

THE CITY OF  
**SOUTH BELOIT**  
I L L I N O I S

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**REQUEST FOR PROPOSAL (RFP) FOR PROVIDING STRATEGIC PLANNING SERVICES TO  
THE CITY OF SOUTH BELOIT, ILLINOIS**

**Issued: November 19, 2025**

**Proposals must be delivered to:**  
**City of South Beloit**  
**Attention: Tracy Patrick, City Clerk**  
**519 Blackhawk Blvd.**  
**South Beloit, Illinois 61080**

Please submit one (1) original Proposal, two (2) copies of the original Proposal either by mail or hand delivery in response to this RFP. Proposals are to be submitted in a sealed envelope bearing the name of the applicant as well as the title of this RFP no later than the date and time specified herein. Proposals received after said date and time will not be considered and no time extensions will be permitted.

**Proposals are due no later than December 19, 2025, at 5:00 P.M. CST**

*The City reserves the right to reject any or all proposals submitted. The City also reserves the right to cancel this RFP and/or re-advertise and re-solicit the requirements at any time if deems necessary. The City Council will make the final selection for all services.*

*There is no obligation on the part of the City of South Beloit to reimburse those submitting proposals for the costs of preparing their responses to this RFP.*

*"AN EQUAL OPPORTUNITY EMPLOYER"*



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## **INTRODUCTION**

The City of South Beloit is inviting qualified strategic planning professionals to submit proposals to provide comprehensive strategic planning services for the City. The selected provider will guide the City through a collaborative planning process that identifies key issues and priorities and that ultimately results in a plan that reflects both community input and City goals.

**Proposals are due no later than Friday, December 19, 2025, at 5:00 P.M. CST and should be sent to:**

**City of South Beloit  
Attention: Tracy Patrick, City Clerk  
519 Blackhawk Blvd.  
South Beloit, Illinois 61080**

Proposals will thereafter be opened and publicly read aloud on Monday, December 22, 2025, at 10:00 a.m., at the **South Beloit City Hall, 519 Blackhawk Blvd., South Beloit, Illinois.**

The City is not responsible for the delay in delivery by the bidders' choice of courier. All proposals delivered after 5:00 p.m., on the above-mentioned date, will be returned to the applicant unopened. The timetable for this process is included in this material and labeled as "Schedule". **All responses to this RFP must be accompanied by a letter on Applicant's letterhead attesting to the accuracy of the response and must be signed by an authorized representative of the Applicant.**

Proposals will be reviewed by the City Council which will vote on the awarding of the successful proposal on Monday, January 5, 2026. A contract will be executed by the City no later than Wednesday, January 7, 2026. Said contract must incorporate either directly, or by reference, the "TERMS AND CONDITIONS CONTRACTOR MUST INCORPORATE INTO FINAL AGREEMENT DOCUMENTS", which are provided below.

The successful applicant will provide strategic planning services described herein for the City.

All questions regarding the RFP process may be submitted until Tuesday, December 2, 2025. Such inquiries must be in writing to: **City Clerk Tracy Patrick, 519 Blackhawk Blvd., South Beloit, Illinois 61080 or by email to [t.patrick@southbeloit.org](mailto:t.patrick@southbeloit.org).**

## **SCHEDULE**

The City anticipates the following schedule:

RFP Issued & Posted:	November 19, 2025	
Proposal Due Date & Time:	December 19, 2025	5:00 p.m.
Opening of RFP Responses:	December 22, 2025	10:00 a.m.
Evaluation and Approval of Proposal(s) by the City Council	January 5, 2026	
Awarding of Contract:	January 7, 2026	
City Council Vote/Notification:	January 7, 2026	5:00 p.m.

The successful consultant/firm must be able to begin comprehensive strategic planning for the City immediately after being selected and approved by City Council. The selected consultant/firm must be able to provide the requested services for a 10-month term with the possibility of extension pursuant to an agreement that is acceptable by the City.

## **SCOPE OF SERVICES**

The selected consultant/firm will provide comprehensive strategic planning services to the City of South Beloit. The selected consultant/firm will be expected to assess internal and external environments and utilize components of environmental scanning to understand the community, as well as the desires/key issues identified by residents, before incorporating those issues/desires into strategic planning sessions with City officials. The selected consultant/firm should facilitate resident engagement through surveys, interviews and/or focus groups. The selected consultant/firm should ensure City officials' involvement via strategic planning workshops to identify strategic priorities and measurable objectives. Finally, the selected consultant or firm should deliver a final strategic plan document that includes implementation suggestions and identifies key issues the City is facing/could potentially face based on trends and data. The presentation of the final plan must be at a public meeting in a manner that provides for including City residents to ensure their participation in plan implementation. The consultant/firm is expected to work collaboratively with City officials to ensure that the project stays aligned with City goals and values.

