

# **NOTICE OF SPECIAL MEETING OF THE COMMITTEE OF THE WHOLE**

A Special Meeting of the Committee of the Whole is scheduled for  
Tuesday, July 11, 2017, beginning at 6:45 p.m. in the

South Pavilion  
Tinley Park Convention Center  
18451 Convention Center Drive  
Tinley Park, Illinois

A copy of the agenda for this meeting is attached hereto.

Kristin A. Thirion  
Clerk  
Village of Tinley Park

MEETING NOTICE

VILLAGE OF TINLEY PARK

SPECIAL MEETING OF THE COMMITTEE OF THE WHOLE

NOTICE IS HEREBY GIVEN that a Special Committee of the Whole Meeting of the Village of Tinley Park, Cook and Will Counties, Illinois will be held on Tuesday, July 11, 2017, beginning at 6:45 p.m. in the South Pavilion at the Tinley Park Convention Center, 18451 Convention Center Drive, Tinley Park, Illinois 60477.

The agenda is as follows:

1. OPEN THE MEETING
2. CONSIDER APPROVAL OF THE MINUTES OF THE SPECIAL AND REGULAR MEETINGS OF THE COMMITTEE OF THE WHOLE ON MAY 9, 2017.
3. DISCUSS HEALTH INSURANCE BROKER.
4. DISCUSS EMPLOYEE RESIDENCY ISSUE.
5. DISCUSS APPROVAL OF LAKOTA GROUP FOR DOWNTOWN PLAZA PLAN.
6. RECEIVE COMMENTS FROM THE PUBLIC.

ADJOURNMENT

KRISTIN A. THIRION  
VILLAGE CLERK

**MINUTES**  
**Special Committee of the Whole**  
**May 9, 2017 - 6:30 p.m.**  
**Village of Tinley Park**  
**Council Chambers**  
**16250 S. Oak Park Avenue**  
**Tinley Park, IL 60477**

Members Present: J. Vandenberg, Village President  
K. Thirion, Village Clerk  
B. Younker, Village Trustee  
M. Pannitto, Village Trustee  
C. Berg, Village Trustee  
W. Brady, Village Trustee  
M. Glotz, Village Trustee  
M. Mangin, Village Trustee

Staff Present: D. Niemeyer, Village Manager  
S. Tilton, Assistant Village Manager  
L. Godette, Deputy Clerk  
P. Connelly, Village Attorney

**Item #1: OPEN THE MEETING** – Chairman Younker called the Special Committee of the Whole meeting to order at 6:30 p.m.

**Item #2 – RECEIVE COMMENTS FROM THE PUBLIC** – At this time Chairman Younker asked if anyone from the Public cared to address the Board. No one came forward.

**Item #8 – ADJOURN TO EXECUTIVE SESSION TO DISCUSS:**

- A. LITIGATION, WHEN AN ACTION AGAINST, AFFECTING OR ON BEHALF OF THE PARTICULAR PUBLIC BODY HAS BEEN FILED AND IS PENDING BEFORE A COURT OR ADMINISTRATIVE TRIBUNAL, OR WHEN THE PUBLIC BODY FINDS THAT AN ACTION IS PROBABLE OR IMMINENT, IN WHICH CASE THE BASIS FOR THE FINDING SHALL BE RECORDED AND ENTERED INTO THE MINUTES OF THE CLOSED MEETING.
- B. THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY OR LEGAL COUNSEL FOR THE PUBLIC BODY, INCLUDING HEARING TESTIMONY ON A COMPLAINT LODGED AGAINST AN EMPLOYEE OF THE PUBLIC BODY OR AGAINST LEGAL COUNSEL FOR THE PUBLIC BODY TO DETERMINE ITS VALIDITY.
- C. COLLECTIVE NEGOTIATING MATTERS BETWEEN THE PUBLIC BODY AND ITS EMPLOYEES OR THEIR REPRESENTATIVES, OR DELIBERATIONS CONCERNING SALARY SCHEDULES FOR ONE OR MORE CLASSES OF EMPLOYEES.

Motion was made by Trustee Pannitto, seconded by Trustee Younker, to adjourn the Special Committee of the Whole Meeting to Executive Session. Vote on roll call: Ayes: Younker, Pannitto, Berg, Brady, Glotz, Mangin. Nays: None. Absent: None. Chairman Younker declared the meeting adjourned to Executive Session at 6:32 p.m.

Motion was made by Trustee Brady, seconded by Trustee Mangin, to adjourn the Special Committee of the Whole Meeting. Vote by voice call. Chairman Younker declared the motion carried and adjourned this meeting at 8:01 p.m.

MINUTES

Meeting of the Committee of the Whole  
May 9, 2017– 7:30 P.M.  
Council Chambers at  
Tinley Park Village Hall  
16250 S. Oak Park Ave.  
Tinley Park, IL 60477

Motion was made by Trustee Mangin, seconded by Trustee Berg to close the Executive Session Special Meeting of the Committee of the Whole at 8:00 p.m. Vote by voice. Chairman Younker declared the motion approved.

**ROLL CALL:**

Members Present:

J. Vandenberg, Mayor  
B. Younker, Village Trustee  
M. Pannitto, Village Trustee  
C. Berg, Village Trustee  
W. Brady, Village Trustee  
M. Mangin, Village Trustee  
M. Glotz, Village Trustee (Left at 8:46)

Other Board Members Present:

K. Thirion, Village Clerk

Absent:

Staff Present:

D. Niemeyer, Village Manager  
S. Tilton, Assistant Village Manager  
B. Bettenhausen, Village Treasurer  
P. Connelly, Village Attorney  
K. Workowski, Public Works Director  
K. Urbanski, Assistant Public Works, Director  
T. Kopanski Water Superintendent  
J. Prinz, Village Engineer  
P. Wallrich, Interim Community Development Director  
P. Hoban, Economic Development Manager  
L. Valley, Executive Secretary  
R. Zimmer, Assistant to the Mayor  
L. Godette, Deputy Clerk  
B. Bennett, Commission Secretary  
A. Woolfalk, Commission Secretary

**Item #1** – The meeting of the Committee of the Whole was called to order at 8:01 p.m.

**Item #2 – CONSIDER APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF THE COMMITTEE OF THE WHOLE MEETING ON April 11, 2017 -** Motion was made by Trustee Pannitto, seconded by Trustee Vandenberg to approve the minutes of the Committee of the Whole meeting held on April 11, 2017. Vote by voice. Chairman Younker declared the motion carried.

**Item #3 – DISCUSS ADDING ONE (1) CLASS O LIQUOR LICENSE – SOUND GROWLER, 8201 183<sup>RD</sup> STREET, SUITE P. –** Mayor Vandenberg stated Sound Growler is seeking one Class O Liquor License. He noted that there are currently 2 Class O licenses active and this would add one.

The Petitioner Mr. Arturo Lamas introduced himself and stated the location is 5,000 sq. ft. and is located at 8201 183<sup>rd</sup> St., Tinley Park. The facility has a 15 barrel brewhouse, a full kitchen, and seating for patrons. The kitchen will focus on Mexican style small plates that will pair with their beers. They are currently under construction and expect to open early summer.

Village Attorney, Patrick Connelly stated there are currently 2 Class O licenses active. The board will have to vote to increase this number. This request will be on the next agenda.

Trustee Pannitto asked if they had any plans for gaming in the future. The Petitioner replied that he did not.

**Item #4 – DISCUSS INTERGOVERNMENTAL AGREEMENT BETWEEN VILLAGE OF TINLEY PARK AND STATE OF ILLINOIS FOR 191<sup>ST</sup> STREET FROM HARLEM TO OAK PARK AVENUE.** - Village Engineer Jenifer Prinz stated this project is being funded primarily by federal and state grants. Bids were recently received for the project and the low bid came in at \$3,298,364.11 well under the estimate of \$3,446,000. The Village will be responsible for roughly \$540,000 or 16%. The state will also be participating in the amount of 7%. Staff is asking to waive 1<sup>st</sup> reading at the next board meeting due to time constraints. IDOT had the agreements since December of 2016 and they just approved them on April 20, 2017. They will not award the project without these agreements being in place.

**Item #5 – DISCUSS OAK LAWN WATER ISSUE –** Village Manager, Dave Niemeyer updated the Board with a PowerPoint presentation regarding the Regional Water System (RWS). He explained the overall project update including concerns for cost increases and scope changes. Staff will be looking for the authority to move forward with this project.

Village Attorney, Patrick Connelly stated his firm represents Oak Lawn and would not be able to answer any questions regarding this issue.

**Item #6 - DISCUSS ANNEXATION FOR FIRST BAPTIST CHURCH (Moved from Item #11) -** Paula Wallrich, Interim Community Development Director stated Pastor Harold Parsley of the First

Baptist Church approached the Village asking to annex to the Village to be able to be included in the Village's utilities.

The Annexation Agreement outlines code deficiencies that must be remedied within six (6) months of the execution of the Agreement including connection to the Village sanitary service and water supply. A fire sprinkler system must be installed within three (3) years of the execution of the Agreement; the existing Fire Alarm system must be activated and monitored by the Village within three (3) months of the execution of the Agreement.

The term of the Agreement is twenty (20) years. A Public Hearing is tentatively scheduled for the June 6<sup>th</sup> Village Board meeting.

Pastor Parsley stated he was grateful to be a part of Tinley Park.

**Item #7 – DISCUSS HILLWOOD INCENTIVE REQUEST** – Patrick Hoban, Economic Development Manager stated Hillwood Properties plans to invest approximately \$18,183,907 in the development of a speculative industrial logistics/manufacturing facility on the vacant lot west of the M-Block building located at 18604 Ridgeland Ave.

The request is a Class 8 incentive Cook County provides an incentive program to allow the reclassification of industrial property to effectively lower their tax. One of these program incentives is the Class 8 reclassification program. Rich Township has been designated as eligible for Class 8 reclassification based on studies performed in the past and approved by the Village and Cook County.

The project will be an enhancement to the Village and the neighborhood by the occupancy of a vacant industrial lot in the Tinley Park Corporate Center, a planned location for industrial companies in the Village.

**Item #8 – DISCUSS PRIMAL PARKING LEASE AGREEMENT**- Paula Wallrich, Interim Community Development Director noted the owners of Primal Cut have addressed a significant parking shortage by hiring a valet service that operates Thursday through Sunday. The Valet Service entered into an agreement with the Tinley Park United Methodist Church to park the cars serviced by valet.

The Legacy Code does not require parking for commercial land uses in the Downtown Core District. There is some public parking provided in the area and the Metra lots are open after 10:30 each day. The owners feel that additional dedicated parking spaces need to be provided near their entrance. The owners approached the Village requesting the lease of six spaces along the east façade of the Public Safety Building/Fire Station 1 located at 17355 68<sup>th</sup> Court.

A lease agreement has been drafted providing for the lease of six parking spaces to Primal Cut for a one year term at a monthly rate of One Hundred Fifty Dollars.

Mayor Vandenberg stated he would like to ask the Board to consider no charge for the monthly lease. He would like to encourage the new business and Primal Cut has invested a large amount of money. It would be a decent way for the Village to be "Business Friendly" and to show that we want them to succeed and not charge a dollar amount for the six spots.

**Item #9– DISCUSS REFUSE CODE AMENDMENT** – Assistant Village Manager, Steve Tilton stated The Village first established a recyclable Material Program in the 1990's upon adopting Ordinance NO. 90-O-053. Section 96.14 of the Village Code provided the refuse disposal contractor was to remit proceeds from the sale of all recyclable materials to the Village on a monthly basis with quarterly reports.

The Village's 1990 refuse contract provided that the contractor would pay the Village \$10,000 per year as salvage value for the recyclables. In response to a 1993 request for proposals to provide services, the Village entered a contract where the contractors would pay the Village \$12,000 per year as salvage value. Since the Village's 1993 contract, the \$12,000 annual payment to the Village, in lieu of the reporting requirement, has been in each refuse contract.

Section 96.14 had previously been the subject of litigation; however, the case has since been dismissed. The Village has waived the requirement of Section 96.14 for approximately the last 27 years. The proposed Ordinance will amend Section 96.14 of the Village Code and remove the requirement for the refuse contractor to remit the proceeds from the sale of recyclable material.

Mr. Tilton noted in 2001 there was a change in the contract where the Village would be paying for the recycling carts and the total cost up until a certain year, and then an agreement was made with the hauler that they would provide the cart for free and they would no longer give us the 12k for the recyclables. Previously the hauler would provide them and the Village would pay for them. The Village waived the provisions to our Code as there was alternative language in each of the refuse contracts saying they would either pay that annual payment from 2001 on or the contractor would provide recycling bins to each of the residents. This proposed amendment will remove the portion of the Village Code that is subject to that litigation.

**Item #10 – DISCUSS AWARDING CONTRACT – BANNES PEDESTRIAN BRIDGE** – Bids were received and publicly read on April 6, 2017 at 10:01 am for the Bannes Pedestrian Bridge.

The Engineer's Estimate was \$220,630.00

The bids were reviewed and found to be in order. Staff recommends that the Village award the contract to the lowest responsive bidder, MYS Incorporated, in the amount of One Hundred Forty thousand, Two Hundred Eight Dollars and Ten Cents (\$140,208.10). They are IDOT prequalified.

**Item #11 – DISCUSS DEMO BIDS FOR 17226 OAK PARK AVENUE** – The Village recently issued an invitation to bid regarding one structure within the Village that has been court approved for demolition. The property is located at: 17226 Oak Park Avenue. Per the bid specifications, the

contractor will be responsible for the removal of the building structure and any required hazardous material. The Contractor will also be responsible for site restoration.

The Village conducted a bid opening on May 1, 2017 and received bids from five interested parties. Bids include hazardous material removal. The bids were reviewed and found to be in order. Staff recommends awarding the contract to KLF Enterprise, in the amount of \$32,163.

**Item #12 – DISCUSS APPOINTMENT MAYOR PRO-TEM FOR THE 2017/2018 FISCAL YEAR –**

Mayor Vandenberg stated the Village must elect a member of their Board for the position of Mayor Pro Tem. This individual would take on all the duties of the Mayor in the event of a temporary absence in the Mayor's office. Mayor Vandenberg recommended Trustee Younker and asked that it be put on the agenda for the next Village Board Meeting.

