

REQUEST FOR PROPOSALS

BY THE

VILLAGE OF WILMETTE
1200 WILMETTE AVENUE
WILMETTE, ILLINOIS 60091

FOR PROFESSIONAL SERVICES TO DEVELOP A
MASTER PLAN FOR THE WILMETTE VILLAGE CENTER (09-M-0022)

Proposal Opening Date: July 7, 2009
Proposal Opening Time: 11:00 A.M. Central Time
Proposal Opening Location: Wilmette Village Hall
Proposal Opening Room: 1st Floor Conference Room
Village of Wilmette
1200 Wilmette Avenue

Pre-Proposal Meeting Date: June 19, 2009
Pre-Proposal Meeting Time: 10:00 A.M. Central Time
Pre-Proposal Meeting Location: 1st Floor Conference Room
Village of Wilmette
1200 Wilmette Avenue

Submit Proposals to:
Stephen Lazarus
Procurement Specialist
Village of Wilmette
1200 Wilmette Avenue
Wilmette, Illinois 60091

PUBLIC NOTICE

REQUEST FOR PROPOSALS

By the
VILLAGE OF WILMETTE
FOR PROFESSIONAL SERVICES TO DEVELOP A
MASTER PLAN FOR THE WILMETTE VILLAGE CENTER

NOTICE IS HEREBY GIVEN that the Village of Wilmette will accept sealed proposals for providing all professional services, labor, materials, and related incidentals necessary for the development of a Master Plan for the Wilmette Village Center.

Proposals will be accepted until **11:00 AM CT on July 7, 2009**, at which time the Proposals will be publicly opened.

Copies of the RFP will be available for pick up beginning **June 11, 2009, at 12:00 PM**, at the Village of Wilmette, 1200 Wilmette Avenue, Wilmette, IL 60091.

A pre-proposal meeting will be held on **June 19, 2009, at 10:00 AM CT**, at the Village of Wilmette. Questions regarding the RFP must be submitted in writing and sent to Mr. John Adler, Director of Community Development, at the Village of Wilmette; or, can be sent via e-mail to: adlerj@wilmette.com.

Proposals are to be sealed and marked "Proposal: Master Plan for the Wilmette Village Center (09-M-0022)" and delivered to:

Stephen Lazarus
Procurement Specialist
Village of Wilmette
1200 Wilmette Avenue
Wilmette, IL 60091
lazaruss@wilmette.com

The Village Board of Trustees reserves the right to accept or reject any or all Proposals, or any part therefore; waive any minor defects, irregularities or informalities; and to decide not to award any contract; or, award a contract deemed to be in the best interests of the Village of Wilmette.

Date of Publication: Thursday, June 11, 2009

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SECTION 1. PROJECT SUMMARY

A. DESCRIPTION AND OBJECTIVES

The Village of Wilmette (“Village”) is seeking professional services relating to the development and preparation of a cohesive yet flexible Master Plan which will guide redevelopment and future growth of the Village Center. The Village’s goal is to revitalize the Village Center through the implementation of such a Master Plan so that the Village Center becomes a vibrant hub for retail, dining, and entertainment options that meets housing, employment and transportation needs of the community in a way that maintains the historic, small town character that is uniquely Wilmette.

Project Funding: Consultants should note that the Project will be funded in part through grants secured through the RTA and may include federal and state funding. Accordingly, any subsequent professional services contract will include specific grant requirements for Project expense reimbursement.

B. BACKGROUND INFORMATION

1. Location and Demographics

The Village of Wilmette is an Illinois home rule municipal corporation, located approximately 15 miles north of downtown Chicago. The Village extends approximately five miles west from Lake Michigan and is approximately one mile wide. Its municipal neighbors include Evanston and Skokie to the south, Glenview to the west and Kenilworth and Northfield to the north. Founded in 1872, the Village is community rich in history and known for its beautiful lakefront, diverse architecture, tree-lined streets, well maintained parks and excellent public and private schools.

