

Village of **MAYWOOD**



40 MADISON STREET • MAYWOOD, ILLINOIS 60153 • (708) 450-4405
COMMUNITY DEVELOPMENT

On behalf of the Village, I am very pleased to invite you to submit your proposals for the redevelopment of 500 block of South 5th Avenue in Maywood. Your experience and knowledge is requested to help build—and be a part of—the current and future success of our community.

The 500 block of South 5th Avenue redevelopment site is strategically located on 5th Avenue between Washington and Pine Street in the midst of an emerging renaissance of Maywood. The site is approximately .76 acres in size and is located in close proximity to a Metra Station, Grocery Store, I290, Loyola University Medical Center, Edward Hines Veterans Memorial Hospital, and Madden Medical Center.

We are extremely proud of the progress we have made in the revitalization of our community and we are deeply committed to its success as a critically important economic and quality of life enhancing component of our community.

Have you looked at us lately? There continues to be numerous public investments in our downtown including significant replacement of downtown infrastructure and the rehab of a several buildings. In addition to new development activity, existing business and property owners continue to make improvements, to expand—to bank on our future—demonstrating their commitment and confidence in the continued success of our community.

We very much look forward to the possibility of working with you to build and enhance our community. If you need additional information, please contact me at (708) 450-4429. We very much hope that we will hear from you.

Sincerely,

VILLAGE OF MAYWOOD

Lori Sommers

Lori Sommers, AICP, GISP, LEED AP
Director of Community Development
Village of Maywood, IL
40 Madison St.
Maywood, IL 60153

Enclosure: RFP



Village of Maywood
REQUEST FOR
DEVELOPER PROPOSALS

FOR THE
500 Block of S. 5th Avenue
IN
MAYWOOD, ILLINOIS

April 8, 2010

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REQUEST FOR DEVELOPER PROPOSALS

FOR THE
500 BLOCK OF SOUTH 5TH AVENUE
MAYWOOD, ILLINOIS

PART A: REQUEST FOR PROPOSALS

I. REQUEST DELINEATION

1.0 REQUEST AND GENERAL QUALIFICATIONS

This document comprises the Request for Proposals [“RFP”; “Request”] and is the only information required by a prospective Developer in responding to this Proposal. This RFP seeks qualifications and property-specific proposals. The Village of Maywood (“Village”) is seeking proposals from a highly qualified development team (“Developer”) capable of carrying out the commercial development of the property (“Project”) at 511-519 S. 5th Avenue commonly referred to as the 500 Block of South 5th Avenue.

1.1 GENERAL ROLES AND RESPONSIBILITIES

It is expected that a single Developer will be selected to be responsible for implementing the Project; however, this may be subject to change depending upon evaluation of the proposals to the Village’s Request for Proposals (RFPs) and Developer desires.

The Village anticipates working closely and cooperatively with the Developer; however, the Village does not currently anticipate entering into any other formal relationship with the Developer other than a redevelopment agreement. The Village and Developer shall be responsible for their own resources.

Village: The Village’s sole role and intent is to act as the current owner of the property only until such time that the property is acquired by the Developer. Its primary role is to ensure that the Village’s interests are being protected and furthered with the assistance of the selected Developer and through the Project. The Village may also assist with necessary approvals and cooperate with any additional land acquisition pursued by the Developer for this project.

Developer: The entity identified in a redevelopment agreement to be entered into with the Village and who will be responsible for the execution of the Project. The Developer selected by the Village to execute the Project based on an accepted proposal shall have exclusive redevelopment rights and rights to purchase the property for private uses and the Project shall remain taxable land; however, this right would not inherently be extended to the purchase of Village-owned property identified for public purposes. The selected Developer may be required, as part of a redevelopment agreement, to provide certain public structures such as infrastructure and parking as required to provide a complete Project in conformance with a redevelopment agreement.

