



CITY OF WEST CHICAGO, ILLINOIS CENTRAL-MAIN STREET REDEVELOPMENT PLAN UPDATE REQUEST FOR PROPOSALS

CENTRAL MAIN STREET REDEVELOPMENT PLAN

In 2006-2007, as part of its Central Business District Tax Increment Finance (TIF) Redevelopment Plan efforts, the City of West Chicago undertook a Central-Main Street Redevelopment Plan project (“the Plan”). The primary goal of that Plan effort was, and remains, to support and encourage redevelopment efforts that strengthen the links between the City’s traditional Downtown area, the Metra commuter rail station, and the commercial development associated with the Main Street/Route 59 intersection. The Plan was completed by a team of consultants that included: Gruen Gruen + Associates, Pavia-Marting & Co. and Teska Associates, Inc.

Beginning in 2008, the economic downturn resulted in very little development and redevelopment activity, including in West Chicago. As such, the redevelopment recommendations outlined in the Plan have not been undertaken to date. Despite that, the City has continued to acquire parcels in furtherance of the goals of the Plan and the City’s overall Downtown TIF redevelopment strategy. The City now owns a significant majority of the land contemplated for redevelopment in the Plan.

BACKGROUND AND EVALUATION

This Request for Proposals (RFP) is being initiated by City staff so that the City may revive the redevelopment strategies initially outlined in the Plan. The City may recommend engagement of stakeholders, public officials, and residents as part of the Update project; however ongoing interaction with City staff will be the focus. Discussion with the City Council and/or its Development Committee will also be appropriate during a few key points in the project.

Because of the outcome-based focus of the current project, the Plan Update should provide practical guidance for the City and developers to utilize so that redevelopment projects may commence in the Central-Main Street area. In furtherance of that goal, those proposals that

propose engagement of the development community and/or identify appropriate steps to begin that process will be given appropriate preference for possible selection.

The City will be amenable to proposals that include a consortium of consultants appropriate to address what is outlined in this RFP.

GENERAL INFORMATION

West Chicago, located in northeastern Illinois, approximately 30 miles west of Chicago, is a diverse, family-oriented community with a rich cultural mix and a proud heritage. It is the first Illinois community established by the railroads and continues to be a convenient transportation hub served by three major rail lines, Illinois' third-busiest airport and three State highways. The population of 27,086 has nearly tripled since the 1970s based upon the results of the census conducted in 2010. West Chicago became a home rule unit of government on March 3, 2004.

The equalized assessed valuation of the City reflects its strong economic condition. The City's assessed valuation has more than doubled since 1996, and one of the City's primary goals continues to be the active pursuit of commercial and industrial development that will aid in alleviating the tax burden on residents, while diversifying the long-term tax base.

The City operates under the Mayor-Council form of government. Policymaking and legislative authority are vested in the City Council, which is comprised of a Mayor and two aldermen from each of seven wards. The City Council is primarily responsible for passing ordinances, adopting an annual budget, appointing committees and hiring the City Administrator. The Aldermen are elected to four-year staggered terms with seven Aldermen being elected every two years. The Mayor is elected to a four-year term, as is the City Clerk. The City Administrator is responsible for carrying out the policies of and ordinances adopted by the City Council, for overseeing the day-to-day operations of the City, and for appointing all City staff except the Chief of Police.

The City provides a full range of services, including: police protection, the construction and maintenance of streets and other infrastructure, water and wastewater treatment, the distribution of potable water, the collection of wastewater and stormwater, cultural events, as well as community and economic development.

PROJECT GOALS AND OBJECTIVES

The goals/objectives of the Plan Update will include, but are not necessarily limited to, the following:

1. Creating a Plan Update, including a final report and reproducible document, including electronic copies.
2. Ensuring the City Council, City staff, and the roles of outside parties (stakeholders, the public, developers) are clearly communicated and defined in accomplishing the Plan Update.

3. Targeting and coordinating activities to support the City's prompt implementation of redevelopment efforts.

SPECIFIC ISSUE AREAS

The following issues are integral aspects of the Plan Update that are imperative for the consultant to address. Proposals should acknowledge these items and identify strategies for addressing them.

- A market study and economic analysis based on 2016 conditions vis-à-vis the 2006-2007 conditions reflected in the Plan.
- An economic analysis to determine if the proposed incentives and level of incentives are still necessary and/or recommended to make the Plan a reality, and if they do not, provide alternative proposed incentives that would work better and meet the goals of the City.
- A review of the land use scenarios from the Plan to determine if they reflect current market conditions, and if they do not, provide alternative land uses/site plan that would work better and meet the goals of the City.
- A review of the stormwater management requirements and recommended solutions, including costs, possible locations and DuPage County stormwater regulations, and determine if the original recommendations are still the best/most viable options.
- Establish linkages between the Central Main Street Redevelopment Plan and subsequent planning efforts, including the West Washington Street Redevelopment Conceptual Plan, the City's Strategic Plan and CMAP Housing Study. The City wishes to establish and maintain consistency of policies and recommended physical improvements, and provide opportunities for connecting action steps from each. Copies of these other documents are available on the City's website.