The 2000 Census Bureau Statistics indicate the following demographics:

- Population - 27,651
- Average Household Size - 2.73
- Median Age - 42.2
- Households - 10,039
- Median Family Income - \$122,515
- Median Home Value - \$441,600

2. Previous Plans and Studies

- ULI Technical Assistance Panel Report (2008)
- Green Bay Road Corridor Study (2005)
- Village-wide Market Analysis (2005)
- West Village Center Plan (2007)
- Parking Garage Study (2007)

C. RFP SCHEDULE

1. Timeframe Proposal and Review Process

Date (s)	Activity
June 11	RFP Release
June 19	Pre-Proposal Conference at (10:00 AM)
July 7	RFP Responses due by (11:00 AM)
July 15	Internal review of RFP Responses
July 22/23	Interviews
July 28	Negotiations with Consultants
Aug 11	Village Board approval

2. Proposal Submission-Time and Manner

a. Proposals will be accepted until 11:00 AM on July 7, 2009. Consultant Proposals submitted after that date and time shall not be considered. The ultimate responsibility for the delivery of the Proposal rests solely with the Consultant. The Village shall make no exception to the submission deadline based upon postal or other delivery service delays, even when untimely delivery of the Proposal was no fault of the Consultant.

b. Proposals shall be sealed and marked "Proposal: Master Plan for the Wilmette Village Center (09-M-0022)" and delivered to:

Stephen Lazarus
Procurement Specialist
Village of Wilmette
1200 Wilmette Avenue
Wilmette, IL 60091

c. Proposals sent by fax or e-mail transmission will not be accepted.

d. Proposals shall be bound in one (1) single volume.

e. A total of ten (10) printed copies of the Proposal shall be submitted, consisting of nine (9) bound copies, plus one (1) unbound copy. The Village shall not be obligated to return any Proposals or materials submitted.

f. Proposals shall also be submitted in electronic format on CD-ROM compatible with "Microsoft Word 2003," all spreadsheets and related information shall be compatible with "Microsoft Excel 2003"; and all CAD related information shall be compatible with "AutoCAD 2005 by Autodesk Corporation.

g. Proposals may be modified, corrected, or withdrawn in writing, and sent by mail, FAX or telegraphic request. Any such requests must be received prior to the time fixed for the Proposal opening; and, provided that written confirmation of any telegraphic withdrawal over the signature of the Bidder is placed in the mail and postmarked prior to

the time set for Proposal Opening. All modifications, corrections, or requests for withdrawal must be clearly identified as such. No verbal requests will be accepted.

D. PRE-PROPOSAL MEETING AND INFORMATION

1. Consultants may attend a Pre-Proposal Meeting on June 19, 2009, at 10:00 AM at the Wilmette Village Hall, 1200 Wilmette Avenue, Wilmette, Illinois.
2. Consultants are requested to submit written concerns regarding ambiguities, questions, or defects in the RFP prior to, or at the time of, the Pre-Proposal meeting. So as to allow sufficient time for the issuance of Addenda, if any, in no event shall Consultant submit any written concerns regarding ambiguities, questions, or defects less than five (5) working days prior to the Proposal opening date.
3. The Village assume no responsibility for the verbal statements or representations made by its officers, agents, or employees prior to the execution of any Contract, unless such representations are made in writing and specifically included as part of the RFP, as an Addendum, or subsequently included in any resulting contract.
4. Nor shall the Village be liable for any conclusions or interpretations drawn by Consultant from the information supplied. No increase in the Contract Amount shall be made on the basis of Consultant's lack of knowledge or misunderstanding of the requirements of the Project and/or site conditions.
5. Any failure by the Consultant to obtain all the information it deems necessary to satisfy itself that it understands the scope of the Project shall not relieve Consultant, if awarded the contract, from complete performance of all Work for the amounts stated in its Proposal. Submission of a Proposal shall be deemed certification that Consultant has taken all steps necessary to become fully informed as to the nature and scope of the Work to be done, expectations, conditions, requirements, specifications, Contract Documents and the accuracy of estimates as to quantities of materials and labor. Failure to take such steps prior to submitting a Proposal will be at the Consultant's own risk and Consultant's failure to take such steps will not: a) secure relief on a plea of error or mistake; b) excuse the successful Consultant, if awarded the contract, from performance of the duties and obligations imposed under the terms of the Contract Documents; c) serve as a basis for modifying the Contract in any way; or, d) justify any request for additional compensation or time.

