

# PLANNING CHARRETTE - MILL RACE INN REDEVELOPMENT

## OVERVIEW

The Request for Proposal (RFP) is for a charrette team to lead a community inclusive Planning Charrette for the Mill Race Inn site in downtown Geneva, Illinois. The selected team will also be responsible for taking the final charrette product through the entitlement process.

The approximately 1.84-acre parcel is identified as a redevelopment opportunity in the City's adopted Downtown Station-Area Master Plan and is located in the Geneva Fox River Tax Increment Financing District. The site also includes an 1846 limestone building that is designated as a local historic landmark.

The RFP is requested by the City of Geneva in partnership with the Shodeen Family Foundation.

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Geneva, Illinois 60134



## 1.0 INTRODUCTION

The City of Geneva and the Shodeen Family Foundation are seeking proposals from qualified firms to lead a five-day planning charrette for the Mill Race Inn site located at 4 E. State Street in downtown Geneva. The exercise will create community consensus on an acceptable course of action to design for the future retail, lodging, residential, and/or mixed-use redevelopment of the parcel. There is not a pre-conceived plan for the redevelopment of this site, except that the development must serve as an attractive gateway into downtown Geneva and maximize the riverfront as an accessible community asset.

The charrette will employ an iterative process over five separate days open to the public, including but not limited to all of Geneva's residents, public agencies, business owners, non-profits, employees, students, and visitors. At the end of the initial five-day process, the exercise will have developed a mutually agreed upon use and strategy for the site's redevelopment. The selected team will have six weeks to refine the product and begin the entitlement process.

The team will include an urban planning professional and recognized urban designer with experience in multiple-day charrettes, community development, historic preservation, zoning, transportation and the capability of providing necessary building and landscape architecture, engineering, and economic analysis of community proposals during the planning process.

Proposals are due by 4:00 pm on January 23, 2019.

## 2.0 SITE INFORMATION

The approximately 1.84-acre parcel is located in downtown Geneva along the east shoreline of the Fox River. The location at the southwest corner of the intersection of IL Route 31 (State Street) and IL Route 25 (Bennett Street) makes the site highly visible and accessible. The property was identified as a redevelopment opportunity site in the City's adopted Downtown Station-Area Master Plan. The site, if redeveloped, could serve as an attractive gateway into downtown Geneva from the east and provide a significant boost to surrounding properties and the downtown as a whole, likely spurring other redevelopment and reinvestment. In 2016 the City approved the Geneva Fox River Tax Increment Finance District to support public and private development, strengthen the area as a commercial and residential district, and improve the connection to the downtown and Fox River.

There are currently two buildings on the property. The building located at 12 E. State Street is a one-story multi-tenant commercial building, currently occupied by What's Your Consignment and Geneva Cycle. The Shodeen Family Foundation has the building under contract and it is presumed the building would be demolished as part of a redevelopment of the site. The other building is the remaining portion of the former Mill Race Inn restaurant, which was designated as a local historic landmark in May of 2018.



1846 limestone building

The Mill Race Inn has a long history in Geneva. The commonly known Mill Race Inn building has been removed. The remaining building at the property is a vernacular industrial building, constructed of locally-quarried limestone and dating to *circa* 1846 or earlier. The structure evolved from its association with pioneer settlement and industry to its 1933 development as The Mill Race Inn, a highly-regarded restaurant in the Fox Valley. In 1946 the original owner sold The Mill Race Inn. The restaurant continued to operate successfully for another 60 years after being sold. During that time, the restaurant was expanded numerous times. The first of many additions did not obscure the original limestone building; however, by

1964, the original limestone building was completely enveloped. Although some of the original, limestone walls and 1933-era windows were exposed to three dining rooms and the bar area, the numerous expansions sacrificed portions of the original, limestone walls at the east, north, and west sides of the original structure. There is also evidence that a fire occurred in the structure. From 1946 until 2011, the original, 1933 dining room of the Mill Race Inn—with its exposed, limestone walls and fireplace—served as the central dining room of the restaurant.

