

**REQUEST FOR QUALIFICATIONS  
COMPREHENSIVE PLAN**



**CITY OF ALTON, ILLINOIS**

Issued by:  
City of Alton  
Planning & Development Department  
101 East 3<sup>rd</sup> Street  
Alton, IL 62002

Publish Date: Friday, September 27, 2024

Responses Due By: Friday, November 1, 2024 @ 4:00 PM

**Contents**

1. INTRODUCTION .....3

2. BACKGROUND.....3

3. SCOPE .....4

4. SUBMITTAL/REVIEW TIMELINE .....4

5. SELECTION PROCESS.....5

6. SUBMITTAL REQUIREMENTS .....5

7. RESERVATION OF RIGHTS .....6

8. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS, and INFORMATION .....6

## **1. INTRODUCTION**

The City of Alton, Illinois is soliciting an experienced urban planning firm to create a new, 20-year Comprehensive Plan. Alton has experienced substantial economic and population shifts since the last adopted Comprehensive Plan in 2003. The City finds that the current plan has become dated and does not accurately reflect planning trends, economic and housing trends within the community, or the community's needs.

While the City has undergone multiple smaller-scale planning exercises (The Alton Great Streets Plan, Alton Pedestrian & Bicycle Plan, etc.), the City is seeking a qualified planning firm to help bring all of these efforts together with resident input to help guide the City's decisions, policy, and overall direction of the community.

## **2. BACKGROUND**

The City of Alton was established in 1818 and is a Home Rule municipality with a Mayor-Council form of government. The mayor, elected at-large, is the chief executive of the City. The council consists of seven elected members, one from each ward in the City.

The City is comprised of 25,676 residents based on the 2020 Census, which constitutes a roughly 8% population decline from the 2010 numbers. Alton's population has a median age of 38.3, median household income of \$49,4039, an employment rate of 56.1%, and a poverty rate of 24.5%. Alton is relatively diverse compared to many peer communities in the Metro East, 64% of residents are White, 27% of residents are African American, 7% of residents are two or more races, and 3% of the residents are Hispanic or Latino. Of the City's adult residents, 30.4% have attained a high school diploma and 20% have attained a bachelor's degree or higher.

Alton is located within the northern Metro-East region of the greater St. Louis Metropolitan Area. The Great Rivers National Scenic Byway runs along the City's riverfront and is a major regional connector. The Mississippi River, Alton's greatest physical asset and the reason for its existence, also poses a significant disruptive threat when the water rises. Alton is connected to St. Louis through the Clark Bridge and Highway 67.

Consistent with regional and national trends, the local economy continues to shift from manufacturing to service-based industries. A majority of jobs in the city are in Education and Healthcare, a segment in which continued growth is anticipated due to the presence of two well-established hospital campuses and SIU Dental School. Other significant employment sectors include traditional, blue-collar industries (Manufacturing, Wholesale Trade, Transportation and Warehousing, and Construction) and service-based jobs in retail and hospitality.

The City of Alton has two primary commercial corridors – Homer Adams Parkway (The Beltline) and the Broadway Corridor – with smaller commercial districts located along arterials throughout the city. The City supports multiple major retailers and restaurants including Target, Lowe's, and Home Depot. The City's Downtown area (located along 3<sup>rd</sup> Street and Broadway) also finds a myriad of local retailers and eateries and is known for its historic main street aesthetic and charm.

The City of Alton is one of eight pilot cities in the United States working toward a UNICEF Child-Friendly City designation and is a member of the AARP Network of Age-Friendly Communities. The City is seeking to position itself as a great place to live for people of all ages, highlighting our value as an affordable community rich in history, character, public amenities, and natural beauty.

### **3. SCOPE\***

The City anticipates the scope of work to include the following:

- I. Review and analyze existing, adopted planning documents, including, but not limited to the following:
  - a. [City of Alton Comprehensive Plan](#) (Current Comprehensive Plan, 2003)
  - b. [Alton Great Streets Initiative Plan](#) (2020)
  - c. [Alton Pedestrian & Bicycle Plan](#) (2019)
  - d. [Alton Parks, Open Space, and Recreation Facilities Management Plan](#) (2012)
  - e. [Alton Climate Action Plan](#) (2011)
  - f. Riverfront Plan (in partnership with the USACE through the Planning Assistance to States program. Planning process is in the initial phase.)
- II. Develop options and assist the City with a robust and dynamic public engagement process
- III. Analyze the current and trending land use against public input to develop and finalize an Existing Land Use Map and a Future Land Use Map for inclusion within the plan
- IV. Develop comprehensive plan goals, objectives, and implementation and funding strategies
- V. Develop a plan for performance management and implementation. Create metrics to monitor progress and outcomes and integrate a mechanism for maintenance and updates at regular intervals
- VI. Complete a draft comprehensive plan for internal review and input
- VII. Analyze the proposed goals and strategies of the plan against the City Code of Ordinances. Make recommendations as necessary
- VIII. Deliverables:
  - a. Final comprehensive plan document that is clearly organized with compelling graphics to appropriately present the plan
  - b. A condensed version of the overall goals, objectives, and implementation strategies for public consumption and internal reference
  - c. All final documents shall be able to be shared on the City website and published in print form

\*Note that the final scope of services shall be negotiated with the chosen consultant.

