

City of Moline, Illinois

Sangeetha Rayapati, Mayor



Request for Qualifications & Proposals for Form-Based Code Consulting Services

Issued: June 30, 2021

CITY OF MOLINE
REQUEST FOR QUALIFICATIONS & PROPOSALS FOR
FORM-BASED CODE CONSULTING SERVICES
Deadline: 5:00 P.M., July 30, 2021

I. Introduction

The City of Moline is requesting qualifications for consultant services to assist with the development of a form-based code for Moline Centre, its historic downtown. The selected consultant will enter into a contract with the City of Moline.

II. Background

Downtown Moline has had considerable success in redevelopment in the last 20 years. This area includes some significant and intensive uses, including the TaxSlayer Center, Centre Station (transit center and parking structure), KONE, Inc., and Riverstation office buildings. In addition, there has been a number of successful redevelopment and adaptive reuse projects, including Stoney Creek Hotel, Element Hotel (Westin), and the Axis Hotel (Hilton) and the Radisson, as well as substantial institutional development with the Western Illinois University Campus. However, it also has its share of empty storefronts, vacant property and underdeveloped parcels.

It is anticipated that the construction of a new I-74 bridge presents a unique opportunity to redevelop areas of Downtown Moline that once laid under the existing interstate highway. Renew Moline, a private, non-profit corporation works closely with the City of Moline and has participated in significant redevelopment projects over its 30-year history. In April 2021, Renew Moline (in partnership with local entities) contracted with the Urban Land Institute to conduct an Advisory Panel to contemplate the future I-74 redevelopment opportunity. ULI's final report is forthcoming, but the presentation to the community is available at [Renew Moline – Leading Vision | Managing Change](#).

The City wishes to regulate development and redevelopment in Moline Centre with a Form Based Code, to, among other things, ensure that new development has an urban aesthetic and a high quality, as well as maintain its mixed use character with development that complements and enhances the architectural character of the area.

III. Purpose and Goals

The project will focus on the preparation of a Regulating Plan and Form Based Code that will guide future development within the Moline Centre District, including the Moline Multimodal Station TOD Zone and the I-74 Bridge Realignment Zone. These two transportation-based zones contain regional transportation assets and significant investment by local, state and federal entities with the intention of maximizing land development and growth.

The project is largely funded by the Statewide Planning & Research grant through the State of Illinois Department of Transportation. To meet the goals of the project and the intent of the grant, the project will:

- Conduct an inventory and collect data related to right of way conditions for multiple nodes of transportation (transit, pedestrian, bicycle, vehicular) and buildings and adjacent land parcels. Special attention will be given to pedestrian amenities, bikeways, transit-supportive areas, autonomous vehicles, and pedestrian/bike movement.
- Assess and analyze data collected to become the basis of a Regulating Plan that will govern the future development of rights of way and property in the Moline Centre, including guidance for density, bulk, mass, and building form for future building development that supports and complements modes of transportation.
- The Regulating Plan will be packaged with processes and procedures to establish a Form Based Code, and establish regulations that will guide development with urban scale, walkability, and aesthetic consideration. The work product(s) generated by this contract will include guidance for density, bulk, mass, etc., for future development; and include tools to secure walkable street design, attractive public spaces, vital commercial centers, corridors, and livable neighborhoods;
- Move toward further implementation of transit facilities such as “last mile” connections, transit zones and the advent of autonomous vehicles.

Development Context

At a minimum, the Regulating Plan and Form Based Code will cover a portion of the Moline Centre, generally described as between the Mississippi River, 7th Avenue, 25th Street and 11th Street. (See **Exhibit A.**)

The Form Based Code will set forth the development requirements to achieve the goals established in *Moving Moline Forward* and *Moline Centre Plan Updates* with a particular focus on the redevelopment area and opportunities created by the new bridge. Because the “old” I-74 bridge will be torn down, there is a possibility to create public spaces in former rights of way. The city is interested in determining whether public spaces can be an organizing principle of a Form Based Code.

