



## Legislation Details (With Text)

**File #:** 19-349      **Version:** 1

**Type:** BID, RFP, RFQ, COOP, SOLE SOURCE, OPTION YEAR      **Status:** Passed

**File created:**      **In control:** City Council

**On agenda:** 5/7/2019      **Final action:** 5/7/2019

**Title:** Approve the award of RFQ 19-046, Strategic Update to the Comprehensive Master Plan, to Houseal Lavigne Associates, LLC. for an amount not to exceed \$124,355

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Study Locations Map

Date	Ver.	Action By	Action	Result
5/7/2019	1	City Council	approved	Pass

### CITY COUNCIL AGENDA ITEM

#### **ACTION REQUESTED:**

Approve the award of RFQ 19-046, Strategic Update to the Comprehensive Master Plan, to Houseal Lavigne Associates, LLC. for an amount not to exceed \$124,355

**DEPARTMENT:** Transportation, Engineering and Development

**SUBMITTED BY:** William J. Novack, Director

#### **BOARD/COMMISSION REVIEW:**

N/A

#### **BACKGROUND:**

First adopted in 1960, Naperville's Comprehensive Master Plan serves as a guide for growth and development in the City and is used to provide direction to those seeking to develop property, as well as the decision makers who will determine if the requests should be approved. The existing Plan is divided into three main planning areas: the (1) East Sector (adopted 1998), the (2) Northwest Sector (adopted 1996) and the (3) Southwest Community Area (adopted 2002). The City has additionally adopted 12 sub-area plans, including the 5<sup>th</sup> Avenue Study (2009), Downtown Plan (2011), 75<sup>th</sup> Street Corridor Study (2008), Caroline Martin Mitchell Master Campus Plan (2008), Central Park Master Plan (2009), Hobson Road Study (1988), North Central College Master Land Use Plan (2010), Ogden Avenue Corridor Enhancement Initiative (2008), Spring Avenue Study (2007), Plank Road Study (2010), Washington-Hillside Small Area Study (2004), and the Water Street Vision Statement (2006).

While age of each sector or sub-area plan alone is not a predictor of the plan's relevance or usefulness, many development concepts and trends, conditions of development, financing requirements, and neighbor and property owner expectations have changed significantly post-

recession making it evident that the existing plans no longer provide relevant guidance regarding land development projects to neighbors, prospective developers, or decision makers.

During the 2019 budget process, staff requested funds to conduct a strategic update to the City's Comprehensive Master Plan, which was approved by the City Council. In February 2019, the Transportation, Engineering and Development (TED) Business Group issued RFQ 19-046 seeking a consultant to complete a strategic update to the City of Naperville Comprehensive Master Plan. The update will include the following major components:

- Provide recommended future land use map for 10 geographic areas as shown on the attached map;
- Recommend best practices, trends, goals, and opportunities regarding specific planning issues applicable Citywide; and
- Consolidate the City's existing sector and sub-area plans, as well as the findings related to the tasks above, into one comprehensive document.

**DISCUSSION:**

Advertisement Date:	02/06/2019	Notices Sent:	94
Opening Date:	02/28/2019	Planholders:	20
		Bids Received:	2

Proposals were received from the following firms:

Houseal Lavigne Associates, LLC  
Skidmore, Owings & Merrill LLP

A selection committee consisting of City staff from the TED Business Group and the City Manager's Office reviewed the proposals. Proposals were scored based on the following criteria:

- Capability and Qualifications of the Offeror (20%)
- Suitability and Quality of the Approach (50%)
- Milestones and Deliverables (30%)

After review and scoring of the proposals, the selection committee invited the two firms to attend interviews to confirm their experience and qualifications. Following the interviews, the consultant scores were finalized. The table below provides a summary of the final qualification scores.

Vendor	Qualification Score
Houseal Lavigne Associates, LLC	81.8
Skidmore, Owings & Merrill LLP	75.9

Houseal Lavigne Associates, LLC is recommended for award.

**FISCAL IMPACT:**

CIP#: N/A

The Comprehensive Master Plan update is expensed to the professional services account listed below. A total of \$125,000 has been budgeted for this expense. The requested amount is within

budget.

<b>Account Number</b>	<b>Fund Description</b>	<b>Total Budget Amount</b>
30271100-531309	General Fund	\$165,000