



**Request for Proposals
Streetscape Improvement Plan for Village Market
Village of La Grange Park, Illinois**

November 3, 2021

The Village of La Grange Park is requesting proposals to provide assistance with developing a Streetscape Improvement Plan for the Village Market area in the Village of La Grange Park, as described in this Request for Proposals (RFP).

The Village will host a pre-proposal information session on November 17, 2021 at 11:00 a.m. The meeting will take place at Village Hall, 447 N. Catherine, La Grange Park, IL 60526. Please notify Maggie Jarr, Assistant Village Manager, by noon on November 12, 2021 if a representative(s) from your team is planning to attend.

If your team is qualified and experienced in performing the described services, the Village would appreciate receiving your proposal, as indicated in the RFP. The deadline for submissions in response to the RFP is **December 3, 2021 at 3:00 p.m.**

Thank you, and if you have any questions, please contact me at (708) 354-0225 ext. 108 or mjarr@lagrangepark.org.

Sincerely,
Maggie Jarr
Assistant Village Manager

Request for Proposals
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Village of La Grange Park, Illinois

I. Background

The Village of La Grange Park (population 13,295) is an ideal place to live, work, and raise a family. Residents enjoy tree-lined streets, quiet neighborhoods, award-winning schools, a mix of local services and shops, and access to an abundance of parkland and forest preserves. La Grange Park is 14 miles west of Chicago in Cook County and conveniently located near interstates I-290, I-294, and I-55 and the Burlington Northern Santa Fe (BNSF) Metra rail line. The Village features a collection of independent owner-operated businesses and national brands along two commercial corridors. In recent years, La Grange Park has seen a record increase in residential reinvestment and business development.

La Grange Park does not have a traditional downtown and is served instead by a large shopping center known as the “Village Market,” located east of La Grange Road. Village Market opened its first store in 1952 and was one of the earliest Chicago-area shopping centers. It consists of multiple parcels that are separated by Village rights-of-way and the Community Park District’s Memorial Park. Village Market has a variety of tenants, including a grocer, banks, medical facilities, fitness services, restaurants, and specialty stores, as well as vacant tenant spaces. It is adjacent to a multi-building apartment complex (Homestead Apartments) and a senior living facility (Plymouth Place) and is walking distance from many of the Village’s residential neighborhoods and public facilities. Village Market is served by Pace Bus Routes #330 and #331 and is less than a half mile from the commuter rail station in La Grange.

In 2017, the Village implemented a Tax Increment Financing (TIF) District and Business Development District to promote investment in the Village Market area. The Village Market TIF District extends beyond the shopping center and includes commercial, residential, and park/open space uses. The TIF Redevelopment Plan designates the Village Market area a “conservation area” and recommends implementing public improvement projects that will create a more conducive environment for new development. Public improvement projects send a message that the public sector is willing to invest in the area, and public improvements can also motivate existing building owners to improve their properties.

II. Project Description

The Village is seeking to create a Streetscape Improvement Plan to help improve the image, attractiveness, and accessibility of the Village Market area; create a cohesive identity; increase safety for pedestrians, bicyclists, and motorists; and encourage additional private investment in the Village Market and the greater community.

The proposed study area includes segments of La Grange Road, Oak Avenue, Woodlawn Avenue, Sherwood Road, Homestead Road, and Elmwood Avenue, totaling approximately 1.5 miles of roadway – see Attachment 1, Image C. This segment of La Grange Road, from

Brewster Avenue to Harding Avenue, is considered the Village’s southern gateway into the community and the Village Market area and provides the first impression of La Grange Park to many visitors. The study area includes the Village Market TIF District.