RFQP Schedule

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|--------------------------------|--|
| June 30, 2021 | RFP Released |
| July 9, 2021 at 5:00 pm | Deadline for submission of questions via email |
| July 16, 2021 | Response to questions distributed to firms |
| July 30, 2021 at 5:00 pm | Deadline for submission of proposal via email |
| August 11, 2021 (10 am - 2 pm) | Consultant Interviews (if needed) In person/Virtual option |
| No later than August 20, 2021 | Consultant Selected |
| August 27, 2021 | Contract Execution and Begin Work |

Questions about this RFQP or the project may be sent via email to Alexandra Elias, President & CEO, Renew Moline at 309.762.9190 or aelias@renewmoline.com.

IV. Approach

Submittals shall address the recommended approach necessary to result in a Regulating Plan /form-based code that will be incorporated into the City of Moline Zoning and Land Development Code, and possibly other regulatory documents that apply to the downtown Moline area. The form-based code must be integrated into the City of Moline’s existing regulatory framework in a manner that ensures procedural consistency, meshes with state and local legal requirements,

provides clarity as to applicability of existing regulations, and maximizes the effectiveness of the code. The Regulating Plan and form-based code shall be consistent with the definitions and evaluation criteria established by the Form-Based Codes Institute (FBCI); see www.formbasedcodes.org for more details.

The Approach should address (in some form):

- 1) **Background.** The manner in which the Consultant will become familiar with the physical details of Moline, the patterns of development in the area, and adopted plans (particularly *Moline Centre Plan Updates (2014)* and *Moving Moline Forward (2016)*) to identify key concepts that should be included in the Form Based Code.
- 2) **Project Schedule.** Provide a milestone project schedule to illustrate the proposed workplan.
- 3) **Public Engagement.** It is essential that the Consultant develop and implement a public engagement strategy that will reach a diverse set of residents and stakeholders including those typically under-represented in the process. The public engagement strategy could include a Steering Committee, if recommended, but at a minimum should include a mix of both live and “at-your-own-pace” methods. Due to COVID-19, Consultant may need to include virtual and/or socially distanced methods of engagement. Also, include the nature of the public process and extent of public engagement (through Committee, charette, website, and/or social media). The public engagement process will also include discussions of alternatives for (some of which may have been identified in prior plan documents).
- 4) **Form Based Code Draft.** The Approach should include how the Consultant proposes to develop building form/architectural standards, street standards (plan and section), use regulations (as needed), descriptive building or lot types (optional) any other elements needed to implement the principles of functional and vital urbanism.
- 5) **Adoption Process.** The Approach should assume Consultant will make formal presentations to the Moline Planning Commission and Moline City Council during public hearings required during the adoption process. The Consultant will be responsible for two rounds of revisions that may become necessary between public hearing presentations.

V. Proposal Submission Requirements

Proposals shall be submitted in Adobe Portable Document Format (PDF) file **must be received on/before 5:00 pm July 30, 2021. Emailed proposals are required.** Digital proposals exceeding 7 MB must be compressed below 7 MB or sent via a file sharing service. Applicants are encouraged to submit proposals early in case there are technology issues. The City of Moline is not responsible for proposals that are not received due to technology issues. No phone calls please. All information received in response to this RFQ that is marked proprietary will be handled accordingly. Responses to the RFQ will not be returned.

VI. Proposal Format

Each proposal should demonstrate that the Consultant understands the intent and scope of the project, the content of the deliverables, and the specific tasks that must be performed in the course of supplying these services. In order to assist in the evaluation process, please include the following information in the proposal:

1. **Description of Approach:** Describing the Consultant's proposed approach to similar projects and a detailed description of the methodology proposed for this particular project.

2. **Project Management and Communication:** Methods the Consultant proposes to use to manage the project and communicate with the City of Moline, and the public as to project progress, reviews, and conduct of public meetings.

3. **Team Expertise:** A brief description of general qualifications, the multi-disciplinary nature of the team assembled for this project, specific evidence of relevant experience creating form-based codes, and a listing of key personnel, their resumes and their specific roles on this project.

