



# City of Quincy, Illinois

## REQUEST FOR PROPOSALS

Solicitation:  
Comprehensive Plan

Date: 06/17/26

RFP DUE DATE AND TIME: Thursday, July 16, 2026 @ 4:00 PM

Proposals shall be submitted on the enclosed form(s) and returned to the mailing address below or submitted electronically via BidNet Direct by submitting a proposal via the following link: [www.bidnetdirect.com//cityofquincy](http://www.bidnetdirect.com//cityofquincy) by the due date:

City of Quincy-Purchasing Department  
730 Maine Street – Suite # 226  
Quincy, Illinois 62301  
RFP: FY 2026/2027 Comprehensive Plan

Proposals shall be enclosed in a sealed envelope with the return address and the following clearly marked on the outside of the envelope:

**“Proposals For: FY 2026/2027 Comprehensive Plan”**  
**Date: July 16, 2026 – 4:00 PM”**

All proposal envelopes must be clearly marked with the above statement written on the outside of the proposal packet.

The City of Quincy welcomes vendors to submit their proposals by mail, hand delivered or electronically submitted via BidNet Direct. No other form of electronic submittal may be accepted.

The City of Quincy is not responsible for any technical difficulties a vendor may experience when submitting their proposal electronically. BidNet Direct would be happy to help and may be reached at 800-835-4603 Option 2

Vendors submitting their proposal via BidNet Direct should verify their proposal was submitted successfully. Vendors submitting their proposals electronically using BidNet Direct will receive a Confirmation # from BidNet Direct, once their proposal is submitted successfully. Vendors can confirm their submittal was successful by reviewing their BidNet Direct account and they may download the confirmation # for their records.

Proposals received after the time the RFP's are due will not be considered for award and will be returned unopened. Subject to the conditions, provisions and the enclosed information, sealed proposals will be received by the Purchasing Department by the stated date and time.

## 1. Purpose of Request

The City of Quincy, Illinois (population 39,463 per the 2020 U.S. Census) is the county seat of Adams County and the westernmost city in the state. The City seeks proposals from qualified consultants to create a new 20-year comprehensive plan, which would include an updated Neighborhood Land Use Plan, an updated/modernized zoning code (Chapter 162) and an updated zoning map.

The current zoning code is heavily outdated, text-dense and difficult to navigate. The City aims to modernize its regulatory framework to support sustainable growth, streamline development reviews and reflect modern planning practices, emerging trends in land use and the evolving needs of the region.

This project will consolidate and reconcile all previously adopted smaller-scale planning exercises and zoning amendments into a single modern, usable document that addresses outdated provisions and creates a user-friendly comprehensive plan that supports Quincy's long-term growth and aligns with the uniqueness of our community, emerging trends and best planning practices.

There is local funding for this project.

## 2. Contact Information

The City of Quincy's Purchasing Department has issued this request. Questions pertaining to this request should be submitted, in writing, to Mary-Ann Ervin, Purchasing Manager, at [purchasing@quincyl.gov](mailto:purchasing@quincyl.gov) no later than 12:00 p.m. on Wednesday, July 1, 2026. Answers to questions of a substantive or technical nature will be posted on BidNet Direct.

## 3. Project Timeline

Services are to be completed within 18 months of the awarding of the bid for the comprehensive plan while allowing a maximum 24-month buffer for adoption processes.

- a. [Months 01-03] → Community engagement kickoff and existing conditions audit
- b. [Months 04-08] → Draft comprehensive plan and neighborhood land use plan
- c. [Months 09-11] → **Comprehensive plan adoption** and zoning diagnostic report
- d. [Months 12-15] → Draft modernized zoning code, create modernized zoning map
- e. [Months 16-18] → **Zoning code and map adoption** (target goal)
- f. [Months 19-24] → Buffer window for extended public hearings / revisions

