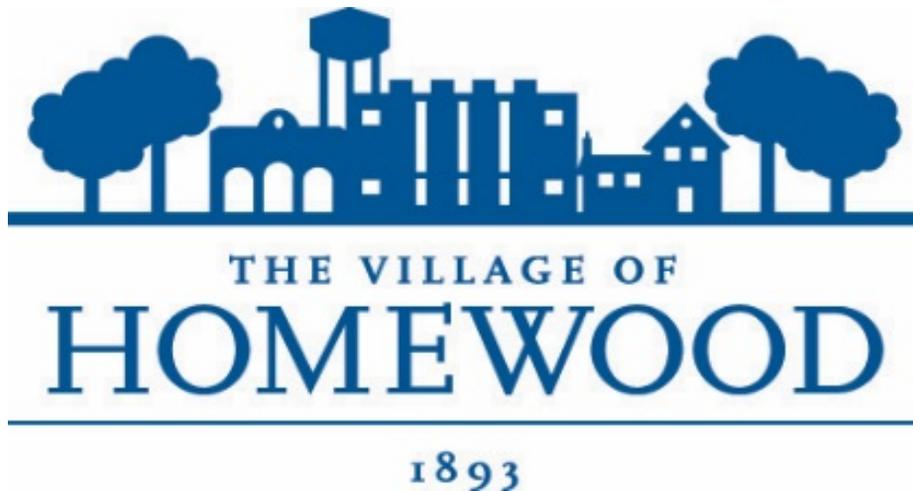


Village of Homewood Zoning Code Update

REQUEST FOR QUALIFICATIONS

ISSUED: October 12, 2020

RFQ/RFP SUBMITTAL DEADLINE: October 30, 2020 at 4:30 p.m. CST



CONTACT INFORMATION

VILLAGE OF HOMEWOOD

2020 CHESTNUT ROAD

HOMEWOOD, ILLINOIS 60430

708.206.3387

ATTENTION: ANGELA MESAROS, AICP

DIRECTOR OF ECONOMIC AND COMMUNITY DEVELOPMENT

AMESAROS@HOMEWOODIL.GOV



I. Introduction

The Village of Homewood (Village) is a south suburb of Chicago, located in Cook County, Illinois. As of 2019, the Village's population is 19,842.

Established in 1893, the Village of Homewood is a highly respected community located 25 miles south of Downtown Chicago and appealing to young families. Homewood's geographic position is ideal with quick access to an extensive transportation network that includes I-80/294, I-94, I-57 with both Amtrak and the Metra Electric Rail Line - the fastest reliable commuter line.

The Village seeks proposals for a qualified consultant to assist with updating the existing zoning code in regard to permitted and special uses. The consultant will ensure the Code is legally sound, straightforward, easy to use and practical to enforce, and identify and update any definitions and uses that are missing, unclear, need to be improved or need to be removed.

II. Background

The Village of Homewood's Zoning Code is available on the Village's website: <https://www.village.homewood.il.us/home/showdocument?id=14>. The majority of the Code has not been revised since 2002 when the current code was enacted. A few new ordinances have been added piecemeal over the years and the overall code represents a patchwork of old standards with limited updates on narrow items.

The Village is seeking a review and update of the permitted and special uses. Specifically religious and assembly uses would be addressed by the consultant.

III. Overview

The consultant will be expected to complete a review of the Zoning Code to determine what items need to be updated. Below is a list of the overall issues with the Code as determined by the Village that the Consultant will be expected to update and review independently:

- Definitions
- Permitted Use List for all zoning districts
- Special Use List for all zoning districts
- Religious Uses and other assembly use classifications
- New uses that are not specifically classified such as event spaces, multi-use tenants, and on-line retailers
- Parking standards – review of existing categories and create standards for new categories
- Consistencies/inconsistencies with state legislation
- Special uses permit standards

IV. Scope of Work

Below is a basic and preliminary outline of services that the Village will require from the selected consultant. This list is intended only to provide general guidance and is not an exhaustive list.

- Review Zoning Code for inconsistencies and conflicts with best practices and trends.
- Review the comprehensive plan. Identify goals, recommendations, and implementation strategies, to ensure the new code is consistent with the comprehensive plan.
- Prepare draft of the zoning ordinance.

