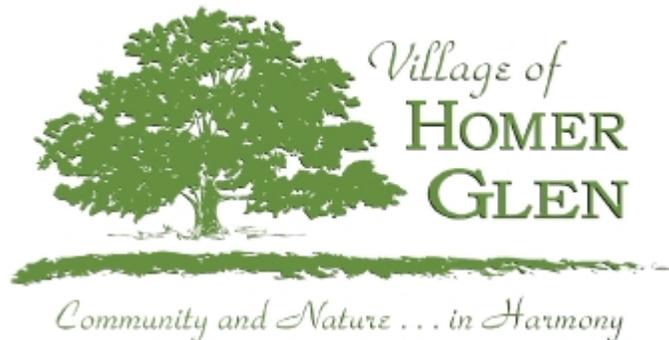


Request for Proposals (RFP)
Comprehensive Plan Update

Village of Homer Glen, Illinois

January 2019

Responses are due by 4:00 p.m. on Friday, February 15, 2019



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Section 1: The Purpose

The Village of Homer Glen, Illinois is seeking consulting firms to assist with an update of the Village's *2005 Comprehensive Plan*. Proposals will be considered from qualified firms, with a preference to firms that are based in Illinois and familiar with Illinois law.

The update will provide a *visionary* document for a twenty-year (20) timeframe with sufficient practical guidance for the Village Board, staff, residents and the development community in reviewing development proposals. In addition, the Village desires this planning document must build on the community values established by the Village's Strategic Plan adopted in August 2018.

The proposed update will also illustrate more specific recommendations for the in-depth study areas - major corridors and primary development locations.

Section 2: Background

The Village of Homer Glen is located in the northeastern Will County primarily within Homer Township and partially in New Lenox Township, approximately 25 miles southwest of downtown Chicago. The Village encompasses approximately 22 square miles in area and has an official 2010 census number of 24,220. The 2017 population estimate was 24,591. The Village of Homer Glen was incorporated in 2001 for the purpose of bringing local control to various issues impacting the quality of life, property values, and the local tax base. Below are some of the community highlights.

What Will Fuel Homer Glen's Growth?

- Upcoming completion of widened 159th Street.
- Interstate 355 / Veterans Memorial Tollway with 2 interchanges (143rd Street and 159th Street)
- Strong public school system, upscale housing and neighborhoods
- Easy access to developed commuter rail system
- Convenient access to massive Will County Intermodal Transportation Facility
- Corporate aircraft accommodations just minutes away

What Does Homer Glen Offer?

- Prime commercial corridors (143rd Street, Bell Road, 159th Street)
- Lake Michigan water and municipal sewer
- No municipal property tax
- Lowest retail sales tax rate in Chicago's southwest suburbs at 8%

Who Lives in Homer Glen?

- Median Household Income: \$97,254
 - Median Owner-Occupied Housing Value: \$304,400
 - Population Estimate, 2017: 24,591
 - Bachelor's Degree or Higher, Ages 25+: 39.3%
 - Housing Units: 8,688
- (Source: ACS Five-Year Estimates, 2013-17)*

The Village is in need of land use, growth and infrastructure recommendations to allow for meaningful development and implementation strategies. The community's major commercial corridors as well as primary development areas have the potential to be enhanced and transformed based on the current and near future economic conditions.

The Village's Comprehensive Plan sets forth long range recommendations for future growth and development as well as the enhancement and conservation of the existing image and character of the community. It is generally accepted by most planning professionals that master plan documents should be updated at least every five years.

Since 2005, due to shifts in population the purchasing power of households has shifted within the market area. Suitable locations for current market opportunities needs to be identified.

Section 3: Scope of Services

The following is a general description of the scope of work to be completed by successful consultant. In preparing the proposal, the consultant is free to modify, revise, or otherwise amend the list of categories to best satisfy the requirements of the update with the consent of the Village. Also, the consultant should identify categories that might require a sub-consultant.

1. Reevaluate the Land Use Map: Identification and evaluation of the community's land use concentrations and regulatory policies for the three (3) major commercial corridors as well as the opportunity sites. Assess new growth opportunities and transformation potential for these areas as a result of changes in economic conditions.
 - Review of the planning context and existing studies, plans, and reports. See *Section 4: Current Plans* for further information.
 - Include demographic overview, residential/mixed uses, retail, office and industrial markets.
 - Include a detailed analysis of Homer Glen's economic base and trends. The output should be market relevant today and for the next 5-10 years, and scaled to the Homer Glen trade area. Provide data driven guidance on Homer Glen's realistic opportunities to bring in specific categories of retail; corporate office; light industrial (business park campus; non-warehouse/distribution); hotel and entertainment uses.
2. Comprehensive Housing Market Analysis: As part of this analysis, staff will provide an advisory report with a summary of current residential lot sizes and density requirements along with suggested new policies for coordination with the land use map. Housing data should include buildable lot inventory and build-out projections.
3. Utilities and Infrastructure Plan: This section should identify utility and infrastructure gap areas and a water system that meets the future needs and leverages growth. This critical component will be coordinated by the Development Services Director.