E. PROPOSAL FORMAT AND CONTENT OF PROPOSALS

1. Proposal information shall be presented, to the extent possible, in a manner corresponding to, and identified by, the section or subsection titles stated in this RFP. All blank spaces on any required form, attachment or certification must be completed in ink or type written.
2. To be considered complete, Proposals must address the questions raised, and provide a complete response to the information requested, in the various Sections of

this RFP. Each Consultant must also submit the information stated in Attachments C – I listed below and, all Proposals shall include the following:

- a. Letter of Intent reflecting the consultant's understanding of the project.
- b. Names and addresses of all firms involved in the project. Related projects on which each firm has performed comparable work during the last five years. Please indicate references for each project.
- c. Names, addresses and responsibilities of key personnel participating in the project. Please include resumes for key personnel, including educational experience.
- d. Clearly specify which personnel will work on various aspects of the project. Include designation of project principal and project manager.
- e. Project timeline, including an estimated date of completion for the project with a breakdown of the number of hours required per task and cost per task (Level of Effort and Cost Summary Matrix provided in List of Exhibits). Provide hourly rates for all personnel involved in the project (4400 form provided in List of Exhibits).
- f. Names, addresses and telephone numbers of a minimum of three (3) references for similar projects.
- g. Description of the consultant's approach to the project and a proposed work plan.

F. EVALUATION CRITERIA AND SELECTION

The Village of Wilmette shall be the sole and final judge of the merits of the Proposals submitted.

1. Compliance with RFP Requirements

Proposals must be made in strict accordance with the instructions set forth in this RFP. Proposals shall be reviewed for completeness and compliance with the Proposal Requirements set forth in this RFP. The Village shall have no obligation to review or consider, and reserve the right to reject, any Proposal that fails to satisfy or conform to any of the RFP requirements.

2. Evaluation Categories and Factors

The Village will evaluate proposals. The Village reserves the right to select the proposal that it deems to be in the best interest of the project. The selection of the Consultant will be based on the following criteria:

- a. Consultant understanding and familiarity with the Village's needs, goals, objectives, the work involved and the nature of the proposed update.

- b. Previous experience and capabilities in comparable projects and the consultant's technical experience with emphasis on transit oriented development and comprehensive Planning.
- c. A demonstration of the ability to provide creative solutions in developed communities which are implemented and embraced by the community.
- d. The specific approach the firm takes for the project. Although the Village has identified the general nature of the services required, in some cases the consultant is given leeway toward the approach and methodology of the services. The consultant shall become familiar with the Village government and land use Planning documents in preparation of the proposal. The proposal should reflect a specific approach and outline of the project, including all background information.
- e. Past record of performance on contracts with other governmental agencies, including such factors as control of costs, quality of work and ability to meet schedules.
- f. Capacity of the consultant to perform work within the time limitations.
- g. Qualifications of the individuals who will have direct involvement with the tasks of this project.
- h. Cost.

The Village anticipates that the following Scope of Work should be completed within a ten (10) to twelve (12) month timeframe.

SECTION 2. SCOPE OF WORK

Project Description and Study Area

For several years, the leaders of the Village of Wilmette have wrestled with determining the best way to redevelop the Village Center (the location of the Metra station). Despite many conversations, studies and proposals, the Village has never developed, adopted and implemented a truly comprehensive and integrated plan to redevelop this area. While adjoining communities have extensively developed or redeveloped their city centers and primary retail corridors, Wilmette has not. A Technical Assistance Panel Report prepared by the Chicago Chapter of the Urban Land Institute recommended the Village undertake a cohesive Master Plan of its central business district. Accordingly, through this project, the Village of Wilmette will create a Master Plan for the Wilmette Village Center.

Wilmette is a mature suburb that needs to respond to increased business development in neighboring communities while maintaining the residential character of our own community. The goal of the redevelopment of the Wilmette Village Center is to reinvigorate the Village by generating new growth, developing new retail business and entertainment options, and addressing housing, transit, employment, and other community needs.

At present, the density and intensity of uses of the existing Village Center are relatively low and do not take full advantage of the area's proximity to the Metra, CTA station, and Pace bus lines. The Village of Wilmette believes that redevelopment of the Village Center, including consideration of mixed use redevelopment opportunities at the existing Metra station, will increase the vitality of the community, increase usage of the adjoining public transit services and enhance the environment by creating a pedestrian friendly destination for residents, employees and visitors.

