

FOREST PARK ILLINOIS

Request for Proposals (RFP) For Consultant to Prepare a Comprehensive Plan Update and Revision For the Village of Forest Park, Illinois

The Village of Forest Park will receive proposals at the office of the Village Administrator located at Village Hall, 517 Desplaines Avenue, Forest Park, Illinois 60130, Monday through Friday, 8:00 a.m. to 5:00 p.m. Proposals should be addressed to Rachell Entler, Village Administrator. Proposals will be accepted until 5:00 p.m. on **January 6, 2025**. The Proposals will be reviewed by a Village evaluation team, with top candidates invited to an interview, with a recommendation ultimately forwarded to and approved by the Forest Park Village Council.

PURPOSE

The purpose of this Request for Proposal is to seek proposals from qualified planning consultants to update the Comprehensive Plan for the Village of Forest Park, Illinois. The new Comprehensive Plan will serve as a guide in considering policy changes, land use planning, budget preparation, and capital improvement planning for the Village of Forest Park's future. It is anticipated that this process will begin early spring 2025.

ABOUT FOREST PARK

Originally known as Harlem, the village was renamed Forest Park in 1907. The community is located just ten miles west of downtown Chicago, with a 2020 population of 14,339 residents. While four large cemeteries (Waldheim, Concordia, Forest Home, and Woodlawn) cover most of the town's acreage, Forest Park is also known for its vibrant downtown, multiple housing options, accessibility and small-town charm. The village's proximity to I-290 and multiple public transportation options "make Forest Park the perfect destination for a day, a weekend or a lifetime" (Forest Park Chamber Website).

In addition to I-290, which essentially splits the community in half from north to south, the Village is traversed by Roosevelt Road in the southern half of the community, Harlem Avenue along its eastern boundary, and the famed Madison Street, in the north half of the community, which is the nucleus of Forest Park's vibrant downtown business district.

Nearly three quarters of Forest Park's dwelling units are in structures with multiple units, some of which are in structures originally built as single-family units but later converted to two and three flat buildings. In addition, many single-family or two- and three-family residential lots also contain "coach homes", or secondary principal structures located at the rear of a single-family lot. The availability of space for parking is therefore limited and an issue throughout the community. The majority of residential property in Forest Park is zoned for one- and two-family uses, meaning the Village is routinely faced with non-conforming issues.

The largest employers in Forest Park are the Ferrara Pan Candy Company, Wal-Mart, the Chicago Transit Authority, Proviso Township High School District 209, Living Word Christian Academy, and Forest Park School District 91. The Village has three tax increment finance districts: Roosevelt Road TIF, Hannah-Roosevelt Road TIF and the Circle-Harlem TIF.

COMPREHENSIVE PLANNING IN FOREST PARK

The Village of Forest Park's current Comprehensive Plan was adopted in 2001 and updated last in 2014. The Plan has served the community well, as many elements of its "subarea" plans have been implemented over the years, particularly in the Downtown Business District along Madison St. While individual success stories exist within the Village's other commercial corridors, progress has not been as noticeable in the Harlem, Harrison, and Roosevelt Road corridors. Additionally, the Village is evaluating its residential policies to ensure the continued maintenance and protection of existing residential areas, while providing for new housing opportunities.

FUNDING SOURCE

- ARPA FUNDS

SCOPE OF SERVICES

The Consultant team shall prepare the Village of Forest Park Comprehensive Plan under the guidance of a Steering Committee, Village Staff, and/or the Village's Planning and Zoning Commission. The project will be managed by Rachell Entler, Village Administrator with technical planning assistance by the Village's Planning Consultant Courtney Kashima, representing MUSE Community and Design. The Steering Committee will be a committee consisting of public officials and community representatives to oversee the planning and development process. The Plan shall represent the community's vision for the Village of Forest Park.

A. Primary Work Product, Budget, and Schedule

This contract will result in a new comprehensive plan integrating current planning policies, goals, and objectives where appropriate. This plan will replace the current 2014 Comprehensive Plan. The Plan shall include text, plans, charts, graphs, and other applicable graphics to illustrate past, current, and future projections. With the assistance of a steering committee and with considerable public input, the Plan shall identify a vision, key trends and issues, desired outcomes (goals and policies) and implementation strategies for topics that are identified as important during the visioning phase of the project. The consultant shall provide a rationale for which topics would be necessary or preferred for this plan and the depth of detail warranted for each component given the complexities of the community. The end product shall be in a format that is easily read and visually pleasing.