INDEMNIFICATION

The consultant shall indemnify, defend and hold harmless the City of West Chicago, its officers, agents, employees, representatives and assigns, from lawsuits, actions, costs (including attorneys' fees), claims or liabilities of any character brought because of any injuries or damages received or sustained by any person, persons, or property on account of any act or omission, neglect or misconduct of said contractor, its officers, agents, and/or employees arising out of, or in the performance of any of the provisions of the contract, including any claims or amounts recovered for any infringements of patent, trademark or copyright; or from any claims or amounts arising or recovered under the "Worker's Compensation Act" or any other law, ordinance, order or decree. In connection with any such claims, lawsuits, actions or liabilities, the City of West Chicago, its officers, agents, employees, representatives and their assigns shall have the right to defense counsel of their choice. The consultant shall be solely liable for all costs of such defense and for all expenses, fees, judgments, settlements and all other costs arising out of such claims, lawsuits, actions or liabilities. Consultant agrees to comply with all laws, ordinances, and rules of the City of West Chicago and the State of Illinois. The City reserves the right to reject any or all proposals, waive formalities, and select the consultant that best meets the needs of the City

and its employees. The City reserves the right to select and terminate any consultant as deemed necessary based on the needs of the City and its employees. The City reserves the right to request additional information during the evaluation period.

PROFESSIONAL LIABILITY (ERRORS AND OMISSIONS) INSURANCE

The selected consultant shall procure and maintain for the duration of the contract, Professional Liability Insurance for bodily injury and property damage arising out of the rendering or failure to render proper professional service. The selected consultant shall maintain limits no less than five hundred thousand dollars (\$500,000).

RFP AMENDMENTS

The City of West Chicago reserves the right to amend this RFP any time prior to the closing date. Amendments will be posted to the City's website. Firms interested in participating should email contact information to jsaid@westchicago.org, and a staff member will email amendments to the address provided.

EVALUATION OF PROPOSALS AND AWARD OF CONTRACT

As necessary, a proposal recommendation to the City Council is expected by September 15, 2016.

AWARD OF CONTRACT

The City of West Chicago will award the services in the manner that will obtain the highest quality of services at the most competitive price. Proposals will be accepted only from firms with demonstrated experience and competency in relevant planning arenas, with preference given to those firms with municipal experience. The City reserves the right to negotiate or reject any and all proposals. Proposals will be evaluated based on the Evaluation Criteria noted below, with emphasis on how the Specific Issues Areas (noted above) are addressed.

Note, no formal opening of the proposals will take place. Proposals will be evaluated and the successful firm will be contacted subsequent to the City approval. Consultant interviews may be conducted as deemed necessary by the City.

TERMINATION OF CONTRACT

Either party may terminate this agreement by giving the other party no less than sixty (60) days written notice. If the consultant terminates the contract prior to completion of the project, all work completed to date shall be given to the City of West Chicago. Additionally, the consultant

shall reimburse the City for any out-of-pocket costs incurred in acquiring and retaining a new consultant.

ANTICIPATED SCHEDULE OF EVENTS (SUBJECT TO CHANGE IF NECESSARY)

Activity	Date
RFP Released	July 25, 2016
RFP Question Deadline	August 8, 2016
RFP Questions/Answers Posted	August 12, 2016
Proposals Due	August 25, 2016
Interviews (if done)	September 6-9, 2016
Recommend Award	September 23, 2016
Official Approval of Award	October 17, 2016

DEADLINE AND PROCEDURES FOR SUBMITTING QUALIFICATIONS

1. Inquiries from Respondents. Please use the contact information below for questions concerning this RFP. All questions shall be submitted in writing. Questions shall be submitted by August 8, 2016.

John D. Said, AICP
Director of Community Development
City of West Chicago
475 Main Street
West Chicago, IL 60185
jsaid@westchicago.org

2. Costs Incurred in Responding. All costs, directly or indirectly related to the preparation of a proposal, including any oral presentations required to supplement and/or clarify a proposal, shall be the sole responsibility of the consultant.
3. Deadline. Qualifications shall be received (addressed as shown) no later than 4:00 p.m. on August 25, 2016. Late quotations/qualifications will not be considered. The City shall not be responsible for any delays in the delivery, receipt or handling of quotations/qualifications.
4. Procedures for Submitting Qualifications.

