RECRUITMENT ADVERTISING, LAYOFF OR TERMINATION, RATES OF PAY OR OTHER COMPENSATION, AND SELECTION FOR TRAINING, INCLUDING APPRENTICESHIP. THE CONTRACTOR OR COMPANY AGREES TO POST, IN CONSPICUOUS PLACES, AVAILABLE TO EMPLOYEES AND APPLICANTS FOR EMPLOYMENT, NOTICES SETTING FORTH THE PROVISIONS OF THIS NON-DISCRIMINATION CLAUSE.

2. THE CONTRACTOR OR COMPANY WILL, IN ALL SOLICITATIONS OR ADVERTISEMENTS FOR EMPLOYEES OR ON THEIR BEHALF, STATE THAT ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION FOR EMPLOYMENT WITHOUT REGARD TO RACE, CREED, COLOR, SEX, AGE, HANDICAPPING CONDITION UNRELATED TO ABILITY OR NATIONAL ORIGIN. THE SAME SHALL HOLD TRUE WHEN RECRUITMENT SOURCES ARE USED TO SECURE APPLICANTS.

3. THE CONTRACTOR OR COMPANY AGREES TO NOTIFY ALL OF ITS SUBCONTRACTORS OF THEIR OBLIGATION TO COMPLY WITH THE NON-DISCRIMINATION POLICY.

4. IN THE EVENT OF THE CONTRACTOR'S OR COMPANY'S NON-COMPLIANCE WITH THE NON-DISCRIMINATION CLAUSES OF THE CONTRACT OR PURCHASE OR WITH ANY OF SUCH RULES, REGULATIONS OR ORDERS, THE CONTRACT OR PURCHASE MAY BE CANCELLED, TERMINATED OR SUSPENDED IN WHOLE OR IN PART AND THE CONTRACTOR OR COMPANY MAY BE DECLARED INELIGIBLE FOR FURTHER CITY CONTRACTS OR PURCHASES IN ACCORDANCE WITH THE AFFIRMATIVE ACTION PROGRAM ADOPTED BY THE GALESBURG CITY COUNCIL AT THEIR MEETING ON AUGUST 6, 1990

BY: _____
BIDDER

RETURN WITH BID

THIS FORM IS BASED ON IRS REQUIRMENTS FOR THE SAME ESSENTIAL INFORMATION AS A W-9

RETURN TO: CITY OF GALESBURG
ATTN: A/P
55 W TOMPKINS ST
GALESBURG, IL 61401

OR FAX TO: 309-343-4765

The following information is needed to complete your vendor file and to comply with IRS requirements. Please fill out this form as completely as possible to ensure proper payment to you. Please return completed form as soon as possible to The City of Galesburg at the above address or fax number. Please call 309-345-3674 with any questions.

BUSINESS NAME: _____
INDIVIDUAL NAME: _____
(for Sole Proprietors as appears on Social Security Card)
BUSINESS ADDRESS: _____
CITY, STATE, ZIP: _____

YOUR TAXPAYER IDENTIFICATION NUMBER: _____
(FEIN or business tax ID. No.)

OR, YOUR SOCIAL SECURITY NUMBER: _____
(If using SSN, enter the name on the card above as Individual Name.)

PLEASE CHECK APPROPRIATE BOX:

Individual/Sole Proprietor Corporation Partnership Other _____

YOUR COMPANY PROVIDES:

Legal Services Services Materials Other _____

ARE YOU SUBJECT TO BACKUP WITHHOLDING?

Yes No

PERSON TO CONTACT: _____

PHONE NUMBER: _____

UNDER PENALTY OF PERJURY, I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS CORRECT AND COMPLETE.

Signature

Date

Title

REQUIRED IF AWARDED VENDOR



City of Galesburg

Operating Under Council – Manager Government Since 1957

The City of Galesburg will no longer be issuing checks for vendor payments. The City will pay vendors through ACH by automatically depositing payments to a bank checking/savings account (once a month) or payment to vendors can be made by credit card at the time of purchase.

In order to process your next payment, please fill out the following information and provide a copy of a void check. Please mail to City of Galesburg, Accounts Payable, P.O. Box 1589, Galesburg, IL 61402-1589 or fax the completed form and a void check, if the funds are being deposited to a **checking** account, to the fax number listed below.

Vendor Name: _____

Address: _____

City, State, Zip Code: _____

Phone Number: _____

Email Address: _____

Bank Name: _____

Checking/Savings Acct Number: _____

(Please indicate type of account by circling Checking or Savings)

Bank Routing Number: _____

Signature: _____

Payment information will be e-mailed to you approximately 2 days prior to the funds being credited to your bank account. If you have any questions, please contact me.

Tifani Miller
Accounts Payable
City of Galesburg
309/345-3674
309/343-4765 fax