

**Village of Park Forest, Illinois
Village of Matteson, Illinois
Village of Olympia Fields, Illinois**

**REQUEST FOR PROPOSALS
FOR**

**ADDITIONAL PLANNING AND IMPLEMENTATION
STUDIES RELATED TO THE
211TH STREET METRA STATION
TRANSIT ORIENTED DEVELOPMENT PLAN**

Issued: September 17, 2010

The Villages of Park Forest, Matteson, and Olympia Fields are seeking the assistance of a Consultant(s) to undertake additional planning and implementation studies related to the approved 211th Street Metra Station Transit Oriented Development Plan (“the 211th Street TOD Plan”). The 211th Street TOD Plan was a joint effort of the Villages of Park Forest, Matteson and Olympia Fields (“the Villages”), and was completed in November 2007 with the assistance of a Regional Technical Assistance Program (RTAP) grant from the Regional Transportation Authority (RTA). At this time, the Villages have received additional grant funds from the Illinois Department of Commerce and Economic Opportunity (ILDCEO) to undertake the second phase of planning and implementation studies that are recommended by the 211th Street TOD Plan. These grant funds provide for a budget not to exceed \$100,000 to accomplish these Additional Planning and Implementation Studies. Responses to this Request for Proposals are due no later than October 29, 2010, at 5:00 p.m. More detailed instructions for submittal of proposals can be found in the section entitled “Proposal Format”.

TOD PLAN BACKGROUND

The 211th Street TOD area is located at the intersection of 211th Street (Lincoln Highway/US30) and the 211th Street Metra Electric Line. The 211th Street Metra Station is unique along the Metra Electric Line because it shares municipal boundaries with the Villages of Park Forest, Matteson, and Olympia Fields. The final 211th Street TOD Plan establishes both Short Term and Long Term Preferred Concept Plans (see attached) for new commercial and residential development in all three communities extending to Main Street in Matteson and Indiana Street in Park Forest/Olympia Fields. The redevelopment concepts established by the 211th Street TOD Plan focus on the underutilized and vacant parcels within the 211th Street TOD study area that have redevelopment potential. It also identifies opportunities for station improvements and streetscape enhancements that will create a more pedestrian-oriented environment. The ultimate goals of the 211th Street TOD Plan are to establish a welcoming gateway for the three communities, create better neighborhood connections to the Metra Station, and encourage new mixed-use development within the 211th Street Station Area. A copy of the full 211th Street TOD Plan can be found on the Village of Park Forest web site, www.villageofparkforest.com,

Economic Development/Development Opportunities tab. It is highly recommended that Consultants interested in submitting a Proposal for this work review the 211th Street TOD Plan in detail.

PROPOSED SCOPE OF WORK

In order to attract a developer, or developers, to implement the 211th Street TOD Plan, and ensure that the redevelopment is of the highest quality possible, additional planning work and financial analysis is needed. This includes amendments to the municipal development regulations to permit transit oriented development, the creation of corridor design guidelines, a detailed analysis of the financial incentives possible for implementation of the Plan, and a financial analysis and development pro forma to determine site preparation costs and projected property values based on the Plan. This section describes each of the key elements that will be the focus of this contract for additional planning and implementation studies.

Revised Development Regulations

The Villages plan to examine the need for unified zoning standards that can be used as a template for each community to amend their development regulations to allow for mixed use and/or transit oriented developments. The Consultant will examine each of the Villages' existing development regulations and determine if it is necessary to amend the regulations to allow for mixed use and/or transit oriented developments. This examination should include, among other things, a review of the types of land uses that are appropriate in a transit oriented development and how the impacts of seemingly incompatible land uses can be addressed. If amendments are needed, the Consultant will recommend the best means of adopting new standards, which may be done through the means of a mixed-use zoning district, a planned unit development (PUD) classification, or a transit oriented development overlay district. The Consultant should also recommend the most appropriate geographic area to be included in a "transit zone" within which the new development regulations will apply. In any case, each Village seeks to ensure that their development regulations encourage a transit supportive development that is more pedestrian-friendly, encourages mixed-use development, and ensures compatible building styles within the 211th Street Station Area. The work conducted as part of this element of the Scope of Work should be closely coordinated with the proposed Corridor Design Guidelines (see below) as both sections will likely result in amendments to the Villages' development regulations.

