



**VILLAGE OF FRANKLIN PARK  
REQUEST FOR PROPOSALS (RFP)  
COMPREHENSIVE ZONING CODE REWRITE**

**PROPOSALS ARE DUE ON FEBRUARY 5, 2019 BY 4 PM (CST)**

**ANNOUNCEMENT**

The Village of Franklin Park (the “Village”) is seeking Request for Proposals (RFP) from land use, planning, and zoning consultants in order to:

1. Comprehensively rewrite the Village’s Zoning Code
2. Update the subdivision regulations where appropriate
3. Create changes to the Zoning Map to complement the new Zoning Code,
4. Provide supplemental documents (i.e. new zoning related applications)
5. Move the Zoning Code rewrite through the public process and assist with the implementation process.

All applicants submitting an application should have proven experience with evaluating, writing, and guiding zoning ordinances through the public process. The selected Consultant must provide services through the entire process from rewriting the Zoning Code to full adoption. For purposes of this RFP, the Zoning Rewrite Project shall encompass all aspects that were previously noted. All proposals submitted must be received by 4 p.m. (Central Standard Time) Monday, February 5, 2019 at the Village Hall Clerk’s Office. The Village is requiring six (6) hard copies of any proposal to be submitted to the Clerk’s Office by the aforementioned date and time. The Clerk’s Office is located at Village Hall - 9500 W. Belmont Avenue Franklin Park, IL 60131. The Village reserves the right to refuse any proposals that are submitted after the submission date and time.

**BACKGROUND**

The Village of Franklin Park is a non-home rule community immediately west of the City of Chicago and immediately south of O’Hare International Airport. This 4.77 square mile municipality contains over 18,000 residents and hundreds of businesses that range from small independent establishments to world-renown companies that employ over 1,000 people.

The Village supports the business community by dedicating over 50% of the Village’s zoned land to commercial and industrial uses. The Village is currently comprised of 12 (twelve) Euclidean

zoning districts and two (2) recent Planned Unit Development districts, one in the downtown area and the other at the northwest corner of Grand Avenue and Mannheim Road.

The current Village Zoning Code was adopted in 1974 (the existing Zoning Code can be accessed by visiting

[https://library.municode.com/il/franklin\\_park/codes/code\\_of\\_ordinances?nodeId=VICOFRPAIL](https://library.municode.com/il/franklin_park/codes/code_of_ordinances?nodeId=VICOFRPAIL)

There have been many Village initiated amendments, but nothing on a comprehensive level. On October 20, 2014, the Village adopted the rezoning of the Franklin Park downtown area. The downtown code enhanced the downtown area through the creation of new zoning districts through a hybrid approach (between form-based and Euclidean zoning). This new addition to the Zoning Code can be reformatted, if needed during the Zoning Code Re-Write project.

In 2014, the Village received a grant from the Chicago Metropolitan Agency for Planning (CMAP) to study the Franklin Park O'Hare Industrial Corridor. This study has been completed and can be accessed by visiting

<https://www.cmap.illinois.gov/documents/10180/116105/Franklin+Park+Industrial+Plan1+11.19.14.pdf/5678b6cc-f4a6-443e-a67b-43b0e8bf0f02>. This study may result in recommendations

to the zoning code rewrite in order to capture future opportunities. Those recommendations should be incorporated into this project.

Moreover, in August of 2017, with assistance from CMAP, the Village of Franklin Park released the re-write of the Village's Comprehensive Plan. The plan can be accessed by visiting <https://www.cmap.illinois.gov/documents/10180/450596/Franklin+Park+Final+Comprehensive+Plan/d44dc063-6480-4b24-bb7d-5a2c423d84bd> and focuses on several key themes, including future land use, residential areas, commercial areas, industrial areas, transportation, and natural areas. This plan may also result in recommendations to the zoning code rewrite in order to capture future opportunities. Those recommendations should be incorporated into this project.

Despite all this recent attention, Staff deals with numerous issues with the existing zoning code. These issues include, but are not limited to: excessive petitions for conditional uses, handling many non-conforming scenarios with both residential and commercial/industrial properties, handling many variance requests and initiating amendments to the Zoning Code in order to handle certain land uses.

## **PROJECT PHASING AND DELIVERABLES**

The Village of Franklin Park is seeking proposals to comprehensively rewrite the Franklin Park Zoning Code using user-friendly elements. The Village is also looking for a Consultant to modernize the zoning code and the subdivision regulations while still respecting existing development. The Village is not interested in eliminating/changing existing zoning districts.