Key Objectives

The Streetscape Improvement Plan will be organized around the following outcomes:

- **Create a sense of place** – Recommend streetscape elements, such as signage, landscaping, lighting, seating/furnishings, public art, and other enhancements, to improve gateways and wayfinding and provide a more comfortable and pleasant environment for pedestrians.
- **Promote accessibility** – Identify and facilitate better and more accessible routes between Village Market and nearby residential neighborhoods, community facilities, parks and open space, and public transit stations. The plan should include strategies for improving the pedestrian connection between Village Market and the residential areas west of La Grange Road.
- **Enhance mobility and safety** – Identify intersection enhancements, crossings, sidewalks, public transit facilities (bus stops and shelters), and other complete streets elements. The plan should recommend traffic calming methods at crosswalks and other points of pedestrian access, particularly along La Grange Road.
- **Reinforce environmental sustainability** – Consider stormwater management and energy conservation in streetscape recommendations. The plan should also recommend ways to integrate electric vehicle charging stations into Village-owned and private parking areas.
- **Engage the community and key stakeholders** – Involve residents, business owners, and other community stakeholders in the planning process and integrate their feedback into the vision, concepts and recommendations, and prioritization of strategies. The Illinois Department of Transportation (IDOT) will also be engaged throughout this process to ensure that the plan’s recommendations for La Grange Road are feasible.
- **Provide a roadmap for implementation and funding** – Prioritize recommendations, identify clear implementation steps, and include potential funding sources for the recommended improvements. The plan should indicate which projects are TIF eligible and also list relevant grant opportunities.

Steering Committee

The Commercial Revitalization Committee, which is comprised of Village staff, Trustees, and a representative from the Chamber of Commerce, meets monthly and will assist in guiding the development of this plan. The Committee will participate in community engagement tasks and provide feedback on interim and draft deliverables. A representative from IDOT will also serve as a member of the Steering Committee.

Deliverables

The project will include several interim deliverables and a final Streetscape Improvement Plan. Interim deliverables should be designed to communicate key findings and concepts to Village staff and the Steering Committee in the form of a presentation (i.e. PowerPoint). The final Streetscape Improvement Plan should be a thoughtfully designed, public-facing document that includes a vision statement, streetscape concept maps and renderings, implementation strategies, and supporting data, analysis, and images.

III. Scope of Services

Expected Project Stages, Activities, and Deliverables

- A. **Community Engagement.** Consultants should include an outreach strategy in their proposal and are encouraged to propose innovative approaches to reach key stakeholders and the general public. Consultants should specify engagement methods and the number of public events and meetings to be held during the planning process. At a minimum, there should be at least:
- One (1) project initiation meeting with Village staff.
 - One (1) Steering Committee kickoff meeting.
 - One (1) community-wide survey.
 - Two (2) public open houses and/or public meetings.
 - One (1) coordination meeting with IDOT.

All activities will be subject to the latest local health and safety guidelines.

- B. **Existing Conditions Analysis.** The consultant will analyze current conditions in the study area as they relate to the project's key objectives. The existing conditions analysis should include sufficient background and detail to justify and explain the recommendations that are made in the plan. The existing conditions presentation should address issues and present relevant information regarding such topics as:
- Land use, zoning, and recent and upcoming development projects.
 - Traffic, parking, circulation, safety, roadway jurisdictions, and the overall transportation network and associated facilities, as applicable to the project.
 - Pedestrian and bicyclist facilities and the atmosphere for walking and biking.
 - Public infrastructure and recent and upcoming capital projects.
 - Lighting, landscaping, and environmental issues.
 - Community amenities, destinations/attractions, and character elements.
 - Relevant Village, county, and state agency policies, plans, and programs.

Deliverable & Steering Committee Presentation: Existing conditions presentation (i.e. PowerPoint), including a description of issues and opportunities, maps, data/charts, and other graphics to assist in understanding and assessing streetscape conditions and considering improvements.

- C. **Vision and Streetscape Concepts.** Before preparing the draft plan, the consultant will outline the vision statement and preliminary streetscape concepts for the plan.

The purpose of this deliverable is to provide Village staff and the Steering Committee with a summary of key recommendations before developing them in detail; if there are significant concerns with any element of the plan, they should surface at this point and be resolved. The deliverable will be provided to Village staff for review and comment and then presented to the Steering Committee.

Deliverable & Steering Committee Presentation: Key recommendations presentation (i.e. PowerPoint), including a vision statement and preliminary streetscape concepts based on community engagement and existing conditions analysis.

