



Request for Proposals (RFP) For Architectural Design Review Professional Consultant

**For the
Village of Oak Park, Illinois**

The Village of Oak Park will accept completed proposals at the office of the Department of Development Customer Services, Monday through Friday, 8:30 a.m. to 5:00 p.m. Proposals should be addressed to Mr. Craig Failor, Village Planner. Proposals will be accepted until 5:00 p.m. on **Monday, July 19, 2021** via email at planning@oak-park.us. Proposals will be evaluated and interviews may be scheduled for the top candidates.

PURPOSE

The purpose of this RFP is to seek proposals from licensed local Architects or local Architectural Design firms who do not perform work in the Village of Oak Park and agree not to perform work in the Village of Oak Park for the duration of their contract for the purposes of the tasks listed below:

1. Evaluate building permit applications for compliance with applicable design standard regulations established within the Oak Park Zoning Ordinance.
2. Perform pre-application consultations with developers and/or applicants for Planned Developments.
3. Provide a detailed review of architectural elevations or renderings for each Planned Development application to ensure compatibility with the surrounding area in an effort to enhance the overall visual image of the Village.

CHARACTER OF THE AREA

The Village of Oak Park, Illinois, is an inner ring suburban community of about 52,000 people located immediately west of the City of Chicago. Oak Park is known for its architectural heritage and diverse population. Within its 4.5 square miles lives one of the region's most diverse mixes of cultures, races, ethnicities, professions, lifestyles, religions, ages and incomes. Both Oak Park and its surrounding areas are mature, built-out communities featuring tremendous opportunity for infill and reinvestment capitalizing on significant existing public infrastructure, including public transit amenities. The Village of Oak Park borders the community of Galewood within the City of Chicago to the north, the City of Chicago's Austin community to the east, the Villages of River Forest and Forest Park to the west. The City of Berwyn and the Town of Cicero are located to the south.

BACKGROUND

Envision Oak Park, the current comprehensive plan adopted in September 2014, inventories and addresses issues and opportunities throughout the community, providing context for how Village government may use its resources and collaborate with other partners to accomplish objectives beyond the scope of any one proposed improvement or investment. A corollary of the adopted Plan, the elected officials approved an update / revision of the Village's Zoning Ordinance in September 2017 with new regulations relative to architectural design standards and review processes.

The intent of these design standards is to promote architectural innovation and creativity in the design of buildings and sites, to promote design of buildings with visual interest that complement the streetscape, to maintain compatibility with surrounding developments, and to enhance the pedestrian-oriented character and overall visual image of the Village. The purposes of the design standards are to advance the interest of public health, safety, and welfare as related to the exterior of buildings by:

1. Stabilizing or improving property values;
2. Promoting civic beautification;
3. Protecting property rights and values by balancing the rights of landowners to use and improve their land with the corresponding rights of abutting and neighboring landowners to enjoy their property;
4. Promoting environmentally sustainable development;
5. Promoting the development of an economically sound and stable Village; and
6. Integrating new development harmoniously into the Village's existing built environment.

Zoning can serve as both a regulatory tool and an incentive for new development. Traditionally, zoning has been used to inform people regarding the use of their land. More recently, communities have used zoning as a development incentive to attract new investment that otherwise may not have entered the community. By changing the zoning development parameters i.e. design standards the economics of development can be more easily achieved.

FUNDING SOURCE

The consultant will be paid by the Village of Oak Park's general operating revenues based on a three-year renewable contact for years 2022-2024.

SCOPE OF SERVICES

On September 18, 2017, the Village Board of Trustees adopted a revised Zoning Ordinance which requires architectural design reviews for all Planned Developments and other developments consisting of new construction and/or substantial enlargements of non-residential and mixed-use structures as well as multiple family dwellings of three or more units and single-family homes. Additional information on this can be found in Article 7 of the [Oak Park Zoning Ordinance](#). The intent of this process is to ensure all applicable developments receive an objective and timely review based on Village design standards.

The selected firm will be responsible to review all pertinent plans in a timely manner. Except for an initial review and recommendation of Planned Development applications, the firm will access all building permit plans, as a registered user via the Village of Oak Park's [VillageView](#) Permitting Software system upon notification by Village staff of a pending review. Comments and reviews will be conducted within this system.

For initial reviews and recommendations of Planned Developments, staff will coordinate contact between the applicant and firm. Working drawings will be provided either through the applicant or staff with an expectation that coordination and communication between all parties be paramount. It will be expected that a final review memorandum regarding Planned Development architectural drawings be prepared in a timely manner for consideration by the Oak Park Plan Commission.