V. Review Process & Selection Criteria

Proposals will be reviewed and evaluated by the Homewood team where each will recommend their top three choices. The RFQ with the highest ranking will be chosen. Criteria for evaluation will include but not limited to:

- Professional and technical expertise in developmental regulations and land use law.
- Recent experience with comparable projects.
- Ability to communicate effectively, efficiently, and continuously with the Village staff.
- Understanding of the Village of Homewood's planning and zoning documents and the objectives of each zoning district
- Proposed approach, work plan, and timeline
- Summary of experience – include examples that illustrate the process from research to package delivery
- Total Cost

VI. Submittal Requirements

Homewood requires three copies of the proposal, as well as one electronic copy sent via email as a .PDF to Angela Mesaros, amesaros@homewoodil.gov. Proposals should include:

- Firm background, name, title, and contact details
- List of personnel who will work on this project including their experience and qualifications
- Line-item budget for the stages of development in which you will provide the work described in this RFQ
- An hourly rate (if applicable) for subsequent work that may be required or deemed necessary
- Total proposal cost
- A portfolio showcasing your current work with zoning ordinances
- Three references from clients who have used your services for zoning code amendment in the past three years



VII. Proposal Submittal Date & Information

All proposals are due by 4:30PM on October 30, 2020 to Homewood Village Hall. All proposals must be clearly labeled as follows:

TITLE: "Proposal for Zoning Code Update"
FROM: Names and Address of Applicant
TO: Village of Homewood
c/o Angela Mesaros
2020 Chestnut Road
Homewood, IL 60430

Special Notes

Proposals shall be valid for not less than 90 days from the date of required submittal. Homewood assumes no liability for any fees, costs or expenses incurred in connection with the preparation and / or submission of the RFQ response by the applicant, or for any other fees, costs or expenses incurred prior to the selection of an applicant.

All information contained in this RFQ is believed to be complete and accurate. Nevertheless, it is the Applicant's sole responsibility to conduct its own due diligence and verify all factual statements contained herein.

Homewood reserves the right to consider in part or in whole, waive selection criteria in part or in whole, or waive any inconsistencies or irregularities in part or in whole in responses to determine and select the best overall qualified firm, in Homewood's opinion, to execute the Project. Homewood is not obligated or required to select any firm, or to negotiate any agreement.

All responses shall become property of the Village of Homewood upon receipt. Any restrictions on the use of information contained within a proposal shall be clearly stated as such within the proposal. Homewood will only be able to comply with a request for confidentiality to the extent allowed by law.

Withdrawal of Proposals

Any applicant may withdraw their proposal at any time prior to the deadline established in this RFQ. Those wishing to withdraw a proposal must provide a written authorization and/or acknowledgement that the proposal is being withdrawn and that Homewood is not held responsible for any damage as a result of the proposal withdrawal.



EQUAL EMPLOYMENT OPPORTUNITY

In the event of the bidder's non-compliance with any provision of this equal employment opportunity clause, the Illinois Human Rights Act or the Illinois Department of Human Rights (IDHR) Rules and Regulations for Public Contracts, the bidder may be declared non-responsible, and therefore, ineligible for future contracts or sub-contracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be canceled or voided in whole or in part, and other sanctions or penalties may be imposed or remedies provided by statute or regulations.

DRUG FREE WORKPLACE CERTIFICATION

The bidder shall certify that it will comply with all requirements of the Illinois Drug Free Workplace Act (30 ILCS 580/1 et seq).

HOLD HARMLESS AGREEMENT

The successful bidder shall agree to the fullest extent permitted by law to defend, indemnify and hold harmless the Village of Homewood, its elected and appointed officials, agents and employees, against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, cost and expenses, including reasonable attorney fees, which in any way may accrue against the Village of Homewood, its elected and appointed officials, agents and employees, arising in whole, in part, or in consequence of the performance of this work by the Bidder or its employees or subcontractors, or which may in any way result therefrom, except for those injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, cost and expenses caused solely by the acts of the Village of Homewood, its elected or appointed officials, agents or employees. The Bidder shall, at its own expense, appear, defend and pay all attorney fees, costs and other expenses arising therefore or incurred in connection with this hold harmless agreement. If any judgment is rendered against the Village of Homewood, its elected or appointed officials, agents or employees, the Bidder shall, at its own expense, satisfy and discharge the same.