



HOMER GLEN

Request for Proposals (RFP)
**SEEKING PROFESSIONAL LAND PLANNER SERVICES FOR
TOWN CENTER PLANNING**

Village of Homer Glen, Illinois

Friday, November 18, 2022

Responses are due by 4:00 p.m. on Thursday, December 22, 2022

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Section 1: Purpose

The Village of Homer Glen, Illinois, is soliciting land planner proposals for the visioning process and concept development of a new town center. The Village seeks to identify the best location options and concept plans for a new town center through the engagement of resident and stakeholder input, assessment of the market and development feasibility. The results of this planning process and study will guide the Village toward property acquisition and future developer recruitment. This is a unique and high-profile planning opportunity to advance placemaking in the community.

Proposals will be considered from qualified firms, with a preference to firms that are based in Illinois.

All qualified firms interested in providing the services and work described in the RFP are invited to submit a proposal. To be considered, proposals must be submitted no later than **4:00 p.m. on Thursday, December 22, 2022 (Submission Deadline)** to the Village's Economic Development Department. Refer to the RFP for submission requirements and submittal location.

Any questions related to the RFP must be submitted to the Village in writing (via email) no later than 12:00 noon on Friday, December 2, 2022. Responses will be submitted to all firms, no later than 4:00 p.m. on Wednesday, December 7, 2022.

Section 2: Background

The Village of Homer Glen is located in the northeastern Will County approximately 25 miles southwest of downtown Chicago. Homer Glen is one of the largest municipalities by land area in Will County, encompassing over 22 square miles, with the opportunity to grow to 25 square miles. The official 2020 census count is 24,543. The Village of Homer Glen 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.

Homer Glen's agricultural and rural heritage is still evident today. Homer Glen lacks a historic downtown so typical of most other Chicagoland suburbs where placemaking was spurred around a train depot. Even so, a strong auto-oriented retail district anchored by big box stores and grocers exists at the busy crossroads of 143rd Street and Bell Road. Placemaking in Homer Glen was boosted by the Village's purchase of a former golf course in 2013. Today, a civic complex exists on 151st Street and includes the Village Hall and 100-acre Heritage Park. Other governmental offices located in the civic complex adjacent to Village Hall include the Homer Township facilities (Township administration, road district and library). Many acres of undeveloped land front the higher traffic corridors, especially along 159th Street. The Comprehensive Plan envisions 159th Street becoming the future economic engine of the Village.

Below are additional community highlights.

The Village of Homer Glen is an upscale community located within an easy commute of Chicago in the southwest suburbs. The Village is characterized by a unique blend of open

space, residential developments and growing commercial corridors. Committed to retaining its unique character, Homer Glen created a strategically inspired commercial development plan. This plan allows the Village to embrace quality growth along its high traffic corridors while elsewhere preserving the semi-rural character, the natural resources and open spaces that make Homer Glen such a desirable community.

Single-family residential development within the Village ranges from subdivisions with lots under 10,000 square feet to subdivisions with lots larger than an acre. Large lot rural estates and small family farms also exist within the northwest quadrant and the southern portions of the Village. Attached housing and multi-family developments have been limited to the mixed-use development areas, primarily along the higher traffic corridors.

The Village has three (3) prime commercial corridors, home to many local and national businesses: The primary east-west oriented corridors are 143rd Street and 159th Street. Both roadways have interchanges with Interstate 355. The north-south oriented connecting arterial is Bell Road. The State of Illinois completed the widening of 159th Street (IL Route 7) to 4 lanes in 2019. Will County will invest over \$100 million in roadway improvements to complete the widening of 143rd Street and Bell Road over the next several years.

The Village is a home-rule municipality governed by the Mayor and six Trustees with a staff of local government professionals. Public safety services are provided through a contract with the Will County Sheriff's Department. The Village recently created its own Public Works Department taking over stewardship of local roads from the Homer Township Road District. Fire and Emergency Services are provided by four Fire Protection Districts. The majority of water and sanitary sewer services are provided by a private company. However, the Village completed the construction of a new sanitary sewer trunk line and watermain to serve portions of the 159th Street corridor between Cedar Road and Gougar Road in 2019.

What Does Homer Glen Offer?

- Conveniently located to all major Chicagoland airports, expressways and corporate aircraft accommodations
- 2 interchanges onto Interstate 355 (143rd Street and 159th Street)
- Prime commercial corridors (143rd Street, Bell Road, 159th Street)
- Strong public school system, upscale housing and neighborhoods
- Easy access to developed commuter rail system, although depots are located in neighboring towns
- Lake Michigan water
- Quality of life amenities including a system of Village community parks and trails and over 1,300 acres of public land managed by the Will County Forest Preserve District offering outdoor recreation and access to nature
- Lowest retail sales tax rate in Chicago's southwest suburbs at 8%

Who Lives in Homer Glen?