John D. Said, AICP
Director of Community Development
RFP – Central-Main Street Plan Update
City of West Chicago
475 Main Street
West Chicago, IL 60185

Respondent shall submit five (5) sets of originals in hardcopy format and one (1) electronic copy, in .pdf format. Additional copies, up to a total of twenty (20), may be required by the City, and their production costs and prompt delivery shall be the sole responsibility of the consultant. The original documents shall be clearly marked, and shall bear the original signature of an authorized agent. Respondent shall enclose all documents in a sealed envelope or box. Qualifications submitted via facsimile or electronic mail will not be accepted. All submissions are subject to the Illinois Freedom of Information Act (5 ILCS 140/1 et seq.).

5. Proposal Acceptance Period. It is understood upon submission of the proposal, the fees proposed will be valid for a period of six (6) months after City approval.
6. Confidentiality. To the extent allowed by applicable law, the respondent may designate as confidential those portions of the quotation/qualifications that contain trade secrets or other proprietary data that shall remain confidential.
7. Term of Project Contract. The project is proposed to be completed by an agreed date.

OWNERSHIP OF MATERIALS

All information from the consultants' reports becomes the property of the City of West Chicago.

PROPOSAL FORMAT

Overview of Required Sections

1. Cover Letter. The cover letter shall contain the name of the proposing consultant, the address of the respondents, and the contact individual(s) authorized to answer technical, price, and contract questions. Include contact individuals' telephone numbers, email addresses, and mailing addresses. Identify the key personnel of the firm who will be assigned to this project. The cover letter shall be signed by a person or persons authorized to bind the respondent(s).
2. Table of Contents. The contents of the proposal shall be included in an index at the beginning of the proposal and should include all contents and attachments.
3. Company Profile Information. Respondents shall include a completed Company Profile Information sheet contained in Exhibit A.
4. Consulting Firm Background and Statement of Staff Experience. Provide detailed information about the firm's background and examples of similar work conducted; any work for local governments should be detailed as well. Submit resumes of staff proposed for the project and a description of their roles and responsibilities for this project.

5. Statement of Equal Employment Opportunity Practices. In the event of the noncompliance with any provision of this Equal Employment Opportunity clause, the Illinois Human Rights Act, or the Rules and Regulations of the Illinois Department of Human Rights “Department”, the proposal may be declared ineligible for any contracts or subcontracts with the state of Illinois or any of its political subdivisions or municipal corporations, and any contract may be cancelled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.

During the performance of this contract, the company providing the proposals in response to this RFP agrees as follows:

- a. It will not discriminate against any employee or applicant for employment on the basis of race, age, marital status, color, religion, sex, physical or mental handicap unrelated to ability, national origin or ancestry or an unfavorable discharge from military service; and further we will have the opportunity to examine all job classifications to determine if minorities or women are underutilized and shall take appropriate affirmative action to rectify any such underutilization.
- b. If you hire additional employees in order to perform the agreed-upon work in the proposal or any portion hereof, they shall determine the availability (in accordance with the Department’s rules of minorities and women in the area(s) from which they may reasonably recruit, and it will hire for each applicable job classification for which employees are hired in such manner that minorities and women are not underutilized.
- c. In all solicitations or advertisements for employees placed by or on behalf of the company, it will state all applicants will be afforded equal opportunity without discrimination based on race, color, religion, sex, national origin or ancestry, marital status, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from the military.
- d. It shall send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative under the Illinois Human Rights Act and the department’s rules. If any such labor organization or representative fails or refuses to cooperate in their efforts to comply with such act and rules, the company shall promptly notify the department and the contracting agency, and shall recruit employees from other sources when necessary to fulfill their obligations there under.
- e. It shall submit reports as required by the department’s rules and furnish all relevant information as may from time-to-time be requested by the Department or

the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's rules.

f. It shall permit access to all relevant books, records, accounts, and work sites by personnel of the Department and the contracting agency for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's rules.

g. It shall include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed so that such provisions will be binding upon such subcontractor. In the same manner as with other provisions of this RFP, the company will be liable for compliance with applicable provisions of this clause by such subcontractor; and further it will promptly notify the department or contracting agency in the event any subcontractor fails or refuses to comply therewith.