A selection committee of Village of Oak Park staff will evaluate all complete proposals. The firm selected shall be based on qualifications; however, it is requested that all firms include proposed fees and how these have been developed. After selection of the most qualified firm, staff will negotiate fees and a final not-to-exceed amount for the contract based on a detailed scope of service developed by the Village of Oak Park and the selected consultant. If the Village of Oak Park and that firm are unable to negotiate a contract, negotiations will be terminated with that firm and the next most qualified firm will be selected until a contract has been negotiated with a qualified firm. The firm shall enter into a Professional Services Agreement with the Village in substantially the form attached.

A more detailed Scope of Work may be necessary upon contract negotiations.

PRIMARY WORK PRODUCT

Initiation: Development identified in Article 7 of the Zoning Ordinance is subject to design review per the procedure below, with the following exceptions:

1. Planned developments are reviewed for compliance with these design standards during the planned development process. No additional design review process is required.
2. In the historic districts, when a Certificate of Appropriateness is required, no additional design review per this Article is required. If no Certificate of Appropriateness is required, then design review is required.
3. Development subject to any other review process including, but not limited to, those conducted by the Historic Preservation Commission, Plan Commission,

or Community Design Commission, that includes review of building design are reviewed for compliance in those processes. Confirmation that additional design review is not required will be verified by the Zoning Administrator.

Procedure:

1. Pre-Application Conference

Applicants, prior to submitting a formal application for a building permit, may request at their option, a pre-application conference with the Zoning Administrator. The purpose of the conference is to help the applicant understand the applicable design standards by which the application will be evaluated.

2. Process

- a. Any building permit that requires design review will be submitted to the Department of Development Customer Services, who will determine if it meets or does not meet the applicable design standards.
- b. A denial requires written findings as to how the proposed development does not meet the design standards.
- c. A denial may be appealed to the Community Design Commission and the applicant must submit a written statement explaining the reason for an appeal. All appeals must be filed within 14 days of the issuance of the Department of Development Customer Services denial.
- d. The Community Design Commission will review the appeal at its next regularly scheduled meeting. The denial may be modified, reversed, or affirmed by the Commission. The Community Design Commission decision may be appealed to the circuit court.

Review Considerations: In addition to the applicable standards, design review applications must consider the following and demonstrate that these were considered:

1. The location, arrangement, size, design, and general site compatibility of structures and site elements to ensure:
 - a. Relate harmoniously to the scale and architecture of adjacent buildings.
 - b. The removal or disruption of historic, traditional, or significant, uses, structures, or architectural features or neighborhood patterns should be minimized as much as possible, whether these exist on the site or on adjacent properties. New structures, additions, and alterations should be sympathetic to and complement the scale and design of surrounding historic structures and locally significant buildings of architectural merit.
 - c. The arrangement of new structures should be compatible with existing development. Where appropriate, new structures should continue traditional street patterns.
 - d. New structures and additions to existing structures should not create substantial shadows on public plazas and other open spaces. In determining the impact of shadows, the following factors should be considered: the amount of area shaded, the duration of shading, and the importance of sunlight to the type of open space being shadowed.

- e. New structures should preserve and provide for active and passive solar access on adjacent properties as practicable.
 - f. Efficient development that responds to the existing utilities and service conditions in order to minimize the demand for additional municipal services, utilities and infrastructure.
 - g. Compatibility with, and mitigation of, any potential impact upon adjacent property.
 - h. Illumination designed and installed to minimize adverse impact on adjacent properties.
2. Landscape and the arrangement of open space or natural features on the site should:
- a. Create an accessible and functional open space environment for all site users, including pedestrians, bicyclists, and motorists.
 - b. Preserve existing natural features, including measures to preserve and protect existing healthy trees and plantings.
 - c. Design drainage facilities to promote the use and preservation of natural patterns of drainage.
 - d. Utilize plant materials suitable to withstand the climatic conditions of the Village and microclimate of the site. The use of species native to northeastern Illinois is encouraged.
 - e. Use of screening to minimize the impact of the development on adjacent uses and enhance the appearance and image of the Village by screening incompatible uses and certain site elements, and creating a logical transition to adjoining lots and developments.
3. Circulation and off-street parking designed to:
- a. Provide adequate and safe access to the site for motor vehicles as well as alternate modes of transportation, including pedestrians, bicyclists, and public transit users.
 - b. Minimize potentially dangerous traffic movements.
 - c. Minimize curb cuts by using cross-access easements and shared parking.
 - d. Clearly define a network of pedestrian connections in and between parking lots, street sidewalks, open spaces and structures that is visible and identifiable.

Expiration: Design review approval will expire when the building permit expires.

SUBMITTAL SUMMARY

1. Statements describing the firm, its discipline capabilities, list participating architects, and a discussion of staff availability.
2. Qualifications and titles of those individuals who will be assigned to the project. Include resumes of key personnel. Each firm must demonstrate that it has sufficient and qualified staff to carry out all components of the project.
3. Statement of experience with similar projects, reviewing building permits and working with developers. Identify location of the work, clients, contact

information, dates of completion, and deliverables provided. Municipal clients are preferred.