- Population (2020 Census): 24,543
- Median Household Income: \$108,763
- Median Owner-Occupied Housing Value: \$337,400

- Average Household Size: 3.04
- Median Age: 43.6
- Bachelor's Degree or Higher age 25+: 38.4%
(Source: 2020 ACS 5-Year Estimates)

Section 3: Village Goals

Village Goals for Developing a Town Center

- Enhance the overall quality of life in the community
- Attract private investment for the development of a town center
- Broaden the Village's economic stability and sustainability
- Reflect the community's unique rural character
- Protect the desire for high quality design
- Create a live, work, play environment
- Foster social gathering with connection to cultural venues and the enjoyment of open space
- Develop a new dining, entertainment and specialty shopping district
- Design to be pedestrian-friendly
- Connect with all modes of mobility
- Plan for regional stormwater management

Village Goals for Town Center Visioning and Concept Development

- Engage a robust process for resident input to create the town center vision.
- Address who are we serving in a town center: A regional market or a local market?
- Identify the desired bulk and architectural feel of the town center.
- Determine the location options, scale (number of acres) and development scenarios with the greatest likelihood of market and financial success.
- Assess the value of site proximity to the existing civic complex on 151st Street.

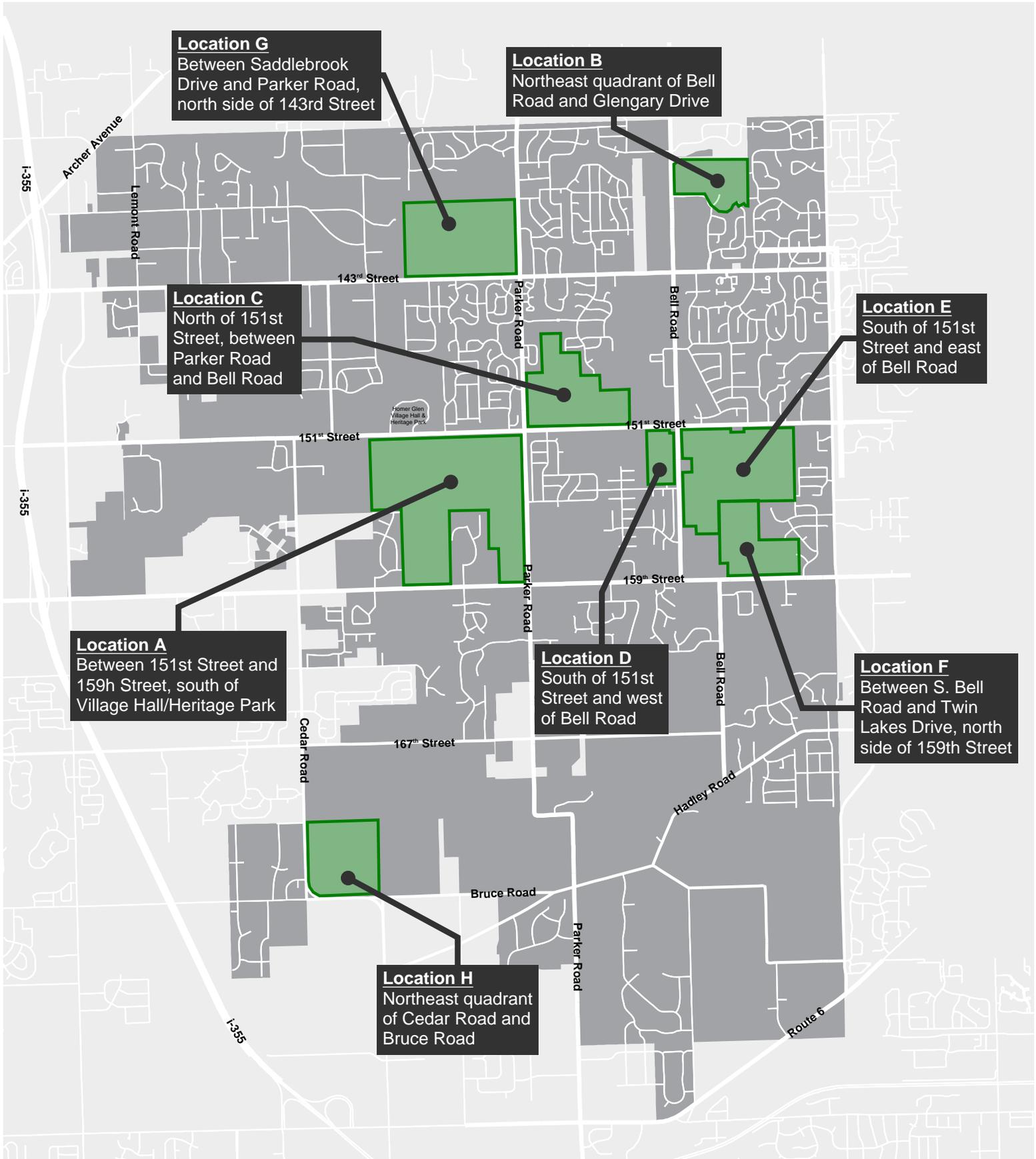
Section 4: Potential Location Options

Potential locations for a new town center are identified for study under the scope of services and displayed on **Exhibit A**. Most of these opportunity land areas are located along the higher traffic corridors as well as along the 151st Street corridor (near Village Hall):

- A. Between 151st Street and 159th Street, south of Village Hall/Heritage Park
- B. Northeast quadrant of Bell Road and Glengary Drive
- C. North of 151st Street, between Parker Road and Bell Road
- D. South of 151st Street and west side of Bell Road
- E. South of 151st Street and east of Bell Road
- F. Between South Bell Road and Twin Lakes Drive, north side of 159th Street
- G. Between Saddlebrook Drive and Parker Road, north side of 143rd Street
- H. Northeast quadrant of Cedar Road and Bruce Road

EXHIBIT A:

Potential Locations



Section 5: Scope of Services

The following is a general description of the scope of work to be completed by the selected consultant in consideration of the identified location options.

1. **Comparative Analysis:** Identify location options including utilities and infrastructure gaps. The Village Engineer will provide input to facilitate the utilities and infrastructure portion of this analysis.
2. **Public Engagement Process:** Implement a strategy for resident and stakeholder engagement to identify preferences for town center character, scale and location. Innovative online community engagement and a social media plan are expected to be part of this process.