## 4. Scope of Services

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 Quincy Comprehensive Plan (2013)
- b. Neighborhood Land Use Plan (2013)
- c. Broadway Corridor Land Use and Access Management Plan (1997)
- d. Recommended Actions for Revitalization of Quincy's CBD (1996)
- e. Quincy Next Strategic Plan (2018)
- f. Quincy Greenway and Trails Plan (1999)
- g. Quincy Riverfront Master Plan (2022)
- h. Quincy Regional Transportation Plan (2020)

II. Develop options and assist the City with a robust, innovative and dynamic public engagement process targeting residents, business owners, developers and civic organizations. That process should consist of:

- a. Project initiation and assessment
- b. Public and stakeholder engagement
- c. Zoning code evaluation
- d. Zoning map evaluation
- e. Adoption and implementation

City staff will facilitate and manage all required public hearing notices, public workshops, stakeholder interviews, open houses, meeting logistics, agenda preparation and statutory noticing requirements. Staff will work collaboratively with the consultant on the project. The consultant will develop and maintain any necessary digital engagement tools, online surveys or dedicated project websites.

III. Comprehensive Plan Update

- a. Analyze current demographic, economic and infrastructure data.
- b. Use information from the public engagement process to develop a unified community vision, goals and strategic policy.
- c. Create a clear future land use map that guides city growth for the next 20 years that includes the firm's approach, project needs and planning trends for internal review and input.
- d. Staff will provide one consolidated set of feedback per draft chapter.
- e. The consultant is limited to two rounds of revisions per deliverable.

IV. Neighborhood Land Use Plan

- a. Conduct focused data collection for a designated neighborhood/district experiencing unique transition or development pressures.
- b. Draft specific character, design and land-use recommendations tailored to this area, ensuring seamless integration into the broader Comprehensive Plan.

V. Zoning Code and Zoning Map Overhaul

- a. Evaluate existing zoning ordinances against the new Comprehensive Plan goals to identify conflicts, gaps and structural issues. This should run concurrently with the final stages of Comprehensive Plan adoption.
- b. Draft a comprehensive, modern, graphic-heavy Unified Development Ordinance (UDO) – a single document combining zoning regulations, subdivision rules and development standards into a centralized rulebook – that utilizes clear diagrams, dimensional cross-sections and matrices.
- c. Test the newly drafted UDO against 5 to 10 local property profiles (such as downtown infill, a commercial corridor strip or a standard residential lot) to catch unintended non-conformities before public presentation.
- d. Draft a clean updated zoning map. All deliverables must match the specific software formatting requirements for the Adams County interactive GIS map viewer.

VI. Project Management

- a. Develop a plan for performance management and implementation, which includes maintaining bi-weekly progress meetings with City's staff project manager.
- b. Create metrics to monitor progress and outcomes and integrate a mechanism for maintenance and updates at regular intervals.
- c. Facilitate joint workshops and formal public hearings with the Quincy Plan Commission and the Quincy City Council.

## VII. Deliverables

- a. Final comprehensive plan document that is clearly organized with understandable graphics as needed 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: The final scope of services shall be negotiated with the chosen consultant.

### 5. Selection Process

A committee consisting of, but not limited to, City Staff, City Administration, City Council Members and Plan Commission members 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 consulting firm to deliver reasonable outcomes as demonstrated through past or ongoing projects, as well as any additional information not requested in this RFP or not included in the proposals received.

The RFP 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 Quincy 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. Format and Content

Submittal shall consist of 8½-inch by 11-inch pages. 11-inch x 17-inch sheets folded to 8½-inch x 11-inch size may be included. Submit three copies. One copy shall be unbound. The maximum number of pages including the cover page shall be 20. All forms included in this request for proposal that are required shall not count towards the number of pages. All proposals shall include the content described below to make evaluation of the proposals easier and ensure fair comparison between consultants. Electronic submissions via BidNet Direct will also be accepted. No other forms of electronic submittals will be accepted.

