



*Village Administration  
3110 Old McHenry Road  
Long Grove, Illinois 60047-9623  
847-634-9440*

## **REQUEST FOR PROPOSALS**

**(For Either or Both)**

# **PLANNING & ZONING and BUILDING CODES PLAN REVIEW & INSPECTION SERVICES**

**FOR THE VILLAGE OF LONG GROVE, ILLINOIS**

**February 26, 2024**

## TABLE OF CONTENTS

1. Objectives
2. Timeline
3. Background & Project Scope
4. Submittal Requirements
5. Selection Criteria
6. Terms and Conditions

## 1. OBJECTIVES

The purpose of this Request for Proposals (“RFP”) is to solicit competitive proposals from qualified firms and local governments to **provide either or both** Planning & Zoning and Building Codes services to the Village of Long Grove, in Lake County, Illinois (“Village”, [www.longgroveil.gov](http://www.longgroveil.gov)). I.E. Function as a community development department for the Village of Long Grove. The Village’s intent is to maintain a high-level of customer service by performing these functions in compliance with all applicable codes.

The selected proposers will be invited to enter into an agreement for a three-year term that would begin April 2024 and continue until April 30, 2027 -- with optional one-to-three-year renewals for future years. The Village Board has the ultimate authority to approve any proposal and authorize the execution of an agreement.

## 2. TIMELINE

Village issues RFP:	2/26/2024
Deadline for questions:	3/8/2024
Q&A posted:	3/13/2024
Proposals due:	3/22/2024 by 2pm
Interviews, as needed:	Week of 3/25
Staff Prep of Board Materials	Week of 4/1
Contract Award:	4/9/24 Village Board Meeting
Start Project Transition:	April 10, 2024
Assume All Duties	May 1, 2024

## 3. BACKGROUND & PROJECT SCOPE

Our current provider of Planning & Zoning and Building Code services, the Village of Mundelein, will cease to provide these services at the close of business April 30, 2024. They will assist with the transition. Mundelein’s Planning Service is a flat monthly fee plus reimbursables. Mundelein’s Building

Codes Service uses a schedule of fees per type of Inspection and Plan Review plus an hourly rate for work not listed. Applications, plans, fees, scheduling, tracking, and correspondence are processed in-house using BS&A software by Building & Permitting Specialist Margerita Romanello.

**Code Inspection & Enforcement Services Desired:**

- Familiarization
- Building Codes Inspection of SF/Commercial/Industrial/MF
- Building Codes Plan Review
- Property Maintenance (including Adjudication services)
- Coordination with Long Grove's Building & Permitting Specialist
- Consultation with the Village: Manager, Attorney, Prosecutor, and Engineer -- as needed.
- Single Point of Contact
- Provide Forms, Pamphlets, and Website Info
- Digitize Records
- (Suggestions welcome)

**2023 Year-End Activities Report:**

- Total permits issued = **787** (2022 = 664)
- Total web applications issued = **349** (2022 = 149)
- Total permit fees collected = **\$383,214** (2022 = \$394,291)
- Total construction value = **\$59,337,952** (2022 = \$25,165,973)
- Total new-single family home permits issued = **5** (2022 = 7)
- Total building inspections performed = **2,154** (2022 = 1,772)
- 59% approved (2022 = 68%)
- 15% partially approved (2022 = 9%)
- 26% disapproved (2022 = 23%)

Long Groves currently adopted building codes:

- 2015 International Building Code
- 2015 International Residential Code
- 2015 International Mechanical Code
- 2014 National Electrical Code
- 2014 Illinois State Plumbing Code
- 2015 International Fire Code
- 2015 International Fuel Gas Code
- 2015 International Existing Building Code
- 2015 International Property Maintenance Code
- 2015 International Wildland - Urban Interface Code
- 2015 International Swimming Pool and Spa Code
- Illinois Accessibility Code (new version, effect. 10/23/18)
- 2018 International Energy Conservation Code (per State of IL, 7/1/19)

Amendments to the building codes may be found in Village Code section 4-1-2: Amendments.

**Planning & Zoning Services Desired:**

Familiarization

Plan Review & Consultation for Zoning, Subdivision, and Comprehensive Codes

Consultation with the Village: Manager, Attorney, Prosecutor, and Engineer -- as needed

Preparation of review reports with overview of issues, relevant code references, and recommendations for the Plan Commission/Zoning Board of Appeals (PCZBA) and Architectural Commission (AC)

Pre-Mtg overviews with the committee chairs and Village Manager for the PCZBA and AC

Preparation of agendas, meeting scheduling, legal and property notices, and minutes for the PCZBA and AC

In-Person Staff Support at Public Meetings of the PCZBA (once or twice/month -- when needed) and AC (once/month -- when needed)

In-Person or Remote Staff Support at Village Board Meetings (twice/month) as directed by Village Manager

Digitize Records

Single Point of Contact

Projects Status Review with Village Manager every other week -- more as needed

Provide Forms, Pamphlets, and Website Info -- as needed

Capacity for Special Projects such as refine code language, streamline review procedure, update comprehensive plan, etc.