3. **Market Assessment:** Analyze market dynamics and opportunities for various uses. The output should be market relevant today and for the next 15 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 residential, retail, restaurant, entertainment, hospitality, office and service uses in a mixed-use town center development.
4. **Preliminary Financial Assessment of Development Feasibility:** The analysis should include interviews/input from area real estate professionals.
5. **Location Options Selection:** Recommend the top three (3) most viable location options for Village success based on public/stakeholder input, marketability and assessment of development feasibility.
6. **Concept Design Charette:** Conduct a charette for public/stakeholder input to guide the design of a development scenario for each of the top three (3) location options.
7. **Conceptual Site Plans:** Produce one (1) Conceptual Site Plan for each of the top three (3) location options.
8. **Public Meetings:**
 - Consultant Presentation of Concept Plans to Plan Commission.
 - Consultant Presentation of Concept Plans to Village Board at a Workshop Meeting.
9. **Final Deliverables:** The Village of Homer Glen Town Center Planning Study shall be submitted in two (2) formats:
 - 10 printed, bound, color copies;
 - Electronic files including all text and graphics, compatible with software programs used by the Village.

Section 6: Resources

[Strategic Plan 2018-2021](#)

[Comprehensive Plan Report & Land Use Map](#)

[Comprehensive Plan - 2020 Draft Update Process & Documents](#)

[Maps & GIS Viewers](#)

[2022 Zoning Map \(PDF\)](#)

[Village Code](#)

[National Citizen Survey Documents](#) - The Village launched its first National Citizen Survey in April, 2017, in conjunction with the strategic planning process.

Section 7: Proposal Requirements

Proposals should provide a straightforward and concise description of the consultant's capabilities to satisfy the requirements of the RFP. The proposal should explain the work to be performed, how the work will be accomplished and the results to be expected. A summary of the project, a breakdown and explanation of the project tasks, a project timeline and fee schedules should be included.

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.

1. Availability and Credentials

- a. List the full name, address, telephone, email 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.
- b. Provide an overview of your firm's services and experience in executing the requirements of the Scope of Services provided herein. Include specific information on the staff's experience with land planning, public engagement, market assessment and development feasibility assessment.
- c. Explain in detail how the project manager and key staff will be assigned to this project. Include any sub-consultants named in the proposal.
- d. 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.

2. Statement of Methods and Procedures

- a. 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.
- b. Describe your firm's understanding of market conditions impacting the Village and its economic development.