A prime example of the potential for redevelopment exists with the Wilmette Metra Station parking lot located east of the station between Lake Avenue and Central Avenue. The Wilmette Metra station – and its accompanying parking lot – is a critical part of Wilmette's transportation infrastructure. While the station building is attractive and serves commuters well, the parking lot occupies the largest parcel of land in the Village Center and accommodates over 300 parking spaces.

The Village believes that under a redevelopment plan, the southern end of the parking area at Central could be converted to a mixed-use development. This would provide continuous retail frontage on Central Street, while parking from the southern end could be replicated by decking the northern end of the Metra lot, to accommodate commuters as well as other visitors to the Village Center. Located across the street from the Village Hall site and two blocks from the center of downtown, the Metra parking lot could provide night and weekend parking for stores and restaurants as well as continue to serve as parking for the farmer's market and other downtown events.

Study Area

The Village Center is one of seven retail shopping districts in the Village and is the original, historical, and commercial center of Wilmette. It allows easy accessibility for both cars and pedestrians. It also includes the Wilmette Metra station, access to three Pace routes and a large commuter parking lot that occupies prime real estate, which the Village believes could be better used for commercial and residential uses. The Village Center is the natural and obvious location for what should be Wilmette's most attractive and distinctive commercial enterprises. The fact that such enterprises are not present makes the current missed opportunities of this area all the more glaring. The sales tax revenue of this area comprises only six percent (6%) of the total sales tax revenue generated in the Village, and this percentage has been stagnant for almost a decade. The Village Center comprises an area of approximately 0.1 square miles. The area is bounded by Lake Avenue on the north, Linden Avenue on the south, Eleventh Street on the east, and Park Avenue on the west. The area is split by Green Bay Road and the Metra train tracks.

Project Management: Planning Advisory Committee Review of Draft Deliverables

While the Planning Advisory Committee will provide comments on the draft summary reports and products described in Tasks 1-10, all of these products will remain in draft form throughout the course of the project and will not be revised, except where noted. Any portion of these products that are incorporated into the Final Report will include relevant comments from the Planning Advisory Committee. The only deliverable from the scope of work that will be considered "final" is the Final Report described in Task 11.

Planning Advisory Committee Flow of Comments

All Planning Advisory Committee comments on the draft deliverables described in Tasks 1-10 should be provided directly to the Village of Wilmette. The Village will then consolidate all comments and contact Planning Advisory Committee members as needed to clarify issues or resolve conflicts. One set of comments for each draft deliverable will then be presented to the Consultant. Copies of this one set of comments will also be provided to the entire Planning Advisory Committee, so everyone understands which comments were provided to the Consultant. As noted above, any portions of the draft deliverables that are incorporated into the Final Report by the Consultant will include relevant comments made by the Planning Advisory Committee.

Task 1: Identify Stakeholders / Form Planning Advisory Committee

A Planning Advisory Committee would be formed from key stakeholders. Likely stakeholders would include RTA, Pace, Metra, Village government, and Community Development and Engineering Departments. The Planning Advisory Committee will provide guidance and direction to the Consultant and to review project goals and objectives.

Consultant will facilitate Planning Advisory Committee meetings to be held as needed. This will include a kick-off meeting with Village staff, Planning Advisory Committee, and Consultant at the onset of the study to discuss the issues and needs of the study area, coordinate data collection, and discuss project schedule and milestones.

Deliverables: Provide to the Planning Advisory Committee for their review, digital copies of narrative indicating goals and objectives of the master plan. Also, meeting agendas, minutes, press releases, and other related materials for each meeting.

Task 2: Data Collection/Existing Conditions

The Consultant with assistance from Village of Wilmette staff will work to assess existing land use, urban design, streetscape, and transportation conditions. The Master Plan process will require an existing conditions survey that will provide estimated 2009 demographics, pedestrian/ vehicular/ bicycle circulation and access surveys, parking counts, traffic counts and ridership information about Metra, CTA and PACE customers. Information to consider shall be mode-of-access and origins of riders data from Metra's 2006 Origin-Destination Survey. The Consultant will obtain aerial photography of the study area and prepare a base map. A reconnaissance survey of the entire study area will be conducted in order to identify existing land uses, building types and the overall character and condition of the study area. The Consultant will document existing urban design and streetscape features in the study area.