(Possibly) Economic Development Consulting

(Suggestions welcome.)

**Activities Report:**

Permits & Inquiries:

1. 2021: 81 Permits from July 26, 2021 through December 31, 2021
2. 2022: 152 Permits (January 2022 through December 2022)
3. 2023: 155 Permits (January 2023 through December 2023)
4. Respond to calls and emails from residents, contractors, developers, and Long Grove Staff

What Mundelein has done for General Document Management:

1. Creation of Zoning Filing System
2. Update of forms
3. Creation of processes/procedures for review by Administration
4. Permit Tracking

There are currently 19 redevelopment activities of various sizes and stages.

Village of Mundelein Community Development Director Amanda Orenchuk (847/949-3252) and Building Director Pete Schubkegel or his Deputy Karl Gewalt (847/949-3284) can provide additional information about the scope of services provided and experience working with Long Grove.

Building & Permitting Specialist Margerita Romanello (847/634-9440) can answer any processing questions.

### **General Performance Standards**

The selected proposer will provide high quality professional services to the Village and its customers to promote development while ensuring safety and compliance with all relevant Village, State, and Federal laws and regulations. Specifically, and without limitation, the selected proposer must perform the following as part of the scope of services:

1. Conduct timely plan reviews and inspections.
2. Provide complete and timely reports to the Village and customers.
3. Perform all services during regular working hours, Monday through Friday 8:30 a.m. to 4:00 p.m., unless otherwise instructed by the Village Manager or designee.
4. Track projects.
5. Maintain easily accessible and complete records for data management and invoicing.
6. Conduct all work with the highest degree of integrity in a manner consistent with industry best practices, conflict of interest laws, and Village policies.
7. Provide high level of customer service to Village representatives and customers, including but not limited to:
  - Being readily available by phone, in person, and e-mail.
  - Clearly and tactfully communicating accurate and complete information regarding results to Village representatives and customers.
  - Working cooperatively to consider alternative means to achieve compliance when appropriate.
8. Maintain a professional appearance.
9. Exercise all necessary caution to protect traffic and to protect all public and private property from injury or damage caused by the contractor's operations, and comply with OSHA and other Federal and State safety standards.
10. Procure all necessary licenses, certifications, and permits needed to conduct the work required under the terms of the agreement.

## **4. SUBMITTAL REQUIREMENTS**

Submittals must include five hard copies with tabs, and one electronic copy in PDF format submitted on a thumb drive to the following address.

**Attention: Planning & Zoning and Building Codes Services RFP  
Village Manager, Village of Long Grove  
3110 Old McHenry Road  
Long Grove, IL 60047**

**Proposals are due on or before 2:00 PM March 22, 2023.**

Failure to submit five hard copies and thumb drive to the Village by the due date above will be deemed to be non-responsive and will result in disqualification from the RFP process. Proposals will

not be opened publicly. Proposals submitted after closing time will be returned unopened. No oral, telephone, or fax proposals will be considered.

## Contents

The following should be included in the order listed. The hard copy submittals must include a page tab to facilitate retrieval of the desired section in the proposal.

- a. Provide a brief overview of your firm or local government, including the location of office which would serve Long Grove, main telephone and fax numbers, and website address, designated business hours, years of experience, number of full-time and part-time employees providing these services, etc. Describe any significant change in organizational structure, ownership, or management during the past three years.
- b. Describe ability to perform the services effectively and efficiently in accordance with the requirement of Village, State and Federal code/regulations.
- c. Summary of overall approach to the assigned work and understanding of the scope of services needed.
- d. Describe the readiness and ability of your firm to provide the services requested. Include schedule for transition, if any, necessary for your firm to take on this work.
- e. List of prior similar experience, with preference to any prior work with municipalities your firm has completed in the last five years, and are currently in progress. References to older but still relevant projects should also be included in addition. For each project, please provide the following:
  - Project description including completion date
  - Name of project lead firm and additional consulting team members
  - Client contact information
- f. Minimum of three qualified references based on relevant project experience.
- g. Describe instances of any current or prior work your firm has within the Village of Long Grove.
- h. Identify the specific employee(s) who will be assigned to this contract, length of employment with your firm, and relevant experience in the field and certifications / qualifications. Describe the role for each employee, including job title, hourly rate, job descriptions including Account Manager and all Supervisors. Include resumes for key personnel.
- i. Describe anticipated staffing levels to adequately carry out this program.
- j. Names of additional consulting and/or sub-contractor firms you may hire to supplement your firm's services.

- k. Briefly describe your strategy, procedures, and systems for recruitment, screening, competency testing, certification maintenance, and employee performance evaluation.
- l. Describe your firm's project management approach and ability to meet deadlines.
- m. Describe your systems and procedures for maintaining quality control.

### **Pricing**

Please propose both flat-fee and hourly prices. Prices should incorporate all costs associated with furnishing, supervision, labor, materials, tools, vehicles, and equipment necessary to complete the services.