3. Project Timeline

- a. Provide the anticipated start and completion date for the project and estimated dates for the fulfilment of each phase of work.
- b. 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.

4. 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 land planning study by your firm during the past five (5) years.

5. 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.

6. 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.

Section 8: Proposal Deadline and Submission Format

Proposals must be received no later than **4:00 p.m. on Thursday, December 22, 2022.** Late submittals will not be accepted.

The Village will only accept proposals in bound hard copy format and does not accept proposals submitted via fax, email, or other electronic means. Proposals are to be submitted in a sealed package to:

Janie Patch
Economic Development Director
Village of Homer Glen
14240 W. 151st Street
Homer Glen, IL 60491
jpatch@homerglenil.org

With the following information on the outside of the envelope:

- Company Name
- RFP Title
- Due Date and Time

Package must include:

- Eight (8) copies of Proposal
- One Copy of Proposal on USB Drive

Section 9: RFP Schedule

The following is a tentative schedule for selecting a firm:

Release of RFP	November 18, 2022
Deadline for electronic submission of questions	December 2, 2022
Village response to questions posted on Village Website	December 7, 2022
Deadline for submittal of Proposals	December 22, 2022
Evaluation of Proposals	January 9-13, 2023
Interview finalists	January 16-20, 2023
Successful candidate notified	January 27, 2023
Village Board authorizes contract	February 22, 2023

Section 10: Evaluation Criteria and Selection Process

The qualified firm or individual will need to lead the Town Center Planning process and have the skills and experience to facilitate public meetings, perform market and feasibility analysis, create concept plans and analyze the trade area market.

All proposals submitted in response to this RFP will be evaluated by a committee of the Village in accordance with the criteria described below. The review committee will determine the short-list of consultants for interviews (if required). Total scores will be tabulated, and the consultant with the proposal that is deemed to be the most advantageous to the Village will be selected. If the Village requests presentations by short-listed firms, committee members may revise their initial scores based upon additional information and clarification received in this phase. A committee recommendation will be sent to the Village Board with final selection of a consultant expected in February 2023. Evaluation criteria that will be used are as follows, listed in order of relative importance:

1. Company and Personnel Qualifications
 - Qualifications and abilities of professional personnel.
 - Experience on similar projects as a team.
 - Commitment of key members to project.
 - Firm's size, organizational structure and flexibility.
 - Firm's technical disciplines and capabilities of sub-consultants on team.
 - The apparent quality of the work of the firm, team, or individuals based both on its Proposal and on information received from listed references.
2. Recent Experience with Similar Projects/Work
 - Firm's recent, relevant project history.
 - Demonstrated ability to control costs.
 - Demonstrated ability to meet schedule.
 - Demonstrated ability to do quality work.

3. Approach to Scope of Work
 - Firm's demonstrated clear understanding of the project goals.
 - Has the firm formulated a successful approach to the project?
 - Has the firm exhibited sensitivity to public concerns?
 - Proven ability of key personnel to create relationships with stakeholders.
 - Aggressiveness of project schedule.
4. Proposed Scope and Fee
 - Does the Scope of Work align with the identified scope and the Village's Goals?
 - Has the consultant identified innovative alternatives or well thought out additions to the scope?
 - Is the fee commensurate with the scale and type of work?
5. Proximity to Project Location
 - Team's work location relative to the project location.

A presentation and/or demonstration may be requested by short-listed offerors prior to award. A presentation/demonstration may not be required, and therefore, complete information should be submitted with your proposal.

Section 11: Contract

Following the selection of a firm, the scope of work, cost attributed to the project 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.

All data collected, drawings generated and documents prepared for the project shall remain the property of the Village.

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

Section 12: 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.

Section 13: Additional Terms of Qualifications

The following additional terms must be met in the firm's preparation of and the Village's consideration of each submittal.