*All Respondents assume the risk that any and all information contained in a proposal may not be exempt from disclosure under the Illinois Freedom of Information Act. Entire submissions may not be submitted and labeled as proprietary or trade secrets.*

## **PROPOSAL CRITERIA AND EVALUATION**

Proposals will be evaluated for thoroughness and clear description of qualifications and ability to meet the needs of the City. Proposals should address the following:

1. Demonstrate an understanding of the City's needs and proposed approach to meeting them
2. Timeline of project steps, including a brief description of how each step will be conducted
3. Description of final plan and what the City can expect upon planning completion
4. Estimated costs, including any estimated expenses and professional fees.
5. Three references from previous clients with similar demographics to the City's.

The City Council intends to award this project to the most responsive and responsible Responder that is in compliance with all specifications, terms and conditions contained herein and is also reasonable in their overall fee schedule. The City Council shall also take into consideration the qualifications and experience and their past strategic planning projects submitted with the proposal as well as other related factors. Intangible factors, such as the Applicant's reputation and past performance will also be weighed. The criteria are not listed in any particular order.

An interview of Applicants may be conducted during the final selection process. Such interviews may be called for with those Applicants that have submitted proposals considered most probable for selection and award of the project. Such interviews would be necessitated for the purpose of clarification or to ensure that there is full understanding of the City's requirements. Applicants shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals and such revision may be permitted after submission and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing offers.

**EXHIBIT A**  
**FEE SCHEDULE**

Please attach a detailed fee schedule for the project from its inception to the final presentation of the strategic plan and a total estimated cost for the entire project.

**TERMS AND CONDITIONS APPLICANT MUST  
INCORPORATE INTO FINAL AGREEMENT DOCUMENTS**

1. **Payment Terms.** All reasonable fees agreed upon by the Parties will be paid by the City. All invoices shall be sent to the City Clerk at the location herein. Payment shall be made in accordance with the Illinois Local Government Prompt Payment Act, as amended (50 ILCS 505/1 *et seq.*).
2. **Compliance with State and Federal Laws.** Contractor agrees to comply with all applicable federal, state and local laws and regulatory requirements and to secure such licenses as may be required for its employees and to conduct business in the state, municipality, county and location applicable. Such obligation includes, but is not limited to, environmental laws, civil rights laws, prevailing wage and labor laws.
3. **Non-Discrimination.** Contractor, its officers, employees, and agents agree not to commit unlawful discrimination and agree to comply with all applicable provisions of the Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, as amended, the Americans with Disabilities Act, the Age Discrimination in Employment Act, Section 504 of the Federal Rehabilitation Act, and all other applicable rules and regulations.
4. **Conflict of Interest.** Both parties affirm that the City Council has no direct or indirect pecuniary interest in Contractor or this Agreement, or, if the City Council does have a direct or indirect pecuniary interest in Contractor or this Agreement, that interest, and the procedure followed to effectuate this Agreement has and will comply with the Public Officer Prohibited Activities Act (50 ILCS 105/3). Further, Contractor affirms that it has no present, or prior, financial and/or auditing relationship with the City, and its officers and appointed or elected officials, and has no existing conflict that it would be required to disclose prior to commencing such work.
5. **FOIA.** It is understood and agreed by Applicant that all contracts entered into by a government body, including the City Council, may be open to public review only subject to the exceptions of disclosure as provided for in the Illinois Freedom of Information Act (5 ILCS 140/1, *et seq.*). As such, Contractor agrees to respond to any requests by the City to provide FOIA responsive documentation within two (2) days of receiving a request from the City FOIA officer to do so.
6. **Notice.** Any notice required or permitted to be given pursuant to this Agreement shall be duly given if sent by certified mail, or hand delivery and received.

If to the City:  
**City of South Beloit**  
**Attn: City Clerk**  
**519 Blackhawk Blvd.**  
**South Beloit, Illinois 61080**

If to the Contractor:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

With a copy to:  
**SosnowskiSzeto, LLP**  
**Attn: Roxanne Sosnowski**  
**6735 Vistagreen Way, Suite 300**  
**Rockford, Illinois 61107**

With a copy to:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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7. **Choice of Law and Venue.** This Agreement shall be construed in accordance with the law and Constitution of the State of Illinois and if any provision is invalid for any reason such invalidations shall not render invalid other provisions which can be given effect without the invalid provision. The parties agree that the venue for any legal proceedings between them shall be the Circuit Court of Winnebago County, Seventeenth Judicial Circuit, State of Illinois.
8. **Confidential Information.** The Contractor acknowledges and agrees that during the Term of this Agreement, the Contractor will have access to and may be entrusted and required to work with confidential, proprietary and/or trade secret information belonging to the City. The Contractor has the obligation to protect and keep such information confidential.

The Contractor also covenants and agrees that it will take all steps necessary to ensure that City's information is kept secret and confidential and for the sole use and benefit of the City. The Contractor shall indemnify the City against any and all actions or suits brought against the City for disclosure of confidential and private information as a result of disclosure of such information by the Contractor or its agents and employees including, but not limited to, reasonable attorneys' fees.

All documents and materials that the Contractor prepares, and City's Information that may be given or entrusted to the Contractor in the course of performing the services contemplated under this Agreement are and shall remain the sole property of the City.