Village Consultant(s): The Village has retained various consultants to assist the Village with various aspects of the Project. The Village may, at certain times, designate certain consultants to act as agents of the Village; however, this would be expressly defined in writing by the Village prior to such occurrence. At no time will a Village consultant or Village staff personnel have unilateral authority to direct or approve any aspects of the redevelopment agreement Project on the Village’s behalf; all approvals shall be granted by the corporate authority of the Village.

Redevelopment Agreement [“Agreement”]: The agreement approved by the Village Board and signed by both parties in which the Developer has agreed to undertake the redevelopment of the property in accordance with the Village-approved plans and pursuant to the terms and conditions of the redevelopment agreement. The redevelopment agreement will contain provisions governing all aspects of the Project, including, but not limited to, land conveyance, development and zoning approvals, developer obligations, construction security requirements, infrastructure improvements, construction schedule and possible development incentives.

1.2 OVERALL DEVELOPER SELECTION PROCESS

A. Request for Proposals

The Village is seeking the best qualified Developer for the Project. The Village recognizes that prospective Developers may have varying degrees of direct, successful experience with redevelopments of the contemplated scope in conjunction with the physical and economic conditions of urbanized areas similar to that of Maywood. Consequently, the Village is undertaking this Request to help ensure that subsequent discussions regarding a specific proposal are conducted with a Developer that the Village feels possesses the requisite successful past experience. Each prospective Developer is asked to visit the property and can request to meet with Village officials prior to submitting proposals; however, this is not required. Developers responding to this Request will be asked to present formal proposals including property-specific redevelopment projects and corresponding economic/financial proposals including but not limited to a proposal for the land acquisition, requested economic incentives, and other related items in exchange for the land and requisite development entitlements.

B. Evaluation Criteria

The Village is seeking Developer proposals demonstrating the capability to conceive, plan, design, and implement a project of the scope and quality preliminarily described in this Request. The Village will take into account factors including but not limited to the broad range of the Developer’s past project successes, fiscal success of past projects and economic benefits, quality of developments, Developer’s financial strength, and the Developer’s experience in working with communities similar to the Village. Evaluation criteria include, but are not limited to, the following:

1. Demonstrated successful physical and economic/financial experience on projects of similar or larger scopes, value, and quality.
2. Demonstrated successful past performance through references of previous clients including local governments.
3. Demonstrated organizational capacity and managerial capability to successfully execute and deliver projects of similar or larger scopes, value, and quality to include expected execution schedule upon receipt of Village approval.
4. Demonstrated credentials, experience, and reputation of personnel identified to lead, execute, deliver, and manage the Project to include key proposed consultants such as the design architect/urban designer, architect-engineer, engineer, landscape architect, and constructor, if applicable.
5. Demonstrated financial resource capability including private funding resources, developer and investor equity contributions, and lender commitments or letters of intent for the Project.
6. Proposed design of the Project fits into the context and character of Maywood.

C. Tentative Overall Timetable (Subject to Change Depending on Conditions and/or Discretion of the Village Board)

Step	Target Dates
1. Release RFP	April 8, 2010
a. Responses to RFP Requested Not Later Than 3:00pm on	June 9, 2010
b. Staff Evaluation	June 10-July 5, 2010
c. Village Review Recommendation – LLOC	July 14, 2010
d. Village Authorize Negotiation with Final Candidate(s)	2 weeks
d. Village Review Recommendation - LLOC	August 11, 2010
e. Village Finalize Recommendation	August 17, 2010

Notes

1. Village Legal, License and Ordinance Committee (LLOC) meetings are held on the second and fourth Wednesday of the month.
2. Regular meetings of the Village Board, generally where previous information discussed at the LLOC is voted upon, are held on the first and third Tuesday of the month.
3. The Village may consider adjusting Target Time Periods/Dates in order to facilitate adequate response and review periods.

1.3 PROJECT GOAL AND OBJECTIVES**A. Goal**

The Village's goal for the completed Project is to provide a high quality, fiscally successful commercial development in the Village's Downtown. We wish to help create a viable, visually appealing, and financially successful commercial development that not only becomes part of but that enhances the commercial and cultural fabric of the Village. The Village is also interested in getting this project approved and built within a reasonable amount of time.