The consultant will also examine each Village's development review process and recommend ways to expedite the process for development proposals within the recommended transit zone of the 211th Street Station Area. The creation of a predictable development review process that allows for timely plan review and approval can be a desirable incentive for developers considering a project in the 211th Street Station Area.

Corridor Design Guidelines

In order to create a unified sense of design for the new development proposed in the 211th Street Station Area, the Villages plan to create design guidelines for residential and commercial construction, streetscape improvements, and station improvements. Over time, this will create a unified character and sense of place for the 211th Street Station Area as a multi-modal, mixed use transportation center.

A **unified streetscape plan** should provide specific recommendations regarding parkways with street trees and hedges, pedestrian-scaled lighting, landscaped medians, and gateway and way-finding signage between Indiana Street in Park Forest/Olympia Fields and Main Street in Matteson/Olympia Fields. The streetscape plan should also incorporate recommendations to improve pedestrian and bicycle access, such as a continuous sidewalk network along Lincoln Highway/US30 in the Station Area, streetscape amenities, viaduct underpass improvements (new lighting, protection from birds roosting under the bridge, a low solid wall to buffer traffic), new crosswalks and pedestrian countdown signals across Lincoln Highway/US30, and a new signalized intersection at Indiana Street and Lincoln Highway/US30. This should also include recommendations to improve the pedestrian crossing on Kedzie Avenue to connect the “gateway site” in Olympia Fields with the Olympia Fields station entrance. It should also address better connections between the 211th Street Station and bike trails and public parks in the Station Area (Olympia Fields Spirit Trail Park, Old Plank Road Trail, etc). Infrastructure and streetscape elements that require public investment should include sufficient detail to prepare reasonable construction cost estimates that can be used when preparing applications for grant requests.

A quality pedestrian environment will encourage more pedestrian access to the new developments within the 211th Street Station Area and the Metra Station itself, and slower traffic movements along Lincoln Highway/US30.

Design guidelines should be developed to address both commercial and residential construction. Ideally, these guidelines will be adopted by each of the Villages and will address components such as

- Building siting and orientation
- Building materials and façade articulation
- Building height, bulk, and massing
- Building lighting and signage
- Parking lots and parking structures
- Site signage and lighting
- Site landscaping and amenities
- Public streetscapes, plazas, and open space

The Planning Consultant will also be asked to incorporate guidelines for best management practices (BMP) for all new buildings and parking lots to minimize surface run-off and storm water impacts to the Butterfield Creek. Examples of BMPs that can be incorporated into the design guidelines include drainage swales, native vegetation, and permeable paving. The design guidelines should also incorporate green building practices so the new developments in the 211th Street Station Area are a model for sustainable transit oriented developments throughout the country. Finally, recommendations should be made to enable each of the Villages to adopt these design guidelines into their respective development regulations.

Guidelines and recommendations for **station improvements** should be developed to create a more welcoming environment for arriving and departing commuters. Some of the station improvements called for in the 211th Street TOD Plan include the following

- New interior wall treatments
- New lighting
- New seating
- Restrooms
- Unified landscaping plans to include the entrance areas, railroad embankments, the bus turn-around areas and the parking lots
- Improvements to the bus turn-around to include, for example, open space, benches, lighting, and landscaping

The Planning Consultant should note that Metra has plans to begin improvements to the platform at the 211th Street Station before the end of 2010. These improvements include replacement of the entire platform, station houses, and signage. Any recommendations and guidelines created by the Planning Consultant as part of this Study should, therefore, take Metra's improvements into account. The recommended station improvements should also be noted as to whether they are minor or major capital improvements and reasonable construction cost estimates should be provided for all recommended improvements. In addition, the Villages of Matteson and Olympia Fields have developed Village-wide design guidelines, and the Chicago Southland Economic Development Corporation is creating a Southland Transit Corridor Green Pattern Book for transit oriented development design. All of these existing guidelines should be taken into consideration when developing corridor design guidelines for the 211th Street TOD Study Area.

The ultimate goal of developing and implementing corridor design guidelines is to create developments that span three communities but feel like they are welcoming the visitor and resident to a unified destination. Residents in the 211th Street Station Area and the adjacent neighborhoods should be able to safely and comfortably walk or bike to the Metra Station and to future commercial uses along Lincoln Highway/US 30 and the adjacent local streets, while visitors should experience the 211th Street Station Area as a gateway to the three communities.