D. **Draft Plan.** The consultant will develop a draft plan based on the information and data gathered during the community engagement, existing conditions analysis, and feedback from the presentation of streetscape concepts. The deliverable will be provided to Village staff for review and comment. It may be appropriate to schedule a presentation with the Steering Committee. Recommendations should cover the following areas:

- Sense of place and community character elements.
- Potential infrastructure investments/improvements aimed at creating an aesthetically pleasing, sustainable, safe, convenient, and comfortable travel network in and around Village Market.
- Proposed facilities and treatments to achieve safe and convenient travel for pedestrians, bicyclists, and motorists.
- Design and policy guidance on safe and sustainable streetscape facilities and facility types, traffic calming and speed management, bicycle and pedestrian-friendly intersection designs, sidewalks and walkways, public transit facilities, environmental features, etc.

Deliverable: Draft plan, including text recommendations, overall streetscape improvement map, concept maps and renderings of key intersections and/or sub-areas, summary of all community engagement activities and data from surveys or polling, and other supporting maps, graphics, and images.

E. **Final Plan and Implementation.** The consultant will prepare a final plan document that incorporates review comments of the draft plan. This document should address project definition, prioritization, phasing, and implementation, including next steps and projects that may be undertaken in the near-, mid-, and longer-term to achieve the overall vision. This should also include potential funding strategies. In the response to the RFP, consultants should describe their process for preparing the final deliverable, as well as its anticipated format. The deliverable will be provided to Village staff for review and comment and then presented to the Village Board.

Deliverable & Village Board Presentation: Final plan, including text recommendations, overall streetscape improvement map, concept maps and renderings of key intersections and/or sub-areas, summary of all community engagement activities and data from surveys or polling, and other supporting maps, graphics, and images.

IV. Procurement Details

Selection Process & Tentative Schedule

November 3, 2021..... Release Request for Proposals
November 17, 2021..... Pre-proposal meeting
December 3, 2021..... Proposals due
December 13-14, 2021..... Candidate interviews
January 2022..... Consultant selected and Village Board approval
February 2022..... Streetscape Improvement Plan kickoff

Submittal Requirements

1. Cover letter
2. Statement of qualifications
 - Description and qualifications of your firm and team.
 - Resumes of key staff. Identify the project manager.
 - Identify any portion of the scope of work that will be subcontracted. Include firm qualifications and key personnel for the subcontractor.
 - A detailed description of no less than three (3) similar projects successfully completed by the firm or consultant team in the past three to five years and a detailed description of the results of that work.
 - Three (3) references for which the consultant has completed similar projects, including the project title and the reference's name, email address, and phone number.
3. Project understanding
 - Provide a written description of your firm's understanding of the project services outlined in the scope.
4. Approach to scope of work
 - Provide a description of how you will complete the work, identifying all major phases to the work and the sequence of tasks to be completed.
 - Indicate how your firm would schedule the work, including the relative timing of meetings and major milestones.
5. Project cost
 - Estimate lump sum total cost (not-to-exceed amount) for the scope of work, including any reimbursable expenses.
 - Specify the number of hours and hourly rates for key staff, and any other expenses in the estimation of cost.

Evaluation Criteria

1. Approach to preparing a Streetscape Improvement Plan that addresses the key objectives identified in the RFP.
2. Demonstrated record of experience of the consultant firm, as well as identified staff, in providing the professional services identified in this scope of work.
3. Quality and relevance of the examples of similar work.
4. References.
5. Cost of proposed services.

Right to Reject Proposals

The Village reserves the right to accept any proposal, any part or parts thereof, or to reject any and all proposals. The Village reserves the right to waive minor informalities or irregularities in the proposals received, to accept any proposal deemed advantageous to the Village, or to reject any and all proposals submitted. A conditional proposal may be considered non-responsive and may be rejected. The Village may make such investigations as it deems necessary to determine the ability of the proposer to perform the work in conformity with the proposal, and the proposer shall furnish to the Village all such information and data for this propose as the Village may request.

Negotiations

The Village reserves the right to negotiate specifications, terms, and conditions, which may be necessary or appropriate to the accomplishment of the purpose of this RFP. The Village may require the entire proposal be made an integral part of the resulting contract. This implies that all responses, supplemental, and other submissions provided by the proposer during the discussions or negotiations will be held by the Village as contractually binding on the successful proposer.