**Item #13 - DISCUSS COMMITTEE STRUCTURE –** Mayor Vandenberg presented the revised standing committee structure. The intent of the revision is to bring the committee structure more in line with the actual operations of the Village. If the Board wishes to move forward with this structure an appropriate amending Ordinance will be prepared. He recommends bringing this to the next Board Meeting.

**Item #14 – RECEIVE COMMENTS FROM THE PUBLIC –** Resident #1 asked if the Board could look into helping her with her water bill. The meter was replaced and the bill has been quite a bit higher than it was. She was promised a refund on her bill, but now she was told there was no proof that there was an issue with the meter.

**ADJOURNMENT –** Motion was made by Trustee Pannitto, seconded by Trustee Brady to adjourn the meeting of the Committee of the Whole. Vote by Voice. Chairman Younker declared the motion carried and adjourned the meeting at 9:32 p.m.

bb

cc: *Village Board*  
*Village Manager*  
*Assistant Village Manager*  
*Village Treasurer*  
*Deputy Village Clerk*



# MEMORANDUM



**To: Finance Committee**

**From: David Niemeyer, Village Manager**

**cc: Village Board**  
**Pat Carr, Interim Assistant Village Manager**  
**Denise Maiolo, Interim HR Director**  
**Patrick Connelly, Village Attorney**

**Date: July 5, 2017**

**Re: Health Insurance Broker RFQ**

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In an effort to take the Village's health insurance program to the next level, the Village recently issued an RFQ (attached) for a new health insurance broker. The last time the Village conducted an RFQ process was in 2014, in which Hallberg Insurance was selected.

Based on the FRQ responses received, the Village staff invited 3 brokerage firms to come in for interviews. Some of the things we were looking for included:

- Improved employee communication
- New, non traditional ideas on health insurance plans that will help the Village better manage costs
- Familiarity with the rapidly changing health insurance laws and markets
- A robust employee wellness plan
- A firm that is in a position to be able to institute and properly communicate to our employees a new plan for the upcoming October 1<sup>st</sup> plan year

The following firms submitted RFQs:

- Benefits Management Resources, Inc.
- The Horton Group
- Hallberg Commercial

- Barra & Associates
- Stumm Insurance, LLC
- Financial Renaissance
- Arthur J. Gallagher & Co.
- G.A. Crandall & Company
- VistaNational
- Alliant/Mesirow

We reviewed the responses received and Trustee Mangin, Pat Carr, Denise Maiolo, and I chose the following five firms to interview:

- Alliant/Mesirow
- The Horton Group
- Arthur J. Gallagher & Co.
- Financial Renaissance
- G.A. Crandall & Company

After interviewing the five firms, we rated the Alliant/Mesirow, The Horton Group and Arthur J. Gallagher as the top firms as the top firms. We also asked each broker for their fees structure, which is attached.

Upon further discussion and review of all information presented, we recommend Alliant/Mesirow Insurance Services as the new Village health insurance broker of record. We believe they will improve our service levels with regard to employee communications, wellness programs, cost containment measures, HR administrative services, data analytics, market and industry knowledge, and voluntary benefit programs. In addition, the fees will be less than that of our current broker.

With the renewal period starting October 1<sup>st</sup>, we would like to get the Committee's approval to recommend the hiring of Alliant/Mesirow Insurance Services as our new insurance broker.



**Village of Tinley Park, Illinois**

**REQUEST FOR QUALIFICATIONS**

***Insurance Brokerage Services***

**2017 – RFQ - 007**

This Request for Qualifications (“RFQ”) is for the purpose of evaluating the qualifications of a qualified firm to provide Insurance Brokerage services. The Village may, but is not required to, enter into a professional working relationship with a qualified firm as a result of this RFQ.

**GENERAL REQUIREMENTS:** Proposers are to submit ten (10) packets. Submit **one (1) original plus nine** complete copies of the proposals. Three to five firms may be notified that they have been selected for further evaluation.

**SUBMISSION LOCATION:** The Village Of Tinley Park  
16250 South Oak Park Avenue  
Tinley Park, IL 60477

**SUBMISSION DATE:** Tuesday June 6th, 2017 by **5:00 p.m.**  
Responses received after the time specified will not be opened.

**CONTACT QUESTIONS:** Submit questions via email to: The Village of Tinley Park, attention Hannah Lipman, Administrative Intern, at [hlipman@tinleypark.org](mailto:hlipman@tinleypark.org) or via phone (708)444-5000. Questions are required no less than three (3) business days prior to the RFQ opening date. **Absolutely no informal communication shall occur regarding this RFQ, including requests for information or speculation between Proposers or any of their individual members and any Village elected official or employee. All questions will be answered with a copy of the question and answer to each proposer that the Village is aware of and may be answered by addendum.**

**CONTENTS:** The following sections, including this cover sheet, shall be considered integral parts of this solicitation:

- Notice of RFQ
- General Terms and Conditions
- Project Overview
- Submission Requirements
- References

## GENERAL TERMS AND CONDITIONS

1. **Negotiations:**  
The Village of Tinley Park reserves the right to negotiate specifications, terms and conditions, which may be necessary or appropriate to the accomplishment of the purpose of this RFQ. Nothing in this RFQ is intended as a contract or as any kind of promise or commitment to enter into an agreement.
2. **Confidentiality:**  
RFQs and responses thereto are subject to the Illinois Freedom of Information Act ("FOIA").
3. **Reserved Rights:**  
The Village of Tinley Park reserves the right, at any time and for any reason, to cancel this RFQ or any portion thereof, to reject any or all RFQs. The Village reserves the right to waive any immaterial defect in any RFQ. The Village may seek clarification from a proposer at any time, after the submission date, and failure to respond promptly is cause for rejection.
4. **Incurred Costs:**  
The Village of Tinley Park will not be liable for any costs incurred by respondents in replying to this RFQ.
5. **Award:**  
Award, if any, will be based on the highest ranked responsive, responsible bidder. Award, if any, will be based on the evaluation criteria set forth herein.
6. **Discussion of RFQ:**  
The Village of Tinley Park may conduct discussions with any proposer who submits a response to this RFQ. During the course of such discussions, the Village shall not disclose any information derived from one proposer to any other proposer.
7. **Time and Effort:**  
Time is of the essence. The broker shall be able to devote sufficient resources to the Village of Tinley Park.
8. **Responsibility and Default:**  
The proposer shall be required to assume responsibility for all items listed in this RFQ. The successful proposer shall be considered the sole point of contact for purposes of any service agreement entered into by the Village.
9. **Interpretations or Correction of Request for Qualifications:**  
Proposer shall promptly notify the Village of Tinley Park of any ambiguity, inconsistency or error that they may discover upon examination of the RFQ. Interpretation, correction and changes to the RFQ will be made by written addendum. Interpretation, corrections or changes made in any other manner will not be binding.
10. **Addenda:**  
Addenda are written instruments issued by the Village prior to the date of receipt of qualifications, which modify or interpret the RFQ by addition, deletions, clarifications, or corrections. Each proposer shall ascertain prior to submitting a qualifications packet that all addenda issued have been received, and by submission of a qualification packet, such act shall be taken to mean that such proposer has received and understands fully the contents of the addenda.
11. **Taxes:**  
The Village of Tinley Park is exempt from paying Illinois State taxes.
12. **Non-Discrimination:**  
Proposer shall comply with the Illinois Human Rights Act, 778ILCS 5/1-101 et seq. as amended and any rules and regulations promulgated in accordance therewith, including, but not limited to, the Equal Employment Opportunity Clause, Illinois Administrative Code, Title 44, Part 780 (Appendix A), which is

incorporated herein by reference.

13. **Insurance: *Please submit certificate with your proposal***

The proposer must obtain insurance issued by a company or companies qualified to do business in the State of Illinois and provide the Village with evidence of credible insurance. Insurance in the following types and amounts is necessary:

- Professional Liability to include, but not be limited to, coverage for Errors and Omissions to respond to claims for loss therefrom:
  - General Aggregate Limit                   \$1,000,000
  - Each Occurrence Limit                   \$ 500,000

Proposer agrees that with respect to the above required insurance, the Village of Tinley Park shall:

- Be named as additional insured **by endorsement** as their interest may appear;
- Be provided notice within thirty (30) days, in writing, of cancellation or material change to said policy;
- Be provided with Certificates of Insurance evidencing the above-required insurance, prior to commencement of any working relationship and thereafter with certificates evidencing renewals or replacement of said policies of insurance at least fifteen (15) days prior to the expiration of cancellation of any such policies.

14. **Change in Status:**

The proposer shall notify the Village of Tinley Park immediately of any changes in its status resulting from any of the following: (a) proposer is acquired by another party; (b) proposer becomes insolvent; (c) proposer, voluntarily or by operation of law, becomes subject to the provisions of any chapter of the Bankruptcy Act; (d) vendor ceases to conduct its operations in normal course of business. The Village of Tinley Park shall have the option to terminate any professional working relationship with the vendor immediately on written notice based on any such change in status.

15. **Precedence:**

Where there appears to be variances or conflicts, the following order of precedence shall prevail: The Village of Tinley Park Request for Qualifications; and the Proposers Response to RFQ.

16. **Submittal and Evaluation Factors:**

The most promising responses as determined by the Village of Tinley Park will be evaluated in detail. Additional information may be sought from Firm(s). Firms may be asked to present and explain their proposals. The key person to be assigned to this project must be present at this interview. The Village reserves the right to waive non-material deficiencies in any proposal.

Proposals will be evaluated by the Village. The Village reserves the right to reject any or all proposals and is not and shall not be bound to select one or more Proposer to provide services to the Village.

The Village also reserves the right to exercise its discretion and be the sole judge of all proposals.

The following will serve as the basic criteria for the possible selection of the consultant.

1. Understanding of the work required as evidenced by the proposal and the ability of the Broker to commence work in a timely manner. Completeness of proposal will be critical.
2. The qualifications of the company;
3. The scope of the services offered;
4. Ability to work with and relationship with and access to major health insurance carriers;
5. Completeness and responsiveness to the requirements of the RFQ;
6. Experience, qualifications and competency in providing insurance agency /Brokerage and consulting services to municipalities in the State of Illinois;
7. Experience of the individual and/or team that will be assigned to the Village;
8. Experience in evaluating operations and making recommendations that are feasible;
9. Understanding of the project's objectives and scope as evidenced by the quality of the proposal submitted;

10. Good service and good value shall weigh heavily in the selection process.
11. Firm compensation assessment.

## PROJECT OVERVIEW

1. **Intent:**

The Village of Tinley Park may enter into a service agreement with a qualified firm to provide Health Insurance Brokerage services for the Village of Tinley Park.

2. **Background:**

The Village of Tinley Park (population of approximately 60,000) employs over 400 employees (approximately 200 full time and 200 part time). Full time employees are eligible for Village insurance programs, which include health, dental and life insurance programs. The Village has also implemented a wellness program it wishes to enhance.

3. **Project Scope of Services:**

The purpose of this Request for Qualifications ("RFQ") is to select a Firm qualified to represent the insurance interests of the Village. As this is an Agent/Broker RFQ, insurance/risk management consultants and carriers will not be considered. The selected Firm is expected to provide qualified and expert professional services, including but not limited to:

- a. Periodic review (no less than annual) of the Village's health insurance programs, specific coverage(s), loss data, and risk management measures; and making recommendations to the Village with respect to the need for ancillary insurance services, additional coverage and modifications, updating or upgrading of existing coverage (s).
- b. Annual recommendations concerning changes in terms, conditions and limits of coverage; based on best industry practices.
- c. Upon approval by the Village, annual marketing of Village's health insurance program, including, a negotiation of carrier contract extension or change (s). This service will include comprehensive assistance and guidance in completing the insurance application process in a timely fashion.
- d. Solicitation of proposals from qualified insurance carriers on an annual or as needed basis who are experienced and familiar with Illinois municipalities.
- e. Development of bid specifications to be submitted to the municipal marketplace for which proposals are sought.
- f. Evaluation of proposals submitted by insurance carriers relative to compliance with insurance specifications, cost and ability of each carrier to perform as required including relative solvency.
- g. Detailed report of solicited policy renewal options available to the Village.
- h. Examination and approval of issued policies and bonds for conformance with the Village's specifications and the carrier's proposal.
- i. Provision of an annual stewardship report, including insurance schedule, policy summaries, review of past year's activities and outlook for coming year's market conditions.
- j. Assistance to the Village in drafting insurance specifications for contracts and agreements as requested.
- k. Advice to the Village on new developments in the field of insurance.
- l. The selected broker/consultant will be expected to work in partnership with the Village staff to perform the following services:
  - Provide recommendation for the proposed benefit components, specifically in the area of design, funding, cost and administration.
  - Conduct renewal negotiations with the carrier(s) and vendors and prepare a complete and detailed accounting of all claim costs, provider access fees, administrative expenses, risk charges, etc.
  - Provide general problem solving throughout the plan year.
  - Any other duties critical to the proper formation of a health insurance plan and its optimal operation and participation.
- m. Advice and assistance in enhancing the Village's wellness program.

4. **Submission Requirements:**

**Section 1.0 – Executive Summary**

Provide a brief summary which describes and highlights your firm’s experience, qualifications, and expertise and why your team would be the best brokerage choice for the Village of Tinley Park. Please state your firm’s business organization type (sole proprietor, partnership, corporation, etc.).

**Section 2.0 – Relevant Experience**

Provide a detailed description for other clients you currently serve. Emphasis should be placed on work completed within the last five years by the specific personnel being proposed to work on this project.

**Section 3.0 – Project Design and Management Team**

Provide an organization chart graphically illustrating how your firm would staff and structure your proposed team for brokerage services.

**Section 4.0 – Firm Differentiation**

This section represents one of the most important sections for the selection of the short listed firms. Please respond to the individual questions carefully and succinctly.

