



Village of Campton Hills

Request for Proposals

**Village Town Center/Wasco Study Area
Development Feasibility Analysis**

Released: July 5, 2011

Hand Delivered or by Mail to:

Patsy Smith, President

Village of Campton Hills

40W115 Campton Crossings Dr., Unit B

Campton Hills, IL 60175

For Information Contact:

Patsy Smith, Village President

Rolf Fredrick, Plan Commission Chairman

Submittal Deadline: July 26, 2011

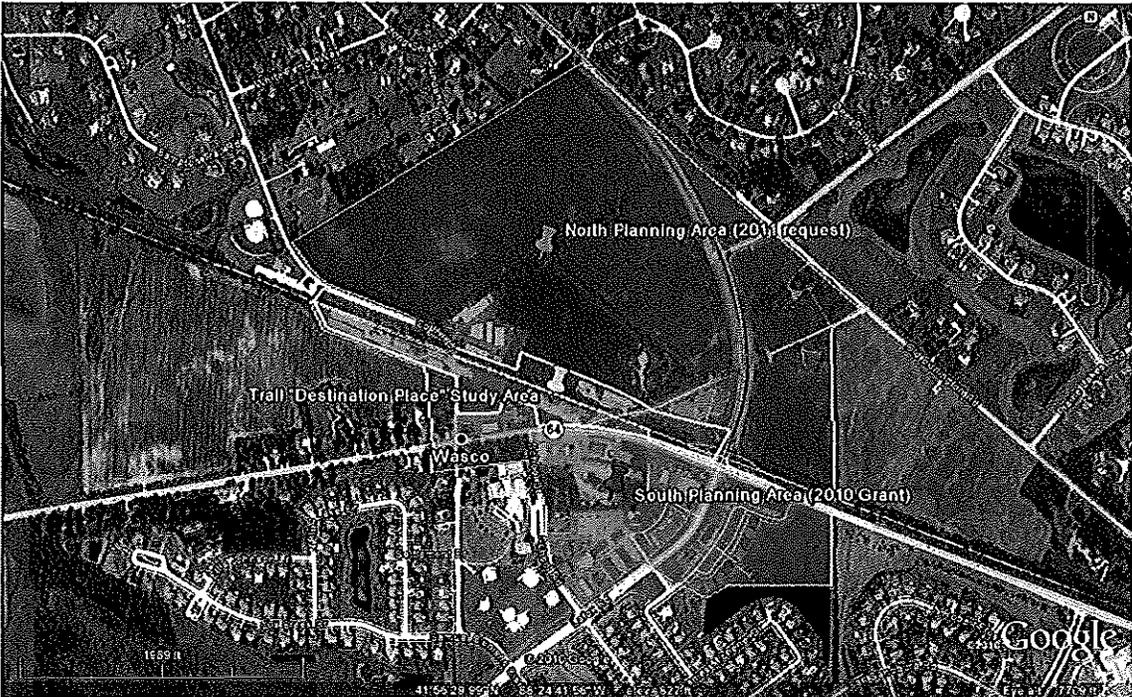
Synopsis

The Village of Campton Hills, a recently incorporated (2007) community west of Chicago, is requesting proposals from experienced firms or teams to analyze the feasibility of commercial, retail, residential, and/or mixed use development for a proposed Village town center. The area includes older and newer commercial development and vacant land currently in agricultural use. The rest of the community is primarily residential, agricultural, and protected open space. Village residents have demonstrated a strong preference for the preservation of rural character, open space, and the protection of natural and environmental resources within the community. The Village is also interested in understanding how the presence of the Great Western bicycle trail can be used as a route / destination for visitors to the Village. Responses to this RFP should consider how to integrate these elements within the context of new or re-development concepts.

The expected work product includes: 1) report on the economic feasibility of commercial, retail, residential, and/or mixed use development in the study area; and 2) concept plans showing possible developments.

Village Town Center/Wasco Study Area

The attached map illustrates the Feasibility Analysis study area, which includes South and North study areas separated by the Great Western bicycle trail. The South area includes existing new and older commercial uses along State Route 64. The North area is mostly vacant / agricultural use with a few commercial uses.



Scope of Services

The scope of services sought by the Village for this engagement includes the following basic components:

Preliminary Feasibility Analysis

- **Commercial, Retail, Housing and Mixed Use Analysis**

The Consultant will perform an analysis of the feasibility of the study area for commercial, retail, residential, and/or mixed use development and re-use. This analysis will include demographic and market analysis, a survey/inventory of existing businesses and commercial properties as well as site requirements for all proposed uses. This analysis should also include an evaluation of potential market "leakage" (i.e., disposable income from within the market area being spent outside of the market area). If this analysis determines the area is feasible for additional development, it will also identify possible type and format for development, specific development sites, and the type of users that may be drawn to the area. The consultant will develop a preliminary list of current impediments to such development and public actions needed to foster such development. It is expected this analysis will result in a draft feasibility report.