The Mill Race Inn was sold in 2005 but closed, permanently, in 2011. Over the next five years, the property slowly deteriorated. In 2015, the property was acquired by the present owners. The following year, the property was cleared of most of the structures and additions erected after 1946. However, the original limestone structure was carefully salvaged during the demolition process for further evaluation. For the first time in more than 50 years, the entire limestone building was exposed to provide a view of its *circa* 1890-1946 form and architecture. The owner of the property submitted a demolition permit in 2017 for the remaining structure, however, the demolition was stayed because the property had been nominated for historic landmark designation by a local resident. The building was found to have sufficient historical significance and architectural integrity to be designated as a local historic landmark. The building condition; economic and/or structural

feasibility; and future use were not considered at the time of designation. The charrette process should thoroughly consider these factors and bring forward a recommendation for repair, rehabilitation, or demolition of the building.

### 3.0 TIMELINE

<u>Activity</u>	<u>Date</u>
Issuance of the RFP	December 14, 2018
Deadline for Submissions	January 23, 2019
Interviews for Three Consultants (Three Qualifying RFP Respondents will be selected)	1 <sup>st</sup> week of February 2019
Selection of Consultant	February 11, 2019
Trip One to City of Geneva by Consultant (Project Start-Up Meeting)	3 <sup>rd</sup> week of March 2019 (tentative)
Trip Two to City of Geneva by Consultant (Walking Tour, Stakeholder Interviews, Public Kick Off)	3 <sup>rd</sup> week of March 2019 (tentative)
Community Training Session (Coordinated by Local Team)	3 <sup>rd</sup> week of April 2019 (tentative)
Trip Three to City of Geneva by Consultant (Charrette)	3 <sup>rd</sup> week of May 2019 (tentative)
Trip Four to City of Geneva by Consultant (Charrette Report and Entitlement Applications to Plan Commission, Historic Preservation Commission, and City Council)	3 <sup>rd</sup> week of June 2019 (tentative)

### 4.0 SCOPE OF SERVICES

#### 4.1 General Services

- The consultant shall generally utilize the charrette process established by the National Charrette Institute (NCI) and should have staff holding NCI certificates in the administration of that process.
- The consultant shall provide extensive public engagement services to ensure a successful charrette process including but not limited to media interviews, press releases, use of social media, etc. Public engagement services will be supported by the City of Geneva and other agencies.
- The consultant shall provide ongoing content for City social media and website including description of charrette process, related articles and stories, and charrette products.
- The consultant shall participate in regular project calls with the City.

#### 4.2 Charrette Preparation

- Project Start-up Meeting (Trip 1).** Conduct an initial Project Start-up Meeting to create a shared understanding of the project purpose, process and schedule between the project sponsors and team members, including the Mayor and Council representatives. Conduct an Initial Stakeholder Analysis by identifying key stakeholders, their issues, levels of involvement and strategies for outreach. Create a Charrette Products List, consisting of drawings, studies and documents that describe a feasible plan that must be completed by the end of the charrette. Plans will also be made for the tour, stakeholder interviews, and kick-off meeting (Trip 2).