The Consultant will review the current Zoning Ordinance, Comprehensive Plan and other relevant transportation plans and programs. Specifically the Consultant will review any existing or future transportation plans or projects, access controls and road alignments with IDOT and the Village, as appropriate. The Master Plan will

incorporate the input received from past planning studies and the recommendations of the 2008 Urban Land Institute's technical assistance panel. Past planning studies include the Green Bay Road Corridor Study and the Plan Commission's 2007 West Village Center Recommendations.

Finally, the Consultant will conduct interviews with no less than 20 community stakeholders. Potential stakeholders would include the Village Engineer, Chamber of Commerce, business owners, property owners and developers who have a contractual interest in the property within the study area, and others to be defined at a later time.

Deliverables: Provide to the Planning Advisory Committee for review, printed and digital copies of a Village Center Master Plan Existing Conditions Report consisting of a base map, existing land use plan of study area, demographic analysis, traffic access and circulation plans (including an analysis of transit facilities in the area and their use patterns) as well as accompanying narrative statements.

Task 3: Market Analysis

An update to the 2005 Village-wide market analysis will be required. The updated analysis will assess retail, restaurant, entertainment, office and residential markets in Wilmette and in surrounding communities. Trade areas for each of these markets will be defined after consulting with Village staff and the Planning Advisory Committee. Supply and demand will take into account development that exists, that is under construction, and that is currently planned. The Consultant will identify land availability, vacancy rates, land prices, rents and price points in the trade area.

The market analysis will 1) accurately describe existing land uses, demographic data, and real estate markets around the study area, 2) identify an appropriate mix of uses of an appropriate scale that could take advantage of the close proximity of transit, and 3) identify development needs and opportunities within the study area. The analysis will also incorporate reasonable absorption rates and pricing for new development given market trends, vacancy rates, competition, and existing land value and rents to determine what the most viable uses would be for the study area. The Consultant will conduct interviews with local real estate brokers, property owners, and potential developers to test findings of the market study before making final recommendations.

A document will be created detailing information from the market analysis and existing conditions research (Phase 2). In addition to giving detailed information about the study area, the document will also summarize the findings creating a quick read handout to understand key aspects about the study area.

Deliverables: Provide to the Planning Advisory Committee for their review, a real estate market analysis of the study area, containing an evaluation of existing conditions and development opportunities both in and around the identified study area. Based on feedback from the Planning Advisory Committee, the report will be finalized.

Task 4: Community Visioning/Public Participation

The most important part of the process will be public participation. It is anticipated that the community will provide input on--among other issues--height, density, architectural styles and streetscape, public spaces, environmental issues and impact on the character of the community. This information, along with input gathered in previous surveys, will provide the Consultant with direction when creating design concepts.

The Village is open to suggestions from Consultants as to the method for receiving public participation, but at a minimum the Village will require 1) a kick-off meeting with the Planning Advisory Committee, 2) a kick-off meeting with the public, 3) one visioning session, 4) a project website, 5) a presentation of the draft plan to the Village Board and the community in one or more locations, and 6) a presentation of the final plan to the Village Board and the community. An image preference survey led by the Consultant team will be a part of the visioning session. Past visioning exercises held during the Green Bay Road Corridor Study may provide useful background information; however, that study was more focused on height and density as opposed to architectural styles and impact on the community character of the Village.

Deliverables: Provide to the Planning Advisory Committee for their review, agendas, meeting minutes and results of meetings. These items will be posted to a project website maintained by Consultant. Before items are posted for public viewing, all materials must first be reviewed and approved by the Community Development Department.

Task 5: Future Land Use Plan and Conceptual Redevelopment Transit Oriented Design Plans

One of the main goals of the master plan is to redevelop underutilized properties. Three key redevelopment sites have been identified. These include the Metra parking lot between Lake and Central Avenues, the Village Hall, and the land between the post office and library on Park Avenue. Additional redevelopment sites may be identified and/or redevelopment proposals submitted for the Village's review during the master planning process. The Consultant may be asked to review and make recommendations on redevelopment proposals if submitted during the planning process.

The project team will develop three (3) conceptual redevelopment plans (Concept Plans), for each redevelopment site, that take into account the close proximity to public transportation and that incorporate transit oriented design principals. The redevelopment plans should take into account the preferences expressed at the initial visioning exercise and should be modified at the request of the Community Development Department once community input is expressed. The development of the conceptual plans should be done in collaboration with an economic feasibility analysis.