PHASE I – Assessment/Evaluation, Gathering Information and Creating Initial Draft

Assess the current Zoning Code, gather information through various meetings and place findings and recommendations into an initial draft of the Zoning Code Rewrite. This draft should be accompanied with an Executive Summary of the zoning amendments and explain why and where these amendments came about. This phase shall include the following steps:

- Work with Staff to assess each component of the Zoning Code in order to create a working draft that ends with user friendly and illustrative zoning code elements.
  - The selected Consultant should match zoning changes with the Comprehensive Plan project recommendations and
  - Co-host staff meetings to make the Zoning Code Rewrite stronger based on comments and recommendations.
- Co-Host a public outreach meeting to obtain public feedback. (The Applicant can present various methodology/strategies to optimally engage the public to obtain input.)
- Create a Draft Zoning Code Rewrite.

This portion of the project shall take approximately 4 to 5 months.

#### PHASE II – Move Draft Zoning Code Rewrite through the Public Process

Take draft to Zoning Board of Appeals and amend accordingly based on comments and testimony. This phase shall include the following steps:

- Take draft Zoning Code Rewrite to the Zoning Board of Appeals in several public meetings to obtain feedback,
- Co-host staff meetings in-between all public meetings to make the Zoning Code Rewrite stronger based on comments, testimony and recommendations, and
- Co-Host another public outreach meeting to obtain public feedback. (The Applicant can present various methodology/strategies of engaging the public in order to obtain input.)
- Take the updated, draft Zoning Code Rewrite, approved by the Zoning Board of Appeals, to the Village Board.
- Update Zoning Code Rewrite to incorporate feedback.

This portion of the project shall take approximately 4 to 5 months.

#### PHASE III – Move Zoning Code Rewrite through Implementation

- Once an approved draft is recommended by the Village Board of Trustees for final Approval, assist the Village with the transfer from existing Zoning Code to the newly rewritten Zoning Code.

This portion of the project shall take approximately 1 to 2 months.

**Please note that the Village will not accept any proposal that separates the Zoning Code Assessment/Evaluation from the rest of the Zoning Code Rewrite project; all these elements must be accomplished as part of the entire project.**

The content below describes more specific activities required as part of the three phases.

Any proposal submitted must contain several aspects into Phase I which includes, but not limited to (in no particular order):

- 1) Assess the current permitted, conditional and prohibited land uses and update accordingly to community goals (these assessments will most likely have to be paired activities with the Comprehensive Plan)
  - a. Assess and categorize land uses that are not listed in any zoning district,
- 2) Assess and update the bulk regulations, lot size requirements and setbacks for all Zoning Districts where appropriate,
- 3) Implement modern and emerging zoning trends in the Franklin Park Zoning Code Rewrite that will assist with obtaining the highest and best uses of any given land,
- 4) Include amortization periods for regulations of the Zoning Code where appropriate,
- 5) Include Zoning Code definitions for every land use that is referenced in the rewrite and for every current land use that does not currently have a definition,
- 6) Assess all zoning districts and the land use compatibility to adjoining districts,
  - a. Particularly distinguish regulations for industrial parcels that are immediately adjacent to residential properties versus industrial properties that are not adjacent to residential,
- 7) Include measures to eliminate many existing legal non-conforming situations without causing property owners to incur large costs,
- 8) Implement new performance standards (note- the Village of Franklin Park recently adopted a Noise Ordinance through TITLE V of the Village Code. The Franklin Park Police Department enforces this ordinance),
- 9) Assess and ensure that any pertinent FAA regulations with regards to O'Hare International Airport are reproduced in the rewritten Zoning Code,
- 10) Assess and include landscape standards that respects the compact development size of the Village, but also enhances the overall appearance of the community,
- 11) Update zoning regulations and subdivision regulations that reflect storm water management regulations,
- 12) Include recent Village initiated zoning amendments to the new zoning ordinance,
- 13) Update/Modernize the Home Occupation section of the Zoning Code,
- 14) Modernize the Signage Chapter of the Zoning Code,
  - a. Add types of signage that fit the context of the particular zoning district (i.e. sandwich signs along pedestrian scale development),

- 15) Modernize off-street parking requirements and parking lot/driveway design requirements and ensure that these rewrites fit in the built context of Franklin Park,
- 16) Include pictorial diagrams to clearly showcase zoning regulations,
- 17) Evaluate the administrative review process and include streamlining measures where feasible,
- 18) Ensure that all Zoning regulations are up-to-date with State and Local Statutes,
- 19) Format the new Zoning Code in a manner that is easy to access information for the common user, and
- 20) Update the Subdivision regulations with regards to converting any building into individual condos.