- **Preparation of Preliminary Development Concepts**

The consultant will prepare preliminary concept plans illustrating possible development configurations and area improvements that would be needed for successful development and redevelopment.

- **Economic Development Committee Workshop**

The consultant will provide its feasibility findings to the Economic Development Committee along with preliminary development plan concepts, for review and input by the Committee. The consultant will revise preliminary working concepts based on the Committee's input.

Feasibility Planning and Plan Preparation

- **Meetings with Stakeholders**

Based on Committee input, the consultant will meet with key area property owners, developers, potential retailers or real estate experts to gain input and reaction to development concepts and to further assess their feasibility for retail development and implementation. The list of development impediments will be reviewed and revised and a preliminary list of estimated public costs associated with such development identified.

- **Revise Plan Concepts**

Based on the meetings and feasibility testing with stakeholders, the consultant will revise development concepts for the area.

- **Economic Development Committee Workshop**

The consultant will present to the Committee its revised report and findings from stakeholder meetings, revisions to development concepts based on these meetings, a list of actions required to carry out the development schemes, and preliminary public costs for such actions.

- **Draft Report and Plan**

Based on Committee input, the consultant will finalize the report and draft plan for the area.

Relevant Documents

Available resources can be accessed at: <http://www.villageofcamptonhills.org/>

Submittal Requirements

Interested firms should submit 10 copies of the following:

1) Qualifications of the Firm

A Statement of Qualifications, including resumes of personnel proposed for assignment to this engagement; the name of the primary staff person who will lead this work; a list of previous clients with contact information; and a description of how the firm will assure quality of staff skills and work product. In addition, provide a summary of relevant experience as it pertains to economic feasibility and development planning in mature communities. Submittal of a sample copy of pertinent previous work which is related to this assignment is highly encouraged.

2) Approach to Engagement and Proposed Work Program

An outline of the proposed work program including description of approach to the assignment tasks; the proposed steps or actions to be taken in the development of the work; and anticipated timelines for work components and assignment completion. In addition, an estimate of the number of meetings envisioned with stakeholders, committees, and staff, and expectations regarding Village staff and the recommending bodies' role in the consultant's work.

3) Cost

An engagement proposal with an all-inclusive not-to-exceed cost estimate for completion of the assignment and the work program proposed (such a figure to include all estimated out of pocket costs) and a listing by category of all anticipated out of pocket expenses. In addition, hourly rates for additional work or services that may be deemed necessary at a later date.

Schedule

Selection Process

Responses to this RFP will be reviewed by staff and engagement recommendation will be made by members of the Economic Development Committee. Of prime importance for this assignment will be the consultant's experience and ability to provide high quality work. Recommendations of the Economic Development Committee regarding consultant engagement are subject to approval of the Village Board.

Submittal Deadline

Proposals are due **no later than 1:00 p.m. on July 26, 2011.**

Submittals should be clearly marked "Campton Hills Village Town Center/Wasco Study Area Commercial/Retail Feasibility Analysis Proposal" and directed to:

Patsy Smith, President
Village of Campton Hills
40W115 Campton Crossings Dr., Unit B
Campton Hills, IL 60175

Schedule for Engagement

Key Dates and Anticipated Schedule*

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|---|--------------------|
| Release of RFP: | July 5, 2011 |
| Deadline for RFP Responses: | July 26, 2011 |
| Internal Review/Interviews: | Week of August 8 |
| Anticipated Final Selection/Board Approval: | August 15/16, 2011 |
| Anticipated Start of Project: | August 22, 2011 |
| Anticipated Completion of Project: | November 30, 2011 |

* Schedule may be amended as appropriate to include interviews and additional review time.

Terms

There is no expressed or implied obligation of the Village to reimburse firms for any costs incurred in preparing proposals in response to this request. The Village reserves the right to reject any and all proposals and to modify the scope of services. The Village further reserves the right to retain all proposals submitted and to use any idea in a proposal regardless of whether that proposal is selected. The successful firm will be required to enter into an agreement acceptable to the Village. All work under the agreement with the Village shall become the property of the Village of Campton Hills. During the period of engagement, the firm shall provide monthly detailed invoices to the Village for actual hours worked, not to exceed the maximum.