As part of the Concept Plans the Consultant will identify and describe:

1. Key development and redevelopment sites.
2. Building massing, height and configuration.
3. Overall quantity and mix of uses in the study area that incorporate the findings from the market analysis, public input.
4. Linkages to surrounding neighborhoods, eg., sidewalk continuity, crosswalks, direct routing, mini plazas.
5. Streetscape improvements, eg., lighting, walkway textures, benches, guidance/information kiosks, landscaping/artwork, fencing, security/safety measures.
6. Access and circulation improvements for vehicular (including bus and taxis), bicycle and pedestrian access.
7. Facilities to support bus and rail routes, eg. passenger shelters, convenience retail uses, parking lots, passenger drop-off areas.
8. Infrastructure improvements, eg., streets, utilities.

The Consultant will present draft Concept Plans to the Planning Advisory Committee. Based on the review by the Planning Advisory Committee, the Consultant will revise the Concept Plans. Revised plans will be presented to the public at a workshop for review and comment. The Planning Advisory Committee, considering public feedback, will select a favored plan (Preferred Concept Plan) for each redevelopment site. The Preferred Concept Plan will include plan view drawings of the new development depicting layout, elevations and design features. A base map depicting the future land uses in the study area will incorporate the Preferred Concept Plans.

Deliverables: Provide to the Planning Advisory Committee for their review: 1) three (3) preliminary, draft concept plans, per redevelopment site, that will be graphically shown in this report, 2) a discussion of the relative merits of each scenario 3) a detailed Preferred Concept Plan per redevelopment site will be shown that demonstrates a vision for future development, and 4) a written description of the Preferred Concept Plans will provide square footages of each use or d.u./acre for residential uses, parking counts, heights, setbacks and phasing. A discussion of the reasons why the Preferred Concept Plans were considered the most viable for the study areas should be included in this deliverable. The Future Land Use Plan will include a revised base map depicting the future land uses within the study area.

Task 6: Parking, Circulation and Access Plans

Task 6(a): Parking

The consultant will update the 2007 parking inventory analysis prepared by Rich and Associates to determine the existing and proposed parking surpluses/shortages for a typical weekday and weekend in the Village Center. The team will also need to determine the appropriate type (on-street versus off-street) and location of future parking to maximize convenience and minimize Village Center circulation and multiple trips. Specifically related to the Metra parking lot redevelopment site, the consultant will provide an analysis of cost, process, and options for providing “make-up” parking for that portion of the parking lot intended for redevelopment.

Task 6(b): Circulation and Access Plans

The consultant will be familiar with the existing traffic, circulation and access in the Village Center. Once conceptual redevelopment plans have been designed, but before they are finalized, the consultant will recommend how to improve access, circulation and traffic flow, including recommendations for any necessary operational changes to improve level of service. Development recommendations will take into account the benefits provided by the public transit opportunities in the study area, including the commuter rail link to the City of Chicago and PACE. The study will make recommendations on property access control.

Task 6(c): Pedestrian and Bicycle Facilities

Pedestrian and bicycle safety and access will be an integral part of the Village Center Master Plan. The consultant should identify new pedestrian links to the Village Center. Streetscape elements including raised intersections, wide sidewalks and pedestrian plazas should be considered in conjunction with future redevelopments. The consultant will also review and make recommendations on pedestrian circulation, including evaluation of mid-block crosswalks and opportunities to separate pedestrians and vehicular traffic.

Deliverables: Provide to the Planning Advisory Committee for their review, a combination of text and graphics that communicates potential strategies to provide efficient transportation in the study area.

Task 7: Economic Feasibility Analysis

For each Preferred Concept Plan, the Consultant will need to consider land costs, construction costs, market trends, and expected sales and rents to determine the feasibility of the development. The Consultant should determine the feasibility of such redevelopment concepts in today's economy. The analysis should delineate how the feasibility of the projects may be affected by a further weakening of the overall economy compared with the economic situation at the conclusion of this project. If the Consultant or the Planning Advisory Committee does not believe that the preferred developments are economically feasible at the time of the conclusion of this project, the Consultant should describe in detail the conditions under which the preferred concepts would become viable. The Consultant should also specifically recommend changes to the preferred concepts that would make the projects immediately viable under the economic conditions that exist at the conclusion of the study. Alternatively, the Consultant can recommend alternative projects that can be implemented immediately or without significant reliance on overall economy or significant additional financial support from increased taxes or other forms of government support.