B. Objectives

The Village desires to foster commercial development that enhances the quality of life in the Village and surrounding areas. Objectives to achieve the above goal include but are not limited to:

1. Structuring the Project to contribute positively to the existing TIF and Village from a financial, economic, and physical standpoint.
2. Increasing the diverse mix of retail/commercial and/or residential opportunities in the Village.
3. Employing architectural building and landscape design to significantly enhance the visual environment of this property.

C. Programmatic Considerations

Programmatic considerations, stemming from the overall goal and objectives should be considered and include but are not limited to:

1. **Sustainability:** The Village anticipates that the proposed Project will include sustainability elements such as but not limited to incorporation of energy efficient design and/or incorporation of green building (LEED) principles.
2. **Building Materials:** Portions of buildings most often seen from the public right-of-way should exhibit high quality visual and textural characteristics. An exterior brick masonry decorative face block and stone aesthetic is required. Exterior insulation systems (EIFS; Dryvit®, etc.) is not allowed. The same holds true for concrete masonry units (CMU; Concrete Block) or other utilitarian materials in often seen or highly visible areas. Consideration must be given to long term operations and

maintenance characteristics so that the facility always appears maintained as well as acoustical dynamics so as not to create negative effects upon residents, businesses, and visitors.

3. **Signage:** Signage must address Code requirements. A comprehensive Project Graphics and Signage Plan should be developed to guide future decisions.
4. **Parking, Traffic, and Loading:** It is anticipated that the Project will incorporate on-site parking. Adequate and proper off-street/on site loading must be accommodated in the Project and should be addressed in the specific proposal. A parking and traffic assessment to be conducted by a qualified parking and traffic engineering consultant will be required as part of the zoning process phase.

II. RFP SUBMISSION REQUIREMENTS

2.0 SUBMISSION REQUIREMENTS

A. Submission Quantity and Format:

1. Ten (10; one signed original and nine copies) sets of Proposals shall be submitted, preferably, in an 8 ½ x 11 format and be organized generally as follows: 1) Cover letter (optional); 2) Understanding of Request; 3) Developer's Relevant Qualifications and Experience; 4) Developer/Team Description, Organizational Structure, and Capacity; 5) Summary Statement (optional); 6) Financial Information (Under separate, sealed cover); and 7) Renderings of proposed project.
2. Required financial information shall be included in a separate but attached sealed envelope clearly identifying the prospective Developer.
3. There is not a minimum or maximum page limitation but qualifications statements should be kept directly relevant and succinct.

B. Understanding of Request

This section shall summarize the prospective Developer's understanding of the request and requirements and allow the Developer to add any additional information to help the Village determine that a Developer is qualified.

C. Developer's Relevant Qualifications

The prospective Developer must demonstrate experience with facilitating successful projects of similar contemplated scope and quality. The relevant qualifications submissions must be a part of and fit into the response booklet but outside of this requirement the prospective Developer can determine the format. For each example, a photo or drawing is strongly encouraged but a short project synopsis addressing the scope, budget schedule and reference contact should be provided. The Village will look for a minimum level of experience to be demonstrated including but not limited to:

1. Demonstrated experience in, preferably, at least two (2) completed projects of similar size and quality as envisioned for the project.
2. Demonstrated financial resources and commitments to both acquire and develop the property as provided in financial statements, evidence of equity and debt financing, or other similar demonstration.
3. A list of projects as Developer over the past five (5) years prior to the due date of this Request, including project overall size and by type of use (e.g., retail, office, residential), overall construction cost, major tenants, absorption, current photos of property, and the current occupancy and ownership of these projects.
4. Description, location, and a brief summary of the past projects:

- a. The Village would consider it a positive factor if the projects presented in this section were accomplished with the currently proposed Developer Team; however, this is not required.