### 7. Submitted Content Shall Include:

- I. Company Profile: Statement of qualifications and experience of the firm, location of office which would serve the City and firm officers.
- II. Staff Profile: List of key staff with brief resumes for people who would be assigned to the project and any other relevant staff. Highlight certifications such as AICP (American Institute of Certified Planners) or CNU-A (Congress for the New Urbanism-Accredited). Include sub-consultants who will be utilized to complete the project, including the relevant pre-qualification categories for each sub-consultant. An organization chart is optional. The consultant should indicate if key staff members are proposed in any other professional services selection processes that are outstanding between now and when a selection will be made on this project.
- III. Relevant Experience: List and description of the firm's similar projects completed for municipalities of similar size (between 30,000 and 60,000 people). Include a minimum of three references for comparable clients/projects, including names, titles and contact information.
- IV. Additional: Any information the consultant believes is relevant to this project.
- V. A sealed price proposal (or pricing chart).

Consultants must provide a fixed-fee total for each component listed below. This cost must include all labor, travel, software licensing, printing and administrative overhead.

Project Component	Estimated Hours	Fixed Fee Price (\$)
Comprehensive Plan Update		
○ Community profile and demographics		
○ Visioning, goals and vision statement		
○ Future land use plan and elements		
Neighborhood Land Use Plan		
○ Area analysis and focused engagement		
○ Specific character district guidelines		
Zoning code / zoning map overhaul		
○ Diagnostic report and code audit		
○ Draft Unified Development Ordinance (UDO)		
○ Draft of zoning map		
Community Engagement		
○ Public workshops and stakeholder interviews		
○ Online surveys and website maintenance		
Project Management and Adoption		
○ Staff meetings and progress reports		
○ Plan Commission and City Council meetings		
<b>TOTAL PROJECT COST</b>	<b>[Sum of Hours]</b>	<b>\$(Sum of Fees)</b>

## 8. Evaluation Criteria

For this project, the select committee will review consultants based on a 100-point matrix. A minimum of 75 points is required to be considered for an interview.

- Project Approach, Methodology and Understanding (25 points possible):
  - Does the workflow logically address everything within 18 to 24 months?
  - Is the engagement strategy innovative and inclusive?
- Project Schedule and Timeline (20 points possible):
  - Is the proposed schedule realistic for a concurrent workflow?
  - Are reasonable internal city staff review windows accounted for?
- Cost Proposal and Value (20 points possible):
  - Is the pricing competitive, complete and fully transparent?
  - Does the scope offer strong value for the hours allocated?
- Firm Qualifications and Experience (15 points possible):
  - Has the firm completed similar updates for cities of populations between 30,000 and 60,000 people?
  - Are the code examples provided modern, visual and legally resilient?
- Key Personnel and Team Experience (15 points possible):
  - Do the project manager and lead coder hold credentials?
  - Is a dedicated GIS specialist assigned to the mapping?
- References and Past Performance (5 points possible):
  - Did past municipal clients report delivery that was on time and on budget? Was the firm’s community interaction highly rated?

## 9. Oral Presentation

Oral presentations are not anticipated.

## 10. Reservation

The City of Quincy reserves the right to reject any/all proposals.

## 11. Contract

Contract discussion and negotiation will follow award selection. Respondents must be amenable to inclusion of any information provided whether herein or in response to this Request for Proposals or developed subsequently during the selection process. The agreement will be based on a fixed fee price from estimated hours, not to exceed cost reimbursement, with payment terms to be negotiated with the respondent selected.

## 12. Submittal Requirements

Each firm is responsible for completing the following before submitting a proposals package:

- Examine the RFP documents.
- Become familiar with local conditions that may affect costs, implementation, progress, performance or furnishing of the services required.
- Consider federal, state and local laws, statutes, ordinances, regulations and other applicable laws that may affect costs, implementation, progress, performance or furnishing of the services required.
- Submit questions concerning the RFP documents in writing to the City in a timely fashion so the questions may be answered in an addendum to be issued by the City.
- Notify the City in writing of any conflicts, errors, omissions or discrepancies in the RFP documents.