Team Leadership

- Who on your team will provide consistent day-to-day service to the Village of Tinley Park?
- What are your expectations for performance of this individual with regard to providing the Village of Tinley Park with high quality insurance brokerage services?
- List and rank ten (10) key attributes or abilities this firm possesses that the Village of Tinley Park is seeking.

Budget

How does your firm maximize and maintain the lowest possible insurance quotes for your clients? Cite examples of specific things that you have done with your other clients to meet this objective.

**Section 5.0 – References**

Provide three (3) company references and three (3) references for the proposed primary insurance broker

Insurance Broker RFQ Q&A

RFQ Due Date: Tuesday June 6<sup>th</sup>, 2017 5:00p.m.

1. Why is the Village putting this work out to bid?  
**The Village issues an RFQ for these services every three years.**
2. Who is the current broker?  
**Hallberg Commercial**
3. How long has the current broker been providing this service?  
**Three years**
4. Does the current broker provide the same scope of services that is included in this RFQ? If not, what was added/changed?  
**Yes, the current broker provides the same scope. The only addition to this RFQ is the enhancement of the Village's wellness program.**
5. Has the Village had any performance issues with the current carriers/vendors?  
**No, the Village has had no issues.**
6. Are the current services provided via a fixed fee arrangement, on a time-and-expense basis, or on a commission schedule?
  - a. If services are provided via a fixed fee arrangement, what is the most recent fee arrangement?
  - b. If services are provided on a time-and-expense basis, what are the current hourly rates? What were the total fees charged in 2016?
  - c. If services are provided on a commission schedule, what is the schedule? How much was paid to the broker in 2016?  
**The current services are paid by commission. Services are not paid directly by the Village, but by commission through the insurance provider.**
6. Does the Village have a payment preference? (flat fee, commissions, etc.)  
**Current services are paid by commission.**
7. Approximately how many meetings per year has the attendance of the broker been requested?  
**The broker is requested as needed.**
8. Traditionally, has the attendance of the broker been requested during the open enrollment period?  
**Yes**
9. Can the Village provide a copy of the deliverables produced in the last fiscal year for this service?  
**No**
10. What is the length of this contract?  
**Services last three years**
11. What is the time frame for making a final decision?  
**All responses to the RFQ will be reviewed and discussed soon after the due date. The Village estimates it will be one to two months until the proposals are reviewed, discussed, finalists interviewed, and a final decision approved.**
13. Does the Village have an actuary who performs the annual OPEB valuation?  
**No**
14. Does the Village have an actuary who performs the annual RDS attestation?  
**No**



15. Can the Village provide more detail for Section 5.0, References? Is the Village looking for six client references?

Please provide three (3) references for the firm as a whole. Also, please provide three (3) references for the proposed primary insurance broker.

# Health Insurance Broker Comparison

**DRAFT**

SCOPE OF COVERAGE	HORTON	GALLAGHER	ALLIANT/MESIROW	HALLBERG (Current Broker)
	Orland Park	Rolling Meadows	Chicago	Oak Brook
Fees included (core benefits): Medical, RX, Core Basic Life & AD&D, Dental	\$3,500/month billed monthly (\$84,000 for 2 yrs)	\$3,175 per month (\$76,200 for 2 yrs)	\$3,500/month billed monthly (\$84,000 for 2 yrs)	Varies monthly ► Each rate for PPO & HMO includes 1.75% of commission. <u>Total monthly charges billed for the last 3 months:</u> July=\$429,114.62 June=\$426,475.33 May=\$424,335.81 <u>Commissions Payable are 1.75% of total premium on a monthly basis:</u> July Commissions Paid =\$7,509.51 June Commissions Paid =\$7,463.32 May Commissions Paid =\$7,425.88
Additional fees for non-core / ancillary benefits: Vision, Voluntary Life & AD&D, Long Term and Short Term Disability, Retiree or any other Voluntary program (Optional employee paid programs)	Carrier Standard Commission (10-15%)	Carrier Standard Commission (10-15%)	Carrier Standard Commission (10-15%)	10%
Scope of Services: The selected Firm is expected to provide qualified and expert professional services, including but not limited to:				
a. Periodic review (no less than annual) of the Village's health insurance programs, specific coverage(s), loss data, and risk management measures; and making recommendations to the Village with respect to the need for ancillary insurance services, additional coverage and modifications, updating or upgrading of existing coverage	"Agreed and understood all Scope of Services" ✓	"Gallagher fully understands goals and objectives of the VOTP and has the experience and resources to provide scope of services outlined. Would caution that some additional HR services should be discussed quite thoroughly relative to who is legally liable." ✓	"Our team is confident that we are in the best position to represent the VOTP with the employee benefits brokerage service requirements as described in the RFP." ✓	Annual renewal Added AllState, VSP
b. Annual recommendations concerning changes in terms, conditions and limits of coverage; based on best industry practices.	✓	✓	Annual Benefit Plan Audit ✓	Annual renewal
c. Upon approval by the Village, annual marketing of Village's health insurance program, including, a negotiation of carrier contract extension or change (s). This service will include comprehensive assistance and guidance in completing the insurance application process in a timely fashion.	✓	✓	✓	✓
d. Solicitation of proposals from qualified insurance carriers on an annual or as needed basis who are experienced and familiar with Illinois municipalities.	✓	✓	✓	Annual renewal
e. Development of bid specifications to be submitted to the municipal marketplace for which proposals are sought.	✓	✓	✓	
f. Evaluation of proposals submitted by insurance carriers relative to compliance with insurance specifications, cost and ability of each carrier to perform as required including relative solvency.	✓	✓	✓	✓
g. Detailed report of solicited policy renewal options available to the Village.	✓	✓	✓	
h. Examination and approval of issued policies and bonds for conformance with the Village's specifications and the carrier's proposal.	✓	✓	✓	
i. Provision of an annual stewardship report, including insurance schedule, policy summaries, review of past year's activities and outlook for coming year's market conditions.	✓	✓	✓	

j. Assistance to the Village in drafting insurance specifications for contracts and agreements as requested.	✓	✓	✓	
k. Advice to the Village on new developments in the field of insurance.	E-newsletters, "Think Live for HR", training modules ✓	✓	Voluntary Worksite Products, HR technology Advisor, Compliance update, "Think Live for HR", training modules ✓	Allstate, VSP, some articles forwarded
l. The selected broker/consultant will be expected to work in partnership with the Village staff to perform the following services:				
1. Provide recommendation for the proposed benefit components, specifically in the area of design, funding, cost and administration.	✓	✓	✓	Annual renewal
2. Conduct renewal negotiations with the carrier(s) and vendors and prepare a complete and detailed accounting of all claim costs, provider access fees, administrative expenses, risk charges, etc.	✓	✓	✓	✓
3. Provide general problem solving throughout the plan year.	✓	✓	✓	✓
4. Any other duties critical to the proper formation of a health insurance plan and its optimal operation and participation.	On-site for Wellness Fairs; open enrollment. Customized communications/benefit summary; customized Portal. ✓	Integrated eligibility system that would sync with payroll system and be a dependent audit tool, provide online open enrollment capabilities and do all the Village's ACA reporting. ✓	"Touchpoint" portal Campaign Builder customizable Open Enrollment communications, educational videos, coordinates Biometric screenings, Health Fair. ✓	On-site for Open Enrollment retiree meetings, Wellness Fairs, but Village coordinates all including Biometric Screenings through BCBS.
m. Advise and assistance in enhancing the Village's wellness program.	Virgin Pulse 2.0 (Village's Current Wellness program) rolled out to employees 1/1/17 with 100 participants. Expires 12/31/17; auto renewal unless VOTP provides 30 notice of cancellation. ✓	Wellness and Health management strategy ✓	WELLCOA / Vitality ✓	Suggested Vitality Wellness program. Reviewed by Village and rejected since all employee census is required by vendor and fees for all eligible employees would be charged in order to realize "savings."
Self-Funding or Partial - Self Funded Options	✓	✓	✓	
Other:	Vendor stakeholders are VOTP residents			

# MEMORANDUM



**To: Village Board**

**From: David Niemeyer, Village Manager**

**cc: Village Board**  
**Pat Carr, Interim Assistant Village Manager**  
**Patrick Connelly, Village Attorney**

**Date: July 5, 2017**

**Re: Residency Requirement**

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As you know, the residency requirement for Police Officers was recently eliminated from the police collective bargaining agreement as a result of a stipulated arbitration and instead officers are now required to live within 30 miles of the Village (within Illinois). As was noted in that discussion, the only area communities that are still requiring residency for all employees include Chicago and Rosemont.

The Committee should discuss whether they would recommend eliminating the residency requirement for other employees. Some communities, including Elk Grove Village, Homewood and Skokie have a residency requirement for the Village Manager and the Department Heads.

An argument could be made that the Manager, Police Chief and Fire Chief should live in the community, due to the nature of their positions and public safety. However, I would suggest that the need for residency is less important for other department head positions, such as the Community Development Director, Public Works Director and Village Treasurer. It is difficult to recruit good candidates for these positions even without a residency requirement; having a residency requirement makes this even more challenging.

In light of the need to restart the Community Development Director recruitment process due to the top candidate from last year's recruitment turning down the job due to the residency requirement, I would like to get Committee and Village Board direction on also applying the 30 mile radius requirement for other employees that currently have a residency requirement. The Village Board may still want to keep in place a residency requirement for the Village Manager, Fire Chief and Police Chief.

This issue was discussed with the Administration and Legal Committee on June 27, 2017. Since this time, an additional significant vacancy occurred as our Building Official resigned after being on the job only a few weeks. This was a difficult position to recruit for and there is no reason to think a new recruitment would be any easier if the residency requirement is still in place.

Mayor Vandenberg asked for this to be discussed at the Special Committee of the Whole meeting on July 11, 2017.

# MEMORANDUM



**To: Village Board**

**From: David Niemeyer, Village Manager**

**cc: Pat Carr, Interim Assistant Village Manager  
Paula Wallrich, Interim Community Development Director  
Donna Framke, Marketing Director  
Stephanie Kisler, Planning Department**

**Date: July 5, 2017**

**Re: Lakota Group Proposal for Business, Programming and Marketing Action Plan for Downtown Tinley Plaza**

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One of the action steps in the Branding Plan developed last year by Roger Brooks was a Business, Programming and Marketing Action Plan for Downtown Tinley Plaza. Brooks and another consultant, the Lakota Group, submitted RFQs. The RFQ is attached. The Branding Leadership Team Marketing Subcommittee interviewed both firms.

The staff recommendation is to hire Lakota Group. Lakota Group has significant experience in downtown development in the Chicago area, including Homewood, Evanston and Highland Park. We believe they will bring a good mix of planning, marketing, and plaza programming to the project.

Lakota's proposal is attached and the cost is \$79,965. The Brooks proposal is \$85,000. The proposal includes opportunities for public input and also working with the Village Board and staff to synthesize our downtown planning efforts with planning of the plaza. We have asked them to work with us to further develop the current proposed plaza site on North Street so the plaza can be incorporated with the design and construction of the North Street development and the storm sewer line being constructed from Freedom Pond to the downtown area.

The study is expected to be completed in three to five months.

In addition, Trustee Berg and I met with the Lakota Group on July 5<sup>th</sup> to also discuss updating our downtown master plan. This was one of the recommendations of the Brooks branding study. Lakota Group will be giving us a separate proposal for that.





**THE  
LAKOTA  
GROUP.**



**VILLAGE OF  
TINLEY PARK**

DOWNTOWN PLACEMAKING  
STUDY AND TARGETED  
ACTION STRATEGIES



**The  
Lakota  
Group**

Kristi Trevarrow





## **DOWNTOWN PLACEMAKING STUDY AND TARGETED ACTION STRATEGIES**

### **THE LAKOTA GROUP**

116 W. Illinois Street | Floor 7 | Chicago, Illinois 60654

Project Manager: Kevin Clark

E: [kclark@thelakotagroup.com](mailto:kclark@thelakotagroup.com)

P: (312) 467-5445 x 206







May 19, 2017

Donna Framke  
Marketing Director  
Village of Tinley Park  
16250 S. Oak Park Ave.  
Tinley Park, IL 60477

**Re: Downtown Placemaking Study and Targeted Action Strategies**

Dear Ms. Framke,

On behalf of The Lakota Group and our partner—Kristi Trevarrow (Rochester Downtown Development Authority)—we are pleased to provide our proposal for the development of a Downtown Placemaking Study and Targeted Action Strategies for the Village of Tinley Park.

We understand that the development of such a plan for this downtown plaza is an important opportunity for the Village to look to the future and create an exciting, but achievable, roadmap to guide decisions. It is our intention to assist with the development of a vision that considers placemaking and aesthetics, year-round programming, multi-modal functionality and safety, wayfinding, and sustainability. We have assembled an experienced and proven team to provide a creative, clear, and holistic vision for the future.

The professional staff chosen for this assignment provide complementary skill sets and we understand how to mesh those abilities to achieve the best possible results. We are a highly collaborative group that relishes the opportunity to engage people in finding ways to improve their community. We look forward to working with the Village and other key stakeholders throughout the process to help us understand the unique issues and opportunities of this site and surrounding areas, and to develop strategies for a successful future. As detailed in the enclosed proposal, we have the expertise and experience to create an interactive and successful process. We look forward to discussing our submittal with you and your selection committee in person.

Thank you for your consideration. Please feel free to contact me with any questions you may have. You can contact me directly at [sfreres@thelakotagroup.com](mailto:sfreres@thelakotagroup.com) or at 312-467-5445 x202.

Sincerely,

A handwritten signature in blue ink, appearing to read "Scott Freres".

Scott Freres, PLA ASLA  
President, The Lakota Group



**THE  
LAKOTA  
GROUP.**

 **THE  
TEAM**





**The Lakota team has the skills and expertise necessary to assist the Village of Tinley Park with a successful plaza placemaking process. While other staff members will be used as necessary, the following key staff will be involved in the process.**

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### The Lakota Group

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**SCOTT FRERES PLA President** - [sfreres@thelakotagroup.com](mailto:sfreres@thelakotagroup.com)

Scott is the principal and co-founder of The Lakota Group, and has nearly 30 years of experience in design and planning projects. As an industry leader in sustainable urban design, Scott has spoken at numerous conferences for various planning, recreation and conservation organizations. Scott's ability to take a fresh, simple and inclusive approach to problem solving has established The Lakota Group's reputation as a creative leader in the industry. Scott has a Bachelor's in Landscape Architecture from the University of Wisconsin-Madison.