4. Design and Development Guidelines: Develop general land use recommendations, and code and process update recommendations for signage and site landscaping standards, and conservation design standards.
 - Evaluate and provide suggested revisions for Sign Regulations. Signage review would include best practices in sign regulations and the Village's current signage standards that establish limits on the size, height, number, location and design of signs, including restrictions on electronic message board signs.
 - Evaluate general landscaping requirements, applicability, landscaping and screening standards, parking lot landscaping, and streetscape design standards. The proposed standards will need to be further refined along with some graphics.
 - Evaluate Tree Preservation and Conservation Subdivision Regulations in the context of the overall evaluation of the land use map. This would include reviewing the Village's Environment Committee's recommendations to update the tree preservation regulations scope and applicability and an explanation of the broader implications for commercial corridors as well as opportunity sites.

It is possible that the information and feedback received during the Strategic Plan outreach process could be reviewed to minimize the need for outreach. Any additional feedback should be used to ensure a good cross-section of perspectives with respect to the tasks mentioned above. Innovative online community engagement and a social media plan are expected to be part of this process.

Section 4: Current Plans

The proposed update to the *2005 Comprehensive Plan* will build on the general policies and framework of the following plans and studies, and provide more detail and strategic actions.

Various *Plans and Documents* may be downloaded from the link below:

<http://www.homerglenil.org/2255/View>

Link to Village of Homer Glen, Planning and Zoning Webpages:

<http://www.homerglenil.org/478/Planning-Zoning-Department>

Strategic Plan: 2018-2021

The Village of Homer Glen adopted a new Strategic Plan in August 2018, which recommends an update of the Comprehensive Plan. The Strategic Plan includes numerous strategic initiatives including the evaluation of the current Land Use Map as part of this update and other relevant initiatives listed below.

- Economic Development
 - Reevaluate Land Use Map: Clarity on vision and strategy for commercial corridors and large parcels (Opportunity Sites).

- Growth
 - Comprehensive Housing Market Analysis
 - Evaluate Conservation Subdivision Design Ordinance
- Infrastructure
 - Utilities Master Plan for Gap Areas: Water and Sewer system that meets future needs and leverages growth.

Comprehensive Plan Report and Land Use Map

The Village of Homer Glen adopted a Comprehensive Plan in March 2005. In June 2018, staff presented the following maps to the Community and Economic Development Committee defining the major commercial corridors, mixed use and stand-alone opportunity sites and multi-family residential sites. The *2005 Comprehensive Plan* as well as the following maps can be downloaded from the link below:

<http://www.homerglenil.org/2196/Comprehensive-Plan-Report-Land-Use-Map>

Exhibit A: Commercial Corridors and Intersections Map

The Village has three (3) prime commercial corridors – primary east-west oriented commercial corridors of 143rd Street and 159th Street (both roadways have interchanges with Interstate 355) and the north-south oriented connecting arterial, Bell Road. Economic development activity is occurring primarily in these commercial corridors allowing the Village to embrace growth along its high traffic corridors, while elsewhere preserving the semi-rural character that makes Homer Glen such a desirable community.

Exhibit B: Opportunity Sites Map

The Opportunity Sites Map identifies potential locations for large mixed-use developments as well as stand-alone opportunity sites. Most of these opportunity sites are located in the commercial corridors as well as along the 151st Street corridor (near the Village Hall).

Exhibit C: Multi-Family Residential Site Map

Single-family residential development within the Village ranges from subdivisions with lots of 1/3 acre in size to subdivisions with lots larger than an acre. Large lot rural estates and small family farms also exist within the middle and southern portions of the Village. Multi-family development has been limited to the mixed-use development areas, primarily along the commercial corridors.

Section 5: Project Timeline

The Village's goal is to have this Comprehensive Plan Update, including the Sign Regulations, to be completed by October 31, 2020.

Due to recent retail developments, evaluation and revision of the Sign Regulations has been identified as a top priority and should be completed by the consultant within the first six (6) months of awarding the contract.

Section 6: Proposal Deliverables and Submission Format

Proposals should provide a straightforward and concise description of the consultant's capabilities to satisfy the requirements of the RFP. It should explain the work to be performed, how the work will be accomplished and the results to be expected. To be considered, all proposals must contain the following information with an emphasis on adding value to the Village. Proposals not addressing the following items will be considered non-responsive.

a. Availability and Credentials

1. List the full name, address, telephone and fax numbers of your firm and if applicable, the office from which the services are to be provided. Designate the person to serve as project manager and key staff that will be assigned to this project. Include specific information on the staff's experience with comprehensive planning and design guidelines.
2. Provide an overview of your firm's services and experience in executing the requirements of the Scope of Services provided herein.
3. Explain in detail how the project manager and key staff will be assigned to this project. Include any sub-consultants named in the proposal.
4. Has litigation ever been filed against your firm? If so, explain in detail. Is your firm currently involved in a lawsuit? If so, explain in detail.