### **4. SUBMITTAL/REVIEW TIMELINE**

The proposal reviews schedule is anticipated as follows:

<b>Publication of RFQ</b>	<b>Friday, September 27, 2024</b>
<b>Project Questions Due</b>	<b>Wednesday, October 9, 2024 @ 5pm CST</b>
<b>Responses to Questions Released</b>	<b>Monday, October 14, 2024 @ 5pm CST</b>
<b>Submittal Deadline</b>	<b>Friday, November 1, 2024 @ 4pm CST</b>
<b>Presentations from Selected Respondents</b>	<b>November/December 2024</b>

## 5. SELECTION PROCESS

A committee of Administration Members, Council Members, Plan Commissioners, and City staff shall review all submittals. The committee will select the entity that is deemed to be in the City's best interest. In making its selection, the City may consider the ability of the Planning Firm to deliver reasonable outcomes as demonstrated through past or ongoing projects, as well as any additional information not requested in this RFQ or not included in the Proposals received.

The RFQ process is non-binding, does not imply a commitment to move forward with the project and is subject to the rules and codified ordinances of the City of Alton and State of Illinois. The City reserves the right to reject all submittals and to cancel at any time. The City shall have no liability to any proposer arising out of such cancellation or rejection.

## 6. SUBMITTAL REQUIREMENTS

Responses must include the following information:

- I. Letter of Interest
  - a. The name, address and telephone number of the individual/organization
  - b. Type of organization
  - c. Primary contact person and email address for the organization
  - d. In the event the organization proposes a joint venture with a partner (or co/sub consultants), the submittal should provide the same information with respect to the proposed co/sub consultants, along with a letter of commitment to the partnership
- II. Executive Summary
  - a. Description of specialized experience relevant to the scope
  - b. Demonstration of the firm's understanding of local conditions, project needs, and planning trends
- III. Project Proposal/Approach
  - a. A clear description of the anticipated project scope and the firm's approach, realistic timeline, and anticipated deliverables
- IV. Experience with public engagement and participation through the planning process
- V. Development Team Members & Structure (please provide for primary and all co/sub consultants)
  - a. Qualifications and experience of the individual project team members
  - b. Team member roles and responsibilities
  - c. Organizational chart
  - d. Legal form the firm will take (for consultant and proposed co/sub consultants) (e.g. Limited Liability Company, Limited Partnership, non-profit, etc.)

- VI. Project Cost Estimate
  - a. An estimate for the total project cost and breakdown by phases based on the proposed project elements and staffing needs
- VII. References
  - a. No fewer than three references for comparable clients/projects, including names, titles, and contact information

Any team desiring to present its proposal to the City of Alton Planning & Development Department shall provide proposals to the Deputy Director of Planning & Development via digital submittal (PDF preferred) no later than, **Friday, November 1, 2024 @ 4:00 PM CST**. Submittals and questions regarding the project should be directed to:

**Andi Campbell Yancey**  
**Deputy Director of Planning & Development**  
**City of Alton**  
**101 East 3<sup>rd</sup> Street**  
**Alton, Illinois 62002**  
**Phone (618) 463-2881**  
**E-Mail: [ayancey@cityofaltonil.gov](mailto:ayancey@cityofaltonil.gov)**

Late submittals will not be accepted.

## **7. RESERVATION OF RIGHTS**

The City reserves the right to reject all respondent teams, decline to proceed with selection of any candidates, to request additional qualifications, and to make inquiries as may be necessary to verify qualifications. Nothing in this document shall require the City to proceed with property sale / lease.

## **8. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS, and INFORMATION**

The City reserves the sole right to (1) evaluate the qualifications submitted; (2) waive any irregularities therein; (3) reject any or all Respondents submitting qualifications should it be deemed in the City's best interest to do so.

The City welcomes questions prior to submittals regarding this solicitation. Questions in writing can be delivered by regular mail, though E-mail is preferred. Correspondence shall be addressed to:

**Andi Campbell Yancey**  
**Deputy Director of Planning & Development**  
**City of Alton**  
**101 East 3<sup>rd</sup> Street**  
**Alton, Illinois 62002**  
**Phone (618) 463-2881**  
**E-Mail: [ayancey@cityofaltonil.gov](mailto:ayancey@cityofaltonil.gov)**

Responses to questions submitted will be issued on **Monday October 14, 2024 @ 5pm CST**