Village of La Grange Park
REQUEST FOR PROPOSALS
Tax Increment Financing Consultant Services

OVERVIEW

Request for Proposals

The Village of La Grange Park (hereinafter "Village"), located in Cook County Illinois, is seeking proposals from qualified firms for work related to the potential creation of a Tax Increment Financing (hereinafter "TIF") District, in accordance with Illinois State Statute 65 ILCS 74.4 to promote the development and revitalization of three areas. Specifically, the Village is considering the financial and land use development feasibility of establishing TIF Districts in three geographic areas within the Village as illustrated in the maps included in Appendix 1.

Geographic Areas to be Evaluated:

1. Village Market – Includes the Village Market shopping center located east of La Grange Road between Oak Avenue and Brewster Lane, including the Homestead Apartment complex located east of the shopping center; and

2. 31st Street Corridor – Includes various commercial located north and south of 31st Street between La Grange Road to the west and Maple Avenue to the East, divided into three commercial sections (East, West and Central); and

3. Barnsdale Corridor – Includes various industrial properties located north of 31st Street along the east side of Barnsdale Road and generally bordered by the IHB Railroad to the east.

SCOPE OF SERVICES

- Review of potential TIF qualifying factors and documentation of TIF qualification factor file.

- Recommend and refine boundaries for TIF District(s) in accordance with TIF statutory requirements.

- Provide a costs/benefit analysis illustrating how the Village can maximize incremental financial benefit relative to the cost for each recommended TIF district.

- A housing study relocation plan may or may not be required. The Village is asking for a detailed time line and cost associated with this additional work, and explanation as to whether it will be required for any of the areas of study.

- Investigate the desirability and feasibility as well as timing implications of utilizing TIF or other appropriate economic development incentives, such as business districts, and funding for projects. Confirm rational regarding basis for using a TIF.

- Identify and recommend the most economical TIF or public financing strategies and or complementary alternatives to TIF. Prepare estimates of potential tax increment financing revenues and supportable public debt. Review costs associated with development/redevelopment. Prepare assessments of impact on affected taxing districts. Prepare TIF Eligibility Reports, TIF Redevelopment Plans and Projects, and applicable housing studies in accordance with all statutory definitions, conditions and requirements. Provide file documentation to assure proper support of eligibility findings.

- Attend 1-2 public meetings as necessary to present and discuss findings.

Proposal Package

The following material shall be included in the proposal:

a. Cover Letter, stating interest and signed by a person authorizing to bind the Consultant.
b. Statement of project understanding and time sensitivity.
c. Outline and timeline for completing the scope of work
d. The Consultant must provide a "not to exceed" professional service fee for completing the scope of work for the proposed TIF Districts. The fee should represent the amount of work to be undertaken for this project and should be broken down by each task. The Consultant must provide a list of its firms hourly rates for all employees who will be assigned to the project. All professional service fees and reimbursable expenses must be included as a not to exceed amount for completing the work assigned.
e. Background information on staff to be assigned to this project to include a projected number of hours with an hourly rate.
f. Background on Consultant.
g. Financial stability and insurance: Consultant must be able to demonstrate proof of insurance and financial stability to ensure performance over the duration of the contract.
h. Vendor Qualification Statement (Appendix 2)
i. References: A list of communities (include contact person, email and telephone number) who used your services to prepare a TIF Eligibility Study.

Intent to Submit a Proposal

All consultants intending to submit a proposal in response to this RFP must indicate their intent no later than 5:00 p.m. on September 25, 2015. Intent to submit may be indicated by email Emily Rodman, Assistant Village Manager at: erodman@lagrangepark.org with the Firm's name, the contact information for the personal responsible for submitting the proposal. Alternatively, intent to submit may be indicated by completing a brief electronic form which can be found on the Village's website at: www.lagrangepark.org by clicking on "Village

Departments"; "Administration and Finance"; "TIF Feasibility Study"; and then selecting "Intent to Submit Proposal."

Questions Regarding this Document

All questions regarding this document and the Scope of Services contained therein must be submitted no later than 5:00 p.m. on September 25, 2015 to Emily Rodman, Assistant Village Manager at: erodman@lagrangepark.org. Responses to all questions received will be provided in an Addendum to this document and posted to the Village website no later than September 30, 2015. The Addendum will also be emailed directly to those consultants who indicated an intent to submit a proposal.