Before submitting a proposals package, each firm shall, at the firm's own expense, make or obtain any additional examinations, investigation, research and studies, and obtain any additional information and data that may affect costs, implementation, progress, performance or furnishing of the services required and that the firm deems necessary to prepare its proposals package.

## 13. Interpretations and Addenda

All questions concerning the meaning or intent of the RFP documents and notifications concerning any conflicts, errors, omissions or discrepancies in the RFP documents are to be directed, in writing, to Mary-Ann Ervin, Purchasing Manager, at [purchasing@quincyl.gov](mailto:purchasing@quincyl.gov).

Questions must be received by 12:00 pm on July 1, 2026, to be considered.

The City will provide written answers to all questions through addenda to this Request for Proposals. The City reserves the right to modify the RFP documents before the receipt of proposals with notice to parties that submitted a written Request for Proposals documents.

## 14. Contractor Proprietary Information

All qualifications packages submitted will be the property of City of Quincy. Information that a firm clearly identifies in the qualifications package as being privileged or proprietary will not be disclosed to other firms or non-city project team members to the extent allowed by law.

## 15. Cost of Proposals Packages

All costs associated with the preparation and submittal of responses to this RFP and all costs of conducting system demonstrations shall be entirely those of the firm. The City of Quincy will not be responsible for any proposal development costs. All supporting documentation and other materials submitted shall become the property of City of Quincy.

## 16. Limitations

Only proposal packages that the City of Quincy has received by the response deadline will be evaluated. The City will not be responsible for oral interpretations given by any City employee, representative or others. The issuance of a written addendum is the only official method whereby interpretation, clarification or additional information can be given. If any addenda are issued to this RFP, the City will attempt to notify all prospective firms who have secured same. However, it will be the responsibility of each firm, prior to submitting the competitive proposal package, to contact Mary-Ann Ervin, Purchasing Manager, at (217) 228-4502 to determine if any addenda were issued and to make such addenda is part of the package.

This RFP is not an offer to contract but merely a request for information that may or may not lead to a final agreement. No contract will be considered binding upon either party except in the form of a final written agreement executed by both parties. This RFP may be cancelled or offers may be rejected in whole or in part when in the best interest of City of Quincy. Failure to include in the proposal package all information outlined in this RFP may be cause for rejection.

## 17. City Investigations and Process Decisions

As part of the RFP evaluation process, the City reserves the right to do any or a combination of the following:

- Contact officials from other jurisdictions regarding the firm.
- Visit a firm's facilities.
- Meet the firm's personnel, including interviewing the firm's operations, management, financial and customer services personnel during the performance of their regular duties.
- Retain independent consultants for assistance in evaluations and provide materials to those consultants.
- Request clarification or additional information from a specific firm to assist in the City's evaluation.
- Decline to award a contract or contracts for services because of this RFP process.
- Discontinue negotiations with the selected firm or any firm and commence discussions with any other party.
- Withdraw the RFP and reject any or all submissions.
- Not award to any or all firms and issue a subsequent RFP based on refinements of concepts proposed in response to this RFP.
- Seek other investigations, inquiries, reviews or clarifications which would allow the City to make informed decisions.

## 18. Preparation of RFP Forms

All blank spaces in the RFP Forms must be completed in black ink, by typewriter or by reproduction of the original forms with a computer. No changes shall be made to the forms. If forms reproduced by a computer are substantially different than the RFP forms, the City may deem the firm non-responsive. The City may deem any package non-responsive that contains omissions, erasures, alterations or additions of any kind, or any package that in any manner fails to conform to the conditions of this request for proposals.

The firm must sign the signature form in ink in the blank space provided if submitting by mail or in person. The firm must sign the signature form in the blank space provided if submitting electronically. All names must be typed or printed below the signature, along with evidence that the firm is a duly organized and validly existing firm, licensed to do business in the City. Proposal packages by corporations must be executed in the corporate name by the president or a vice-president (or other corporate officer accompanied by evidence of authority to sign). Proposal packages by partnerships must be executed in the partnership name and signed by a partner, whose title must appear under the signature.

