



I

**CALL FOR PROPOSALS
INSTRUCTIONS AND SPECIFICATIONS:
Issued May 1, 2009**

**Proposal for Planning and Consulting Services for the creation of a
Village-wide Strategic Historic Preservation Plan**

The Village of Oak Park will receive proposals at the office of the Department of Community Planning and Development located at Village Hall, 123 Madison Street, Oak Park, Illinois, 60302, Monday through Friday, 8:30 a.m. to 5:00 p.m. Proposals should be addressed to Mr. Douglas Kaarre, Urban Planner. **Proposals will be accepted until 5:00 p.m. on Monday, June 1, 2009.** The Proposals will be reviewed by special committee and the results of the review will be presented to the Village Board of Trustees of the Village of Oak Park.

Oak Park is a community of approximately 52,000 people located immediately west of the City of Chicago and known for its architectural heritage and diverse population. Within its 4.5 square miles live one of the region's most diverse mixes of cultures, races, ethnicities, professions, lifestyles, religions, ages and incomes. Primarily a residential community, Oak Park is the birthplace and childhood home of novelist Ernest Hemingway. Architect Frank Lloyd Wright lived in Oak Park from 1889 - 1909, and 25 buildings here were designed or remodeled by him, including his first public building, Unity Temple, a Unitarian Universalist church. The Village of Oak Park contains other points of interest such as: 34 Historic Landmarks (including Cheney Mansion, Ernest Hemingway Museum, Frank Lloyd Wright Home & Studio, Oak Park Conservatory, and Pleasant Home) and three Historic Districts encompassing 3,500 properties.

Oak Park is home to twelve (12) unique business areas each with its own personality. Our districts range from urban commercial corridors to cozy neighborhood shopping areas. Each district presents its own set of unique benefits and challenges with its own unique level of historic character. The residential neighborhoods range from mid- to late- 19th century Victorian to early 20th Century Prairie, Craftsman and Revival style homes ranging in size from bungalows to mansions. Later buildings from the mid- to late- 20th century are scattered throughout. Oak Park is a completely built-up community, with new development occurring on vacant or under-used lots or through redevelopment of existing lots by demolition.

Further information is available from Douglas Kaarre, Urban Planner, by telephone at 708/358-5417 or by e-mail at kaarre@oak-park.us at Village Hall, 123 Madison Street, Oak Park, Illinois 60302.

The documents included in this packet include:

- I **CALL FOR PROPOSALS**
- II **PROJECT DETAIL**
- III **PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS**

THE VILLAGE OF OAK PARK

II

PROJECT DETAIL

Proposal for Planning and Consulting Services for the creation of a Village-wide Strategic Historic Preservation Plan

Purpose: The Village is seeking a Planning Consultant or equivalent to create a Village-wide Strategic Historic Preservation Plan for the Village of Oak Park, Illinois.

The Village is looking for an innovative and creative consultant/team to prepare a Strategic Historic Preservation Plan. The purpose of the Plan is to update the 1994 *Long-Range Historic Preservation Plan* and to formulate and identify specific, realistic and achievable strategies for enhancing the Village's current historic preservation programs and initiatives over the course of the next five to fifteen years. The Village of Oak Park has worked diligently over the years to develop a comprehensive historic preservation program that protects its important historic resources, maintain the quality of life in the community, and educate its citizenry on the importance and value of its architectural and cultural heritage. Going forward, the Village of Oak Park and the community at large desires to build on the successes of our past efforts by developing a new historic preservation plan that recognizes the fundamental role historic preservation will play in shaping the Village's future urban form and character, in contributing to the community's overall economic development, and in sustaining a high quality of life for all Village stakeholders and citizens. It is envisioned that the process will work to build consensus in the community for the direction of the historic preservation program.