Scott will be the Principal-in-charge for this process and will provide oversight and quality control.



**KEVIN CLARK PLA AICP Director of Design** - [kclark@thelakotagroup.com](mailto:kclark@thelakotagroup.com)

Kevin brings 16 years of experience in urban planning and landscape architecture to The Lakota Group, where he oversees the firm's work in urban design projects. He manages the firm's planning process from concept generation through implementation steps. Kevin's work includes downtown, transit-oriented and neighborhood revitalization plans, physical and economic development strategies, and innovative design of open spaces and public places. Kevin is recognized for his focus on community engagement, placemaking, and sustainable, contextual design. He has successfully orchestrated dynamic, interactive public processes that have resulted in the implementation of master plans.

Kevin will be the team lead, day-to-day contact, and lead designer for this project.



**MARISA SCHULZ ASLA Marketing + Brand Director**

Marisa is a designer and planner with experience working on a range of community outreach, urban design, and transportation-related projects nationwide. She has successfully written, edited, and branded planning-related studies and articles, which have been covered by such outlets as Bloomberg, the New York Times, and USA Today. Marisa teaches both undergraduate and graduate courses in sustainability, planning, and graphic design.

Marisa will assist the Team with stakeholder engagement strategy, strategic planning, and graphics creation.



**MICHAEL KRITZMAN AICP Senior Associate**

Michael is an urban designer and planner with experience working on a range of environmental design and planning projects nationwide. His expertise is in preparing development concepts and strategic plans for both public and private sector projects, with a particular focus on urban revitalization and place-making.

Michael will assist the team with analysis, facilitating the public workshops, strategic planning, and graphics creation.

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### Rochester Downtown Development Authority

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**KRISTI TREVARROW Executive Director**

Kristi Trevarrow is the Executive Director of the Rochester Downtown Development Authority (DDA), a Great American Main Street award-winning community. She has over 20 years of experience in downtown development and destination marketing. Her duties include business recruitment & retention, marketing, site development, community relations, fundraising and administration of the award-winning holiday event, The Big, Bright Light Show which annually attracts over one million visitors to Downtown Rochester. Ms. Trevarrow also serves as co-host of Main Street Nation Radio, a monthly radio show dedicated to telling the success stories of downtowns across the nation.



The Lakota Group is a team of professionals who work shoulder-to-shoulder with clients over the long term, going the extra mile, making personal connections, and traveling the long journey together.

# Heart & Soul

The Lakota Group is a team of talented planners, designers, and strategic thinkers powered by a passion to offer creative solutions.

Our defining attribute is fostered through a team-based approach to project management centered on positive dialogue. Led by our drive to institute change in a sustainable way, Lakota associates abide by a process that combines critical thinking and community engagement. The result? A practice that seeks to produce the most effective solutions, carefully balancing the real with the ideal.

**Our quest is simple: we want to improve communities.**

By engaging local residents through workshops, discussions, and surveys, we strive to pinpoint the opportunities for improvement. We want clients to help us place ourselves in their frame of context: what would we want if we were the ones living in their town? Working in their building? Raising a family in their neighborhood? We want to listen, and we want to talk, and then we want to listen some more. Lakota acknowledges the issues, while also recognizing the strengths, shedding light on the qualities that make a community unique, and brainstorming the ways upon which they can be built.

Since the firm's conception in 1993, Lakota (an Illinois Corporation) has completed award-winning master plans in more than 500 towns and cities across the country, gaining recognition for its work in placemaking, planning, and historic preservation.

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***Through its mold-breaking and place-making mentality, Lakota relishes the coalescence between land and community, ultimately demonstrating a practice that perfectly reflects its name: "Allies," the English translation of the Native American word, Lakota.***

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THE LAKOTA GROUP.

Scott Freres, PLA, ASLA

**President | 1993-Present**

As the President and founder of The Lakota Group, Scott brings nearly 30 years of experience to both design and planning projects. As an industry leader in sustainable urban design, Scott has spoken at a multitude of conferences for various planning, recreation, and conservation organizations. Scott's ability to take a fresh, simple, and inclusive approach to problem solving has established The Lakota Group's reputation as a creative leader in the industry.

**SIGNATURE PROJECTS**

**Willow Road Corridor Plan - Northfield/Winnetka, IL**

The Lakota Group led an eight-month collaboration between the villages of Northfield and Winnetka, that resulted in a final corridor plan detailing a shared vision that was used to guide the final design and reconstruction of the roadway. Scott was Principal-in-charge of this project, led steering committee discussions, delivered presentations and developed planning and design concepts.

**MedQuarter Master Plan - Cedar Rapids, IA**

The Lakota Group led a team to develop a master plan for Cedar Rapids MedQuarter, an emerging campus near their downtown with two hospitals and an independent physicians clinic. The goal is to establish Cedar Rapids as a medical destination that will fuel economic development and enhance the quality of life within the community. Scott was Principal-in-charge leading this project.

**Village Center Master Plan - Wilmette, IL**

Lakota and its team of subconsultants prepared a master plan for the improvement and development of Wilmette's traditional downtown and train station area. The plan reorganized inefficient commercial buildings, called for mixed-use development, and enhanced the central village green. Scott was Principal-in-charge and led the development of planning and urban design concepts as well as delivering public presentations.

**Illinois Medical District Master Plan- Chicago, IL**

Lakota assisted in the master plan for IMD which defined significant changes to the area's physical conditions, infrastructure, and streetscape. Lakota was also engaged for nearly 10 years after the master plan completion to provide ongoing planning and design services within the District. Scott assisted with the development of the original master plan and more recently led Lakota in preparation of planning and design concepts.

**Westminster Place - Presbyterian Homes - Evanston, IL**

The Lakota Group developed a master plan for this large congregate care complex owned by Presbyterian Homes. Its mission was to update and add more housing products and care options, while also respecting the natural environment and character of the surrounding neighborhood. Scott was Principal-in-charge and led the development of master plan concepts and coordination with City planning staff.

**Education**

University of Wisconsin - Madison  
Bachelor of Science in  
Landscape Architecture  
(1986)

**Organizations**

- American Society of Landscape Architects
- American Planning Association
- American Institute of Architects
- Wisconsin Alumni Association - Alumni Park Design Committee
- Lambda Alpha International
- Urban Land Institute
- Illinois Park & Recreation Association
- Society for Environmental Graphic Design
- Village of Winnetka Plan Commission & Design Review Board - Former Member
- Winnetka Parks Foundation Teaching Professional Architect - State of Illinois

**Accreditations**

- Professional Landscape Architect - State of Illinois

**Experience**

Years with Lakota: 23  
Years of Practice: 29





Kevin Clark, PLA, AICP

**Director of Design | 2005-Present**

Recognized for his focus on community engagement and placemaking, Kevin oversees the firm's work in design projects. His 16 years of experience in landscape architecture and urban planning have ranged from guest lecturing at state and regional conferences to working on multiple award-winning projects.

**SIGNATURE PROJECTS**

**Ashland BRT - Chicago, IL**

The Lakota Group led a team to create a land use development guide for the future Bus Rapid Transit (BRT) planned for Chicago's Ashland Avenue. The plan outlines BRT opportunities such as mixed-use development and infill, redevelopment, improved multi-modal connections, enhanced accessibility, housing options, and neighborhood character. Kevin served as the project manager and lead planner.

**North Clark Street Strategic Plan - Chicago, IL**

Assisted in the development of a strategic plan to promote, attract and retain new and existing business in the North Clark Street Corridor of Chicago's Lakeview neighborhood. Merit Award - 2014 American Society of Landscape Architects - Illinois Chapter. Kevin was the project manager and lead planner/designer for this process.

**South Main Corridor Master Plan - Rockford, IL**

Lakota led a team in preparing a revitalization strategy for this corridor. Development opportunity sites were identified, and recommendations were made for improving transportation, market strategies, and signage and streetscape concepts. Kevin served as the project manager and lead planner/designer for this process.

**Downtown Master Plan - Evanston, IL**

As project manager, led an intense public engagement process that included a week-long charrette. The final plan called for changing city zoning requirements to a form-based approach and concentrating higher density, mixed-use development in the downtown core. Kevin served as the lead planner for this project.

**Eddy Street Commons Master Planning - South Bend, IN**

After the successful design and completion of the award-winning Eddy Street Commons mixed-use district, The Lakota Group was retained to continue planning the next phase of the neighborhood's revitalization. Working with the University of Notre Dame, Lakota has developed a series of "new urban" mixed-use plans that include a range of land uses, such as commercial, multi-family and single-family residential, office, and community uses. Lakota has remained the planning consultant for the University as a development team refines the mix of uses and works toward implementation. Kevin served as the project manager and lead planner for the assignment.

**Central District Land Urban Design - Highland Park, IL**

Analyzed underutilized portions of the downtown area and created conceptual developments and zoning amendment recommendations. Strategies call for an increase in residential density for this upscale, lakefront community north of Chicago. Kevin was the project manager and lead planner for this process.

**Education**

University of Illinois at Chicago  
Masters in Urban Planning & Policy  
(2006)

University of Kentucky  
Bachelor of Science in  
Landscape Architecture  
(2000)

**Organizations**

- American Planning Association
- Congress for New Urbanism
- American Institute of Architects, Associate Member
- APA Mentorship Program
- Greentown Advisory Committee (2014)
- American Society of Landscape Architects Awards Jury (2014)
- UIC Professional Development Panel (2010)

**Accreditations/Awards**

- Professional Landscape Architect State of Illinois
- American Institute of Certified Planners
- Featured Alumni Profile, UIC MUPP Student Website

**Experience**

Years with Lakota: 11  
Years of Practice: 16



Marisa Schulz, LEED AP

**Marketing + Brand Director | 2016-Present**

Marisa is a LEED AP Certified urban planner, designer, and writer with over ten years of experience working on a broad range of community outreach, planning, and transportation-related projects. From Detroit to Santiago, Chile, Marisa has worked closely with communities to ensure the public plays a vital role in shaping local land use and transportation policies and planning initiatives. She has successfully written and branded studies that have been covered by such outlets as Bloomberg, the New York Times, and USA Today. Marisa has taught both undergraduate and graduate courses in sustainability, planning, and design in Chicago.

**SIGNATURE PROJECTS**

**Airport Corridor Redevelopment and Form-Based Code Master Plan - Austin, TX**

Airport Boulevard was a large arterial corridor in Austin characterized by mid-century parking lots, lack of sidewalks, and a group of residents hungry for redevelopment. The City of Austin worked with a consultant to create a master-plan and form-based code for a three mile stretch of the corridor. Initial outreach consisted of significant coordination with residents, property owners, neighbors, and other community stakeholders on a vision and strategy to revitalize the corridor into Austin's next great urban district. Marisa oversaw the process for the City and coordinated stakeholder engagement for the project.

**River North Master Plan - San Antonio, Texas**

The Downtown San Antonio Community Development Corporation led this master planning effort for a 375-acre transit-oriented development immediately north of downtown San Antonio. The San Antonio River flows through the center of the planning area and connects to the historic Riverwalk to the south. The resulting master plan, adopted in 2009, includes a form-based code and a detailed implementation strategy, transforming this underperforming area into a series of downtown-adjacent walkable, mixed-use neighborhoods. Marisa worked closely with the project partners, subconsultants, and stakeholders on engagement and coordination.

**Urban Design and Transportation Access Plan - Pudahuel, Santiago de Chile**

Urban Design plan focusing on the redesign of transit stops in a low-income peripheral area of Santiago. This grant-funded project aimed to reduce assault-related crimes in and near informal Marisa worked closely with residents through survey work, focus groups, and interviews to identify challenges associated with safety, wayfinding, and accessibility.

**Chaddick Institute Planning Policy Studies - Chicago, IL**

These nationally-renowned policy studies focused on both relevant planning and transportation topics—from the rise of the intercity bus in the United States and its effect on public transit systems, to the accessibility of fresh produce in lower-income areas of Chicago, to the policy and environmental implications of heavy taxation on the carsharing industry. Marisa wrote, branded, and worked with the media on the series.

**Education**

The University of Texas at Austin  
Master of Community and Regional Planning (2007)

The University of Michigan in Ann Arbor  
Bachelor of Arts in English (2005)

**Organizations**

- CNU Central Texas - Board of Directors
- Congress for New Urbanism
- American Planning Association
- Urban Land Institute
- Society for Marketing Professionals

**Experience**

Years with Lakota: 1  
Years of Practice: 11



Michael Kritzman, AICP

**Senior Associate | 2012-Present**

Michael is an urban designer and planner with experience working on a range of environmental design and planning projects, nationwide. His areas of expertise are in preparing development concepts and strategic plans for both the public and private sectors, with a particular focus on urban revitalization and place-making. Michael also brings a valuable and unique skill set in developing and facilitating public workshops that result in dynamic and participatory environments.

**SIGNATURE PROJECTS**

**Riverfront Neighborhoods Comprehensive Plan Updates - Moline, IL**

Lakota coordinated and prepared development framework strategies for three riverfront neighborhoods comprising Downtown Moline. The process included analysis of existing conditions and an extensive public participation campaign. Michael assisted with the development of analysis and land use concepts and prepared graphics for the project.

**Downtown Master Plan - Green Bay, WI**

Lakota led the process to develop a Downtown Master Plan for the City of Green Bay, alongside Goodman Williams Group (market analysis) and T.Y. Lin International (transportation planning). The plan represents a consensus-based vision for the downtown that provides a realistic and achievable road map for the future. It addresses land-use, transportation, parking, and downtown character and aesthetics to achieve sustainable growth that is supported by the needs and desires of the greater Green Bay community. Michael assisted with the development of analysis and land use concepts and prepared graphics for the project.