Based on the Preliminary Scope of Work outlined below, the Village estimates that this project will take between 12 and 18 months to complete once the project is started. Each topic can take its own tract with respect to the project timeline anticipating that public involvement would be well integrated into the project process.

B. Preliminary Scope of Work

1. Project Initiation, Initial Review and Analysis

- a. **Review of Accomplishments of the 2014 Plan.** Consultant will provide a report summarizing the achievements and shortfalls of the 2014 Plan.
- b. **Key Person Interviews.** The Consultant will interview appropriate stakeholders within the community. These interviews or surveys will include groups and individuals including elected officials, appointed officials, nonprofit organization leaders, property owners, neighborhood representatives, local business owners, developers, business organizations, and municipal staff.
- c. **Community Outreach.** In addition to stakeholder interviews identified above, the Consultant will be expected to solicit feedback on development preferences utilizing survey research from a variety of people within the community (including students, residents, business owners, seniors, etc.). While a **second** quarter start for the overall project is desired, community outreach and survey work may begin this spring, and may include a requirement to obtain specific feedback on development preferences for two Village-owned properties, including a eleven (11) acre property known as the Altenheim property. Community outreach efforts should continue throughout the process.
- d. **Existing Conditions/Site Analysis.** The Consultant will become familiar with the physical and socioeconomic details of the community and its historic patterns of culture, environment, planning and architecture. As part of this process, the following shall be evaluated:
 - **Existing Land Use and Development**
 - **Existing Transportation and Circulation**
 - **Demographics and Market Overview**
 - **Current Zoning**
 - **Existing Parks and Open Space**
 - **Existing Community Facilities**

Deliverables: Confirmation from Village staff on interview and survey content and “summary” of findings, presented to Village Staff for review, and to the Steering Committee for confirmation.

2. Media Coverage

- a. **Media coverage.** The Consultant will provide the media with information about the comprehensive planning efforts to be undertaken.
- b. **Website.** The Consultant will host the project website, and the Village of Forest Park will provide a link on their website. As municipal officials deem appropriate, the Consultant will provide materials including text, photographs, maps, renderings, and other images for the website. This material will describe the Consultant’s credentials and help explain the project’s process and schedule.

3. Visioning

This step will be the creation of a shared vision for the Village of Forest Park. This vision will be based upon the key person interviews, community surveys, existing conditions analysis, and the input of steering committee input obtained at community input meetings and/or visioning charettes. The visioning charettes will involve workshops or meetings to engage the community, gather ideas and goals, and formulate strategies. The Consultant will tailor the workshops or meetings to obtain maximum community input to produce the best possible information on which to base the new Plan. The format will also take into consideration the findings of the initial site analysis, input from staff, and information obtained at previous meetings, workshops, and interviews. At the conclusion of the workshops or meetings, the Consultant will present the work generated to date to the Steering Committee and Planning and Zoning Commission. Plans, renderings, and ideas that reflect ideas articulated in the workshops or meetings will be publicly presented and further feedback may be solicited from the community.

4. Draft Plan

The Consultant will present the first draft of the Comprehensive Plan for the purpose of gathering comments. Copies of the first draft will need to be in hardcopy and digital form and posted on the website. The presentation may be made to a special audience or may be presented before a joint gathering of municipal boards and commissions, as determined by the Village.

5. Presentation of the Second Draft. After making revisions in response to comments on the first draft, the Consultant will present the second draft of the Comprehensive Plan at another meeting convened in the Village.

6. Approval Process

a. **Public Hearing Presentations.** The Consultant Team will make formal presentations to the Village of Forest Park's Planning and Zoning Commission and the Village Council. In addition to their participation at these key decision points, the individual elected officials will also be strongly encouraged to participate in all public participation events to share their thoughts and insights, as well as, to hear first-hand the thoughts and insights of their constituents.

b. **Additional Revisions.** The Consultant will be responsible for two rounds of revisions to the Final Draft that may become necessary between presentations.

Deliverables: Final Plan, electronic and 20 hard copies, all data and information obtained and created during the process will be provided to the Village of Forest Park.

