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**December 1, 2010**

**City of Geneva**  
**"Geneva South East Subarea Plan"**  
**Project Scope of Work**

**Request for Qualifications**

The City of Geneva seeks a qualified Engineering and Urban Planning Team to assist in the creation of the Geneva South East Subarea Plan. The Plan will be adopted as an element of the Comprehensive Plan. The Plan will assist the City in marketing and developing land which is currently adjacent to but not annexed within the City corporate limit. The city will choose the consultant team based on relevant history and proven ability to accomplish the task, working in coordination with the City. Interested vendors will be interviewed and terms will be negotiated with the chosen consultant team. Response to this "Request for Qualifications" should be concise. Six (6) copies of your response to this document should be sent by 5:00 PM Thursday, December 23, 2011 to:

Ellen Divita, Director of Economic Development  
City of Geneva  
22 S. First Street  
Geneva, IL 60134

Responses should include:

- 1) Brief history of the firm and examples of comparable work
- 2) Identification of the personnel who would be assigned to the project
- 3) Current work load and expected time frame to complete the project

The following sections discuss the project originations and objectives. A detailed work scope will be negotiated with the chosen consultant team.

**Project Objectives**

The City hopes to achieve these objectives:

- 1) Develop consensus on land use
- 2) Understand engineering needs to develop the property
- 3) Understand infrastructure needs and costs to support the desired land uses
- 4) Identify potential funding sources and mechanisms

### **Background and Project Definition**

Geneva, Illinois, the county seat of Kane County, is located 40 miles west of Chicago. The community has earned a national reputation as a quality place to live and work. Our downtown business district is a national historic district, home to over 600 historic structures and 735,000 s.f. of commercial property.

Like our municipal neighbors to the north and south, Geneva owns and operates its own electric utility which offers highly competitive electric rates in comparison to the region and State of Illinois as a whole. Even though the City extended sewer and water lines to its eastern border at the Kane/DuPage County borders in the early 1990's, Geneva has not experienced the industrial development and growth that its neighbors to the north and south have. Such development is not forthcoming due to a shortage of improved land already served by roads and infrastructure.

The City of Geneva Comprehensive Plan, adopted by the City in April of 2003, recommends the southeast corner of the City's planning jurisdiction to be primarily developed as light industrial with a small area of supporting commercial uses. Although much of the planning area is currently unincorporated, our boundary agreements with neighboring municipalities identify the acreage to ultimately be developed within Geneva; approximately 300 acres remain south of State Route 38. Industrial development is key to Geneva's long term financial stability; currently the tax base is 74% residential as measured by equalized assessed value. Geneva would like to increase the business tax base, reducing reliance on sales tax.

This area is well suited for industrial business development, and planning now will assist the City as the country moves out of economic recession. History has shown great entrepreneurial activity occurs in recession periods; half of the Fortune 500 companies originated during down economic times. The planning area is adjacent to the DuPage Airport and DuPage National Technology Park and it is envisioned that businesses locating in Geneva could support future Tech Park tenants and/or the Food Manufacturing cluster which already exists in Geneva. Other area amenities that will drive business development include the quality of life in Geneva (Schools, Parks, and City services), high speed fiber optic connectivity, and an educated workforce which includes a higher than average percentage of area residents with doctorate degrees; many of whom work at Fermi and Argonne National Laboratories.

While our municipal neighbors are each home to more than 700 hundreds acres of industrial development, Geneva which offers the same competitive utility rates, access to DuPage Airport, and connectivity to the State Interstate system has only about 150 acres of industrial property on the east side.

The South East area is underdeveloped because it faces several challenges. An arterial road connection is available from the south at Fabyan Parkway but there are no utilities. There is available sewer and water at the north end of the study along IL Route 38, but there is no road connection to IL Route 38. Additionally the area will need an expensive electric substation and connection to the City's other substations and connection to the generation facility at Averill Road. Contributing factors include the UP railroad line (and corresponding lack of access from Illinois Route 38), existence of unincorporated subdivisions and County Forest Preserves immediately adjacent to the area in question has proven to be barriers to infrastructure extensions and development of significant business park.

This planning project seeks to create a Subarea Plan to guide industrial business development of the undeveloped and/or underutilized lands in the southeast corner of the City's planning jurisdiction. The area in question lies within the "Urban Growth Corridor" designated by the Kane County Land Use Plan. Development of the South East area for industrial business uses would be consistent with the objectives of the Kane County Land Use Plan.