Undoubtedly, a central challenge for the Village of Oak Park, as with many older inner-ring suburbs in Chicago and around the country, is to balance and accommodate historic preservation while redeveloping and revitalizing their central business districts and traditional neighborhoods. Over the years, the Village of Oak Park has been successful in using its regulatory tools to protect important historic resources from their demolition and loss, especially in our three locally designated residential historic districts. However, there continues to be no clear consensus among major community stakeholders regarding the role historic preservation should play in the revitalization and development of downtown Oak Park and other major commercial districts as development pressures have threatened several significant historic commercial building resources. None of these commercial areas have been designated, though most are certainly eligible for local listing. Secondly, there are also no coordinated preservation advocacy efforts between the Village of Oak Park and other associated groups such as the Frank Lloyd Wright Preservation Trust, the Oak Park Architectural League, the Oak Park Preservation Association, Unity Temple Restoration Foundation, Pleasant Home Foundation and the Oak Park and River Forest Historical Society. The lack of coordinated efforts has hampered the community's ability to support a Village-wide agenda for promoting historic preservation as an important economic and community development tool. Certainly, more can be done in Oak Park and the Village must explore other ways in which it can build and implement a broader, more comprehensive approach to preserving and reusing historic resources.

The Historic Preservation Commission, along with Village Community Planning and Development staff, will manage and oversee the development of the Plan, along with a Steering Committee consisting of various stakeholders including property and business owners, residents, preservation advocates, and local governmental and non-profit agencies and institutions. A budget of \$30,000 has been allocated to the project, paid for in part by a Certified Local Government grant from the Illinois Historic Preservation Agency.

The following is a general outline of the project expectations; the chosen consultant could suggest expanding or refining the outline:

Phase 1: Assessment of Historic Preservation Planning Activities

The first-phase analysis will include a review and comprehensive overview of the following:

- Previous historic preservation plans and studies
- Current and in-production community and neighborhood master plans
- Existing and planned historic resource surveys
- Enabling ordinances, budget and current administrative rules for the Oak Park Historic Preservation Commission.
- Development trends
- Evaluation of current incentive programs
- Other plans and reports

The Village has provided the following documents on the Village's web site www.oak-park.us.
(Click on Departments then Historic Preservation. The project button will be on the right-hand side)

- a. Comprehensive Plan (adopted 1990);
- b. Chapter 7, Article 9 of the Village Code: Historic Preservation (adopted 1993);
- c. Chapter 2, Article 23 of the Village Code: Historic Preservation Commission (adopted 1993);
- d. Oak Park Long Range Historic Preservation Plan (adopted 1994);
- e. Oak Park Architectural Review Guidelines (updated 1999);
- f. Potential Landmark Inventory (updated 2003)
- g. Greater Downtown Master Plan (adopted 2005);
- h. Character Plans for Two Oak Park Commercial Districts – UIC Project (adopted 2005);
- i. A Plan for the Redevelopment of Roosevelt Road (adopted 2005);
- j. Chicago Avenue Neighborhood Plan (adopted 2006);
- k. Madison Street Corridor Plan (adopted 2006);
- l. Lake Street Neighborhood Plan (adopted 2007);
- m. Heritage Tourism Assessment (completed 2008);
- n. Oak Park Zoning Ordinance (updated 2009);

The first-phase of the planning process will also include focus group and stakeholder interview sessions with key community stakeholders. Document analyses and results of the interview sessions meetings will be incorporated into a “*State of Oak Park Historic Preservation Report*” summarizing current historic preservation planning activities. The assessment will also include a review of current planning policies, identification of possible new historic districts, development trends that may affect historic preservation activities in the future, existing incentive and building rehabilitation activity, COA and code compliance, potential advocacy and education partnership opportunities, and obstacles and constraints to achieving long-term preservation planning goals. These efforts will serve to prepare the Village of Oak Park and the selected consultant to move into the next phase of the planning process.

The Village of Oak Park will be responsible for communication with the greater community to promote involvement in the process using some or all of the available local visual and print media including the press, local Village cable TV, Village FYI newsletters, etc.