- b. **Base Data Assessment.** The City will provide all relevant existing related community-planning reports, plans, and studies for the consultant’s review. If the base data assessment provided is incomplete, the consultant may make recommendations for additional data.
  - i. [Downtown Station-Area Master Plan](#)
  - ii. [Homes for a Changing Region Plan](#)
  - iii. [Geneva Fox River Tax Increment Financing Redevelopment Plan](#)
  - iv. [Bikeway Implementation Plan](#)
  - v. [Zoning Ordinance](#)
  - vi. [Historic Preservation Ordinance](#)
  - vii. **Landmark Nomination for 1846 limestone building (4 E. State Street)**
  - viii. **Structural Analysis of Historic Landmark**
  - ix. **Traffic Counts for IL Route 31 (State Street) and IL Route 25 (Bennett Street)**
  - x. **Flood Hazard Data for the Site**
  - xi. **Existing Utility Sizes and Locations for the Site and Surrounding Area**
- c. **Kick-off Meeting and Events (Trip 2)**
  - i. **Walking Tour:** Participate in a walking tour of the study area with staff and key stakeholders such as elected officials, property and business owners and local residents.
  - ii. **Stakeholder Interviews.** Lead a daylong series of stakeholder interviews. Three, 50 minutes interviews will be held in parallel each hour with three to six participants. The City will be responsible for meeting invitations and logistics.
  - iii. **Project Public Kick-off Meeting.** The meeting purpose is to inform the community about the project purpose, process, and background. The meeting should include interactive small group exercises.
- d. **Charrette Logistics**
  - i. **Meeting Venues.** Provide the City with a list of furniture and equipment requirements for the charrette venues.
  - ii. **Charrette scheduling.** Work with the City to refine and revise the charrette schedule as new information becomes available. Assist the City with the logical requirements and agendas for all meetings held during the charrette.
  - iii. **Travel, Food, and Lodging.** Consultant will provide for travel, food, and lodging for charrette team members during the charrette.

#### 4.3 Five-Day Charrette

- a. **Charrette Products.** The consultant will conduct a five-day charrette to produce a draft redevelopment plan that includes a land use plan, and economic development strategy, an access and parking plan, lighting and landscaping, and a stormwater and utility plan. Products will include illustrative drawings and renderings.
- b. **Charrette Process (Trip 3).**
  - i. **Charrette Opening Public Meeting.** Conduct a public meeting in order to establish a community understanding of the project background purpose, process, roles and opportunities for community involvement; and, use hands-on drawing exercises and other methods to elicit public input on such topics as community values, and future vision.
  - ii. **Alternative Concepts Development.** Create a minimum of three plan concepts based on community input from Charrette Opening Public Meeting, the Project Objectives and Measures, as well as engineering, environmental, policy and other project requirements.
  - iii. **Initial Stakeholder Reviews.** Review the alternative concepts with regulatory agencies and primary stakeholders such as landowners and community leaders.
  - iv. **Public Meeting or Open House.** Conduct a public meeting or open house to present the alternative concepts and to facilitate a dialogue among all of the relevant viewpoints

- represented. Gather the information necessary to narrow the alternative concepts into a preferred plan.
- v. **Preferred Plan Synthesis.** Develop a draft preferred plan by accounting for all of the information from the second public meeting or open house, merging the high performing elements of the alternative concepts with any newly developed design elements. Document the degree to which the preferred plan performs according to the Project Objectives and Measures.
  - vi. **Intermediate Stakeholder Reviews.** Review the preferred plan with regulatory agencies and primary stakeholders as necessary.
  - vii. **Final Charrette Public Meeting.** Conduct a final charrette public meeting. Present a concise and comprehensive summary of project goals, the charrette process and all elements of the draft preferred plan. Gather community input through an open discussion or open house format. Provide the project sponsor with electronic files of the final charrette products upon the conclusion of the charrette.

#### 4.4 Post-Charrette, Plan Adoption and Entitlement Process

- a. **Public Communications.** Using the press and other media communications, disseminate the proceedings and final products of the charrette. For example, update the project website or post selected charrette products on the sponsor's website.
- b. **Document Review and Revisions.** Perform all necessary final feasibility studies of the charrette documents. Create a draft revision of the charrette documents.
- c. **Draft Report.** Produce a report that concisely describes the project, the process, and the plan. The report should cover the entire project process, highlighting stakeholder involvement and decision-making processes. The documents should be capable of educating those who did not participate in the process.
- d. **Final Project Public Meetings (Trip 4).** Prepare and submit all necessary applications and plans to fully entitle the property as presented in the preferred plan. Hold required public meetings/hearings or a series of meetings/hearings (Plan Commission and Historic Preservation Commission) to present the preferred plan and solicit public input.
- e. **Final Report.** Make final revisions to the report and plans based on the input from the City and the final public meetings.
- f. **Final Plan Adoption.** Plan and entitlement applications will be adopted by the City Council.