Analysis of Financial Incentives

The Long Term Preferred Concept Plan presented by the 211th Street TOD Plan requires significant investment by private land owners and developers in all three communities. It also requires major public improvements by the three communities, as well as RTA, Metra, IDOT, Pace, and the South Suburban Mass Transit District. Additional grant funding and public sector incentives will be necessary to realize the development envisioned by the Preferred Concept Plan. The planning consultant will conduct an in-depth examination of the resources that can be used to make this development a reality.

The Villages are interested in exploring the possibility of creating a **tax increment financing (TIF) district(s)** to facilitate the redevelopment of the 211th Street Station Area. The Consultant will undertake the necessary steps to determine the feasibility of establishing a TIF District for the Station Area located within each of the Villages. The Villages are also interested in an exploration of the mechanism for creating an inter-jurisdictional TIF District that spans the three communities. Once the TIF feasibility analysis is completed, each Village Board will consider

whether or not they want to proceed with the creation of a TIF District, either individually or as an inter-jurisdictional district if such is allowable. Therefore, the Consultant's proposal should also include an additional cost item for assisting each of the Villages to create the TIF District.

The Consultant will explore the feasibility and benefits of creating a **transportation enhancement (TE) district** that would include all three Villages, the RTA, Metra, Pace, IDOT, and the Chicago South Suburban Mass Transit District. A TE District has the potential to unify the management and maintenance of the commuter station and parking lots, raise funds for ongoing public improvements, and become a tool for the receipt of grants for future capital improvements.

Another tool that should be explored by the Planning Consultant is the creation of a **business improvement district (BID)**. A BID can be used for the control and disposition of property, to secure bond financing for public improvements and development, to enter into contracts with any public or private agency, and to exercise use of eminent domain for property acquisition for redevelopment purposes.

In addition to these specific tools, the planning consultant will be asked to explore and recommend **other development incentives and grant options** that can be employed by the three communities to make the implementation of the Preferred Concept Plan for the 211th Street Station Area a reality. These should include, but not be limited to, such tools as the Cook County Class 8 and 8A property tax incentives, other incentives available through Cook County, and incentives available through the State of Illinois Treasurer's Office and the Department of Commerce and Economic Opportunity. In the development of these incentive tools, it should be noted that Park Forest has home rule authority and the Villages of Matteson and Olympia Fields are non-home rule. Through the use of an intergovernmental agreement, this may open up the use of incentives to Matteson and Olympia Fields that would otherwise not be available.

Financial Analysis and Development Pro Forma

Each of the Villages has already taken proactive steps to make the redevelopment of the 211th Street TOD Plan area a reality. The Village of Park Forest owns the 458 space commuter parking lot that is located in the southeast quadrant of the Plan area. In January 2008 the Village acquired the title to the property at 3200 Lincoln Highway (US30) and Indiana Street. This is a 2.4 acre parcel that was formerly occupied by an automobile dealership. The dealership has been vacant for nearly ten years and the property has not generated any property taxes for at least seven years. The Village also works closely with the owner of the third property in its portion of the 211th Street TOD Plan area. The Village of Park Forest's ability to control two-thirds of the property in its quadrant of the 211th Street TOD Plan area gives the Village the opportunity to provide a significant incentive to a developer willing to acquire the remaining property and implement the vision of the Preferred Concept Plan.

The Village of Olympia Fields has approved a concept plan for the 14 acre "gateway site" that is located in the northwest quadrant of the 211th Street TOD study area (at Lincoln Highway and Kedzie Avenue). This plan calls for 40,000 square feet of commercial development and 70 to 80 residential condominiums. The Village has already been successful in bringing a CVS Drug Store to the site at the corner of Lincoln Highway and Kedzie Avenue. The approved concept

plans are incorporated into the Preferred Concept Plan and should be part of the financial analysis and development pro forma.

The Village of Matteson has approved a Transportation Plan and Market Study for Old Downtown Matteson, in which Main Street and the 211th Street TOD Study Area serve as a gateway. The long term goals of creating viable and stable economic opportunities in downtown Matteson are enhanced with the creation of the additional studies to be performed as part of this scope of work.

A Market Analysis was completed in December 2006 as part of the original 211th Street TOD Plan. The Villages plan to hire a Consultant to update this market analysis, and conduct a financial analysis and development pro forma to analyze site preparation costs, including realistic development costs for the public and private improvements required by the Preferred Concept Plan, future property value, and return on investment based on the Preferred Concept Plan. The Villages will be able to use this informed bargaining power as a financial incentive to attract a developer(s) for the sites included within the plan area. If the development pro forma shows a financial gap in the return on investment, then the Analysis of Financial Incentives section should include recommendations for how the gap can be filled, either with land write-downs or other more traditional incentives.