4. **Comparable Projects:** Summary of at least two form-based code projects in progress or completed, with the following information for each project:

- a) Reference with current contact information
- b) Status of code (drafting in progress; drafting completed; adopted?)
- c) Nature of public involvement in development of code
- d) Client type (clarifying role of private sector client, if any)
- e) Was the vision plan created as part of this process, or done separately?
- f) Size and scale of geographic area
- g) Type of development (greenfield? infill/redevelopment? city-wide code?)
- h) Type of code (e.g. Mandatory, Optional "parallel," Floating-zone code)

5. **Sample Code Document:** Please include one or more sample code documents (or link to code documents) selected from the list of comparable projects.

6. **Data Needed:** A list of data needed by the Consultant to complete the project that will need to be provided by the City of Moline.

7. **Cost:** Please include the following information, listing sub-consultants separately:

- a. Hourly rate schedule
- b. Overhead rate and fee
- c. Hours and cost by task/deliverable

VII. Proposal Evaluation:

All proposals will be reviewed and evaluated by a Review Committee. All proposals shall adhere to the Additional Consultant Requirements (see Section VIII).

1. Technical Proposals. Technical Proposals are assigned scores across six equally weighted categories:

- (a) Proposed Approach to the Project/Scope of Work.
- (b) Experience in preparing municipal form-based codes that regulate development and redevelopment in other communities and proposed team member experience in identifying, evaluating, codifying, and explaining the essential qualities of community design and character;
- (c) Experience in building community consensus to support innovative regulatory structures;
- (d) Strong graphic skills. The consultant must have the ability to produce high quality graphics and maps that exceed the capabilities of the City of Moline and its GIS department;
- (e) Strong communication skills (written and oral communication); and
- (f) Commitment to including a disadvantaged business enterprise on the Consultant team

2. Cost Proposals. Once the technical proposal review is complete and scored, the Cost Proposal information will be reviewed by the Review Committee for consistency with, and in light of, the evaluation of the technical proposal. The proposed project cost will be a consideration in the selection. Specific attention will be given to the commitment implied for key staff and the overall labor effort proposed, and their relationship to the estimated project cost.

3. Interviews. Moline reserves the right to select and invite the top scoring consultants for interviews prior to awarding the contract. In this process, the review committee may ask the respondents to give an oral presentation of their respective proposals. The purpose of this oral presentation is to provide an in depth analysis of certain qualifications, experience in performing similar services, and an opportunity for the Consultants to clarify or elaborate on their qualifications without restating the proposal to the review committee. The interview and presentation, if deemed necessary by the review committee, will be held in person, or via Zoom or another digital meeting platform.

All submitted proposals become the property of the City of Moline upon submission. The cost of preparing, submitting, and presenting is the sole expense of the Consultant. The city of Moline reserves the right to reject any and all proposals received as a result of this solicitation, to waive any formality and any technicalities or to cancel this RFQP in part or in its entirety if it is in its best interests.

This RFQP in no way obligates the City of Moline to award a contract.

VIII. Additional Consultant Requirements

1. **Registration** – The consultant awarded the contract shall be a legitimate business legally registered in the community and state in which it is domiciled.
2. **Disadvantaged Business Enterprises, Non-Discrimination, and Title VI**-- The Consultant shall comply with the provisions of the Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and subsequent related acts, and all other federal statutory laws which provide in whole or in part that no person or entity on the grounds of race, color, national origin, sex, physical disability, or veteran status be excluded from participation in, be denied the benefits of, or be otherwise discriminated under the State, federal and USDOT assisted contracts, programs and activities. The Consultant shall further certify that it will comply with the provisions of the Americans with Disabilities Act.
3. **Invoicing** – The Consultant will comply with all invoicing rules and regulations promulgated by the Illinois State Department of Transportation and attest to their intent to comply with such rules prior to award of the contract.

All digital data produced as a result of the project shall be provided to the City of Moline. Digital data includes spatial and tabular data attributes (GIS shapefiles/geodatabases) and documentation files. All data developed in CAD shall be converted to a GIS shapefile in the correct coordinate system.