If the signature is by an agent other than an officer of a corporation or a member of a partnership, a notarized power-of-attorney must be on file with the City before the opening of proposal packages or must be submitted with the proposal package. Otherwise, the firm may be deemed non-responsive.

## 19. Modification or Withdrawal of Proposal Packages

Before the time and date designated for receipt of proposal packages, any proposal package submitted may be modified or withdrawn by notice to the person receiving proposal packages at the place designated for receipt of proposal packages. Such notice must be in writing to the City contact on the first page of this document. It shall include the signature of the firm and must be received before the date and time set for receipt of packages.

If, within 24 hours after proposal packages are opened, any firm files a duly signed, written notice with the City and promptly thereafter demonstrates to the reasonable satisfaction of the City that an unknown, material and substantial mistake was made in the preparation of its proposal package, that firm may withdraw its package.

## 20. Process Integrity Requirements

Each firm is individually and solely responsible for ensuring compliance with the following process integrity requirements.

- All RFP-related communications with the City, from the time this RFP is advertised and issued until the time a negotiated contract is forwarded to the City Council, shall be through the staff contact provided in this RFP.
- Firms or their agents shall not contact other City staff, appointed or elected officials, consultants retained by the City or other agents regarding this RFP from the time this RFP is advertised and issued until the time a finalized contract is forwarded to the City Council.
- Only City-provided information and RFP materials and addenda that are provided in writing to all firms are to be utilized in developing the proposal package. Any firm's reliance on other City information and materials may result in a non-responsive package due to inaccurate or incomplete information.
- Any information and materials to be utilized by the City during the evaluation and selection process must be included as part of the original package or submitted in response to a specific request from the City.

Any evidence that indicates a firm has failed to comply with the specific process integrity requirements or has otherwise substantially diminished the City's ability to award a contract in a timely manner and free of contention may result in that firm's disqualification.

The City reserves the sole right to disqualify any firm at any point in the process prior to contract award for failure to comply with this requirement.

This responsibility for compliance extends to the firm's employees, agents, consultants, lobbyists or other parties or individuals engaged for purposes of developing or supporting the firm's proposal.

#### 21. Compliance with Laws

The selected firm agrees to be bound by all applicable federal, state and local laws, regulations and directives as they pertain to the performance of the contract. The City of Quincy is an Equal Opportunity Employer and does not discriminate against any person on the basis of race, creed, color, age, sexual orientation, gender, ethnic background or national origin.

**RETURN WITH PROPOSAL**

By signing this "SIGNATURE FORM" the undersigned proposer certifies that he or she or it is not barred from contracting with the City of Quincy, Illinois as a result of a violation of Articles 33 or 33E of the Criminal Code of 1961 (720 ILCS 5/1-1 et seq.).

Also, pursuant to Section 5/11-42.1-1 of the Illinois Municipal Code (65 ILCS 5/1-1-1 et seq.), the undersigned proposer certifies, under oath, that he or she or it is not delinquent in the payment of any tax administered by the Illinois Department of Revenue, unless such bidder is contesting the liability for the tax or the amount thereof in accordance with the procedures established by the appropriate revenue act.

Failure to complete this notarized certification may result in the rejection of this bid.

(If an individual)

Signature: \_\_\_\_\_ (Seal)  
Business  
Address: \_\_\_\_\_  
\_\_\_\_\_

(If a partnership)

Signature: \_\_\_\_\_ (Seal)  
Partnership Name: \_\_\_\_\_  
Partnership  
Address: \_\_\_\_\_  
\_\_\_\_\_

(Names and Addresses of all members of the partnership)

\_\_\_\_\_  
\_\_\_\_\_

(If a corporation/LLC)

Signature: \_\_\_\_\_ (Seal)  
Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
\_\_\_\_\_  
President/Manager: \_\_\_\_\_  
Secretary/Member: \_\_\_\_\_  
Treasurer/Member: \_\_\_\_\_

SIGNED and SWORN to before me \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public (NOTARY SEAL)