In the preparation of the financial analysis and development pro forma the Consultant should use the Return on Investment Model created by the Chicago Metropolitan Agency for Planning, or a similar model that comprehensively addresses the range of factors that impact return on investment and that can be replicated and updated by the Villages over time. The Villages want to have a final analysis and development pro forma that is not just a date-in-time analysis, but that is dynamic and can be updated as the market changes and as parcels within the 211th Street TOD Study Area are developed.

STUDY PROCESS

Consultants should develop their best recommendation for how to accomplish the elements outlined in the Proposed Scope of Work. Proposals should also incorporate the following basic elements and requirements.

Community Involvement

The Villages have established a **Steering Committee** that is composed of a member of the Board of Trustees and the Plan Commission, and Village Staff members from each of the Villages. A staff representative of the Regional Transportation Authority is also a member of the Steering Committee. This Steering Committee will have primary responsibility for guiding the work of the Consultant and reviewing draft documents and design plans. The Proposal should include a description of how the Steering Committee will be incorporated into the planning process in a meaningful way. A strategy should be proposed for incorporating broader **public participation** and public comments into the planning process. In addition, the Consultant will be asked to incorporate the **private landowners** within the 211th Street TOD Study Area into the study process and to keep them engaged during the study. Finally, while the Steering Committee members will be responsible for keeping the Board of Trustees and Plan Commission within

each of the Villages informed of the progress of the study, the Consultant should also incorporate a final public presentation before a joint meeting of the Boards of Trustees/Plan Commissions of the Villages to present the results of the Study. This final presentation should include all potential partners in the implementation of the 211th Street TOD Plan, including but not limited to State and Federal elected officials, representatives of State funding agencies, RTA and Metra, Pace, and other likely stakeholders.

Time Line

As noted above, this study is funded by a grant from the Illinois Department of Commerce and Economic Opportunity (ILDCEO). Based on the approved grant agreement with ILDCEO, this project must be completed no later than May 31, 2012. Therefore, all proposals must include a Time Line that ensures that the project will be completed, including all public review and preparation of final documents, no later than May 31, 2012. If, for any reason, the Planning Consultant believes that a longer time frame is required to adequately complete the project, this must be stated in the Proposal with full justification for the required additional time.

Final Report

The final report will include the findings and recommendations from each of the above tasks. The final report will be presented electronically (CD-ROM), and contain the final camera-ready report in a format that allows it to be viewed on the Villages' websites and to be reproduced for additional copies. All digital files and records will become the property of the Villages.

One element of the final report should be a two to four page "white paper" that briefly describes the 211th Street TOD Plan and clearly identifies the funding needs for public infrastructure and other public improvements. This "white paper" will be used by the Villages in their efforts to seek State and Federal funding for implementation of the 211th Street TOD Plan.

PROPOSAL FORMAT

All proposals must contain, at a minimum, the following information:

- **Cover Letter:** A cover letter, not exceeding three (3) pages in length that reflects the Consultant's thorough and complete understanding of the objectives of this Study.
- **Experience and Qualifications:** A description of the firm's capabilities and experiences in providing similar solutions and/or rendering services
 - Up to four (4) similar projects may be described along with two (2) references for the projects.
 - Each project summary should be no more than one page.
 - The qualifications and experience of the project manager and other key personnel who will be participating in this project should be documented by one page resumes. The level/type of participation in the projects described in the firm's qualifications should be noted, as well as any other relevant experience.
- **Study Approach:** The Proposal should describe, in detail, the manner in which the Planning Consultant will achieve the goals of the Study. This should include
 - How the tasks will be allocated among project team members.
 - The role of the Steering Committee in each task.
 - The time required for each task and how they inter-relate with each other task.

- o The products (major deliverables) from each task.
- o When the Villages can expect major public meetings to occur and when we can expect to receive major deliverables from each task.
- **Cost of Project:** Indicate the total cost of the project, and if relevant, the cost of each major sub-element. If additional, optional work tasks and products are proposed, the cost to complete those tasks should be indicated as well. This will be a fixed cost project, and as such any proposals that include time and expense items (e.g., travel and printing) should be kept to a minimum.