4. A proposal describing the firm's approach to this project, responding to the draft scope of services included herein, including a fee schedule.
5. One (1) electronic copy of the Statement of Qualifications/Proposal should be submitted to Craig Failor, AICP, Village Planner, Department of Development Customer Services, emailed to planning@oak-park.us. Paper copies, submitted via mail or in-person, will not be accepted.
6. A selection committee of Village of Oak Park staff will evaluate all complete proposals. The firm selected shall be based on qualifications; however, it is requested that all firms include proposed fees and how these have been developed. After selection of the most qualified firm, staff will negotiate fees and a final not-to-exceed amount for the contract based on a detailed scope of service developed by the Village of Oak Park and the selected consultant. If the Village of Oak Park and that firm are unable to negotiate a contract, negotiations will be terminated with that firm and the next most qualified firm will be selected until a contract has been negotiated with a qualified firm. The firm shall enter into a Professional Services Agreement with the Village in substantially the form attached.

SUBMISSION DEADLINE

Electronic proposals will be accepted via email at planning@oak-park.us - Monday through Friday, 8:30 a.m. to 5:00 p.m. until 5:00p.m. CST Monday, July 19, 2021. Proposals received after this deadline will not be considered. Paper copies, submitted via mail or in-person, will not be accepted. The Village reserves the right to accept or reject any and all proposals or to waive technicalities, or to accept any item of any proposal.

COSTS OF PREPARATION

The Village is not responsible for any expenses incurred in preparing and submitting a Proposal or entering into the applicable Agreement.

TAXES NOT APPLICABLE

The Village as an Illinois municipality pays neither Illinois Sales Tax nor Federal Excise Tax. Contractors should exclude any such taxes from their proposed fees.

WITHDRAWAL OF PROPOSALS

A firm may withdraw its proposal at any time prior to the proposal submission deadline. No firm may withdraw or cancel its proposal for a period of sixty (60) calendar days after the advertised closing time for the receipt of proposals. The successful firm may not withdraw or cancel its proposal after having been notified that the proposal was accepted by the Village Board of Trustees.

INVESTIGATION OF FIRMS

The Village will make such investigations as are necessary to determine the ability of the firm to fulfill the proposal requirements. If requested, the firm should be prepared to present evidence to the Village of its ability to meet the proposal requirements and that it possesses the necessary facilities and financial resources to comply with the terms of this Request for Proposals. In addition, the firm shall furnish the Village with any information the Village may request, and shall be prepared to show completed work of a similar nature to that included in its proposal. The Village reserves the right to visit and inspect the premises and operation of any firm.

REJECTION OF FIRM

The Village will reject any proposal from any person, firm or corporation that appears to be in default or arrears on any debt, agreement or the payment of any taxes. The Village will reject any proposal from a firm that failed to satisfactorily complete work for the Village under any previous agreement.

COMPLIANCE WITH APPLICABLE LAWS

The firm will strictly comply with all Village ordinances, codes and regulations, laws, rules and regulations of the State of Illinois and any applicable federal laws, rules and regulations. See attached form agreement, incorporated herein by reference.

SUBCONTRACTING

No agreement awarded by the Village shall be assigned or any part subcontracted without the prior written consent of the Village. In no case shall such consent relieve the firm from its obligations or change the terms of the Agreement between the Village and the firm.

INTERPRETATION OF AGREEMENT DOCUMENTS

Any firm with a question about this Request for Proposals may request an interpretation thereof from the Village. If the Village changes the Request for Proposals, either by clarifying it or by changing the specifications, the Village will issue a written addendum, and will mail a copy of the addendum to all prospective firms. The Village does not assume responsibility for receipt of such addendum. In all cases, it will be the firm's responsibility to obtain any such addendum issued by the Village. Firms will provide written acknowledgment of receipt of each addendum issued with the proposal submission.

LOGO DISCLAIMER

In responding to this Request for Proposals, the official logo of the Village of Oak Park is not to be used in any form. Use of the Village logo is strictly prohibited by law and such use could subject the proposer to disqualification.

MINORITY BUSINESS AND WOMEN BUSINESS ENTERPRISE REQUIREMENTS

The Village of Oak Park, in an effort to reaffirm its policy of non-discrimination, encourages participation by minority and women business enterprises as well as Equal Employment Opportunity without regard to race, religion, creed, color, sex, national origin, age, handicap unrelated to ability to perform the job or protected veteran's status.

Questions may be directed to Craig Failor, AICP, Village Planner by email at planning@oak-park.us or by telephone at (708) 358-5418.

Att: Professional Services Agreement Example