

VILLAGE OF WINNEBAGO

COMPREHENSIVE PLAN & UNIFIED DEVELOPMENT ORDINANCE UPDATE REQUEST FOR PROPOSALS DATED MARCH 6, 2026

I. PROJECT OVERVIEW

The Village of Winnebago (“Village”) is requesting proposals from qualified planning consultants to assist with a comprehensive update to the Village’s Comprehensive Plan and Unified Development Ordinance (UDO).

The intent of this project is to update the Village’s Comprehensive Plan using past planning efforts into a clear, user-friendly document that will guide development and redevelopment decisions for the next 15 to 20 years. In conjunction with the Comprehensive Plan update, the Village seeks to revise its Unified Development Ordinance to ensure consistency with the Plan’s goals and to improve usability, clarity, and implementation.

The Village of Winnebago (population 2,903) is located in northern Illinois, just west of Rockford and approximately 25 miles south of the Illinois-Wisconsin border. The Village provides municipal services including general administration, code enforcement, planning and zoning, police, street maintenance, and water treatment and distribution. Fire protection and wastewater treatment are provided by other public bodies. The Village employs approximately twenty employees and operates with a General Fund budget of approximately \$3 million and a total annual budget of approximately \$7.2 million.

II. SCOPE OF SERVICE

The selected consultant shall provide a full range of municipal planning services necessary to complete the Comprehensive Plan update and Unified Development Ordinance revision, including but not limited to the following:

1. Comprehensive Plan Update
 - a. A thorough review of existing plans, studies, vision statements, goals, and objectives.
 - b. Identification of opportunities and implementation strategies to guide future development and redevelopment.
 - c. Development of an economic development component that reflects current market conditions and recognizes the physical constraints of the Village’s commercial corridors.

- d. Creation of a downtown land use and zoning framework that recognizes the unique character of downtown Winnebago.
- e. Coordination with Village staff, the Village Board, Zoning Board, and other appointed individuals or bodies.
- f. Assistance with establishing and working with a Comprehensive Plan Steering Committee.
- g. Design and facilitation of a public participation process to engage residents, businesses, landowners, developers, and other stakeholders.
- h. Preparation and presentation of a final Comprehensive Plan document suitable for adoption.
- i. Development of a long-term annexation strategy that identifies logical growth areas, evaluates infrastructure and service capacity, and provides policy guidance for orderly and fiscally responsible municipal expansion.

2. Unified Development Ordinance Update

- a. A comprehensive evaluation of existing zoning and subdivision regulations for clarity, consistency, and legal compliance.
- b. Recommendations for immediate amendments where inconsistencies or deficiencies are identified.
- c. Preparation of a fully integrated Unified Development Ordinance aligned with the updated Comprehensive Plan.
- d. Revisions to zoning districts, permitted and special uses, development standards, review procedures, and enforcement provisions.
- e. Incorporation of graphics, tables, and modern best practices to improve usability.
- f. Creation of a downtown zoning district that recognizes the distinct character of the Village's downtown area.
- g. Coordination with Village staff, the Village Board, Zoning Board, and other appointed individuals or bodies.
- h. Facilitation of public meetings, hearings, and adoption processes related to the UDO.

III. COMMUNITY INVOLVEMENT

The Village places a strong emphasis on public participation throughout the planning process. The selected consultant shall demonstrate experience and capability in facilitating inclusive and effective public engagement, including but not limited to:

- A. Public meetings at accessible locations and varied times.
- B. Online engagement tools such as surveys, project websites, and feedback portals.
- C. Regular coordination with Village staff to ensure transparency and communication.

VI. INQUIRIES

All questions regarding this RFP must be submitted to Joseph Dienberg, Village Administrator, no later than March 19, 2026. Responses to questions will be provided in writing on April 1, 2026.

VII. PROPOSAL SUBMISSION DEADLINE

Proposals must be received by the Village of Winnebago no later than April 9, 2026. Late submissions will not be accepted. Telefaxed or emailed proposals will not be considered.

VIII. TENTATIVE SCHEDULE

Activity	Date
Issuance of RFP	March 6, 2026
Deadline for Questions	March 19, 2026
Responses to Questions	April 1, 2026
Proposal Submission Deadline	April 9, 2026
Staff Review Complete	April 23, 2026
Consultant Interviews	May 6, 2026
Recommendation to Committee of the Whole	May 20, 2026
Village Board Selection	June 3, 2026

IX. BASIS OF SELECTION

Proposals will be evaluated based on the following criteria:

1. Understanding of the scope and objectives of the project.
2. Qualifications and experience of the firm and project team.
3. Demonstrated experience with similar municipal projects.
4. Quality of proposed methodology and work plan.
5. Cost and overall value to the Village.

X. GENERAL CONDITIONS

- A. No Obligation to Award: This RFP solicitation does not oblige Village of Winnebago to award a contract to any respondent. Village of Winnebago may, at its discretion, revise the selection process, the schedule of events or anticipated date of award, may request further information from any respondent or may withdraw this RFP in part or in its entirety.
- B. Proposal Participation: Any entity that has received this RFP directly from Village of Winnebago or indirectly through a third party is eligible to submit a proposal for the required services.
- C. Withdrawal: A respondent may withdraw its proposal without prejudice to itself, by submitting a written request for its withdrawal to Joseph Dienberg, at any time during the entire selection process.
- D. Rejection of Proposal: Village of Winnebago may reject any and all proposals. Village of Winnebago will reject the proposal of any party who has been delinquent or unfaithful in any former contract with Village of Winnebago. The right is reserved to reject any or all proposals, and to waive technical defects, as the interests of Village of Winnebago are best served.
- E. Confidentiality: All vendor-supplied materials, including response to the RFP, become the property of Village of Winnebago. The Village will respect the confidentiality of the information provided under each proposal and will work with all vendors to meet their confidentiality requirements, provided they are within reason. However, proposals are subject to the Freedom of Information Act. Proposals that do not qualify for the interview phase of the selection process will not be returned.
- F. Clarification/Submission of Questions: Request for clarification and questions must be received in writing by mail or email, prior to 1:00 p.m. on Wednesday, _____ before the RFP due date. Village of Winnebago will respond to those questions either directly to the originator of the inquiry or to all potential respondents as deemed appropriate.

XI: INDEMNIFICATION

The firm must indemnify, defend, and hold harmless the Village, its individual Board members, agents, firms and employees (collectively, “Indemnities”), from and against all claims for or loss to property, including claims of Village, third parties, and firm's or any subcontractor's employees, and any other claims, losses, damages, or expenses, including attorneys’ fees, arising out of the performance of the services by firm, including, but not limited to, losses or damages caused in part by the Indemnities’ own negligence (except to the extent prohibited by Illinois law).