Proposal Delivery Procedures

Sealed proposals shall be delivered **no later than 10:00 a.m. on October 12, 2015** to:

Emily Rodman, Assistant Village Manager
Village of La Grange Park
447 N. Catherine Avenue,
La Grange Park, Illinois 60526

Sealed envelopes should be clearly labeled "Proposal to provide Tax Increment Financing Consultant Services," with the Consultant's name and address. Five copies of the proposal shall be furnished, including one digital copy. If sent by mail, the sealed envelope containing the proposal must be enclosed in another envelope addressed to the Village of La Grange and the address stated in this paragraph. Proposals arriving after the above specified time, whether sent by mail, courier, or in person, shall not be accepted. Mailed proposals which are delivered after the specified deadline will not be accepted regardless of the postmarked date or time on the envelope.

Withdrawals; Declinations

A written request for the withdrawal of a proposal may be granted if the request is received by the Assistant Village Manager prior to the specified submittal deadline. After the deadline, the Consultant cannot withdraw or cancel its proposal for a period of sixty (60) calendar days, and such proposal will be binding during that time.

Non-Acceptance of Proposals

No proposal shall be accepted from, or contract awarded to, any person, firm or corporation that is in arrears or is in default to the Village, upon any debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to the Village, or has failed to faithfully perform any previous Agreement with the Village.

BACKGROUND INFORMATION

The Village of La Grange Park (13,579) is an affluent bedroom community, known for its historic homes and tree lined streets. With easy access to I-290, I-294, I-55 and the nearby Metra commuter rail station, residents have the entire Chicago metro area at their fingertips. The community offers a diverse range of housing options from $100,000 condominiums to $1 million dollar homes, including three senior living facilities. Recognized as one of the most stable housing markets in the country, in recent years the Village has seen a record amount of reinvestment in the community through home additions, renovations and new home construction. The Village has also seen an influx of new residents. Young families are drawn to the award winning public and private schools that serve the community, as well as the ample recreational opportunities available through the Community Park District and Cook County Forest Preserve.

The Village does not have a "traditional" downtown and instead is served by an approximate 180,000 SF shopping center known as "The Village Market" located east of La Grange Road. The Village Market consists of multiple parcels that are separated by Village right-of-way (streets) and property owned by the Community Park District of La Grange Park (Memorial Park). The Village's Comprehensive Plan designates Memorial Park as permanent open space for both passive and recreational uses and as such, the Village has no desire for commercial or residential redevelopment of the property.

The Village Market property has a variety of tenants, which include grocers, banks, medical facilities, fitness services, restaurants, and specialty stores. Currently, the Village Market has both vacant tenant space and vacant land. The Village Market is managed by a local real estate management company but is owned by an out-of-state institutional investment firm. Adjacent to the Village Market property is a large, multi-building apartment complex commonly referred to as the Homestead Apartments.

The 31st Street corridor is made up of a variety of small commercial and residential uses, including gas stations, antique stores, services facilities (beauty salons, dog grooming, etc.), convenience stores, banks, child care facilities and other retail services, along with both single-family and multi-family residential. The majority of the commercial uses are "mom and pop" businesses whose proprietors are local residents. The Village generally divides the corridor into three primary commercial areas: 31st Street East (along Maple Avenue north of 31st Street), 31st Street West (along La Grange Road north and south of 31st Street and one block east), and 31st Street Central (north and south of 31st Street between Homestead and Blanchan).

The Barnsdale corridor is made up primarily of light manufacturing and warehouse and distribution uses. The majority of the businesses located here are national or international in scope. The Community Park District Recreational Center and recreational fields are also located along this corridor. Immediately to the east of the IHB railroad tracks is a vacant parcel commonly referred to as the former Praxair property.

The Village of La Grange Park is a non-home rule community that has never utilized Tax Increment Financing. The Village would like to utilize TIF to provide funds for public infrastructure and government financial incentives to private developers to stimulate investment in areas which have difficulty attracting development. It is expected that one, if not all, of the subject areas will meet the criteria for a "conservation" or "blighted" area.

Relevant Documents

Additional information on the Village and resources that are available on the Village website (www.lagrangepark.org) include:

- Comprehensive Plan & Land Use Map
- 31st Street Corridor Redevelopment Study
- Zoning Code & Zoning Map
- Commercial Revitalization Plan
- Village Street Map

SELECTION PROCESS

Each application will be carefully reviewed and candidates may be asked to interview with the Village. The Village of La Grange Park will make the final consultant selection and reserves the right to reject any and all proposals and to negotiate with more than one firm at the same time.