### **Project Area**

The project planning area is generally bounded by the Kane/DuPage county line on the east, Fabyan Parkway to the south, IL Route 38 on the north and Kirk Road to the west. It incorporates land annexed into the City as well as properties proposed for annexation via boundary agreements already in place with neighboring West Chicago and Batavia, Illinois. (See map attached). The project planning area includes an area generally proposed for non-residential development (industrial, commercial, and entertainment) in the Geneva Comprehensive Plan. There are several parcels which may ultimately see redevelopment, and some parcels which may never be annexed into the City.

The scope of work addresses the planning process to be used in preparing the Geneva South East Subarea Plan. The results of the process will be a plan that describes the City's vision for the future of the area, expectations for development and redevelopment, and recommendations on land use, road connections, utility extensions, access and circulation, transit, and open/civic spaces.

### **Why is the plan needed?**

The City of Geneva wishes to control its destiny through ability to provide sufficient property and sales tax revenues to support City services. The City is currently 74% residential as measured in Equalized Assessed Value. The City would like to increase its business base, lowering this level as a proportion of the whole.

The southeast side is well poised to follow the industrial business development patterns to the north, east, and south. Low electric utility rates increase Geneva's desirability as a business location for the industrial sector. However, availability of road connection and utility services remain a barrier to development in this area. The City is taking this opportunity to proactively plan.

The City needs a consensus plan that sets an overall direction, as well as specific recommendations, to guide the future of the area, while also identifying potential funding sources, strategies and specific actions that would be necessary (both site specific and project/program-oriented) to achieve the plan.

### **Project Management: Internal Work Team**

An internal City work team comprised of representatives from the City Administrator, Public Works, and the Community and Economic Development Departments will assist in the development of the plan. It is envisioned City Engineering staff will play an integral role in this project.

The City work team will assist the consultant through provision of historic documents, planning studies, and GIS files, facilitating meetings with property owners, and assisting with engineering.

The consultant will be responsible for evaluating alternative development proposals and the necessary corresponding utility system expansions and identifying potential funding / grant sources. Project updates available to the public on the internet is desired.

### **Meetings**

The chosen consultant team will meet with the City work team, review existing documents, and agree on the project tasks. A public meeting will likely be held early in the process to introduce the project to interested parties (including major property owners and properties along the perimeter of the project area. It is anticipated that two land use scenarios will be identified for evaluation and comparison. The two scenarios will be presented at a Public Hearing held before the Plan Commission. Once alternatives are reviewed by the Plan Commission, a final document will be prepared, approved and recommended for consideration by the City Council.

### **Deliverables**

The following list is the desired work products:

- Preparation and evaluation of different development scenarios
- Sewer and water analysis using modeling software for each scenario (connection points to existing system, approximate locations, sizing, and depth)
- Proposed roadway network and proposed typical sections(at minimum identifying the road spine location with access points to off-site arterials identified)
- Wetland determination based upon existing ADID wetland delineation and field inspection. City supplied Electric Utility design plans incorporated into roadway and easement planning
- Analysis of best locations and necessary acreage to create a regional storm water management system
- Identification of potential grants, funding, and/or financing options
- Identification of potential sites for METRA station based on current METRA requirements or other transit-based alternatives (see attached METRA report)
- Cost estimates for the roads and utility extensions
- Review of existing manmade and natural resource conditions and identification of strengths, weaknesses, opportunities, and threats (for example factors limiting development including soils, wooded areas, etc.)
- Zoning recommendations
- Design guidelines

### **The City will provide these In-Kind contributions**

- Work scope development
- Supplemental mapping and engineering services for expansion of city utilities
- Facilitation of meetings with major property owners
- Facilitation of a public meeting to present alternative land design

### **Time Frame**

The City anticipates that the project will be completed within a 6 to 8 month timeframe after a contract is finalized and accepted by the City Council.

The following describes tasks envisioned for the process. A final work scope will be negotiated.

**Task 1: Review and map existing physical manmade and natural resource conditions within and adjacent to the study area (land use, parcels, parcel ownership, wetlands, woodlands, floodplains, etc.) Identify ownership.**

- 1.1 The consultant will review and assess the following documents for relevant objectives, recommendations, policies and regulations that should be considered in preparing the plan:
  - a. City of Geneva Zoning Ordinance
  - b. City of Geneva Comprehensive Plan
  - c. City of Geneva Utility Maps
  - d. METRA area study in consideration of an additional station
  - e. West Chicago - Geneva Boundary Agreement
  - f. Route 38 / Kautz Road bridge design
  - g. DuPage County Bike Trail alignment plan
  - h. City of Geneva Bike Trail plan
  - i. Kane County Soil Survey
  - j. Northeast Sanitary Sewer Report
  - k. GIS base map with utilities locations
  - l. Kane County aerial map with contours
  - m. Existing land use inventory (parcel size and owner)
  - n. Existing engineering studies of the Water, Sewer utilities
  
- 1.2 The consultant will inventory and assess the existing land use and development, which will include detailed information on undeveloped parcels in the project area recommended for light industrial, commercial, and entertainment uses. The information gathered will be used to identify functional land use areas, compatible and incompatible land use arrangements, and redevelopment opportunity/catalyst sites.
  
