

Staff Report

ACTION ITEM: Comprehensive Plan Update – Request for Qualifications

PURPOSE: To update the city's Comprehensive Plan.

HISTORY: The Comprehensive Plan for the City of Jackson was last updated in 2009 by the planning firm of Houseal Lavigne Associates of Naperville, Illinois.

COMMENTS: The city's Comprehensive Plan is a long-term (10-20 year) planning document used to guide development and redevelopment in the city. The document includes the Major Street Plan, a transportation planning document. The Board of Aldermen has budgeted a complete update to the plan in 2022. Since the comprehensive plan update process takes nine months or more to complete, staff would like to begin early in the year. The process of updating the plan includes review of the current plan by a consultant, who will provide opportunities for input from elected officials, appointed officials, city staff, business owners, and residents of the city prior to completing an updated plan.

The selection of a consultant will be initiated by a Comprehensive Plan Committee which is proposed to consist of the Administrative Services Director (Rodney Bollinger), the Building & Planning Manager (Janet Sanders), one alderman (to be selected), and two Planning and Zoning Commission members (to be selected). As the process goes forward, the committee is also expected to review sections of the plan as they are presented by the consultant and provide comments back to the consultant. A public meeting will also be held near completion of the process to provide for citizen comments on the draft plan. The final draft will be reviewed by the Planning and Zoning Commission prior to final approval. The Commission's approval of the plan is the final approval. The Board of Aldermen does not approve the Comprehensive Plan.

The first step in the process is to issue a Request for Qualifications (RFQ) to seek firms who are interested in being considered for the project. From the submittals, 2-3 firms are chosen by the committee to be interviewed and to submit detailed proposals with no cost included. The committee will then rank the proposals and forward their findings to the Planning and Zoning Commission. The Commission will review the findings and recommend a consultant to the Board of Aldermen. Upon approval of the recommendation, the city will attempt to negotiate a contract with the selected consultant within the allotted budget. If contract terms cannot be reached with the top-ranked consultant, then the next ranked consultant is contacted to negotiate a contract, and so on until mutually agreeable contractor terms are reached. The Board of Aldermen must then approve the contract by ordinance. Upon approval and completion of any contract terms required prior to start, the project can begin.

ACTION REQUIRED: The Commission shall review the RFQ and approve if acceptable. If approved, staff will proceed with issuing the RFQ and setting committee meetings.