

**CITY OF KEWANEE
REQUEST FOR PROPOSALS
TO PROVIDE PROFESSIONAL SERVICES**

I. INTRODUCTION

A. General Information

The City of Kewanee (City) is requesting proposals from qualified firms or entities to complete a study on the City's housing market. The City seeks a firm to perform an analysis, provide recommendations and assist in the development of a plan to remove barriers to housing development and to ensure the appropriate make-up of housing stock to meet the current and future needs for the community.

The selection process will award the work to the best combination of qualifications, response to the scope of services and cost. The City and preferred firm will negotiate a final scope and terms after selection by staff, but prior to City approval.

Proposals should be submitted by pdf in a format suitable for emailing and for printing copies. This may be emailed to gbradley@cityofkewanee.net and must be received no later than 4:00 pm on Friday, May 26, 2017 to be considered.

All inquiries about the project or the request for proposal should be directed only to:

Gary Bradley
City Manager
gbradley@cityofkewanee.net
(309) 853-4200

All questions are to be submitted in writing (email is acceptable) and must be received by 4:00 pm on Friday, May 19, 2017. City responses/clarifications to questions will be forwarded to all firms by the end of the day on Monday, May 22, 2017.

The unauthorized communication with any other staff or elected/appointed official besides the listed contact is grounds for rejection of the proposal.

The City of Kewanee reserves the right to reject any or all proposals submitted.

Following a review and ranking of the proposals by City Staff a recommendation for award will be made to the City. A final decision for award of the work will be made by majority vote of the City following successful negotiations of the terms including costs with the preferred Consultant. The City reserves the right to award the work based on the best combination of qualifications, response to the scope of services and cost at the sole discretion and in the best interest of the City.

During the evaluation process, the City reserves the right to request additional information or clarifications from proposers.

The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and the firm selected.

II. DESCRIPTION OF THE GOVERNMENT AND PROJECT BACKGROUND

A. Principal Contact

The principal contact with the City will be Gary Bradley, City Manager, at (309) 853-4200 or gbradley@cityofkewanee.net, who will coordinate the assistance to be provided by the City to the Consultant.

B. Description of Government

Located in Henry County, the City of Kewanee encompasses a 6.7 square mile area and is home to 12,916 residents based on the 2010 United States Census. The City was incorporated in 1897 and operates as a non-home rule unit of government. The City is primarily residential and commercial in nature, with housing stock consisting of approximately 5,350 units.

The City operates under a council-manager form of government as defined by the Illinois Municipal Code. The Mayor and four councilmembers are elected at large to serve four year terms. The City Manager is hired by the Mayor and City Council. Daily operation of the City include community and economic development, police, fire & emergency medical services, water and sewer, streets, stormwater, solid waste, maintenance of parks, cemeteries, and public facilities, finance, communication and information technology.

More information about the City of Kewanee can be obtained on our website at www.cityofkewanee.net

C. Background Information

The City of Kewanee has not previously conducted a housing study. The City's housing stock is aging, with a significant number of houses in need of demolition or considerable repair. The City and County have suffered from a decline in population for several decades, though the City is taking steps in the areas of community and economic development to stem such trends if not reverse them. The City has two City owned residential developments publicly financed using tax increment financing and has provided a number of other incentive programs to facilitate housing rehabilitation and infill development. The purpose of this study is to help the City target its efforts with regard to the housing market and associated development and redevelopment.

III. Scope of Services

The City of Kewanee (City) is requesting proposals from qualified firms to complete a study on the City's housing market. The City seeks a firm to perform an analysis, provide recommendations and assist in the development of a plan to remove barriers to housing development and redevelopment and to ensure the appropriate make-up of housing stock to meet the current and future housing needs for the community.

Successful proposals will address the following items at a minimum:

- Current status of the quality and quantity of housing (assessment and inventory of existing housing stock), along with projections to meet future needs
- Housing demand and inventory by occupancy type and price to identify existing or projected gaps in the market
- Housing vacancy rates for owner occupied and rental property
- Availability and Affordability of housing in relation to the local/regional market
- Comparative cost of living to the region (price, taxes, fees, etc.)
- Barriers to development and redevelopment of residential property in Kewanee
- Recommendations regarding incentive programs or strategies to help mitigate barriers to development and redevelopment

The end product of the housing study should be a report that addresses the above issues and serves as the foundation for a specific, results-oriented program for housing development and redevelopment.