V. Insurance Requirements

Prior to entering into a contract with the Village, the successful consultant must provide a Certificate of Insurance showing proof of insurance, which meets or exceeds requirements set forth below.

- A. During the term of the contract, the contractor shall provide the following types of insurance in not less than the specified amounts:
 - a. Commercial General Liability - \$1,000,000.00 per occurrence, \$2,000,000.00 aggregate;
 - b. Auto Liability - Combined Single Limit Amount of \$1,000,000.00 on any contractor owned, and/or hired, and/or non-owned motor vehicles engaged in operations within the scope of this contract;
 - c. Professional Liability - \$1,000,000.00;
 - d. Workers Compensation - Statutory; Employers Liability \$500,000.00 (the policy shall include a 'waiver of subrogation'); and
 - e. Umbrella Coverage - \$2,000,000.00

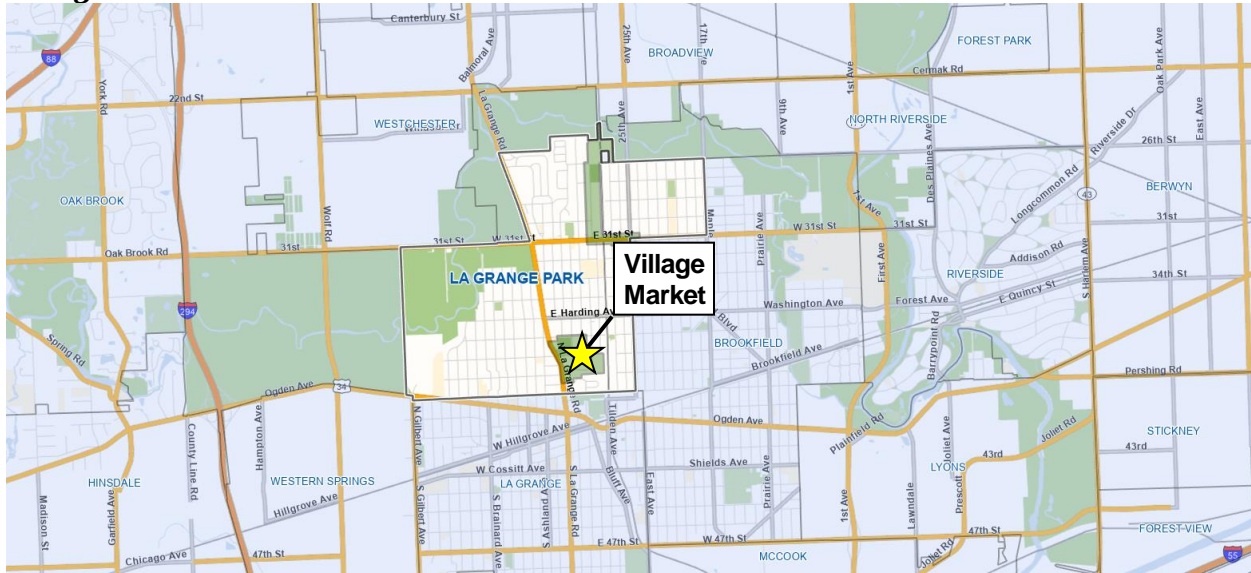
- B. The aforementioned insurance requirements shall be fulfilled by the contractor by maintaining insurance policies which name the Village, its officers, agents, employees, representatives, and assigns as additional insureds (except on policies for professional liability and workers compensation). Such insurance shall be primary and non-contributory with respect to any insurance or self-insurance programs covering the Village, its officers, agents, employees, representatives, and assigns. Contractor will waive subrogation on workers compensation and general liability coverages. The contractor shall furnish to the Village satisfactory proof of coverage by a reliable company or companies, before commencing any work. Such proof shall consist of certificates executed by the respective insurance companies and filed with the Village together with executed copies of an Additional Insured Endorsement (Insurance Form

CG2010 - 1985 version). Said certificates shall contain a clause to the effect that, for the duration of the contract, the insurance policy shall be canceled, expired, or changed so as to the amount of coverage only after written notification 30 days in advance has been given to the Village.