## 5.0 COMPOSITION OF CHARRETTE PERSONEL

**5.1 Composition of Consultant Team.** The Consultant team will consist of the following specialties: urban design, planning, landscape architecture, traffic engineering, civil engineering and public involvement.

**5.2 Composition of Local Team.** The local team consists of:

- a. Kent Shodeen, CEO of Shodeen Group
- b. Dave Patzelt, President at Shodeen Group
- c. Anna Harmon, Director of the Shodeen Family Foundation
- d. Stephanie Dawkins, City Administrator
- e. David DeGroot, AICP, Director of Community Development
- f. Paul Evans, AICP, City Planner
- g. Michael Lambert, Preservation Planner
- h. Rich Babica, Director of Public Works
- i. Brian Schiber, Assistant Director of Public Works/City Engineer
- j. Cathleen Tymozsenko, Director of Economic Development

## 6.0 SUBMISSION OF PROPOSALS

At a minimum, proposals should include the following information:

- a. Firm names and introduction.
- b. Qualifications of staff to be assigned to this project. Describe where personnel will be physically located while they are engaged in the project.
- c. Examples of experience with similar projects.
- d. Narrative in which the firm delineates their understanding of what is being requested by the City in this proposal including the items of work they will accomplish for the City, noting any work items they may feel should normally be accomplished under or related to this request, but in their opinion are beyond the scope of what is being requested and therefore not part of this proposal.
- e. The methodology, approach or work plan, including timelines, which would be used to complete the project.
- f. Proposal Sheet with “Not to Exceed” project cost.

Three (3) sealed proposals and 1 electronic copy (USB, CD/DVD) must be submitted to City of Geneva, Community Development Department, 22 S. 1<sup>st</sup> Street, Geneva, IL 60134, clearly marked “**Mill Race Inn Planning Charrette**” on the outside of the envelope, no later than **4:00 p.m. on January 23, 2019**. Telefaxed or e-mail proposals will not be accepted. Questions may be addressed to David DeGroot, AICP, Director of Community Development at (630) 232-0814 or [ddegroot@geneva.il.us](mailto:ddegroot@geneva.il.us).

## 7.0 EVALUATION OF PROPOSALS

All proposals received shall be subject to evaluation by the City of Geneva and the Shodeen Family Foundation. This evaluation will be conducted in the manner appropriate, as may be deemed by the sponsors, for the selection of a firm for the purpose of entering into a contract to perform this project. Price alone shall not be the basis for the award of this work, but shall be only one of the components considered. The sponsors do not intend to award a contract for this work solely on the basis of any response made to this request. The following facts, along with other items, will be considered:

- a. The firm's expertise and experience as related to the required work.
- b. The firm's understanding of the project scope and quality of the firm's project approach.
- c. The cost and time scheduled as proposed.
- d. Qualifications and availability of the key staff members proposed to work on this project.
- e. Involvement of the firm in similar types of projects, reference responses and quality of work on previous projects.

All proposals must include “not to exceed” cost figures for the Mill Race Inn Planning Charrette.

## 8.0 INQUIRIES

The deadline for questions relative to this request is January 18, 2019. Please send questions to David DeGroot, AICP, Director of Community Development at (630) 232-0814 or [ddegroot@geneva.il.us](mailto:ddegroot@geneva.il.us). Please use “Mill Race Inn Planning Charrette” as the subject in all email correspondence. All questions will be compiled into one document with answers issued in the form of an Addendum to be distributed to all potential bidders on record. Information obtained from any other source is not official and may not be accurate.