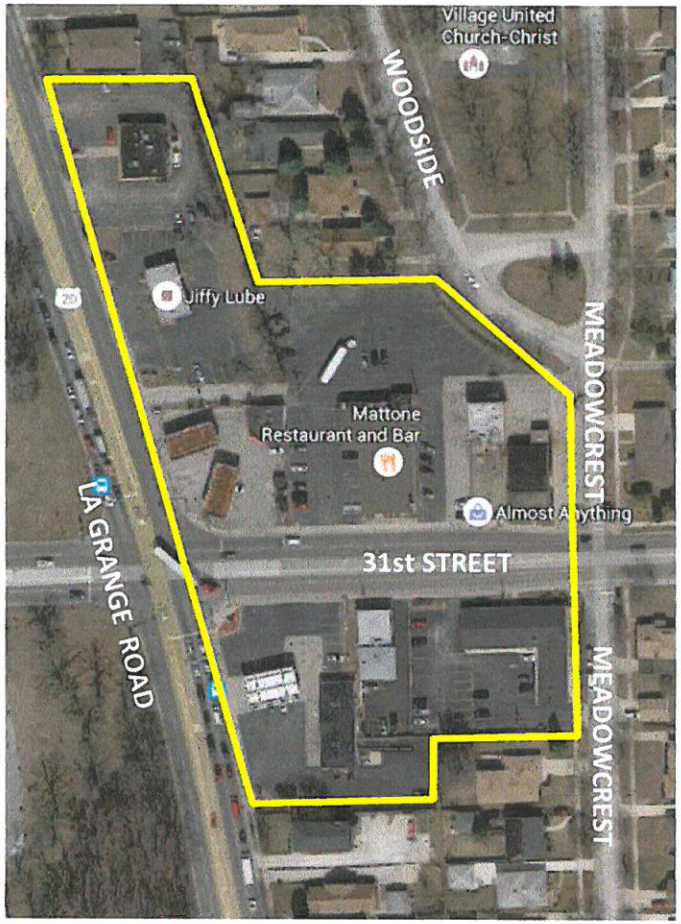
APPENDIX 1

MAPS OF GEOGRAPHIC AREAS TO BE INCLUDED IN STUDY

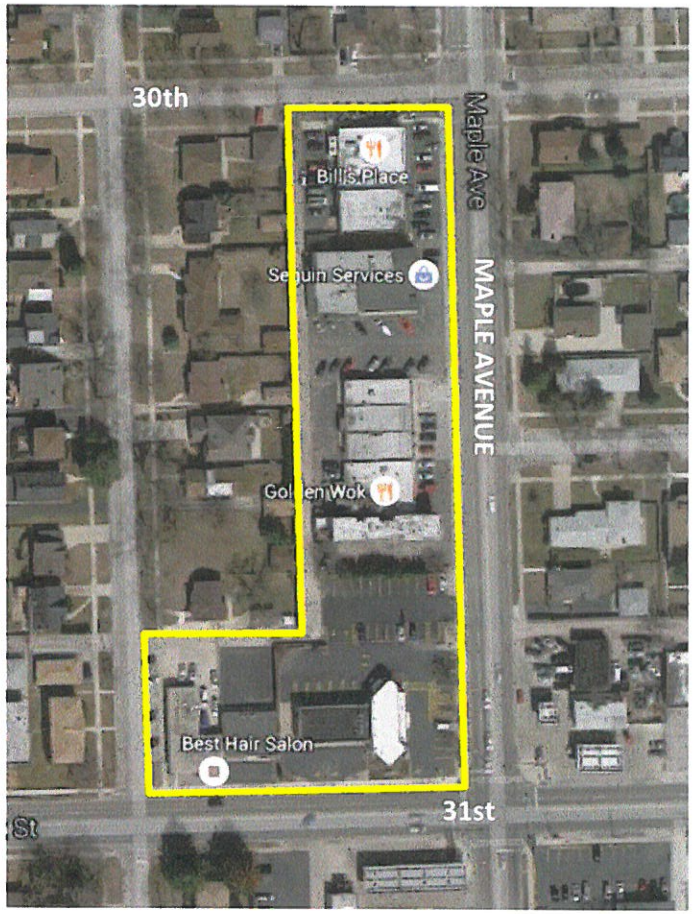
Potential TIF District Boundary: Village Market

Potential TIF District Boundaries: 31st Street (West/East End)