All proposals should be submitted to the Village of Park Forest at the following address:

ATTN: Ms. Hildy L. Kingma, AICP
 Director of Economic Development and Planning
 Village of Park Forest
 350 Victory Drive
 Park Forest, IL 60466
hkingma@vopf.com

CRITERIA AND PROCESS FOR EVALUATION OF RESPONSES:

All proposals will be evaluated by the full Steering Committee, and the Steering Committee will also conduct oral interviews of a short list of Planning Consultants who best meet the criteria listed below. The recommendation of the Steering Committee will be presented to the Village of Park Forest Board of Trustees for final approval (the Village of Park Forest is the grantee for the ILDCOE grant so the Park Forest Board is responsible for formal approval of the Planning Consultant contract).

Proposals will be evaluated based upon the following criteria

- Quality of the technical approach and responsiveness to project objectives.
- Specific related qualifications and experience of the firm and the key individuals designated for the project.
- Cost of the proposal.

The Villages of Park Forest, Matteson and Olympia Fields reserve the right to select the proposal which it deems best meets their objectives. The Villages may also reject all proposals.

The following schedule will be followed for submittal and review of proposals submitted in response to this RFP:

Request for Proposals Issued:	September 17, 2010
Pre-Proposal Meeting:	October 1, 2010, 9:30 a.m. Park Forest Village Hall 350 Victory Drive
Proposals Due :	October 29, 2010 5:00 p.m.
Interviews Scheduled:	Tentative – December 1-3, 2010
Contract Negotiations:	December 2010

Fifteen (15) copies of each proposal should be submitted to the address above, no later than 5:00 p.m. on October 29, 2010. In addition, one electronic copy of the full proposal package should be e-mailed to hkingma@vopf.com by the due date. Both submittals (paper and electronic) must be made by the due date in order for the submittal to be complete.

GENERAL INFORMATION

To be considered, Proposals must arrive at the Village of Park Forest on or before the date and time specified in this Request for Proposals. Firms mailing proposals should allow normal mail delivery time to ensure timely receipt of the Proposal. The Villages are not responsible for the late arrival of Proposals due to late or delayed mail delivery. Proposals received after the designated date and time may be rejected.

The Villages will accept joint proposals by two or more firms, if the proposals state, in detail, the specific work to be performed by each of the firms. A proposal for a joint undertaking must delegate to a named joint member full authority to negotiate, to execute contracts and to act on the behalf of the project with respect to all components of the joint undertaking.

As noted above, upon review of the proposals by the Steering Committee, firms may be invited to participate in oral interviews. In such cases, the consulting firm(s) shall be responsible for all costs incurred by participation in such interviews.

If a Proposal contains information that the Consultant does not want disclosed or used for any purposes other than evaluation of the Proposal, such information must be indicated and clearly marked by the Consultant with an appropriate disclaimer.

The Villages have the sole authority to determine the qualification, responsibility and capability of prospective Consultants, the suitability of the cost proposal, and other factors. All decisions by the Villages will be final and binding. The Villages reserve the right to negotiate the terms of an agreement for the work to be undertaken.

The contents of the Consultant's response to this Request for Proposals may become a contractual obligation for the successful Consultant, if a contract ensues. Failure of the successful Consultant(s) to accept these obligations may result in cancellation of the award.

Consultants should note that the project will be funded through a grant secured through the Illinois Department of Commerce and Economic Opportunity. Given the inclusion of those State funds, reporting requirements and payment arrangements may be dictated, in part, by the requirements of that State agency.



Figure 6:
Preferred
Concept Plan (Long Term)

September 2007

Development Concept Quantities

Total Commuter Spaces 1,373

727 Replacement commuter spaces
646 New shared use commuter spaces

Area	Use	Size
1	Park Forest Retail	50,000 SF
1	Park Forest Office	20,000 SF
2	Park Forest Condominiums	140 Units
3	Olympia Fields Retail	22,000 SF
4	Olympia Fields Condominiums	72-80 Units
5	Olympia Fields Retail	41,000 SF
6	Matteson Retail	16,000 SF
6	Matteson Office	16,000 SF
7	Matteson Retail	2,000 SF

Legend

- Shared-use Structured Parking
- Retail
- Mixed Use, Retail and Office
- Condominiums
- New Station Building
- Public Plaza
- Crosswalk
- New Traffic Signal
- Existing Traffic Signal