**Ashland BRT - Chicago, IL**

The Lakota Group led a team to create a land use development guide for the future Bus Rapid Transit (BRT) planned for Chicago's Ashland Avenue. The plan outlines BRT opportunities such as mixed-use development and infill, redevelopment, improved multi-modal connections, enhanced accessibility, housing options, and neighborhood character. Michael assisted with the development of analysis and land use concepts and prepared graphics for the project.

**Downtown Strategic Development Plan - Kenosha, WI**

Lakota led a planning team that included T.Y. Lin International and the CLUE Group in preparing a Downtown Strategic Development Plan for the City of Kenosha, Wisconsin. The Plan addresses land use, urban design, historic preservation, business and real estate development, development opportunity sites, marketing and promotions, and downtown management. It includes a detailed implementation strategy that focuses on "grassroots," community-initiated revitalization efforts for re-using historic buildings, as well as new retail and services businesses. Michael assisted in developing plans and graphics.

**Six Corners Master Plan - Chicago, IL**

Lakota developed a revitalization plan for this northwest Chicago neighborhood. The plan included extensive master planning of new mixed-use developments, adaptive reuse of older buildings, and urban design solutions for improving neighborhood safety and walkability. Michael assisted with the development of analysis and land use concepts and prepared graphics for the project.

**Education**

Roosevelt University, Chicago  
Walter E. Heller College of Business  
Master of Science in Real Estate  
Expected Completion - May 2018

University of Illinois  
at Urbana-Champaign  
Bachelor of Landscape Architecture  
(2005)

Sigma Lambda Alpha Honor Society  
Inductee, 2005

**Organizations**

- CNU Illinois - Board of Directors
- Congress for New Urbanism
- American Planning Association
- Urban Land Institute
- Illinois Green Business Association  
- Landscape Technical Advisory Committee

**Experience**

Years with Lakota: 4  
Years of Practice: 10

# Kristi Trevarrow

Executive Director, Rochester (MI) Downtown Development Authority  
July 2005 to Present

## Responsibilities:

- Business Recruitment & Retention (Current Occupancy Rate – 97%)
- Special Events (Over 100 event days annually)
- Marketing (\$700,000 annual marketing budget)
- Fundraising (\$450,000 annually)
- Site Development
- Social Media
- Community Relations
- Media Relations

## Special Projects:

### Main Street Makeover

*A total reconstruction of Main Street through Downtown Rochester for 5 blocks including new road, sewers & water services and streetscape improvements. Responsible for project management, downtown business relations, community communications officer, project marketing and streetscape enhancements – design and execution. Total Budget - \$6.4 Million*

### The Big, Bright Light Show

*Annual holiday event with 1.5 million lights covering the buildings of Downtown Rochester. Now in its 12<sup>th</sup> season, this award-winning event attracts over 1 million annual visitors and an average 30% increase in business sales over the duration of the event. The show is a glow the Monday before Thanksgiving through New Year's Day. Total Budget - \$275,000*

### Downtown Parking Platforms

*Construction of (2) Parking Platforms in Downtown Rochester – (1) Three-Level Parking Structure and (1) Tabletop Platform, adding over 500 new parking spaces. Responsible for project management, downtown business relations and communications, project marketing and media relations. Total Budget - \$12 Million*

## In Town Magazine

*Bi-Annual Publication distributed to over 43,000 homes in Rochester and its surrounding area. This 48- page, full color magazine includes editorial, gift guides, advertising, community interest stories and more. Responsible for overall project management including copywriting, selection of merchandise, coordination of photography, imposition and advertising sales. Total Budget - \$68,000*

## Additional Experience:

- Radio Host, Main Street Nation – Monthly radio show on Detroit’s WJR-760 AM
- Blogger & Vlogger – The Downtown Geek
- Associate Professor, Oakland University – Public Speaking, Group Dynamics & Organizational Communication
- Consultant/Presenter for 20+ years:
  - o Main Street Now Conference (10+ years)
  - o Washington Main Street
  - o New Jersey Main Street
  - o Arkansas Main Street
  - o Heritage Ohio
  - o Michigan Main Street Center
  - o Pennsylvania Downtown Center

## Education:

Master of Arts, specializing in Radio, TV & Film Studies  
Wayne State University - Detroit, Michigan

Bachelor of Communications Arts, specializing in Public Speaking and Group Dynamics  
Oakland University – Rochester, Michigan





**TASK 1.9: COMMUNITY PROMOTION AND OUTREACH**

Our team will develop a simple community promotional outreach toolbox or campaign to assist the Village’s marketing team with regular outreach, dialogue, and discussion of the Placemaking planning and design process. This “Virtual Open House” campaign will utilize the Village’s new brand and incorporate the project brand for this process described earlier.

This engagement will utilize both traditional and social media outreach methods as a mechanism to drive residents and interested parties to the project website and allow for managed input and dialogue.

We anticipate this outreach and promotion to occur primarily through our Phase 1 work scope , with intermittent use throughout Phase 2.

**TASK 1.10: COMMUNITY INPUT SUMMARY MANAGEMENT**

Lakota will summarize and assist the Village marketing team with managing input from the community outreach portals, Virtual Open House, and stakeholder interviews into a simple overview report to be submitted to Village staff and advisory committee.

**TASK 1.11: DOWNTOWN PLACEMAKING ANALYSIS EXHIBIT**

The team will more specifically synthesize and assess relevant documents/plans, stakeholder input, surrounding land use, open spaces, urban design, art installations, physical conditions, streetscape, branding/wayfinding and signage, and other information that contributes to placemaking. This information will be developed into a series of detailed analysis exhibits highlighting issues and opportunities. Our team will also remain aware of parking concerns as they relate to the plaza’s concepts, and identify how an improved public space might also improve the walking environment to parking areas.

**TASK 1.12: DOWNTOWN TARGET DEVELOPMENT SITES LAND PLANNING STUDIES**

As part of the overall Placemaking Plan for the Downtown, our team will more closely study and develop several land planning scenarios for key downtown opportunity sites within the greater transit-oriented study area. The team will more specifically explore mixed-use and multi-family residential opportunities, densities, and product types that will support a successful, transit-supportive downtown and public spaces.

More importantly, these studies will illustrate the desired and appropriate form, massing, orientation, and character necessary to support functional, attractive and activated public space design. This is an inherent need and process necessary to both determine and develop great public places.

These plans and 3D modeling studies will illustrate how appropriately designed and planned new downtown development can provide for the right size public places, plazas, pocket parks, and streetscapes. Each of these components will be integral to this Placemaking Study.

This land planning work scope is an essential determining step in moving forward with more detailed public space design and programming in our Phase 2 - Envision and Implement work scope outlined in this proposal.

**TASK 1.13: STAFF + ADVISORY COMMITTEE CONFERENCE MEETING (Mtg. #3)**

Conduct a conference call with Village staff and advisory committee to discuss the placemaking analysis, land planning scenarios, and next steps in the process. The community/ stakeholder summary and placemaking analysis/exhibits will be revised based on comments from the committee. and promotional partnerships with other relevant agencies and organizations.

This meeting will provide the decision-making platform to move forward with more detailed public space design and location, as noted in our Phase 2 work scope. If additional land planning studies, design, or direction is desired by staff or village leadership as an outcome of our work task 1.12 above, Lakota will prepare a simple additional work scope task order and fee estimate for approval as requested by staff.

**TASK 1.14: VILLAGE BOARD PLANNING CONCEPTS UPDATE MEETING (Mtg. #4)**

Conduct an informal meeting or presentation to the Village Board to present the range of land planning options for key downtown targeted development sites. The overview will touch on site bulk and densities, parking, pedestrian, and traffic impacts. More importantly, each scenario will provide the impacts or benefits to developing successful adjacent public spaces.

*Anticipated Phase 1 timeframe: 1-2 months.*



*W. Kennedy  
3 pm*



Village of Tinley Park, Illinois

REQUEST FOR QUALIFICATIONS (RFQ)

2017-RFQ-005

***BUSINESS, PROGRAMMING AND MARKETING ACTION PLAN FOR DOWNTOWN TINLEY PLAZA***

This document is a request for qualifications (RFQ) from agencies and/or firms with extensive experience in creating business, programming and marketing action plans in preparation for the design and build of a year-round, programmed, public gathering plaza in Downtown Tinley Park.

**GENERAL REQUIREMENTS:** Proposers are to submit six (6) packets, to be **opened and evaluated in private**. Submit **one original plus five copies** of the proposals.

**SUBMISSION LOCATION:** Village of Tinley Park – Clerk’s Office  
16250 South Oak Park Avenue  
Tinley Park, IL 60477

**SUBMISSION DATE:** **Monday, April 17, 2017 by 4:30 P.M.** Proposals received after the time specified will not be opened/accepted.

**CONTACT/QUESTIONS:** Submit questions via email to: Village of Tinley Park, attention Donna Framke, at [dframke@tinleypark.org](mailto:dframke@tinleypark.org) or via phone to: (708) 444-5045. Questions are required no less than three (3) business days prior to the proposal opening date. **Absolutely no informal communication shall occur regarding this RFQ, including requests for information, or communication between offerors or any of their individual members and any Village elected official or employee. All questions will be answered with a copy of the question and answer to each proposer.**

**CONTENTS:** The following sections, including this cover sheet, shall be considered integral parts of this solicitation:

- \*Notice of RFQ
- \*General Terms and Conditions
- \*Project Scope
- \*Submission Requirements



## **GENERAL TERMS AND CONDITIONS**

1. **Negotiations:**  
The Village of Tinley Park reserves the right to negotiate specifications, terms and conditions, which may be necessary or appropriate to the accomplishment of the purpose of this RFQ.
2. **Confidentiality:**  
RFQs are subject to the Illinois Freedom of Information Act.
3. **Reserved Rights:**  
The Village of Tinley Park reserves the right at any time and for any reason to cancel this RFQ or any portion thereof, and to reject any or all proposals. The Village reserves the right to waive any immaterial defect in any proposal. The Village may seek clarification from a proposer at any time, after the submission date, and failure to respond promptly is cause for rejection.
4. **Incurred Costs:**  
The Village of Tinley Park will not be liable for any costs incurred by respondents in replying to this RFQ.
5. **Award:**  
Award will be based on the highest ranked responsive, responsible proposer based upon the evaluation criteria established by the Village of Tinley Park, in its sole discretion. Award will be based on the evaluation criteria set forth herein.
6. **Discussion of RFQ:**  
The Village of Tinley Park may conduct discussions with any proposer who submits an RFQ. During the course of such discussions, The Village shall not disclose any information derived from one RFQ to any other proposers.
7. **Contract Period:**  
Time is of the essence. The consultant shall be able to devote sufficient resources to this project.
8. **Responsibility & Default:**  
The Proposer shall be required to assume responsibility for all items listed in this RFQ. The successful proposer shall be considered the sole point of contact for purposes of this contract.

9. **Consultants:**  
If consultants/sub consultants are to be used, your firm must list and identify the name and qualifications of the consultants/sub consultants, history of the consultant's firm, list of previous work completed, references and similar projects.
10. **Payments:**  
Payments shall be made in accordance with the Local Government Prompt Payment Act.
11. **Interpretations or Correction of Request for Proposals:**  
Proposers shall promptly notify the Village of any ambiguity, inconsistency or error that they may discover upon examination of the RFQ. Interpretation, correction and changes to the RFQ, if any, will be made by written addendum. Interpretation, corrections or changes made in any other manner will not be binding.
12. **Addenda:**  
Addenda are written instruments issued by the Village prior to the date of receipt of proposals, which modify or interpret the RFQ by addition, deletions, clarifications or corrections. Each proposer shall ascertain prior to submitting a proposal packet that all addenda issued have been received, and by submission of a proposal packet, such act shall be taken to mean that such proposer has received and understands fully the contents of the addenda.
13. **Taxes:**  
The Village is exempt from paying certain Illinois State Taxes.
14. **Non-Discrimination:**  
Proposer shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended and any rules and regulations promulgated in accordance therewith, including, but not limited to the Equal Employment Opportunity Clause, Illinois Administrative Code, Title 44, Part 750 (Appendix A), which is incorporated herein by reference. Furthermore, the proposal shall comply the Illinois Drug Free Workplace Act, Title 44, Chapter 10.
15. **Insurance: *Please submit certificate with your proposal***  
The Proposer must obtain, for the Contract term and any extension of it, insurance issued by a company or companies qualified to do business in the State of Illinois and provide The Village with evidence of insurance. Insurance in the following types and amounts is necessary:

**Worker's Compensation Insurance** covering all liability of the Proposer arising under the Worker's Compensation Act and Worker's Occupational Disease Act at statutory limits.

**General Liability:**

<b>General Aggregate Limit</b>	<b>\$2,000,000</b>
<b>Each Occurrence Limit</b>	<b>\$1,000,000</b>

- Professional Liability** to include, but not limited to, coverage for Errors and Omissions to respond to claims for loss therefrom.

<b>General Aggregate Limit</b>	<b>\$2,000,000</b>
<b>Each Occurrence Limit</b>	<b>\$1,000,000</b>

- Comprehensive Automobile Liability, Bodily Injury, Property Damage:**

<b>General Aggregate Limit</b>	<b>\$1,000,000</b>
<b>Each Occurrence Limit</b>	<b>\$500,000</b>

Proposer agrees that with respect to the above required insurance, The Village of Tinley Park, shall:

- Be named as additional insured **by endorsement** as their interest may appear;
- Be provided within thirty (30) days notice, in writing, of cancellation or material change;
- Be provided with Certificates of Insurance evidencing the above-required insurance, prior to commencement of the Contract and thereafter with certificates evidencing renewals or replacements of said policies of insurance at least fifteen (15) days prior to the expiration of cancellation of any such policies.

**16. Change in Status:**

The Proposer shall notify the Village of Tinley Park immediately of any change in its status resulting from any of the following: (a) vendor is acquired by another party; (b) vendor becomes insolvent; (c) vendor, voluntarily or by operation law, becomes subject to the provisions of any chapter of the Bankruptcy Act; or (d) vendor ceases to conduct its operations in normal course of business. The Village of Tinley Park shall have the option to terminate any contract with the vendor immediately on written notice based on any such change in status.