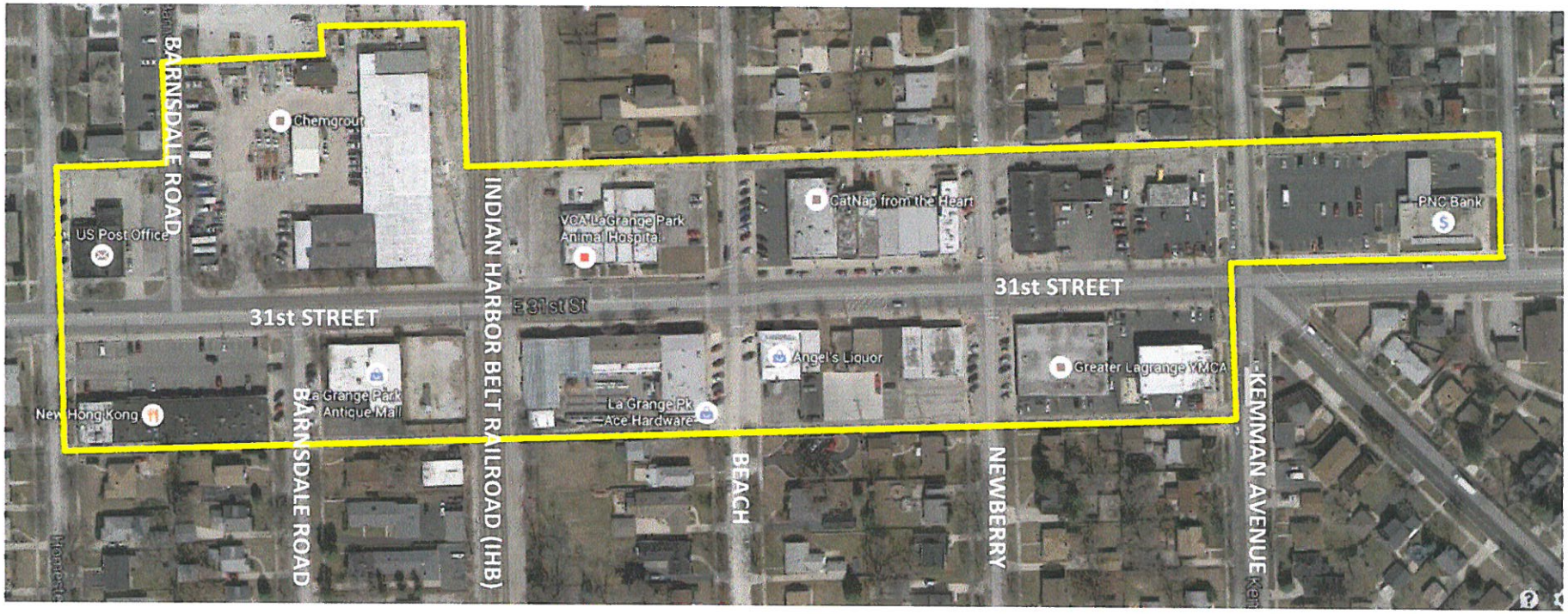
La Grange Road (West)