b. Statement of Methods and Procedures

1. Provide a statement describing the Scope of Work as you understand it, and provide a detailed breakdown and description of the specific steps and technical approaches that will be used to gather the data, analyze the findings, develop recommendations, and coordinate implementation as requested. Firms may elect to include in this section any innovative methods or concepts that might be beneficial to the Village as long as the minimum requirements are met.
2. Describe your firm's understanding of market conditions impacting the Village and its economic development.

c. Project Timeline

1. Provide the anticipated start and completion date for the project and estimated dates for the fulfillment of each phase of work.
2. Describe how your firm will keep the Village informed of the progress of the project and what techniques your firm will use to meet the proposed timeline.

d. References

Provide a list of names, addresses and telephone numbers of at least five (5) references

of the same or larger size and complexity as the Village who will attest to the successful completion and implementation of a comprehensive plan by your firm during the past five (5) years.

e. Cost of Services

Provide a detailed not-to-exceed cost estimate for all work to be performed. The breakdown should include, at a minimum, the estimated number of hours for completion, the not-to-exceed hours for each task and hourly rates for each individual as well.

f. Conflict of Interest

Provide a statement indicating whether the firm or any persons working on the project have a possible conflict of interest and, if so, the specific nature of the conflict. The Village reserves the right to cancel the project award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the project to be developed by the proposing firm. The Village's determination regarding conflict of interest shall be final.

RFP Schedule

Proposals must be received no later than 4:00 p.m. on Friday, February 15, 2019. Late submittals will not be accepted. Ten (10) copies of the proposal, along with electronic files, should be sent to:

Vijay S. Gadde, AICP
Director of Planning & Zoning
Village of Homer Glen
14240 W. 151st Street
Homer Glen, IL 60491
vgadde@homerglenil.org

The following is a tentative schedule for selecting a firm:

Release of RFP	January 11, 2019
Deadline for electronic submission of questions	January 25
Village response to questions posted on Village Website	February 1
Deadline for submittal of Proposal	February 15
Evaluation of Proposals	March 1
Interview finalists	March 11 through March 15
Successful Candidate Notified	April 12

Section 7: Evaluation Criteria and Selection Process

The selection of a planning consultant will occur as a result of a detailed process. After review of the Proposals by a staff review committee, a short list will be created and those firms will be requested to make a brief presentation detailing their qualifications for selection. A staff recommendation will be sent to the Village Board with final selection of a consultant expected in April 2019. Proposals will be

evaluated based on, but not limited to, the following:

- 1) Consultant's qualifications and key personnel of the consulting team;
- 2) Experience working with outer-ring suburbs in revising comprehensive plans and assisting developing communities in creating a long-term vision;
- 3) Proven ability of key personnel to create relationships with stakeholders: Village Board, Plan Commission, Community and Economic Development Committee, staff, etc.;
- 4) The apparent quality of the work of the firm, team, or individuals based both on its Proposal and on information received from listed references;
- 5) Project organization and approach;
- 6) Ability to meet the project timeline and consideration of budgetary constraints;
- 7) The qualified firm or individual will need to lead the Comprehensive Plan Update process and have the skills and experience to facilitate public meetings, update demographics, use GIS maps, and assist in drafting updates.

Final Product

The Village of Homer Glen Comprehensive Plan Update shall be submitted in two (2) formats:

- 1) 25 printed, bound, color copies;
- 2) Electronic files including all text and graphics, compatible with those programs used by the Village.

Section 8: Consultant and/or Firm Relationship with the Village of Homer Glen

Following the selection of a firm, the scope of work, cost attributed to the project element, and an agreement for services can be finalized. Reimbursement shall be made according to an agreed upon schedule, specified within the contract.

The Village reserves the right to make an award without further discussion of the proposal submitted or to not make any award. The proposal must be submitted initially on the most favorable terms which the firm can propose. The firm shall enter into a written contract, which shall be submitted to the Corporate Authorities of the Village for approval. Final acceptance of the proposal shall only be complete under Corporate Authorities acceptance of a contract executed by the firm.

The firm should be prepared to accept a contract resulting from this RFP. It is understood that the proposal will become a part of the official file on this matter, without obligation to the Village.

This RFP does not obligate the Village to contract for services specified herein.

Notice

1. This RFP is not a contract or offer of employment.
2. The cost of preparation of proposals shall be the sole obligation of the respondent firm.
3. All submitted proposals, whether accepted or rejected, are the property of the Village of Homer Glen.
4. The firm selected to perform the work must enter into a standard Village of Homer Glen contract, as written by the Village in consultation with the successful firm.

Contact Information

Questions regarding this RFP should be directed electronically to:

Vijay S. Gadde, AICP
Director of Planning & Zoning
Village of Homer Glen
14240 W. 151st Street
Homer Glen, IL 60491
vgadde@homerglenil.org