**17. Precedence:**

Where there appears to be variances or conflicts, the following order of precedence shall prevail: The Owner and Consultant Agreement; The Village of Tinley Park Request for Qualifications; and the Proposer's Response to Proposal.

**18. Submittal and Evaluation Factors:**

The contract will be awarded to the responsible, responsive, or any other proposer, as determined by the Village, to be in the best interest of the Village, who meets or exceeds the criteria, sought by the Village. The Village reserves the right to reject any or all proposals or to waive any details in the proposals received whenever such rejection or waiver is in the best interests of the Village. The Village also reserves the right to reject the RFQ of a proposer who has previously failed to satisfactorily perform, has not completed contracts on time or whom, upon investigation, is found not to be in a position to perform the contract.

## **Evaluation Criteria**

Each proposal will be evaluated based on the level of creativity, differentiation and measurability, listed in order of importance:

- Approach and Process (30%)
- Management Qualifications (20%)
- Long-term Strategic Outlook and Partnership (20%)
- Experience working with similar-sized communities (20%)
- Client List and References (10%)

## **PROJECT OVERVIEW**

The Village of Tinley Park, located 25 miles southwest of Chicago, with a population of 58,000, is a dynamic metropolitan community offering a wide range of entertainment options, cultural opportunities, superb dining, great shopping and a convenient, enviable location – all within easy reach of Chicago’s world-renown attractions. The community is conveniently situated with two interchanges off of Interstate 80 and boasts two stops (each housing a gorgeous train station) along the Chicago Metra Rock Island commuter rail line. The Tinley Park Convention Center and (1,000 room) hotel district draw tens of thousands of visitors annually. Nearby is a robust commercial and industrial area drawing hundreds of employees daily.

## **PROJECT SCOPE**

The Village of Tinley Park recently completed a branding initiative and as a result of much research and planning has chosen to put music front and center as the core focus of Tinley Park’s brand. One of the key components of the branding action plan is the creation of a year-round, programmed, public plaza in the center of its Downtown. This plaza will be programmed with activity at least 250 days per year and is intended to be a destination for local residents, area residents and visitors to Tinley Park. The objective is to create a sense of place and a sense of community in Tinley Park and to meet the goals of reducing leakage of locally earned money being spent in neighboring communities, increasing the investment and tax base in Tinley Park and dramatically increasing visitor spending locally.

To accomplish these goals, activities need to be developed that will attract local residents to the Downtown on a consistent basis, spurring reinvestment in downtown properties and ensuring the success of downtown as the central gathering place. Creating a venue that takes into consideration weather and seasonality; traffic flow and parking; public safety; vehicular, pedestrian and emergency access; noise (events and rail activity); types of activities and compatibility of those activities with adjacent land uses (existing and proposed); property ownership; future and planned development patterns/projects; cost of development and operation; ability to increase local spending; community demographics; marketing and outreach; as well as many other important considerations, is imperative to its success.

The goal of this scope of services is to provide a detailed Action Plan that addresses these considerations through the development of a Business, Programming and Marketing Action Plaza for a Downtown Tinley Plaza. The steps to develop this plan are:

**Initial Site Visit:** Speak with property owners and/or their architects and consultants, Village officials and key staff members, Downtown merchants and the branding team about concerns, opportunities, costs, challenges and logistics of the project.

**Programming:** Assist in developing the list of activities that will draw residents and visitors downtown – year round and on a daily basis, taking into consideration: Year round weather patterns, local lifestyle analysis to determine the most engaging activities; local economics including input on the types of retail, restaurants and the downtown business mix that should be sought, invited and orchestrated as part of the downtown redevelopment; competitive and comparable analysis to include a review of what has worked in other similar-sized communities around the country and a review of other successful downtown plazas; development of a database of local and regional clubs and organizations that should be invited to host, produce and market public events in Downtown Tinley to help drive the design of the site; and a sample schedule of the types of activities that would take place in the plaza.

**Location analysis and initial design:** Upon determination of the programming and activities, the selected vendor will assist in determining the final location for supporting indoor and outdoor facilities and amenities to support these activities including visitor information, restrooms, storage, furnishing, fixtures, kiosks, etc. This will include a detailed look at the following:

- A. Size of both indoor and outdoor facilities in terms of on-site amenities; crowd control; common and event areas; parking; pedestrian access; emergency and delivery access locations and hours; café seating on the plaza; event seating; potential fenced-off areas for events that might include beer gardens, or other separate public functions; estimates of daily visitation to the site; special event attendance.
- B. Traffic patterns (to and from downtown), neighborhood access and egress as well as emergency access and pedestrian access.
- C. Visibility from the primary thoroughfares coming into and through downtown, particularly the rail line as visibility of the plaza will attract commuters to Tinley Park who might otherwise have no reason to visit.
- D. Noise, traffic and parking effects (if any) on neighboring residential properties (including the development of upper-level residential in downtown) and how to mitigate those.
- E. Impact of noise from rail line and impact of traffic pattern resulting from train users.
- F. How properties bordering the plaza will physically tie to the plaza in terms of access, ADA accessibility, view corridors, patio dining areas, access to upper-levels and living quarters, and level of commitment required of them in terms of construction, costs and other factors.
- G. Specific Village ordinances that will need to be adopted to direct development and operations in a manner that supports success of the plaza and downtown Tinley Park.
- H. Building owners with little (or no) interest in investing in their properties or allowing specific uses will affect the location and development of the project. Selected vendor will assist in meetings to encourage property owner buy-in to ensure a true public/private partnership project.

- I. Cost of development. This includes infrastructure costs (water, sewer, power, storm drainage, Internet access, etc.), demolition (if needed), the built environment (stage, coverings, lighting, sound system, projection equipment, water features, splash pad, ice rink, storage, signage, vendor amenities, landscape, seating surfaces, restrooms, and equipment rooms), and soft costs including furnishings and fixtures (tenting for inclement weather, fire pits, tables, chairs, umbrellas, portable grandstands, etc.)
- J. Funding mechanisms. This part of the plan includes how the facility or facilities would or could be financed or paid for. It may include phasing and will also include other elements of the Action Plan that have direct ties to downtown revitalization, such as wayfinding so that visitors to the area can, in fact, find downtown. Non-traditional funding may be a part of the plan: Crowd-funding, sponsorships, naming rights, and other avenues will be explored.

**Site Design:** The selected vendor will assist in site design, providing input on and taking into consideration:

- A. Drainage, slope, and tie-in to neighboring businesses.
- B. Parking areas, crosswalks, pedestrian wayfinding, emergency and delivery access.
- C. Access and staging for special events, green room space for performances, temporary structures such as tenting, bleachers, seating for “taste of” events, bike shows, potters wheels, etc.
- D. Location of power, water for on-site vendors.
- E. Professional lighting, sound and projection systems.
- F. Water feature/splash pad programming and size.
- G. Ice rink (location, storage for a Zamboni, chiller and ice rink out of season, size of the rink, seating areas for taking skates off and on, gated access to the rink, location for rental of skates, etc.)
- H. Restrooms and equipment booth (for projection, sound, lighting, etc.)
- I. Staging for public markets and a variety of other events such as BMX shows, classic car shows, quilt and art shows, battle of the bands, taste-of events, yoga on the square during summer months, theatrical and musical performances, vendor booths and street performer spaces, food trucks, etc.
- J. Crowd control devices for large events that expand beyond the grounds of the plaza area (perhaps closing of Oak Park Avenue or other streets for a day).
- K. Shade structures, street and plaza trees, raised landscape planters, trash receptacles, on-site signage, crosswalks, night lighting, and security measures.
- L. Interactive musical amenities and rotating exhibits, Wi-Fi, video wall.
- M. Storage for bleachers, seating, umbrellas, tenting, area fencing and other furnishings and fixtures tied to the plaza.

The Design will be “preliminary design drawings” that will be ready for actual architectural and engineering experts who will be charged with creating the actual “construction drawings” and final costs to build and furnish the site. The design drawings will be submitted to the Village, the Brand Leadership Team, and private property owners who will have properties fronting on the plaza for their review and consideration. The design will include four full-color renderings of the site in plan-view (overhead) and from street view locations

around the plaza. These will be provided in large-scale PDF formats so they are able to be printed and mounted on foam core boards for public display.

**Operations:** The plan will also address the operations and maintenance of the plaza and any other amenities or facilities that make up this development. This will include:

- A. Who would manage, market and maintain the site and facilities (Village, new non-profit organization or another existing organization)?
- B. Staffing requirements and associated costs, including their location.
- C. Maintenance costs, capital improvements, phasing, etc.
- D. Marketing: Costs, specifics on how funds would be spent to attract event producers and customers.
- E. Public outreach and public relations strategies.
- F. Insurance requirements and considerations.
- G. Ongoing expenses such as utilities, security and consumables.
- H. Annual operating, management, capital improvement, maintenance and marketing budgets including revenue streams.

**Marketing Action Plan:** The final component of the plan will include a detailed marketing action plan and brand graphics that will incorporate the new Tinley Park brand and apply it to the plaza and downtown facilities including:

- A. Brand identity for the plaza.
- B. Signage concepts for the plaza (pedestrian wayfinding, readerboard for showcasing upcoming events and happenings).
- C. Concepts for advertising, posters, e-newsletters, and social media sources (Instagram, Pinterest, Facebook, Twitter and other outlets).
- D. Plaza ties to the Hollywood Casino Amphitheater and convention center in terms of marketing, public relations, and social media outreach.

Upon completion of the plan, a public presentation will be made to the Community.

## **SUBMISSION REQUIREMENTS**

Vendor must submit the following information to be considered (include the corresponding item number with each response):

### **Section 1: Executive Summary**

Summarize on two pages or less your overall strategy, approach and timeline for delivering the plan.

### **Section 2: Corporate Profile**

Provide a brief overview of your firm's history and philosophy. Include the year the firm started in business, where the company is headquartered and the total number of employees. Please describe the process of how your company works with remote customers, specify the number of public sector vs. private sector clients and indicate the percentage of revenues this project represents to your company.

### Section 3: Detailed Description of Project Approach

The Business, Programming and Marketing Action Plan for a Downtown Tinley Plaza will include a detailed description of the types of events and attractions, for 12 months of a typical year, that will utilize the plaza site and surrounding public spaces; a competitive and comparable analysis of what has worked (best practices) in other similar destination cities; a list of regional organizations and associations that should be approached to hold events at the plaza; final site designs ready for architectural and engineering development: construction drawings and supporting documents (THIS PROPOSAL WILL NOT INCLUDE CONSTRUCTION DRAWINGS); estimated costs of the plaza development; one-time and ongoing revenue estimates and sources; annual staffing requirements; and ongoing annual operations, marketing and capital improvement budgets.

Please indicate your firm's experience in developing plaza design, programming plans and business plans. Identify what uniquely distinguishes your firm from your competitors. Describe your implementation and project management approach. Submit a detailed implementation plan which will address schedule, delivery milestones and responsibilities for each party. Describe any optional services that may be included.

Please provide three examples of studies or plans you have developed with similar-sized communities. Clearly explain the objectives, the outcome and whether your firm managed the entire project or specific components of the plan. Include client references with current contact name, organization name, phone number and email.

### Section 4: Project Team

The success of this plan development depends on several factors including a planned approach, project management and coordination. The selected vendor must provide an experienced project manager to lead the process. Define the process, project management and structure. Define the interim project points and approvals necessary to move to the next phase of the project. Define and describe the team members that would execute a project for the Village. Identify their experience, roles and length of time with your organization. Specify the primary point of contact.

### Section 5: Costs

Please provide a budgetary proposal for the full scope of the work described in this RFQ in a separate sealed envelope. The budget proposal shall not be used as initial Evaluation Criteria; and will be used in negotiations with the highest ranked firm.

### **SELECTION PROCESS**

The Village intends to conduct a comprehensive, fair and impartial evaluation of proposals received in response to this RFQ. All proposals that are properly submitted will be evaluated using the evaluation criteria listed. All proposals that are properly submitted will be evaluated by the evaluation committee that will make recommendations for the award.

Upon approval by the committee, the Village shall enter into contract discussions with the successful vendor. If the terms and conditions of a contract cannot be successfully established within a reasonable amount of time (as determined by the Village), then contract discussions will be terminated and contract discussions with the next highest ranking vendor will



commence. Negotiations shall continue at the sole option of the Village until a contract is signed and approved or all proposals are rejected and the RFQ is withdrawn. The selection process may involve two steps: written submittals will be evaluated and scored, and then oral interviews will be conducted with the highest-ranking firm(s), if necessary.

## **SCHEDULE**

<b><u>Task</u></b>	<b><u>Completion Date</u></b>
a) RFP Issuance/Advertisement	March 8, 2017
b) Deadline for Questions	April 12, 2017
c) RFP Revised Due Date	April 17, 2017
d) Interviews (if needed)	through May 1, 2017
f) Village Board approval	May 23, 2017
g) Start of Work	June 2017

By submitting a proposal, the vendor certifies that he or she has carefully examined all the documents for the project and has carefully and thoroughly reviewed this RFQ and understands the nature and scope of the work to be done and the terms and conditions thereof. The vendor further agrees that the performance time specified is a reasonable time.

**THE  
LAKOTA  
GROUP.**

 **PROJECT  
APPROACH**



# OUR APPROACH

The Lakota team envisions an engaging, interactive process that features multiple opportunities for stakeholders to shape the final outcome. Our team will provide focused attention and a streamlined process by immersing ourselves in the community.

Our team's project approach organizes and describes tasks in a linear/timeline format to establish the expected timing of meetings, as well as anticipated deliverables and project milestones.

## phase 1: ANALYZE + ENGAGE

### TASK 1.1: KICK-OFF CONFERENCE CALL

Conduct a conference call with Village staff to discuss dates for the first meeting, identify stakeholders, and coordinate base information and background data/reports/studies.

### TASK 1.2: PREVIOUS STUDY REVIEW

Review recent plans and reports, existing zoning codes, and any other current development or design proposals to gain an understanding of common themes and initiatives from which to build.