Any proposal submitted must contain several aspects into Phase II which includes, but not limited to:

- 1) Schedule to be at least three meetings with the Zoning Board of Appeals to distribute and review the DRAFT Zoning Code Rewrite,
- 2) Take the comments from each Zoning Board of Appeals meeting and co-host meetings with staff to go over comments and proposed changes,
- 3) Provide an updated DRAFT of the Zoning Code Rewrite per the recommended changes to Staff before the following Zoning Board of Appeal meeting,
- 4) Schedule to be at least two to three Village Board of Trustees subcommittee meetings to distribute, discuss and review the most updated DRAFT Zoning Code Rewrite,
- 5) Provide an updated Zoning Map if needed, that reflects all changes made from the new Zoning Code and take it through the public process along with the rewritten Zoning Code until fully adopted by the Zoning Board of Appeals and the Village Board of Trustees, and
- 6) Participate and present the newly rewritten Zoning Code and updated Zoning Map (if needed) for adoption by the Village Board of Trustees.

Any proposal submitted must contain several aspects into Phase III which includes, but not limited to:

- 1) If needed, provide new applications for all Zoning related matters (i.e. Conditional Use application, Zoning related permits, Occupancy Packets and any other pertinent application),
- 2) Work with the Village to transition from current Zoning Code to newly adopted Zoning Code –assist with reviewing permits, answer questions on policies and procedures, and
- 3) Potentially provide technical assistance with reformatting the newly adopted Zoning Code if there are any amendments in the future.

## **PROJECT REQUIREMENTS**

The selected Consultant shall provide the Village of Franklin Park a rewritten Zoning Code (Title IX of the Village Code) and Subdivision regulations that fits a format approved by the Village. The Consultant shall attend several Zoning Code Rewrite public meetings, meet with Staff on a continual basis, attend public hearings to facilitate the rewrite and eventual adoption of the Zoning Code, update the Zoning Map (if needed) and have the map adopted along with the rewritten Zoning Code, provide new applications that reflect the procedural requirements from the new code and assist Staff for a short period of time to transition from current Zoning Code to the newly adopted Zoning Code.

The selected Consultant will have to incorporate the findings and recommendations from the CMAP prepared Comprehensive Plan. There are several other expectations to note:

- 1) The Consultant shall attend several meetings, both with Staff and upon Village requests , as needed throughout the entire project,
- 2) The Consultants shall coordinate findings and recommendations for the CMAP prepared Comprehensive Plan in order to sync the Zoning Code re-write with the Comprehensive Plan recommendations and policy actions,
- 3) The Consultants shall attend hearings and meetings to facilitate and answer technical questions from the Zoning Board of Appeal members and the public,
- 4) Throughout the course of this project, the Consultant shall provide draft versions to Village staff for review at various stages throughout the project, and
- 5) Update the Zoning Map if needed, as part of the final phase of the overall project.

## **REQUEST FOR PROPOSAL APPLICATION REQUIREMENTS**

Giving attention to the project details described above, every interested Applicant must submit **all** application requirements to the Village of Franklin Park Clerk’s Office by Monday, February

5, 2019 at 4 p.m. There shall be six (6) hard copies of the application submitted to the Village Clerk's Office. The application requirements are as follows:

1) Letter of Transmittal –

- a. This letter shall have a thorough statement of understanding of the work to be performed. Moreover, this letter needs to include an understanding that the work to be performed must be paired with the Comprehensive Plan.

2) Profile of Consultant Firm's Qualifications –

- a. Statement of Qualifications, the applying firm shall give a detailed background on its experience with rewriting Zoning Codes that focused on matching the unique community characteristics, assisting with implementation and providing supplemental services revolving around Zoning Code rewrites. This statement should also include specific elements as to how the applying firm incorporates: evaluating complex zoning issues, addressing non-conforming properties, address infill and redevelopment opportunities through Zoning Code regulations and incorporating sustainable practices in the text of the Zoning Code,
- b. This portion of the Application should contain a background of all potential employees of the applying firm who would be assigned to this project along with their wages and the amount of time spent on each stage of the process. This information should include what relevant projects each person worked on, how many years that each employee has conducted this type of work and a résumé for each employee, and
- c. A reference list of at least three other communities in which the applying Consultant firm has worked on in the past 2-3 years. The Village is preferably looking for references of communities located in Illinois with a similar background to that of Franklin Park, IL. This reference list should include at least two names and two phone numbers of active personnel from each community that the applying firm worked with.