1. Compliance with Laws:
 - a. All services of any qualifying firm shall comply with all Federal and State of Illinois laws, county and municipal codes, ordinances, rules and regulations that in any manner affect the services to be provided or the operations of the firm, including, but not limited to, the Prevailing Wage Act, the Illinois Procurement Code, and all laws governing employment.
 - b. A qualifying firm shall certify that it shall not discriminate against any worker, job applicant, employee, or member of the public, because of race, creed, color, sex, sexual orientation, age, handicap, or national origin, and shall not otherwise commit any unfair employment practice, and that it shall comply with all requirements of the Illinois Human Rights Act, as amended (775 ILCS 5/101, et. seq.), and all rules and regulations of the Illinois Department of Human Rights and the Equal Opportunity Commission.
 - c. A qualifying firm shall further certify that it has not been barred from being awarded a contract or subcontract under the Illinois Procurement Code (30 ILCS 500/1-1, et. seq.); and further certifies that it has not been barred from contracting with a unit of State or local government as a result of any violation of Sections 33E-3 or 33E-4 of the Illinois Criminal Code {720 ILCS 5/33E-3, 33E-4}. Furthermore, qualifying firms must submit a completed and signed Non-Collusion Certificate (Appendix A).
 - d. A qualifying firm shall also certify that its workplace complies with the Drug Free Workplace Environment Act {30 ILCS 580/1, et. seq.}, and that it provides a written program for prevention of substance abuse among employees and testing of employees for substance abuse, in accordance with the Substance Abuse Prevention Act (820 ILCS 265/1, et. seq.).
 - e. A qualifying firm shall have the ability to obtain all necessary licenses, permits and approvals, whenever applicable.

- f. A qualifying firm shall submit a completed and signed Certifications and Assurances form (Appendix B).
2. Insurance and Indemnification:
- a. A qualifying firm shall provide evidence of insurance coverage.
 - b. To the fullest extent permitted by law, the qualifying firm shall, if awarded a contract with the Village, agree to indemnify and hold harmless the Village, its officers, employees, agents and volunteers from and against all claims, damages, losses and expenses, including but not limited to legal fees (attorneys' and paralegals' fees and court costs), arising out of or resulting from the performance of the services to be provided; provided that any such claim, damage, loss or expense (i) is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, and including the loss of use resulting therefrom; and (ii) is caused in whole or in part by any wrongful or negligent act or omission of the firm or anyone directly or indirectly employed by the firm or anyone for whose acts it may be liable, except to the extent it is caused in whole or in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described herein. A qualifying firm shall similarly agree to protect, indemnify and hold and save harmless the Village, its officers, employees, agents and volunteers against and from any and all claims, costs, causes, actions, and expenses, including but not limited to legal fees incurred by reason of such firm's breach of any of its obligations under, or default of, any provision of any contract entered with the Village for such services.
 - c. Insurance Requirements
 - 1) Commercial General and Umbrella Liability Insurance (CGL):
 - A. \$1 million per occurrence
 - B. \$2 million aggregate
 - 2) Professional Liability Insurance
 - A. \$1 million per occurrence
 - B. \$1 million annual aggregate
 - 3) Auto Liability
 - A. \$1 million per occurrence Combined Single Limit or
 - B. \$1 million bodily injury per occurrence
 - C. \$500,000 property damage

All Certificates of Insurance shall include the Village of Homer Glen as additional named insured, as well as the Village's officers, agents, employees and volunteers.

- d. Worker's Compensation Insurance: Worker's compensation and employers' liability insurance shall be provided as statutorily required items.

Section 14: Contact Information

Questions regarding this RFP should be directed electronically to:

Janie Patch
Economic Development Director
Village of Homer Glen
14240 W. 151st Street
Homer Glen, IL 60491
jpatch@homerglenil.org

**APPENDIX A
NON-COLLUSION CERTIFICATE**

The Undersigned Bidder is not barred from bidding for this Contract as a result of a violation of either Section 33E-3 or Section 33E-4 of Chapter 38 of the Illinois Revised Statutes concerning bid rigging, rotating, kickbacks, bribery and interference with public contracts.

(Printed Name of Contractor)

Address

City	State	Zip Code
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Signature of Authorized Representative

Title	Date
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**APPENDIX B
CERTIFICATIONS AND ASSURANCES**

I/we make the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. The attached proposal is a firm offer for a period of 60 days following receipt, and it may be accepted by the Village without further negotiation at any time within the 60-day period.
2. In preparing this proposal, I/we have not been assisted by any current or former employee of the Village whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official public capacity. Neither does such a person nor any member of his or her immediate family have any financial interest in the outcome of this proposal. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
3. I understand that the Village will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals will become the property of the Village, and I/we claim no proprietary right to the ideas, writings, items, or samples.
4. I/we warrant that, in connection with this procurement:
 - a. The price and/or cost data have been arrived at independently, without consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any competition.
 - b. Unless otherwise required by law, the prices and/or cost data which have been submitted have not knowingly been disclosed by him/her prior to opening, in the case of a proposal directly or indirectly to any other competitor
 - c. No attempt has been made or will be made by the consultant to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

Consultant Signature _____
Printed _____
Title _____
Date _____