### TASK 1.3: BASE MAP PREPARATION

Collect available digital base maps, land use/zoning maps, and aerial photos from the Village for use in preparing exhibits and urban design plans. In addition to aerial maps, these may also include relevant GIS data and CAD drawings.

### TASK 1.4: PROJECT BRANDING

Our team will develop a simple brand for the planning and placemaking process and design of the Plaza. This will include a logo, landmark, and/or wordmark that defines the process.

## TASK 1.5: PROJECT WEBSITE + ENGAGEMENT



### Website

In order to provide a venue for regular public communication and update of this process, our team will create a Project Website as a place for updates, including plans, graphics, community outreach for workshops, draft reports, and online survey(s).

### Media-forward engagement



Our team's experience in engagement has a multimedia and multifaceted approach that combines video, photography, and utilization of social outlets to share exciting content at key phases of a project. Even as early as the existing conditions process, we can schedule and conduct a video shoot of the study area, interviews, and accompanying audio to provide a high-quality product that can be used by the project team, the Village, and its stakeholders to generate interest and enthusiasm in the project.

## TASK 1.6: MEETING + SITE VISIT (Mtg. #1)

Meet with Village staff and advisory committee to discuss project goals, format/schedule for the visit, gather input from the Advanced Team Evaluation Kits, and engage in a focus group discussion.





Project specific Facebook page

**#tinleyplacemaking contest**

Through a project Instagram feed, our team will host a competition where residents and visitors can post photos of images and places that inspire them. They will then be put in a weekly raffle for gift cards to various local establishments.

### TASK 1.7: DOWNTOWN ANTHROPOLOGY

The team will conduct an in-depth investigation of the potential plaza/public space sites and surrounding downtown development opportunity sites. We will record general land use, urban design, specific access/circulation, microclimate(s), details, and other placemaking issues/opportunities/constraints raised during this exploration. The team will photo document the focus sites, as well as other key urban places, spaces, and context for reference, as well as observe social patterns of surrounding areas by residents at various times throughout the day. During this exploration, our team members will conduct "People on the Street" intercept surveys, in which residents are asked about their visions for the future plaza space.

Additional field investigations and data collection will be conducted to observe/inventory:

- Key urban spaces, plazas, and parks
- Public art/sculpture locations
- Branding, wayfinding, and signage
- Pedestrian and bicycle network + facilities
- Parking locations
- Nearby open space/greenways
- Development patterns and commercial activity
- Conduct a competitive market analysis

### TASK 1.8: STAKEHOLDER INTERVIEWS/FOCUS GROUP SESSIONS (Mtgs. #2)

Conduct interviews with Village leaders, staff, property/business owners, developers and their architects, and residents to discuss issues, opportunities, and constraints for the focus sites. The schedule and locations of these meetings will be determined in the initial conference call with Village staff and coordinated prior to the visit.



#### **TASK 1.9: COMMUNITY PROMOTION AND OUTREACH**

Our team will develop a simple community promotional outreach toolbox or campaign to assist the Village's marketing team with regular outreach, dialogue, and discussion of the Placemaking planning and design process. This "Virtual Open House" campaign will utilize the Village's new brand and incorporate the project brand for this process described earlier.

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Conduct an informal meeting or presentation to the Village Board to present the range of land planning options for key downtown targeted development sites. The overview will touch on site bulk and densities, parking, pedestrian, and traffic impacts. More importantly, each scenario will provide the impacts or benefits to developing successful adjacent public spaces.

*Anticipated Phase 1 timeframe: 1-2 months.*





## phase 2: ENVISION + IMPLEMENT

### TASK 2.1: PLACEMAKING VISION CONCEPTS

Our team will begin to develop a range of alternative physical public space and placemaking/programming concepts for the preferred public plaza site. These concepts will address a range of micro and macro issues and opportunities related to enhancing and reinforcing a cohesive sense of character and "sense of place" for the community. These visions will be developed using a range of 2- and 3-dimensional graphic forms, including plans, vignettes, sections, and photographic representations to more fully describe and illustrate such components as:

- Plaza form, character, circulation, function and structure
- Branding and identity elements and campaigns
- Onsite amenities: indoor and outdoor facilities
- Connections to adjacent land uses/buildings and streets
- Visibility of plaza from primary thoroughfares
- Potential public art locations
- Plaza details, including paving, seating, lighting, furniture and focal point features
- Potential short-term to long-range implementation to envision iterations of this key space
- Ideas will range from temporary, low-cost solutions to permanent redesigned plazas spaces
- Preliminary programming and space planning needs

### TASK 2.2: PLACEMAKING STRATEGIES/PROGRAMMING

In addition to the visioning concepts, our team will develop programming strategies, including recommendations for activating and populating the plaza throughout all stages/phases of its development and seasons. These strategies will relate to the Village's approach and impact on placemaking through a careful review of Village policies, ordinances, and funding. These strategies will begin to create the framework for an overall implementation approach that brands, markets, and programs this key space.

### TASK 2.3: PRELIMINARY PLACEMAKING CONFERENCE CALL

Conduct a conference call with staff and advisory committee to review the preliminary placemaking concepts and strategies and prepare for the second Community Open House. All materials will be provided to staff and the committee in advance of the conference call. The call can include a web-component (such as GoToMeeting) to help in the review and discussion of materials. Locations, dates, and timing for the second visit will be finalized. Any input to the concepts and strategies will be incorporated into the final materials needed for the next visit.

### TASK 2.4: STAFF + ADVISORY COMMITTEE MEETING (Mtg. #5)

The team will meet with Village staff and advisory committee to go through any final preparations for the Community Visioning Open House.

### TASK 2.5: COMMUNITY VISIONING OPEN HOUSE #1 (Mtg. #6)

The Team will conduct an interactive Community Visioning Open House with Village leaders and residents/stakeholders to review our alternate placemaking concepts and strategies.

Following a presentation, which will include the prepared conceptual graphics and images, participants will be free to review concepts at their own pace. The different concepts will be organized into stations to offer opportunities for participants to provide feedback to the team. Members of the team will be circulating around the Open House to answer questions, engage in discussions, and listen to input.

Using the IntuiFace program, Lakota will create an easy-to-use, interactive project interface that houses links to the project's social media pages and organizes key elements of the document for the general public to review. This can be loaded onto tablets or iPads and made available at the public meetings throughout the charrette to allow participants to navigate to specific areas of focus and create an exciting and engaging platform from which to communicate ideas. See pages 22-23 for an example of this program.

The Project Website will be updated with a Virtual Open House that will include the presentation and a survey to help attain additional input from stakeholders unable to attend the open house.

### TASK 2.6: STAFF + ADVISORY COMMITTEE CONFERENCE CALL

Conduct a conference call with Village staff and the committee to discuss the summary memo. The memo will be revised based on input and made available to the public through the Project Website. The call can include a web component to help in the review and discussion of materials.

### TASK 2.7 SITE DESIGN

Based on the input received during the second Community Open House, as well as direction provided by staff and the committee, the team will create preliminary design drawings for the plaza and review with the Village staff and Advisory Committee. Elements of the preliminary plan will address:

- Drainage + slope conditions
- Existing or planned public underground/overhead utilities
- Parking areas, crosswalks, pedestrian wayfinding, emergency, and delivery access
- Access and staging for special events, green room space for performances, temporary structures



- Location of power, water for on-site vendors
- Professional lighting, sound and projection systems
- Water feature/splash pad programming and size
- Ice rink
- Restrooms and equipment booth (for projection, sound, lighting, etc.)
- Staging for public markets and a variety of other events
- Crowd control devices for large events that expand beyond the grounds of the plaza area
- Shade structures, street and plaza trees, raised landscape planters, trash receptacles, on-site signage, crosswalks, night lighting, and security measures
- Interactive musical amenities and rotating exhibits
- Storage for bleachers, seating, umbrellas, tenting, area fencing and other furnishings and fixtures tied to the plaza
- Outdoor children's play environments
- Cultural or heritage features
- Interactive wayfinding or community event signage

Once the preliminary plan direction is approved, these drawings will be submitted to the Village, the Brand Leadership Team, and private property owners who will have properties fronting on the plaza for their review and consideration. The design will include four full-color renderings of the site in plan-view (overhead) and from street view locations. These will be provided in large-scale PDF formats so they are able to be printed and mounted on foam core boards for public display.

Additionally, preliminary site development budget numbers will be developed for the preferred scheme that illustrates order of magnitude costs for construction.

#### **TASK 2.8: OPERATIONS + IMPLEMENTATION STRATEGIES**

The Team will prepare an Implementation Matrix and priority actions. The matrix will organize specific tasks, timeframes, roles/responsibilities, and relative costs for achieving key placemaking objectives. Some of the items addressed in the matrix may include, but are not limited to:

- Programming elements
- Marketing and branding strategies for the plaza (at various stages)
- Priority level, time frames, and parties responsible for initiating key actions
- Key interrelationships/dependencies between projects and organizations

- Coordination and linkage with updated Village codes/ordinances and recommendations
- Integration of public financing tools the Village may need to consider achieving targeted objectives
- Organizational structure for maintenance, management, and programming (if applicable)

#### **TASK 2.9: MARKETING ACTION PLAN**

Prepare the draft Marketing Action Plan, which will include preliminary brand graphics for the plaza, signage and wayfinding for the plaza, advertising, and marketing concepts for programming.

#### **TASK 2.10: STAFF + ADVISORY COMMITTEE CONFERENCE CALL**

Conduct a conference call with staff and committee to review the draft plan. The call can include a web-component to help in the review and discussion of materials. The draft plan will be refined based on input provided.

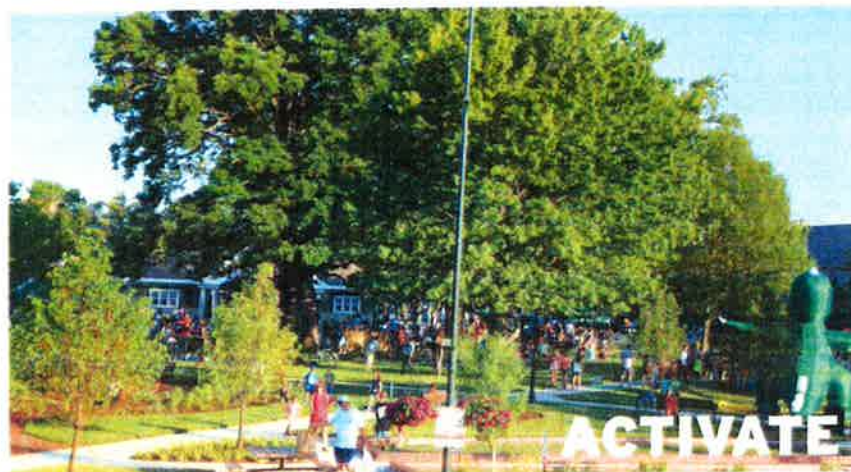
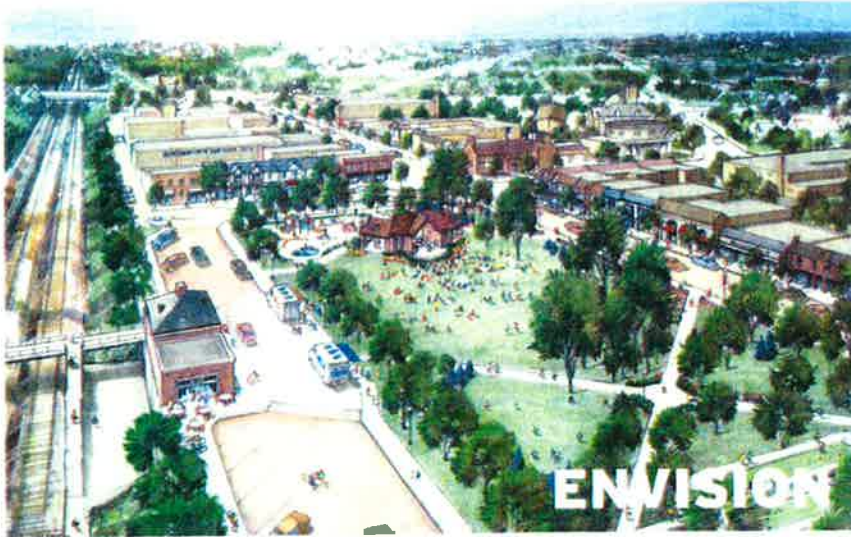
#### **TASK 2.11: STAFF + ADVISORY COMMITTEE MEETING (Mtg. #7)**

The team will meet with Village staff and advisory committee in the afternoon of the evening public presentation to go through any final preparations for the presentation to the final public presentation. We will also discuss next steps to implementation of some or all the plan components or initiatives.

#### **TASK 2.12: FINAL PUBLIC PRESENTATION**

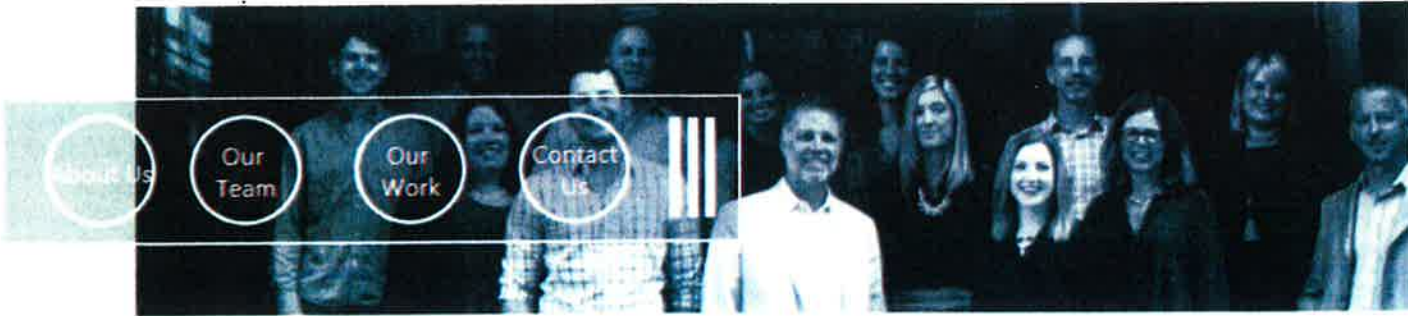
Present the Final preferred Placemaking/Public Plaza Plan to Village Council for review and comment.