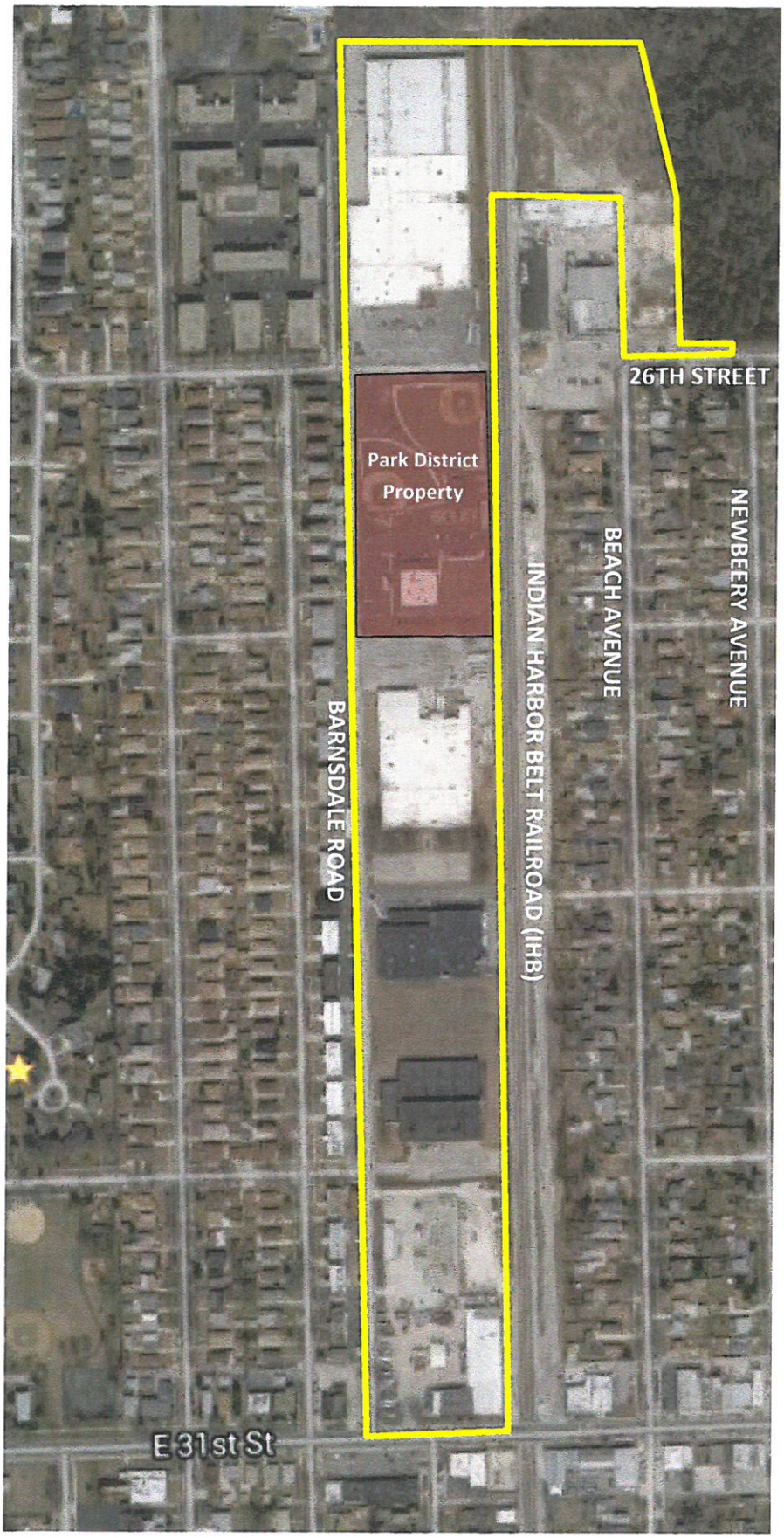
Maple Avenue (East)



Potential TIF District Boundary: 31st Street (Central)



Potential TIF District Boundary: Barnsdale Corridor



[INTENTIONALY LEFT BLANK]

APPENDIX 2

VENDOR QUALIFICATION STATEMENT

NAME OF BUSINESS: _____

BUSINESS ADDRESS: _____

MAILING ADDRESS (IF DIFFERENT): _____

PHONE NUMBER: _____ FAX NUMBER: _____

WEBSITE: _____

OWNERSHIP: _____

INDIVIDUAL PARTNERSHIP CORPORATION

FRANCHISE OR PARENT COMPANY (IF APPLICABLE): _____

LIST ALL PARTNERS, MANAGERS & CORPORATE OFFICERS	TITLE

NUMBER OF EMPLOYEES:_____

HOW MANY YEARS HAS YOUR ORGANIZATION BEEN IN BUSINESS?_____

HOW MANY YEARS HAS YOUR ORGANIZATION BEEN IN BUSINESS UNDER ITS PRESENT BUSINESS NAME?_____

UNDER WHAT OTHER OR FORMER NAMES HAS YOUR ORGANIZAITON OPERATED?

_____

IF A CORPORATION OR A LIMIATED LIABILITY COMPANY, ANSWER THE FOLLOWING: (IF A DIVISION/SUBSIDIARY IS SUBMITTING A PROPOSAL, ITEMS A-F APPLY TO THE PARENT CORPORATION)

- DATE OF INCORPORATION: _____
- STATE OF INCORPORATION: _____

LIST STATES AND CATEGORIES IN WHICH YOUR ORGANIZATION IS LEGALLY QUALIFIED TO DO BUSINESS:

_____

_____

LIST STATES IN WHICH PARTNERSHIP OR TRADE NAME IS FILED:

_____

_____

LIST AT LEAST TWO BANK REFERENCES:

_____

_____

LIST NAME(S) OF INSURANCE COMPANY AND NAME AND ADDRESS OF AGENT(S):

_____

_____

The undersigned certifies under oath to the truth and correctness of all statements and of all answers to questions made hereinafter:

SUBMITTED BY: _____

NAME OF FIRM: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

Submitted this ____ day of _____, 2015.

_____

Signature