SUBMITTAL SUMMARY

RFP responses should be provided in fifteen (15) paper copies and one PDF thumb drive and shall include the following items, along with other material to demonstrate the Consultant Team's expertise and capability:

1. Firm name, type of firm, address, and contact information
2. Names and addresses of owners of the firm or names and title of officers of the corporation
3. Contact person and contact information.
4. A brief written description of the Consultant Team's approach to the project.
5. The expertise of the team assembled by the Consultant to carry out the work.
6. A list of comparable projects undertaken by the Consultant and/or team members, including references.
7. List of and expected completion dates of the firm's current projects and projects anticipated during the same timeframe as this project.
8. Consultant fee analysis of the project broken down into phases and/or tasks, including personnel cost and reimbursable expense breakdowns.
9. A timeline associated with phases and/or tasks.

RECOMMENDED FORMAT FOR SUBMITTALS

1. **Description of Approach:** Up to five pages describing the Consultant's typical approach to projects similar to this one, including the nature of the public process and intended extent of public involvement.
2. **Team Expertise:** Brief description of general qualifications, the multi-disciplinary nature of the team assembled for this project, specific evidence of relevant experience creating comprehensive plans, and a listing of key personnel that would be available to work on this project.
3. **Comparable Products:** Summary of comprehensive plans or comparable projects in progress or completed, with the following information for each:
 - a. Reference name, with current contact information
 - b. Current status of project
 - c. Nature of public involvement
 - d. Client type (clarifying role of private sector client, if any)
4. **Fee Structure:** A detailed fee analysis of each potential phase and/or task shall be identified in a separate page or pages apart from any detailed description of the planning process. The total fee shall include all anticipated reimbursables.
5. **Timeline:** A general timeline of the steps intended for the planning process incorporating public involvement and presentations.

EVALUATION OF SUBMITTALS

Consultants responding to this RFP must demonstrate the following:

1. Experience in preparing municipal comprehensive plans.
2. Experience in building community consensus to support innovative plan structures.
3. Strong graphic skills.

4. Strong skills in written and oral communication.
5. Experience in identifying, evaluating, codifying, and explaining the essential qualities of community design and character.
6. Experience in writing or implementing municipal plans.

The Village of Forest Park will evaluate all submittals to determine which Consultants have the experience and qualifications that are deemed most suited for this project. The Village of Forest Park may request personal interviews with the highest-ranked Consultants or may request one or more prospective Consultants to submit detailed proposals, which may include the following:

1. Detailed description of the methodology being proposed.
2. Work program detailing:
 - a. Tasks to be performed.
 - b. When each will be completed (timeline).
 - c. Tentative allocation of person days by task.
 - d. Schedule of work products.
3. Methods the Consultant proposes to use to manage the project and communicate with the Village of Forest Park and the public as to project progress, reviews, and conduct of public meetings.
4. Identification of key personnel to be assigned to the project and their roles, with resumes of all key personnel.
5. Hourly rates (inclusive of overhead and profit) for personnel or personnel categories.
6. Data expected to be provided by Village of Forest Park.

AVAILABLE DOCUMENTATION

The Village Code and the existing Comprehensive Plan, as well as a wealth of additional information about the community can be found on the Village’s website at www.forestpark.net. Additional questions should be directed to Rachell Entler, Village Administrator via e-mail rentler@forestpark.net, by phone at 708-615-6201 or by USPS to Village Hall, 517 Desplaines Forest Park Illinois.

ANTICIPATED PROJECT TIMELINE

Submittal Closing Date	January 6, 2025
3-5 Consultants Selected for Presentation	January 24, 2025
Consultants Presentation/Interview	February 10, 2025
Selection	February 12, 2025
Contract Negotiation Completed	February 26, 2025
Contract Approved by BOT/Interviews and/or Surveys	
Begin	March 10, 2025
Comprehensive Plan Officially Under Way	April 28, 2025
Comp. Plan Process Completed	October 31, 2026
Public Hearings & Adoption	November/December 2026

NOTE: The approved Contractor is required to obtain a DUNS number (or update its existing DUNS record) and register with the Central Contractor Registration (CCR; www.ccr.gov) no later than 120 days after execution of an agreement.