Tasks

- **Task 1.1: Project Start Meeting\Focus Groups & Area Tour**
A project start meeting will be organized and conducted with the Steering Committee, the Historic Preservation Commission and the Village of Oak Park Community Planning and Development staff, to discuss client planning mission; initial strategic plan goals and objectives; preservation planning issues and challenges; and work plan and schedule. Focus group meetings and interview sessions will be conducted with elected and appointed officials, Steering Committee members, associated Oak Park historic preservation groups, developers, homeowner organizations, property owners, financial institutions and other stakeholders to discuss historic preservation issues, constraints, and opportunities.
- **Task 1.2 Reconnaissance Tour Survey**
The consultant will conduct a reconnaissance driving tour of Oak Park in order to identify and record areas of potential historic districts and critical historic resources.
- **Task 1.3: Mapping**
Digital maps, Sanborn maps and aerial photos from the Village of Oak Park for use in the identification of historic resources will be collected. New maps will be developed documenting potential historic districts or areas of special concern to the Village. The maps will be refined as information becomes available during the process.
- **Task 1.4: Data Collection**
The selected consultant will collect information and data to observe/document the following:
 - General land-use and development trends
 - General condition of historic resources
 - Comprehensive plans and zoning maps
 - Enabling ordinance and other pertinent regulations and administrative rules
 - Existing HPC materials and information
 - Materials and information from other preservation groups and related organizations
- **Task 1.5: Focus Group Meetings and Interview Sessions**
Focus group meetings and interview sessions with key community stakeholders will be conducted to discuss historic preservation issues, constraints, and opportunities prior to the first Community Workshop.
- **Task 1.6: Community Workshop**
A community workshop will be conducted to determine attitudes and concerns regarding current historic preservation planning activities as well as to solicit ideas and suggestions for long-term preservation goals and objectives.
- **Task 1.7 Analyses**
Selected consultant will analyze relevant documents and plans, resource inventories, reconnaissance data, interview sessions and workshop results, development trends and economic data, and other Village of Oak Park Historic Preservation Commission materials and information.
- **Task 1.8: “State of Oak Park Historic Preservation Report”**
A summary report will be prepared summarizing input from focus groups and interview sessions,

the reconnaissance survey, and research and other information analysis. The report will also present preliminary preservation planning strategies and recommendations. The report will be incorporated into the final Plan.

■ **Task 1.9: Steering Committee, Staff and Historic Preservation Commission Review**

A review meeting with the Steering Committee, the HP Commission and the Village of Oak Park planning and development staff to review study findings, check planning assumptions, and sharpen historic preservation planning goals and objectives.

Phase 2: Community Visioning

The second “visioning” phase will explore ideas and concepts for specific historic preservation planning strategies and initiatives through research, creative thinking, and community engagement, with the overall goals of establishing a compelling vision for future preservation activities.

■ **Task 2.1: Preservation Planning Strategies and Recommendations**

The selected consultant will prepare a range of preservation planning strategies for the Village of Oak Park. The strategies and recommendations will address the following:

- Identification of landmark and historic district priorities
- Enhancements to HP Commission operations and review procedures including any needed changes to enabling ordinances and administrative procedures
- Partnership opportunities with other organizations, agencies and entities
- Development of new financial/other incentives
- COA and code compliance issues
- Integration of preservation planning policies and initiatives in other comprehensive and district level planning activities that have, or will occur in Oak Park
- Planning strategies to mitigate development pressures or other threats to historic resources.

■ **Task 2.2: Community Workshop**

A second community workshop with Steering Committee, the HP Commission and the Village of Oak Park planning and development staff as well as the community at large will be organized and conducted to review the State of the Village report and preliminary strategies and recommendations. Workshop participants will evaluate preliminary strategies according to their potential for achieving short and long term planning goals and to generate additional planning ideas and options for recommended strategies.

Phase 3: Final Plan Development and Adoption

The last “plan-making” phase is to bring together in a formal plan document preferred historic preservation planning strategies based on the community’s vision and consensus for short and long-term planning goals.

■ **Task 3.1: Prepare Draft Strategic Plan Historic Preservation Plan**

Based on input from the first two phases, a Draft Strategic Historic Preservation Plan will be prepared for the Village of Oak Park in report form.

■ **Task 3.2: Staff Review**

Conduct a review of the Preliminary Strategic Plan with Village leaders, Steering Committee, HP Commission, and planning department staff.

- **Task 3.3: Community Workshop**
Conduct a workshop to review the Draft Strategic Plan with stakeholders and other community leaders and residents. This workshop is optional but recommended.
- **Task 3.4: Final\Revised Strategic Historic Preservation Plan**
Prepare a Final Strategic Historic Preservation Plan document with any revised strategies and recommendations. The Final Plan will be prepared and delivered in booklet form.
- **Task 3.5: Joint Village Board/Historic Preservation Commission Meeting**
Present final Historic Preservation Plan to the Oak Park Village Board and the Historic Preservation Commission for approval and adoption.