### **Identify Any Services Unable to Provide\***

Please list any requested services your organization is unable to provide. Include a short explanation of why and possible alternatives for Long Grove to consider.

### **Proposing Changes**

Proposers may suggest changes to the scope of services based on the firm's understanding of the proposed work, past experience, and professional expertise. The Village is open to ideas that align with contemporary best practices and emerging innovation in community development work.

### **Registering Interest in the RFP**

Proposers are encouraged to register with Assistant Village Manager Dana McCarthy at [DMcCarthy@longgroveil.gov](mailto:DMcCarthy@longgroveil.gov) who will forward them to the Village Manager. It is helpful to know how many responses to expect so that adequate review time can be scheduled.

### **Questions**

All questions, except those directed to Village of Mundelein personnel, regarding the RFP shall be directed via email to Assistant Village Manager Dana McCarthy at [DMcCarthy@longgroveil.gov](mailto:DMcCarthy@longgroveil.gov) who will forward them to the Village Manager. All questions and responses will be compiled and submitted to all respondents electronically who have registered with Dana McCarthy in one general response memorandum and posted on the Village's website by the date specified in Section 2, Timeline of this RFP.

### **IMPORTANT NOTES TO PROPOSERS:**

- Any and all exceptions to any part of this RFP **MUST** be clearly and completely indicated. Please attach additional pages if necessary. \*
- Prior to the submittal of any proposal, all proposers **shall** verify whether addendums have been made to this RFP at [www.longgroveil.gov](http://www.longgroveil.gov).

## **5. SELECTION CRITERIA**

A new Village Manager is starting March 4th. He will review the submittals and make a recommendation to the Village Board.

The Village may elect to evaluate proposals by establishing an ad hoc review and selection committee ("Selection Committee") consisting of representatives of the Village to review and evaluate all proposals. As part of the selection process, the Selection Committee may interview none, some, or all of the proposers. The Selection Committee will then make a recommendation as to which proposer should be awarded the Agreement. The Agreement will be presented to the Village Board for final consideration.

The following criteria shall aid the Selection Committee in recommending which proposer should be awarded the Agreement:

- A. Technical competencies as evidenced by the professional qualifications and related work experience of the firm. Specific professional qualifications, training, and experience of the assigned and committed personnel for the satisfactory performance of this work.
- B. Previous experience of the firm with related work. Positive references shall be considered.
- C. A discussion of the firm's understanding of the work to be performed and a description of the technical approach to be taken to accomplish this work.

## **6. TERMS AND CONDITIONS**

- A. The Village reserves the right, at its sole discretion, to terminate this process at any time, or reject any and all proposals without penalty, prior to the execution of the Agreement. Following the review by the Village, the final selection, if any, will be based on the proposal which best meets the requirements set forth in the RFP and is in the best interest of the Village.
- B. The Village reserves the right to award the contract to the next most qualified firm if the successful firm does not execute a contract within three (3) business days after the award of the proposal, unless waived in writing by the Village Manager.
- C. The Village reserves the right to request clarification of information submitted and to request additional information from one or more proposers.
- D. Any proposal may be withdrawn up until the proposal due date and time by written request to the Village Manager. Any proposals not so withdrawn shall constitute an irrevocable offer, for a period of 90 days, to provide the Village the Services, or until one or more of the proposals have been approved and signed by the Village, whichever occurs first.
- E. Any agreement or contract resulting from the acceptance of a proposal shall be on forms supplied or approved by the Village. The Village reserves the right to reject any agreement that does not conform to the request for proposal and the Village's requirements for agreements and contracts.
- F. Proposals submitted are offers only. The decision to accept or reject is a function of quality, reliability, capability, reputation, and expertise of the firms submitting proposals and the



Village of Long Grove RFP  
Planning & Zoning and Building Codes Services

Village's best interest. Issuance of this RFP does not obligate the Village to pay any costs incurred by a respondent in its submission of a proposal or making any necessary studies or designs for the preparation of that proposal, or for procuring or contracting for the services to be furnished under this RFP.

- G. The Village reserves the right to accept the proposal that is, in its judgment, the best and most favorable to the interests of the Village and to the public; to reject the low price proposal; to accept any item of any proposal; to reject any and all proposals; and to waive irregularities and informalities in any proposal submitted or in the RFP process; provided, however, that the waiver of any prior defect or informality shall not be considered a waiver of any future or similar defect or informality. Firms should not rely upon, or anticipate, such waivers in submitting their proposal.
- H. The Village reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether the proposal is selected.
- I. Estimated Volume / Quantity of Work or Services to be Performed. The total quantity of work or services to be performed through this RFP is estimated. Long Grove does not guarantee any specific number or complexity of work, and shall not be held responsible for any deviation. All orders received by the Contractor during the term of the contract shall be filled in accordance with the terms and conditions set forth herein. This contract shall cover Long Grove's requirements whether more or less than the estimated amount.
- J. By signing this proposal document, the Proposer hereby certifies that it is not barred from proposing on this contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code of 2012, as amended.

Business Name: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date