IV. TIME REQUIREMENTS

A. Selection Schedule

RFP Sent to Select Firms and Published	April 28, 2017
Last day for proposals due to the City	May 26, 2017 (4:00 pm)
Proposals reviewed, interviews if needed	May 30-June 6, 2017
City Council approval of contract	June 12, 2017

V. PROPOSAL REQUIREMENTS

A. General Requirements

Responses to this request for proposals should include the following information in the order prescribed. Submissions must be received by 4:00 p.m. May 26, 2017 for a proposal/response to be considered by the City:

- Cover letter and introduction including the name of the firm(s), address, and the name and contact information of the person(s) authorized to represent the company regarding all matters related to the proposals.
- Name and contact information of the firm's project manager that would be assigned to the project.
- A statement of qualifications of the firm and the project manager and other key team members assigned to perform the work including 1-page resumes of key individuals
- A statement of the firm's understanding of the work required and the manner in which the firm plans to approach it. Describe how the firm will approach project and implementation related to meeting deadlines, developing project layout, approach to evaluating/selecting alternatives and the firm's expectation of the City's responsibilities.
- Proposed work plan that identifies the tasks necessary to respond to the Scope of Services

and to meet the project requirements as described in this RFP. A final work plan will be developed following selection of the Consultant.

- References from at least three (3) clients from cities with similar projects, within the last five (5) years, that are familiar with the firm's quality of work and the firm's performance including schedule and budget control. Include the contact name and telephone number.
- Schedule: A thorough and detailed schedule should be presented outlining key milestone completion dates and proposed deliverables.
- Provide any additional information that you feel is pertinent in the City's decision on selecting a Consultant.

VI. SELECTION CRITERIA

Evaluation of proposals will be based on the following criteria:

A. Submittal Review

- Thoroughness and understanding of the tasks to be completed;
- Staff expertise and overall experience of personnel assigned to the work;
- Time required to accomplish the requested services;
- Responsiveness to requirements of the project;
- Recent public sector experience, conducting similar studies, and;
- Cost

VII. EVALUATION PROCEDURES

A. Review of Proposal

All proposals will be reviewed by a selection committee determined by City staff. The City reserves the right to select a firm(s) to present to the selection committee prior to selecting a preferred Consultant.

A single firm will be identified and a recommendation will be presented to the City Council for its consideration. After City action, the firm will enter into a professional services contract with the City. The City reserves the right to negotiate and further refine the scope of work which may affect the final contract amounts. The City reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

B. Proposal Expiration Date

Proposals in response to this RFP will be valid for ninety (90) days from the proposal due date. The City reserves the right to ask for an extension of time if needed.

C. Award Notification

The City will notify in writing (which includes email) each firm submitting a proposal the results of the selection process.

D. Ownership of Materials

All materials submitted in response to the RFP become the property of the City of Kewanee and supporting materials will not be returned. The City of Kewanee is not responsible for any costs incurred by any firm in the preparation of the proposal including,

but not limited to, expenses associated with the preparation of the proposal, attendance at interviews, preparation of a cost statement of any future contract negotiations.

E. Disclaimer

This request for proposals is only a solicitation for information. The City of Kewanee is not obligated for any part of the project described. Notwithstanding any other provisions of the RFP, the City reserves the right to reject any or all proposals, to waive any irregularity in a proposal, and to accept or reject any item or combination of items, when to do so would be to the advantage of the City and its taxpayers. It is further within the right of the City to reject proposals that do not contain all elements and information requested in this document. The City of Kewanee shall not be liable for any losses by any firms throughout this process.

F. Contracting Ethics

It is a breach of ethical standards for any person to offer, give, or agree to give any City Employee or Council/City person, or for any City Employee or Council/City person to solicit, demand, accept, or agree to accept from another person or firm, a gratuity or an offer of employment whenever a reasonable prudent person would conclude that such consideration was motivated by an individual, group or corporate desire to obtain special, preferential, or more favorable treatment than is normally accorded to the general public.

The firm shall not assign any interest in this contract and shall not transfer any interest in the same without the prior written consent of the City.

To remove any potential or actual conflict of interest a consultant representing any private party client submitting a project or activity to the City shall not represent or review the project or activity on behalf of the City.