Deliverables

- Meetings as necessary to meet the requirements of the project.
- Summary Report – State of Oak Park Historic Preservation – provided in Microsoft Word format (one electronic copy).
- Written summary at the completion of each phase that represents the results of that phase, including a summary of each community workshop. Each summary will be provided in Microsoft Word format (one electronic copy).
- One (1) color print copy, one (1) electronic copy in Microsoft Word format and one (1) copy (suitable for viewing on the web) in Adobe Acrobat of the Final Plan and Addendums.

The selected consultant agrees to complete the proposal work by a deadline agreed upon by and between selected consultant and the Urban Planner or his designee. The consultants are expected to create a project timeline (estimated 12 months) with scheduled tasks, including associated costs and a detailed meeting schedule.

III

PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS

The Board of Trustees reserves the right to accept or reject any and all proposals or to waive technicalities, or to accept any item of any proposal.

Response Submissions:

Minimum requirements for RFP responses are listed below:

- *Firm's Experience:* The firm or team must have experience working with municipal governments and specifically in the area of planning, historic preservation, and community consensus building. Brochures, pictures, or CDs (dated as to completion) of completed projects must be included in the RFP response. A summary of all completed similar projects that includes the name and locations of the projects and other pertinent information should also be included.
- *References:* Provide a list of three (3) references from municipalities or counties with which you have worked. The list should include a specific contact name, address, phone number, and agency of employment. Each reference should include a brief description of the project developed with the reference.
- *Project Team:* Identification of the key members of the firm along with a brief biography of each person that will play a key role in the proposed project should be included.
- *Scope of Work:* Provide a complete scope of work, including a detailed timeline, based upon the Project Detail section of this Request for Proposals.
- *Project Costs:* Provide an anticipated budget corresponding to each of the project phases, consultant team member's costs per hour and overall project budget.
- *Response Package:* Eight (8) original packages. All proposals must be delivered to the office of Douglas Kaarre, Urban Planner, 123 Madison Street, Oak Park, Illinois 60302 by the specific time indicated on the cover page. Proposals arriving after the specified time will not be accepted. Mailed proposals delivered after the specified hour will not be accepted regardless of the post marked time on the envelope. All blank spaces on the proposal form must be completed, if applicable. Proposals submitted shall be sealed in an envelope and marked as stated on the cover page.

Evaluation of Proposals:

Criteria used to evaluate the proposals submitted include, but are not limited to, the following factors:

- The Firm's experience with projects similar to the one proposed;
- References;
- Proposed Scope of Work and Timeline;
- Reasonableness of the associated costs.

Withdrawal of Proposals:

A proposal may be withdrawn in writing by the consultant at any time.

Consideration of Proposals:

The Community Planning and Development Department shall represent and act for the Village in all matters pertaining to this proposal process and contract in conjunction therewith. The Village reserves the right to reject any or all proposals and to disregard any informality on the proposals when in its opinion, the best interest of the Village will be served by such action. No proposal will be accepted from or contract awarded to any person, firm, or corporation that is in default to the Village of Oak Park upon any debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to said Village, or had failed to perform faithfully any previous contract with the Village.

Termination of Contract:

The Village reserves the right to terminate the whole or any part of the contract, upon written notice to the consultant, in the event that sufficient funds to complete the contract are not appropriated by the Village of Oak Park.

The Village further reserves the right to terminate the whole or any part of the contract, upon written notice to the consultant, in case of default by the consultant. Default is defined as failure of the consultant to perform any of the provisions of the contract or failure to make sufficient progress to endanger performance of the contract in accordance with its terms. In case of default and termination, the Village may procure, upon such terms and in such manner as the Village of Oak Park may deem appropriate, supplies or services similar to those so terminated. The consultant shall be liable for any excess costs for such similar supplies or services unless acceptable evidence is submitted to the Village of Oak Park that failure to perform the contract were due to causes beyond the control and without the fault or negligence of the consultant.