D. Developer Description, Organizational Structure and Capacity

The prospective Developers shall identify in the response to the Request:

1. Developer Description

- a. Legal Name of the proposed development entity.
- b. Proposed form/structure of the proposed development entity (e.g., Corporation, Partnership, Limited Liability Corporation (LLC), Individual, Joint Venture, Not-for-Profit, etc.).
- c. Date Established to include constituent firms/partners/team members if a joint venture (JV) is proposed.
- d. Subsidiary status or affiliation with any other/parent entity including the name and address of and relationship to the parent/partner as well identification of its key officers.
- e. Names, addresses, title of position, and nature and extent of the interest of the officers and principals, shareholders, and investors of the proposed Developer/Team as follows:
 - i. For corporations, the officers, directors or trustees, and each stockholder owning any class of stock and each person's percentage ownership.
 - ii. For not-for-profit organizations, the members who constitute the board of trustees or board of directors, or similar governing body.
 - iii. For partnerships or limited liability corporations, each partner or member, whether a general or limited partner or member, and either the percent of interest or a description of the character and extent of interest.
 - iv. For joint ventures, each participant and either the percent of interest or a description of the character and extent of interest. If the joint venture partners are corporations or partnerships, then the information for such firms each should be provided.
 - v. For any other type of entity, each officer, owner and members of governing body, and each person's percentage ownership.

2. Developer Organization and Capacity

- a. Proposed organizational chart identifying the Developer functions, roles, and responsibilities.
- b. Developer team partners, and/or consultants proposed to deliver the project including their relevant experience and a clear description of their roles and responsibilities (e.g., Architect/Engineer, Economic/Financial consultant, Counsel, Construction, leasing/management, etc.); key staff and roles with individual résumés not exceeding one page, if included:
 - i. The Village would consider it a positive factor if the key Developer team members/partners/consultants and/or staff presented in this section also have contributed to the successful past projects presented by the prospective Developer.
- c. Expected general and tentative development/construction schedule, if selected:
 - i. It is recognized that several factors that impact any expected schedule may be outside of the prospective Developer's direct control and that a mutually agreed upon schedule would be part of the Agreement with the Village, however, this information will assist the Village in assessing a prospective Developer's experience with a project of this type and insight into how the prospective Developer proposes to manage the Project process to successful completion.

- d. The number, location and magnitude of projects currently on the prospective Developer's work plan for the next two calendar years.

E. Proposal Summary

A summary statement is optional but can be included with information the prospective Developer feels would help the Village to select the best overall qualified Developer. For example, a discussion or list of the type and quality of commercial/retail tenants with which the Developer has a successful relationship and that are envisioned to be brought to this Project including any that may already have expressed interest would be appropriate here.

F. Separate Financial Information Required from the Prospective Developer

Ten (10; One signed original and nine copies) sets of the following information should be submitted at the same time as the related qualifications in a separate sealed envelope marked "confidential" relative to each person with an ownership interest in the development entity and the development entity itself:

1. Audited financial statement or federal income tax forms for the last three years.
2. References from financial institutions with whom the Developer has dealt as a borrower or as a joint venture partner.
3. Proposed sources of financing and preliminary evidence of interest from financial institutions or partners if available.
4. List of pending litigation or other disputes including court case numbers, status, potential of a financial settlement, and impact on your ability to execute this Project.
5. Filings for bankruptcy including dates and circumstances, or foreclosures or returns to lenders via deed-in-lieu of foreclosure.

2.1 OTHER INFORMATION

The following information is provided as information to the prospective Developer in anticipation of a redevelopment agreement:

A. Village's Selection of a Developer

The Village reserves the right to consider in part or in whole, waive selection criteria in part or in whole, or waive any inconsistencies or irregularities in part or in whole in responses to determine and select the best overall qualified Developer, in the Village's opinion, to execute the Project. Developer qualification will be based on submitted qualifications to this Request. Final selection, based on the RFP, to enter into a redevelopment agreement with the Village and to execute the Project will be based on a combination of Developer qualifications and the proposed Project to include proposed and agreed upon financial, physical, and economic goals and benefits to the Village. The resulting Agreement will, at a minimum, include key provisions from the Request for Proposal and the successful Developer's proposal.