*Anticipated Phase 1 timeframe: 2-3 months.*



HUBBARD WOODS PARK MASTER PLAN | WINNETKA, IL

USER TAPS NAVIGATION CHOICE



**We are a team of talented designers, planners and communicators powered by a passion to offer creative solutions.**

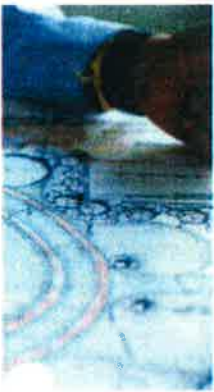
Our defining attribute is fostered through a team-based approach to project management centered on positive dialogue. Led by our drive to institute change in a sustainable way, Lakota associates abide by a process that combines critical thinking and community engagement.

The result? A practice that seeks to produce the most effectively efficient solutions, carefully balancing the real with the ideal.

**Our quest is simple: we want to improve communities.**







INTERACTIVE ELEMENTS: CAN SWIPE PHOTOS WITH FINGER TO SELECT

## MEET OUR TEAM

**THE  
LAKOTA  
GROUP.**



WITH JUST A TAP CAN ACCESS MORE INFO, GRAPHICS + VIDEO



**Scott Freres** PLA, AIA  
President | 1993-Present

As the President and founder of The Lakota Group, Scott brings nearly 30 years of experience in both design and planning projects. As an industry leader in sustainable urban design, Scott has spoken at a multitude of conferences for various planning, recreation, and design-related organizations. Scott's ability to solve a wide range of complex planning problems has established The Lakota Group's reputation as a creative leader in the industry.

**Experience**

Years with Lakota: 22  
Years of Practice: 28

**Accreditations**

Professional Landscape Architect  
Board of Directors



**THE  
LAKOTA  
GROUP.**

Signature Projects



Park Ridge Urban Streetscape  
Park Ridge, IL



Village Center Master Plan  
Winnetka, IL



University of North Carolina  
Evanston, IL



Park in Winnetka  
Winnetka, IL





**THE  
LAKOTA  
GROUP.**

 **PROJECT  
EXPERIENCE**



An aerial photograph of a park area. A large, rectangular canopy structure with a grid pattern of dark panels is supported by several tall, thin poles. The ground is a mix of grass and paved paths. Several people are walking around the area. In the background, there are trees and a building.

**our projects...**

**envision the possibilities**

A detailed architectural site plan of a park. The plan shows various zones and structures, including a large rectangular area with a grid pattern, similar to the canopy in the top image. There are also smaller rectangular areas, paths, and trees indicated. The plan is drawn in a light, sketchy style.

**design beautiful spaces**

A street-level photograph of a park. A group of people is walking along a paved path. In the background, there is a brick building with a sign that says "THE BUNNY". There are trees with autumn foliage and a large canopy structure visible in the distance.

**and ultimately  
create people places**





**City Commons** Park Ridge, Illinois

As part of a larger redevelopment of Uptown Park Ridge, Lakota devised an open space and streetscape design for City Commons. This key feature functions as a “front yard” for the landmark Pickwick Theater by framing an elliptical lawn on the opposite side of Prospect Avenue. The library’s main entrance is flanked by a new “reading garden” with enhanced paving materials, site furniture, landscape planting, site lighting, and signage inspired by the Art Deco architecture of the Pickwick Theater. The overall development addresses the pedestrian-oriented, downtown character of the Uptown District by providing new circulation that connects a highly-visible intersection to the new Uptown development across Touhy Avenue and the traditional main street that it borders.

**Statistics**

Start Date: 2005  
Completed: 2007

**Reference**

Juliana Maller  
Former Deputy City Manager of  
Park Ridge

Village Manager  
Village of Hanover Park

(630) 823-5600  
jmaller@hpil.org





## **St. Cloud Placemaking Plan** St. Cloud, Minnesota

Lakota led a team that identified placemaking strategies and opportunities to enhance the community's quality of life. The process built upon several of the city's placemaking components mentioned in previous planning projects. The goal was to create a clear, documented, and shared vision for placemaking that would set the stage for private and public activities to better establish St. Cloud's "sense of place."

In addition to facilitating conversations with a range of stakeholders, such as property owners, city leaders, business owners, and citizens, Lakota used a short documentary-style video to educate participants about the placemaking process. In the end, Lakota developed a plan that will cultivate St. Cloud's vitality and sense of place through both short- and long-term placemaking initiatives.

The St. Cloud Placemaking Plan won a Merit Award for Communication from the Illinois Chapter of the American Society of Landscape Architects in 2015.

## **Statistics**

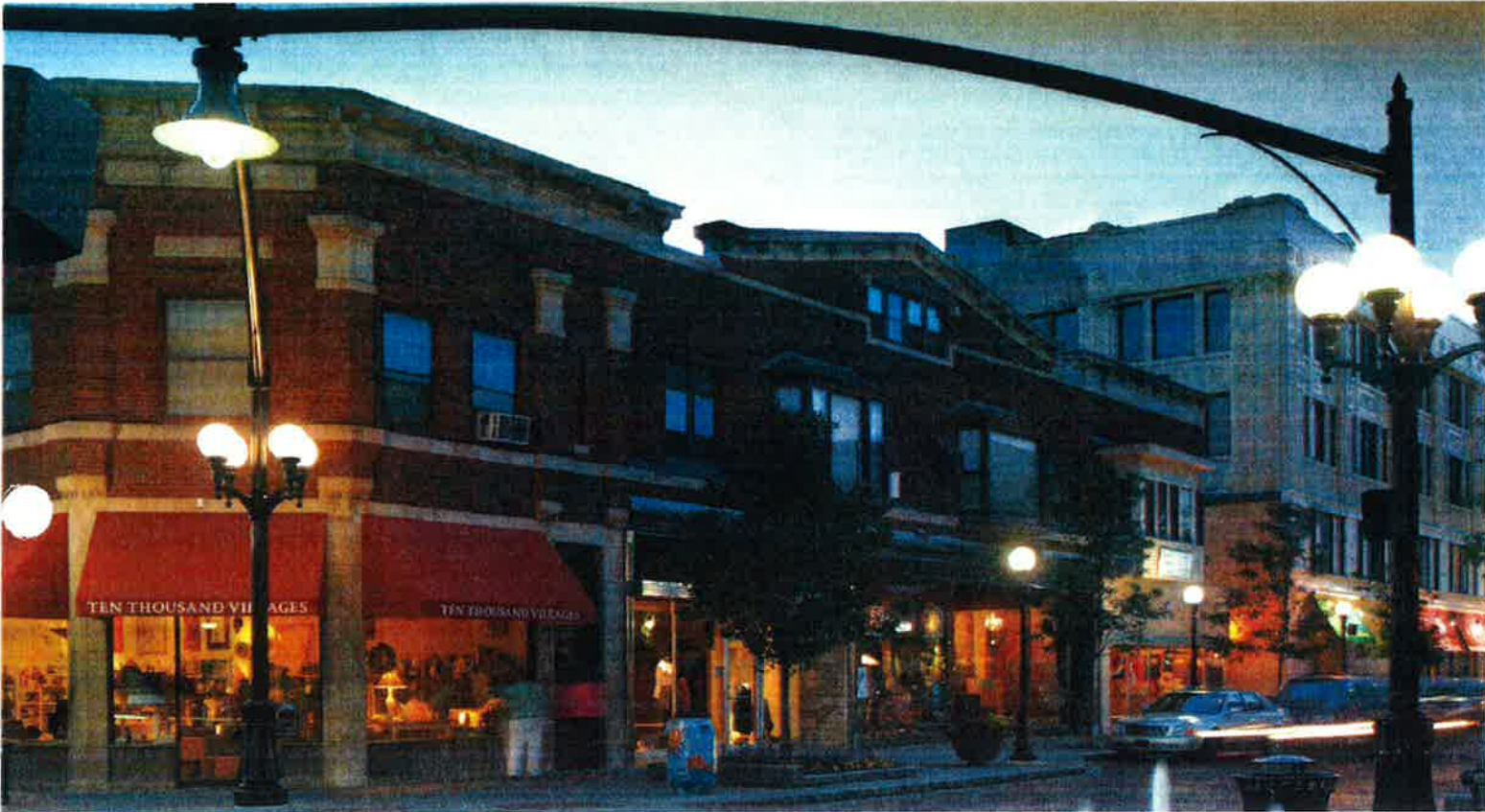
Start Date: February 2013  
Completed: November 2013

## **Reference**

Jennifer Penzkover  
St. Cloud Arts Commission Coordinator

(320) 650-3148  
jennifer.penzkover@ci.stcloud.mn.us





## Marion Street Streetscape Design Oak Park, Illinois

Lakota developed plans to open Marion Street to two-way traffic in order to revitalize the deteriorated pedestrian mall in the center of Historic Downtown Oak Park. The overall plan links the mall to another new, pedestrian-friendly street that has several local businesses. The streetscape design focused on rejuvenating this well-known commercial center with a rich variety of materials and flexible outdoor gathering spaces. The design included natural stone, brick street/sidewalk paving, custom site furnishings, a central water feature, new plantings, and custom lighting. Sustainable design techniques, such as an under-sidewalk heat mat and a gray water storage system for irrigation, were used. The project has been integral to creating an active and vibrant commercial district, and has spurred additional streetscape enhancements and economic development within the downtown.

Lakota has received the following awards for the Marion Street project: Honor Award from the American Society of Landscape Architects Illinois Chapter; Gold Award for Implementation from the American Planning Association Illinois Chapter; Charter Award from the Congress of New Urbanism Illinois Chapter and Gold Award from the Brick Industry Association.

## Statistics

Start Date: September 2006  
Completed: November 2007

## Reference

Loretta Daly  
Business Services Manager  
Village of Oak Park

(708) 358-5640  
dalyl@oak-park.us



## **The Irish Green Of Notre Dame** Notre Dame, Indiana

The University of Notre Dame Irish Green is a major new open space created on the south edge of campus along Edison Street. This 20-acre park provides a front door to the campus and a physical link between Notre Dame and South Bend's Northeast Neighborhood. Framed by the University's new Performing Arts Center, it complements the building's architecture with its simple, organic design. The Green was created as a place for students, local residents, and visitors to come together in an elegant setting and experience a variety of spaces, including multiple gardens, a shaded bosque, large playground, campus Christmas tree, donor recognition area, and performance/pep rally lawn. The same palette of materials (such as stone walls, outcropping stone boulders, brick paver banding, benches, and lighting) are used throughout these individual spaces to create a cohesive open space.

The Green was built in multiple phases over a period of three years to align with the University's budget and the desire to keep portions of the park open during the school year.

## **Statistics**

Start Date: June 2009  
Completed: June 2012

## **Reference**

Doug Marsh  
Vice President  
Facilities Design and Operation  
University of Notre Dame

(574) 631-4200  
dmarsh@nd.edu





## **The Village of Homewood Downtown Open Space Plan** Homewood, Illinois

The Lakota Group worked with the Village of Homewood to lead a study of Homewood's downtown and determine the feasibility of a new open space to serve the public. The needs and desires for the downtown area were determined by engaging project stakeholders and the local community. Based on that study's findings Lakota led a multi-disciplinary team through design and construction for two critical blocks of the downtown. The recently-constructed project includes flexible streets that can be used for community events, additional plantings, entry monuments, overhead tivolli lights, and a fire feature. Downtown Homewood's character was maintained and enhanced by highlighting an existing mural and designing monuments that reflect the art deco design of the existing village hall.

### **Statistics**

**Start Date:** November 2013  
**Completed:** May 2016

### **Reference**

**Jim Marino**  
Village Manager  
Village of Homewood

[jmarino@village.homewood.il.us](mailto:jmarino@village.homewood.il.us)



# Our Allies.

## **Eddy Street Commons Master Plan (South Bend, Indiana)**

Greg Hakanen, Director  
Northeast Neighborhood Redevelopment  
(574) 631-9979  
ghakanen@nd.edu

## **Ashland Avenue BRT (Chicago, Illinois)**

Benet Haller  
Director, Chicago Dept. of Planning & Development  
(312) 744-2850  
c\_benet.haller@cityofchicago.org

## **NOTO Arts District Master Plan (Topeka, Kansas)**

Anita Wolgast  
Co-Chair  
NOTO Arts Center  
(785) 408-8996

## **St. Cloud Placemaking Plan (St. Cloud, Illinois)**

Jennifer Penzkover  
St. Cloud Arts Commission Coordinator  
(320) 650-3148  
jennifer.penzkover@ci.stcloud.mn.us



“  
 The Lakota Group did an outstanding job of managing this highly complex and politically charged project. I appreciate the high quality services and deliverables that Lakota consistently provides, and would not hesitate to hire them again.  
 — Jason Navota

# Fee Proposal

The Lakota Group has developed the following costs based on our project understanding and the work scope outline. Any additional meetings, presentations, or substantial changes to the approved design direction shall be considered an additional service and billed according to our current hourly rates.

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## Phases

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Phase 1: <i>Analyze + Engage/Downtown Land Planning</i>	\$33,400
Phase 2: <i>Envision + Implement</i>	\$42,500

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<b>Professional Fee Sub-Total</b>	<b>\$75,900</b>
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<b>Expense Estimate (5%)</b>	<b>\$3,795</b>
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<b>Total Project Cost</b>	<b>\$79,695</b>
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## EXPENSES

- Reimbursable expenses will be billed at direct expense. Reimbursable expenses related to this project will include:
- Travel (mileage/tolls/parking/cabs/meals)
- Delivery (postage/messenger/express)
- Copying/Reproduction
- Computer Plots/Prints
- Miscellaneous (municipal documents, special reports, data)







**THANK YOU**

**THE  
LAKOTA  
GROUP.**

**THE LAKOTA GROUP**

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[thelakotagroup.com](http://thelakotagroup.com)

**COMMENTS FROM  
THE PUBLIC**



**ADJOURNMENT**