REQUEST FOR QUALIFICATIONS (RFQ) - ZONING AND PLANNING CONSULTING SERVICES

Description of Kendall County

Kendall County, located just 40 miles southwest of Chicago has a population exceeding 116,000. Kendall County was considered to be the fastest growing county in the United States with a 10 year growth rate of 110.4% from 2000 to 2010. However, growth has since dramatically declined.

While the northern and eastern townships of the County are relatively suburban, the southwestern area is generally rural and agricultural. Most residential, commercial and industrial growth occurs within the jurisdiction of the fourteen municipalities located in Kendall County (as shown below).

Fourteen communities having jurisdiction within Kendall County:

- City of Aurora
- City of Joliet
- Village of Lisbon
- Village of Millbrook
- Village of Millington
- Village of Minooka
- Village of Montgomery
- Village of Newark
- Village of Oswego
- Village of Plainfield
- Village of Plano
- Village of Plattville
- City of Sandwich
- United City of Yorkville

Project Goals

Kendall County seeks the qualifications of interested consultants with zoning and planning expertise to coordinate zoning and planning petitions and activities with the County's staff, advisory committees and Board committees. Interested firms are invited to submit qualifications. From the initial list of firms submitting qualifications, the County will subsequently select up to 5 firms to submit formal proposals and provide presentations.

Scope of Services

Annually, the Planning Building and Zoning Department processes between 34 and 42 petitions for variances, special uses, rezoning map amendments and zoning text amendments. In the last few years, the County has not received applications for large subdivisions or planned unit developments.

Qualified firms will be expected to provide professional staff to coordinate and conduct the following activities:

1) Advises property owners, builders, architects, engineers, attorneys, surveyors and others on development code requirements and solutions.
2) Participate in pre-application meetings for zoning, subdivision and development applications.

3) Review and process requests for variances, special uses, rezoning map amendments, zoning text amendments, site development and subdivision plats.

4) Reviews petitions, plans drawings and supporting documents for completeness and code compliance.

5) Apply zoning, subdivision, floodplain, erosion control storm water management, nuisance and related codes at the county, state and local levels.

6) Create reports; make recommendations and presentations to Zoning Platting Advisory Committee (ZPAC), Regional Plan Commission, Zoning Board of Appeals, Zoning Hearing Officer, PBZ, and County Board.

7) Coordinate with County staff for scheduling petitions for required hearings and review by the various boards and committees involved in the development review process.

8) Provide support for Kendall County Historic Preservation Commission.

9) Provides research and updates to ordinances related to approval of development applications and petitions.

10) Makes recommendations for improving processes and procedures.

11) As requested by the County, manages the process to update the County’s Land Resource Management Plan, Trails & Greenways Plan, Transportation Plan, Zoning Ordinance, Subdivision Control Ordinance.

**Relevant Resource Documents:**
The following are a list of some relevant documents and resources that are available at the County’s webpage: [http://www.co.kendall.il.us/planning-building-zoning](http://www.co.kendall.il.us/planning-building-zoning)

- Land Resource Management Plan
- Trails & Greenways Plan
- Zoning Ordinance
- Subdivision Control Ordinance

County GIS maps can be found at the following webpage: [http://gis.co.kendall.il.us/GISViewer_Gallery.aspx?#/pbz](http://gis.co.kendall.il.us/GISViewer_Gallery.aspx?#/pbz)

The GIS viewer offers parcel search capabilities with layer information including: building permits, FEMA data, zoning, wetlands, creeks, road names, subdivision boundaries, municipal boundaries, lots/parcels, ROW lines, 2 foot contours, and aerials.
Submission Requirements
Prospective consultants are instructed to respond to the RFQ with information as outlined below. Consultants are advised to be succinct in their responses and attach only relevant information.

Twelve (12) hard copies of the material, as well as a digital copy are to be received no later than 3PM on Monday, June 15, 2015.

At a minimum, all submittals should include the following:

1. Two Page Maximum Executive summary and discussion of the firm’s philosophical approach to the County’s project.
2. Company Information:
   a. Name and address
   b. Organizational structure
   c. Project Contact Information
3. Key Assigned Staff
   a. Names of professional staff and their qualifications specialties that will be assigned to work on this project.
   b. Location of firm’s offices where assigned staff are based.
   c. Available weekly hours for each assigned staff
   d. Provide summary of the key assigned staff background, capabilities, experience and qualifications. Include a synopsis of similar assignments and projects completed by key assigned staff in the last five years.
4. Breakdown of hourly rate for key assigned staff
5. A list of current Illinois references with their contact information with synopsis assignment performed, including start and completion dates.

QUESTIONS
Questions regarding RFQ requirements or submittals may be directed to Jeff Wilkins, County Administrator (630) 553-4142 or jwilkins@co.kendall.il.us, no less than seven business days prior to submittal date.

CONSULTANT SELECTION PROCESS
Submittals will be reviewed by a working group consisting of members of the County Board, Regional Plan Commission, Zoning Board of Appeals and County Administrator. The County and working group reserve the right to request additional information from consultants providing submittals. The working group will recommend up to five consultants for provide formal proposal and presentation to the County Board. Additional information may be requested of firms requested to provide proposal and presentation.

The County will negotiate a contract with the final firm selected.

Reservations
The County reserves the right to accept any submittal, to reject any or all submittal, to waive defects in submittals in response to this request, and to select the submittals deemed to be in the best interests of the County. Issuance of this request does not obligate the County to award a contract. The County accepts no responsibility for reimbursing consultants for expenses incurred in responding to this Request for Qualifications.