- 1.3 The City will:
  - a. Facilitate meetings with key property owners as needed.
  - b. Provide aerial photography and GIS software layers in electronic format.
  - c. Provide an inventory of these infrastructure systems including sanitary, water, fiber-optic, electric, roads, and storm water.

**Anticipated Deliverables:**

- The consultant will use aerial photography of the study area and City GIS maps to prepare a base map, and any other necessary maps, for use in depicting information in the plan.
  
- Printed and electronic versions of the existing land use, ownership, and development opportunities, identifying any barriers or impacts to development such as soils conditions, woodlands, etc.

**Task 2: Creation of an on-line page where progress of the study can be reviewed by the public and public comment can be posted.**

The City is open to suggestions from the consultant as to the specific electronic methods and/or web-based tools that may be used to keep the public informed on plan progress, gather citizen suggestions and ideas, and gather public comments on posted online consultant deliverables. At a minimum these elements will be posted on a public web site: project schedule, an on-line questionnaire soliciting suggestions on issues and concerns to be addressed in the plan, an opportunity for comments on draft parts of the plan once they are posted, draft and final documents. The project web site will provide the capability for interested persons to be notified when any new information is posted.

**Deliverables:**

- Project web site
- Online Questionnaire
- Posting of periodic project updates
- "Button" to sign up for email updates

**Task 3: Formulate alternative plans and analyze the potential impact of each on land use, utility, storm water, and local transportation systems.**

The city and consultant team will work collaboratively to prepare several alternative land use development plans which will be used as a basis for utility and road planning.

The consultant will prepare an assessment of the advantages and disadvantages of the alternative concept plans. The assessment will include an analysis of the following:

- a) Land use compatibility
- b) Roadway and infrastructure improvement
- c) Transit facilities
- d) Development regulation
- e) Land parcel configuration, ownership, and assemblage considerations
- f) Development/improvement phasing
- g) Implementation considerations
- h) Utility improvements

**Deliverables:**

- A contour map using best information available will be used to identify locations for a regional storm water management system. The approximate acreage required for the site will be identified, including which parcels would be contributory to any ponds.
- Factors which could limit development will be identified including soils, wetlands, and any ownership or environmental issues which could exist.
- Land use development alternatives would be mapped.
- Alternative roadway networks as appropriate will be identified to serve each alternative plan and typical sections provided.

- Land Use development alternatives would be mapped.
- Alternative roadway networks as appropriate will be identified to serve each alternative plan and typical sections provided.
- Using modeling software, develop a design layout and cost associated with utility extensions for each scenario.
- A public meeting will be held with major land owners and perimeter property owners in order to gather ideas on plan components and citizen comments on alternative plans considered.

**Task 4: Presentation of alternatives at a Plan Commission Public Hearing.**

Upon completion of Tasks 1-3, the Plan Commission will conduct a public hearing on the draft plan. The consultant will present a draft plan at the hearing, address questions, and then prepare any revisions that may be necessary. The Geneva Plan Commission would refer the plan for formal consideration by the City Council.

**Task 5: Prepare the final Geneva South East Subarea Plan for presentation to the City Council/Committee of the Whole.**

After the hearing, the consultant will make any needed revisions to the plan as recommended by the Plan Commission and then present the plan to the City Council for formal action (plan adoption). The final recommended plan would be prepared as an amendment to the adopted Comprehensive Plan for the City of Geneva.

The final plan will include the following:

- a. Executive Summary
- b. Plan purpose, background and summary of the planning process
- c. Key issues, needs and opportunities
- d. Vision and planning principles
- e. South East Subarea Plan
  - 1) Land Use Plan
  - 2) Corresponding Infrastructure Plan
    - a. Water
    - b. Sewer
    - c. Sanitary
    - d. Electric
    - e. Storm water
    - f. Fiber Optic
  - 3) Transportation and Road Plan – access/circulation and transit improvements, pedestrian and bicyclist improvements, and parking
  - 4) Specific Implementation Strategies
    - a. key actions required
    - b. potential grant or funding sources
    - c. barriers to development to be overcome

Upon final adoption of the plan, printed and electronic versions of the Draft Geneva South East Subarea Plan will be delivered to the City.