6. Scope of Required Services. Explain the respondent's approach to accomplishing the services described in the Scope of Services section. Include a description of the proposed methodology for each service.
7. Proposed Schedule of Consulting Services. Provide an estimated time-line for the project based on the services listed. Include a detailed discussion of the approach, methodology, project management, and how the respondent will interact with the City broken down in phases.
8. References. List a minimum of three references with examples of comparable plans/plan updates provided for review. Provide a contact person and telephone number for each reference. Respondents with like municipal project experience will be given preference. Respondents should use the form (or at minimum the format) contained in Exhibit B
9. Concluding Remarks. This section may contain any final comments or any elaboration the respondent believes is important to gain a better understanding of the proposed services and/or respondent's capabilities.
10. Compensation Proposal. Identify the proposed compensation model (hourly, daily, project, item, or other method) and provide the rate or price for each type of service contemplated by this RFP. Please provide an estimated, or, if possible, a firm price for the compensation for this project. The City will consider the competitiveness and adequacy of the proposed compensation model for the services. The contract with the consultant shall include a "not to exceed" figure. The respondent shall disclose any charges or fees not included in its base price the City would incur. As noted in Exhibit C, please identify proposed compensation by project component.
11. Attachments. Include any attachments as part of the response to the RFP.

Evaluation Criteria

City staff shall evaluate the proposals to determine the firm(s) best suited to meet the City's needs. The City reserves the right to require in-person interviews with some or all of the respondents. As necessary, City staff shall make its recommendation on selection to the City Council. In evaluating the quotations/qualifications, City staff's recommendation and the City's selection will be based on those facts deemed necessary to promote the best interests and welfare of the City including, without limitation, the following:

- a. Professional and technical competence (25%). The respondent's ability to provide the services, including capacity to achieve the project goals and objectives described in this RFP.
- b. Professional qualifications and specialized experience of respondent and team (30%). The respondent's experience in providing services similar to the services on projects of similar scope and magnitude (e.g., specifically with respect to government agencies. The City will consider the past and current performance of the respondent (and team members) on other contracts in terms of quality of services and compliance with performance schedules. The City may solicit references from current and/or previous clients, including other governmental agencies, or any available sources, relevant information relating to the respondent's record of performance.
- c. Quality of the RFP submittal (25%). The City will review the quality and comprehensiveness of the RFP and the proposed project management/implementation plan for executing the contract including the staffing plan, local availability and commitment of personnel who will manage and oversee the project.
- d. Proposed cost of service (20%). Please refer to Exhibit C.

Rejection of Proposals

This RFP shall not create any legal obligation of the City to evaluate any qualification submitted or to enter into any contract or any other agreement with an entity who submits a response except on terms and conditions the City deems, in the sole and absolute discretion, to be satisfactory and desirable. All quotation/qualification should contain an affirmative statement there is no "conflict of interest" with the City and the respondent.

The City reserves the right to reject all quotations/qualifications received and the right to waive non-material formalities and technicalities according to the best interests of the City. Any proposal submitted shall be binding for six (6) months following the City's opening and review of the same. The City reserves the right to select a respondent or multiple respondents to perform the services. The City reserves the right to terminate the services provided by the respondent. Any work provided by the respondent will be in compliance with a contract to be entered into subsequent to this RFP. By submitting a quotation/qualification, the respondent acknowledges its understanding of the requirements of this submission and agrees to be bound to the same.

Commitment to Diversity

As a unit of local government under the Constitution of the State of Illinois, the City is committed to encouraging diversity in the performance of work for and by the City. The respondents are strongly encouraged to include minority-owned business enterprises and women-owned business enterprises as members of the team proposed to perform the services. The City will consider the level and substance of the proposed participation by these entities in evaluating the respondent's submittals.

EXHIBIT A
COMPANY PROFILE INFORMATION

Each respondent shall complete the following information:

1. Legal name of firm: _____
2. Doing business under other company name? If yes, name of company: _____

3. Headquarters address: _____
4. City, state and zip code: _____
5. Web site address: _____
6. Number of years in business: _____
7. Total number of employees: _____
8. Total annual revenues separated by last three full fiscal years: _____

9. Major products and/or services offered: _____

10. Other products and/or services offered: _____

11. Describe the firm's demonstrated experience in providing services responsive to the scope of services requested in this RFP: _____

EXHIBIT B
COMPANY REFERENCES

Submit a completed client profile information sheet for each company reference. Provide a minimum of three references.

1. Client name: _____
2. Address: _____
3. City, state, zip code: _____
4. Project manager: _____
5. Telephone number: _____
6. E-mail: _____
7. Number of employees in client organization: _____
8. Project scope of services/goals: _____

9. Contract award date: _____ Cutover date: _____
10. Initial contract amount: \$_____ Final contract amount: \$_____
11. Describe the project, its similarity to the services requested herein, and how goals were met: _____

12. What were the costs of the project? _____

13. You may attach any reports or studies completed for the project.

**EXHIBIT C
COMPENSATION**

Submit a compensation proposal in a separate sealed envelope. The compensation shall be broken down by Plan Update component.