The Contractor further agrees that upon termination of this Agreement for any reason, the Contractor shall immediately return to the City any and all of City's information (including all copies thereof) within the Contractor's possession, custody, or control which have been entrusted to the Contractor in the performance of the Contractor's services under this Agreement or otherwise acquired or obtained by the Contractor.

9. **Severability.** If any part, term, or provision of the Agreement is held to be illegal or unenforceable, the validity and enforceability of the remaining parts, terms, and provisions of this Agreement shall not be affected, and each party's rights shall be construed and enforced as if the Agreement did not contain the illegal or unenforceable part, term, or provision.



10. **Waiver of Terms.** The City's and/or Contractor's waiver of any term, condition, or covenant or breach of any term, condition, or covenant, shall not constitute a waiver of any other term, condition, or covenant, or the breach thereof.
11. **Liability Limitation Clause.** The Agreement may not contain a limitation of liability clause.
12. **Indemnification.** Contractor shall indemnify, hold harmless and defend with counsel of the City's own choosing, the City Council of South Beloit, its officials, officers, employees, including their past, present, and future City Council members, elected officials and agents from and against all liability, third party claims, suits, causes of action, demands, proceedings, set-offs, liens, attachments, debts, expenses, judgments, or other liabilities including costs, reasonable fees and expense of defense, arising from any loss, damage, injury, death, or loss or damage to property, of whatsoever kind or nature as well as for any breach of any covenant in the Agreement or ancillary documents and any breach by Contractor of any representations or warranties made within the Agreement documents (collectively, the "Claims"), to the extent such Claims result from the performance of this Agreement by Contractor or those Claims are due to any act or omission, neglect, willful acts, errors, omissions or misconduct of Contractor in its performance under this Agreement.

Nothing contained herein shall be construed as prohibiting the City from defending through the selection and use of their own agents, attorneys and experts, any claims, suits, demands, proceedings and actions brought against them. The City's participation in their defense shall not remove Contractor's duty to indemnify, defend, and hold the Contractor harmless, as set forth above.

The City does not waive its defenses or immunities under the Local Government and Governmental Employees Tort Immunity Act (745 ILCS 10/1 *et seq.*), or other such immunity statute, by reason of indemnification or insurance. Indemnification shall survive the termination of the Agreement.

13. **Warranties.** All services to be undertaken by Contractor shall be carried out by competent and properly trained personnel of Contractor to the highest standards and to the satisfaction of the City Council. No warranties implied or explicit may be waived or denied.
14. **Termination.** This Agreement may be terminated by the City Council upon written notice delivered to Contractor at least thirty (30) calendar days prior to the effective date of termination. No additional payments, penalties and/or early termination charges shall be required upon termination of the Agreement other than those reasonable costs that were incurred for services provided prior to such termination notice.
15. **Assignment.** Neither party shall assign, sublet, sell, or transfer its interest in this Agreement without the prior written consent of the other.
16. **Force Majeure.** Neither party will be responsible to the other for damage, loss, injury, or interruption of work if the damage, loss, injury, or interruption of work is caused solely by conditions that are beyond the reasonable control of the parties, and without the intentional misconduct or negligence, of that party (hereinafter referred to as a "force majeure event"). To the extent not within the control of either party, such force majeure events include: acts of God, acts of any governmental

authorities, fire, explosions or other casualties, vandalism, and riots or war. A party claiming a force majeure event shall promptly notify the other party in writing, describing the nature and estimated duration of the claiming party's inability to perform due to the force majeure event. The cause of such inability to perform will be remedied by the claiming party with all reasonable dispatch.

17. **Counterparts.** The Agreement may be executed in counterparts (including facsimile signatures), each of which shall be deemed to be an original and both of which shall constitute one and the same Agreement.
18. **Entire Agreement.** This Agreement represents the entire agreement between the parties and there are no other promises or conditions in any other agreement whether oral or written. This Agreement supersedes any prior written or oral agreements between the parties and may not be modified except in writing acknowledged and agreed to by both parties.
19. **Independent Contractor Relationship.** It is understood and agreed that Contractor is an independent contractor and is not an employee of, partner of, agent of, or in a joint venture with the City of South Beloit. Contractor understands and agrees that Contractor is solely responsible for paying all wages, benefits and any other compensation due and owing to Contractor's officers, employees, and agents for the performance of services set forth in the Agreement. Contractor further understands and agrees that Contractor is solely responsible for making all required payroll deductions and other tax and wage withholdings pursuant to state and federal law for Contractor's officers, employees and/or agents who perform services as set forth in the Agreement. Contractor also acknowledges its obligation to obtain appropriate Contractor hereby agrees to defend, indemnify and waive any right to recover alleged damages, penalties, interest, fees (including attorneys' fees), and/or costs from the Contractor, its officers, employees, insurers, and agents for any alleged injuries that Contractor its officers, employees and/or agents may sustain while performing services under the Agreement.

Nothing contained in this Agreement, nor any act of the City or Contractor pursuant to this Agreement, shall be deemed or construed by any of the parties hereto or by third persons, to create any relationship of third-party beneficiary, principal, agent, limited or general partnership, joint venture, or any association or relationship involving the City and Contractor.