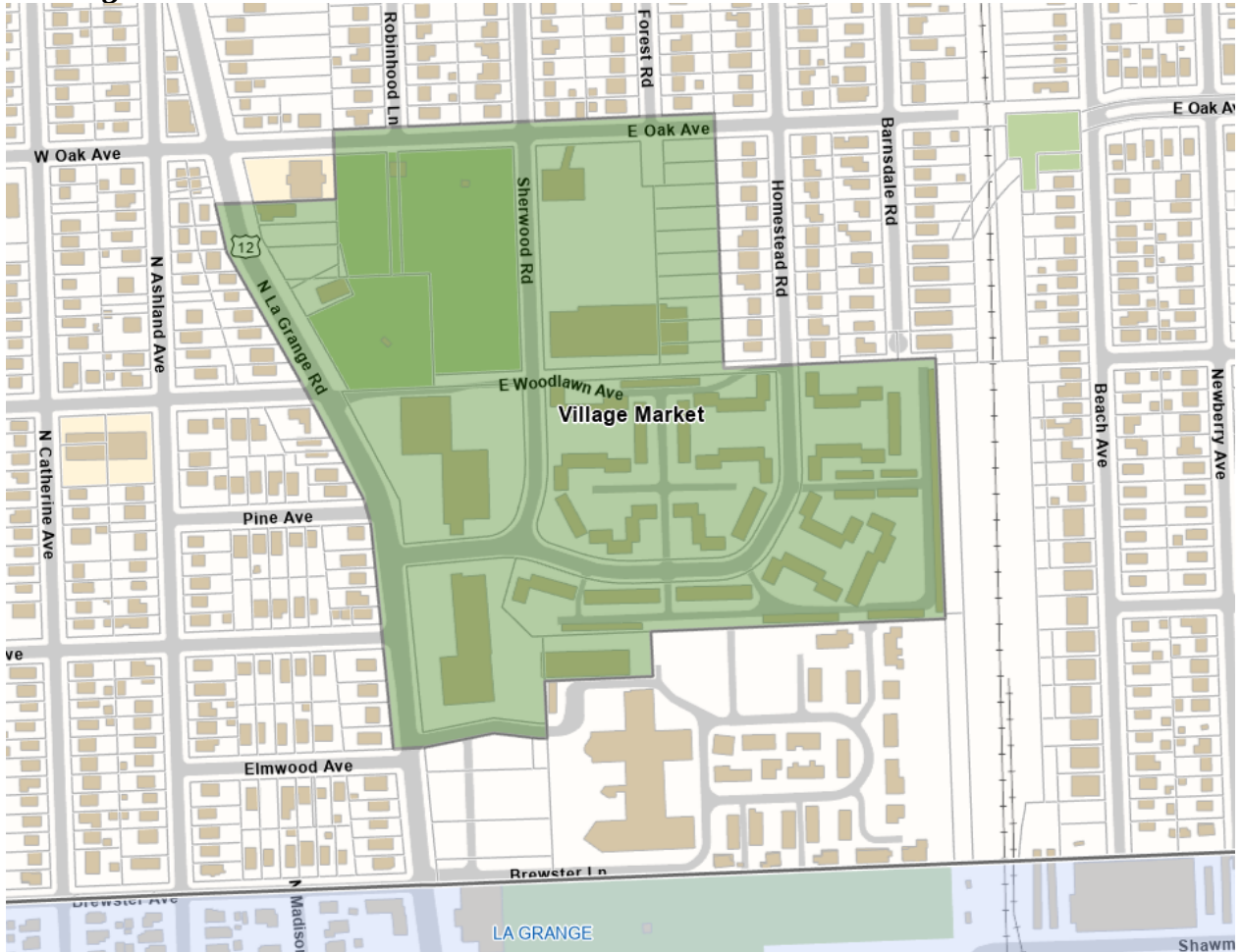
- C. The contractor shall require subcontractors, if any, not protected under the contractor's policies, to take out and maintain insurance of the same nature in amounts, and under the same terms, as required of the contractor.

Attachment 1: Study Area Maps

A. Regional Context



B. Village Market TIF District



C. Streetscape Improvement Plan Study Area