**If there are any sub-consultants to be paired/sub-consulted with any submitted proposal, then all sub-consultants must fill out requirement #2 of REQUEST FOR PROPOSAL APPLICATION REQUIREMENTS.**

3) Explanation of Work to be Performed -

- a. Provide in the submittal, a detailed description of the procedures and methods the Applicant proposes to utilize in carrying out the Zoning Code Rewrite,
- b. Provide an explanation of how the work performed will be paired with the Comprehensive Plan, and
- c. Provide a public participation plan – methodology for gathering public input and how this information will be used to assess and rewrite the Zoning Code.

4) Total Projected Cost –

- a. Provide in the submittal, the Applicant's full projected cost for the entire project. This portion of the submittal shall include the following;
    - i. Proposed hourly rates for each individual employee,
    - ii. The projected number of hours being dedicated to each phase in the project on an employee-by-employee basis,
    - iii. A projected, itemized "out-of-pocket-expense" (included proposed travel),
    - iv. The method of payment must be disclosed, and
    - v. The total amount of maximum payment must be stated – this shall be calculated using the total number of hours dedicated to the project multiplied by the assigned employees and added with the total number out-of-pocket expenses. The total project cost will become part of the Contract. If there are amendments made to the Contract after it has been approved, then the amendment must be negotiated and approved by Village Officials.
- 5) All applying firms and any potential sub-contract firms must fully fill out and return the Economic Disclosure Statement form attached to this RFP.

**If there are any sub-consultants to be paired/sub-contracted with any submitted proposal, then all sub-consultants must fill out requirement #5 (Economic Disclosure Statement) of REQUEST FOR PROPOSAL APPLICATION REQUIREMENTS.**

- 6) Supplemental Documents -
- a. The Applicant can supply any supplemental information in the appendix of the submitted application that may help distinguish their application from other Applicants.

**If there are any questions that are asked to Village representatives by any interested Applicant before the submission deadline, then the Village will provide the question and response to all potential Applicants. The Village will need to be provided with an Applicant contact person in order to provide any potential question(s) and response(s).**

## **PROPOSAL EVALUATION**

All applications that were submitted by the application deadline and met all application requirements will be evaluated by several Village Officials with a point value system as indicated below. Please note the Village reserves the right to deny any proposal for any reason. The evaluation criteria that will be considered, with the point value system, includes:

1. Thoroughness of responses to Request For Proposal Deliverables section and Request For Proposal Application Requirements section (25 points),
2. The qualifications and technical expertise of the Applicant's employees and of the relevant, completed projects (25 points),



3. The procedures and methodologies for all phases of the project as identified in the Request for Proposal Application Requirements section (20 points),
4. The cost of the project as identified in the Request for Proposal Application Requirements section (25 points), and
5. Any other item aspect to help evaluate the submitted application (5 points).

The Village reserves the right to interview shortlisted applicants or to either decide on the selected Consultant based on evaluation of all the applications submitted.

### **Proprietary Rights/Ownership of Documents**

It shall be noted that all reports, data, findings or information (the "Information") in any form prepared, assembled or encountered by or provided to the Village under the Agreement (to-be-formed) are/will be property of the Village of Franklin Park. During performance of services, the selected Consultant shall use commercially reasonable efforts to protect and prevent any loss or damage to the Information while in the selected Consultant's possession.

The selected Consultant and the Village of Franklin Park shall intend that, to the extent permitted by law: the Information to be produced by the selected Consultant at the Village's instance and expense under the Agreement (to-be-preformed) are conclusively deemed "works made for hire" under Section 101 of the United States Copyright Act, 17 U.S.C. §101 et seq.: and the Village of Franklin Park will be the sole copyright owner of the Information and work product and of all aspects, elements and components of them in which copyright or prosecute any claim of infringement.

To the extent that such Information does not qualify as a "work made for hire," the selected Consultant here irrevocably grants, conveys bargains, sells, assigns, transfers and delivers to the Village, its successors and assigns, all right, title and interest in and to the copyrights and all U.S. and foreign copyright registrations, copyright applications and copyright renewals for them, and other intangible, intellectual property embodied in or pertaining to the Information prepared for the Village under the Agreement to-be-formed, and all goodwill relating to them, free and clear of any liens, claims or other encumbrances, to the fullest extent permitted by law. The selected Consultant will, and will cause all of its employees, agents and other persons within its control to execute all documents and perform all acts that the Village may reasonably request in order to assist the Village in perfecting its rights in and to the copyrights relating to the Information, at the sole expense of the Village.