B. Termination of Requests

It is the intent of the Village to enter into a redevelopment agreement with the successful prospective Developer; however, the Village may cancel this Request for Proposals including all received submissions at any time to protect the best interests of the Village. Costs of preparing submissions are the responsibility of the respondents.

C. Property Ownership

The Village owns approximately .76 acres of the 500 Block of South 5th Avenue (**Exhibit A**). The remainder of the block is owned by other entities. The final disposition of these other properties may be subject to private negotiations between the selected Developer and the property owners. The Village endeavors to cooperate with additional land acquisition within the 500 Block of South 5th Avenue if

contemplated by the selected Developer and to the extent such acquisitions are in the best interest of the Village.

The prospective Developer should note that as part of an RFP and subsequent redevelopment agreement negotiations, the Village will require certain information including but not limited to complete project pro-formas delineating the Project sources and uses of funds for different proposal scenarios as well as forecasts of expected financial/economic benefits to the TIF including but not limited to expected increases in equalized assessed value and other expected increases. Certain other financial disclosure may also be required as part of the redevelopment agreement to ensure proper administration of the TIF.

D. Compliance With Freedom Of Information Act Requests.

Section 7(2) of the Illinois Freedom of Information Act (FOIA) (5 ILCS 120/7(2)) requires certain records that qualify as "public records," which have been prepared by and are in the possession of a party who has contracted with the Village, be turned over to the Village so that a FOIA requestor can inspect and photocopy the non-exempt portions of the public records pursuant to a FOIA request. The Village has a very short period of time from receipt of a FOIA request to comply with the request, and it requires sufficient time to review the records to decide what information is or is not exempt from disclosure. The Contractor/Consultant acknowledges the requirements of FOIA and agrees to comply with all requests made by the Village for public records (as that term is defined by Section 2(c) of FOIA) in the Contractor/Consultant's possession and to provide the requested public records to the Village within two (2) business days of the request being made by the Village. The Contractor/Consultant agrees to indemnify and hold harmless the Village from all claims, costs, penalties, losses and injuries (including but not limited to, attorney's fees, other professional fees, court costs and/or arbitration or other dispute resolution costs) arising out of or relating to its failure to provide the public records to the Village under this Agreement.

The Contractor/Consultant acknowledges that certified payroll records submitted to a public body under Section 5(a)(2) of the Prevailing Wage Act are public records subject to inspection and copying in accordance with the provisions of this Act (See 5 ILCS 140/2.10).

E. Other Available Information

The Village is making certain documents available, upon request, to the prospective Developers for inspection and photocopying, including:

1. Zoning Ordinance (on line at: www.maywood-il.org)
2. Village Comprehensive Plan (on line at: www.maywood-il.org)
3. Property Survey's (**Available upon request**)

F. Village Incentives

The Village of Maywood has many incentive tools for development a few of which are Enterprise Zone, TIF, Facility bonds, and several different types of Property Tax incentives (**Exhibit B**)

G. Deadline and Proposal Disposition

Complete responses, including the response to this Request and separate financial information, qualifications, and corporate/partnership information shall be sealed and clearly marked REQUEST FOR DEVELOPER PROPOSALS; 500 BLOCK OF SOUTH 5TH AVENUE and shall be submitted **Not later than 3:00pm on June 9, 2010.** Responses are the property of the Village. The Village will maintain confidentiality of information within the guidelines of the Freedom of Information Act.

2.3 CONTACTS

A. Direct questions, in writing, to:

Lori Sommers, Director of Community Development
40 Madison Street
Maywood, Illinois 60153
Voice: 708.450.4429
Facsimile: 708.450.4893

B. Direct complete proposals submissions, including financial information, qualifications and corporate/partnership information to:

Gary Woll, Village Clerk
40 Madison Street
Maywood, Illinois 60153

APPENDIX

(THE ATTACHED EXHIBITS ARE FOR INFORMATION PURPOSES ONLY)



500 Block S. 5th Avenue

Village of Maywood
Community Development Department





Economic Development Incentives

The majority of these incentive programs require specific actions to be taken by the Village Board including adoption of resolutions or ordinances. Therefore, the final authority to grant such relief rests with the Village Board. Additionally, some programs require assistance from, or action taken by, other agencies.