Deliverables: Provide to the Planning Advisory Committee for their review, a combination of text and tables that communicate the results of the economic feasibility of each redevelopment site.

Task 8: Design Guidelines

Similar to the Preferred Concept Plans, the design guidelines will provide criteria to which any new public or private development should conform. It will include criteria on materials, colors, building massing, signage, relationship of structure to street and surrounding structures, facades, windows, additions, site treatment, landscaping, and lighting. The Consultant will develop design guidelines to complement the proposed concept plan and will assist to ensure a quality development. The Consultant shall also develop illustrated guidelines for new residential, commercial, civic, and office development in the study area. Address building design and massing, street and landscape elements, parking lots and structures (appropriate paving, fencing, etc.), signage, lighting and buildings (setbacks, orientation, height, massing, bulk, materials and common facades, etc.).

Deliverables: Provide to the Planning Advisory Committee for their review, design guidelines that will take the form of a report and include text, illustrations, photos, maps, and any other graphic depictions that may be necessary.

Task 9: Zoning Amendment Recommendations

The Consultant will recommend changes to the Village Code, Comprehensive Plan, and the Zoning Ordinance that will allow the type of development found in the Preferred Concept Plans and design guidelines. The Village is currently working with a consultant to review and update its zoning ordinance. Any recommendations from the Consultant will need to be coordinated with the consultant performing the zoning ordinance update.

Deliverables: Provide to the Planning Advisory Committee for their review recommended zoning amendments. Specific sections of the Code should be identified with suggestions for draft text amendments.

Task 10: Implementation Strategies

The Consultant must develop strategies that provide a framework and realistic time frame for implementing the Preferred Concept Plans. These strategies will need to assure that the Master Plan will be supported throughout turnover in Village Boards and staff. Areas to be addressed include realistic cost estimates and funding options, timing and phasing of redevelopment, obligations to existing land owners and stakeholders of redevelopment sites, and necessary levels of Village commitment. Specifically the Consultant will need to describe and illustrate the strategies starting from existing conditions through the phased build-out. Address site control and acquisition, remediation and demolition, suggested plan implementation phasing, cost estimates and application of appropriate funding techniques for each phase. Identify incentives and funding sources for developers including tax increment financing, state and federal financing and grants.

Deliverables: Provide to the Planning Advisory Committee for their review, an Implementation Strategies Report in electronic formats that includes the recommendations prepared in Task 10.

Task 11: Final Report and Adoption

Once Tasks 1-10 are completed the Consultant will prepare a draft report containing the findings of the tasks and their deliverables. This draft plan will be reviewed by the Planning Advisory Committee. The draft report will then be revised to address the Planning Advisory Committee's comments resulting in a final report. The resultant recommendations will be forwarded to the Village Board for final approval. The plan will be approved by ordinance by the Board of Trustees.

Deliverables: Provide draft report to the Planning Advisory Committee for review. The final plan with narratives and maps will be submitted as 25 hard copies as well as one digital copy.

Other Information:

Document that this study will expand upon, update, or will be inputs into the study:

- Technical Assistance Panel Report (2008)
- Green Bay Road Corridor Study (2005)
- Village-Wide Market Analysis (2005)
- West Village Center Plan (2007)
- Parking Garage Study (2007)

LIST OF EXHIBITS

Informational:

- Exhibit A Template Professional Services Agreement (PSA) Contract with Exhibits – to be completed if the consultant is selected. This contract contains standard language that is subject to approval by the Village of Wilmette prior to execution.
- Exhibit B Consultant Insurance Requirements (to be completed if consultant is awarded contract.)

To be completed and attached to the Proposal Response:

- Exhibit C Non-Collusion Affidavit
- Exhibit D Certification Regarding Lobbying
- Exhibit E Certification Regarding Debarment, Suspension, and Other Responsibility Matters
- Exhibit F Contractors Certificate
- Exhibit G Cost and Price Analysis / 4400 Form

Exhibit H Level of Effort and Cost Summary Matrix

Exhibit I Consultant Certification