Classification	Benefit	Requirements
Cook County Class 6b Property Tax Available	10% assessment level for 10 years followed by a 15% and 20% level for one phase-out years.	Any newly developed, substantially rehabilitated or reutilized industrial facility, used primarily for manufacturing, located in Cook County may be eligible. Application must be made to municipality before applying to Assessor and before commencement of construction.
Cook County Class 6c Remediation Property Tax Program	10% assessment level for up to 3 years with possible two year extension if needed to complete remediation.	Program is designed to encourage industrial development by offering real estate tax incentive for the remediation of contaminated, abandoned or vacant sites. Sites are classified as eligible for the assessment from the date of approval of a Remedial Action Plan by Illinois EPA. Allows owners to combine relief with Class 6b or industrial Class 8 benefits.
Cook County Class 7a Property Tax	10% assessment level for 8 years followed by 23% and 30% level for two phase-out years.	Any project, under \$2 million, to develop, substantially rehabilitate or reuse vacant commercial facilities located in Cook County that would not be economically feasible without the incentive. Application must be made to municipality before applying to Assessor and before commencement of construction.
Cook County Class 7b Property Tax	10% assessment level for 8 years followed by 23% and 30% level for two phase-out years.	Any project, over \$2 million, to develop, substantially rehabilitate or reuse vacant commercial facilities located in Cook County that would not be economically feasible without the incentive. Application must be made to municipality before applying to Assessor and before commencement of construction.
Cook County Recovery Zone Facility Bonds	Series of Tax Exempt Bonds issued by Cook County. The County has authorized Municipalities to submit projects.	County has implemented this program to spur Commercial Development in designated areas. Bonds carry a longer term of 20 years. The bond financing is available for not only industrial projects but retail, commercial and office projects.
Cook County Class 9 Property Tax	5% assessment level for up to 10 years with two (2) possible 10 year extensions.	Program designed to encourage rehabilitation and long-term preservation of existing multi-family rental housing.
Village of Maywood Tax Increment Financing Districts (TIF)	The TIF District maintains the existing property tax revenue assessment level received by all local taxing bodies (despite increased assessment as a result of the development). The resulting increase from the new development is placed into a TIF fund and used to offset costs associated with the development.	Provides an opportunity for a municipality to work with a developer to make a project happen. The community can provide initial funding for a project that is expected to generate substantial tax revenue. The municipality collects the incremental increase in the taxes but may only use them for eligible TIF expenditures (paying off debt, infrastructure, land acquisition, etc.). TIF Districts must meet certain criteria established by State law. TIF Districts must be established by the municipality, by Ordinance, and conform to all State TIF regulations and requirements.
State of Illinois Enterprise Zone	State funded program: Village of Maywood Enterprise Zone Program offers numerous state incentives An enterprise zone is a specific area designated by the State of Illinois in cooperation with a local government to receive tax incentives and other benefits to stimulate economic activity.	Investment Tax Credit- The State of Illinois allows a .5% credit against state income taxes for investments in qualified property used in an enterprise zone. Jobs Tax Credit- Employers in an Enterprise Zone may obtain a \$500 tax credit on their Illinois income taxes for hiring dislocated or economically disadvantaged individuals. Illinois Sales Tax Exemptions- An 7.75% combined Village of Maywood and Illinois sales tax exemption on building materials purchased from a Maywood business for use in real estate remodeling, rehabilitation or new construction
Cook County Class 8 Property Tax (temporally unavailable)	10% assessment level for 10 years followed by 15% and 25% level for one phase-out years.	Benefit only available in areas which are experiencing severe economic depression (no sites available in Maywood).