

Village of Winthrop Harbor

Request for Proposal TIF Consulting Services

**Submittal Deadline:
June 8, 2018
4:00PM**

**Prepared by:
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Published 05-21-2018

SYNOPSIS

The Village of Winthrop Harbor requests proposals from experienced firms to prepare documents for the consideration of repealing the designation of an existing Tax Increment Financing (TIF) District known as the Triangle and the establishment of a TIF District encompassing commercial properties within what is commonly known as the Sheridan Road Business Corridor.

The existing Triangle TIF District includes approximately 8 acres of mixed ownership parcels located on the northeast corner of Sheridan Road and 7th Street.

The Sheridan Road Business Corridor generally includes all properties zoned for business and/or downtown use located along Sheridan Road from 1st Street north through 17th Street south and on 7th Street from Whitney Avenue west to the Union Pacific train tracks east. A preliminary review indicates the area consists of approximately 190 parcels (see attached map).

The expected work product includes: 1) analysis of the area for tax increment finance eligibility including preparation of required reports and assistance in recommending appropriate district boundaries; 2) preparation of the required redevelopment plan, 3) preparation of financial projections and analyses or other documents necessary for consideration and establishment of the Sheridan Road Business Corridor TIF District and 4) preparation of required documents to repeal the existing Triangle TIF District.

COMMUNITY BACKGROUND

Winthrop Harbor is located on the shores of Lake Michigan in the northeast corner of Illinois and is home to North Point Marina, the largest freshwater marina in the United States. In addition to recreational boating opportunities the lakefront complex includes public beaches, charter fishing and a variety of eco-tourism activities from bird watching to biking and hiking.

Access to 6 miles of shoreline, 1,500 boat slips and nearly one million annual visitors to the marina and surrounding lakefront complex, make up the basis of the village economic development plan to grow an untapped tourism market. Specifically, the plan is intended to attract investment in businesses that support a tourism market including, food, entertainment, retail and hospitality uses.

SHERIDAN ROAD BUSINESS CORRIDOR STUDY AREA

Despite the apparent opportunities for economic growth given the location of the community and an abundance of natural assets, the commercial corridor has struggled for many years to attract investment. As a means to become competitive in attracting desired commercial investment the village wishes to establish a TIF District encompassing the main business corridor within the community.

Plans are in place for the business corridor that identify actions intended to enhance the opportunity of attracting desired commercial investment. Most notable are a Sheridan Road Streetscape Plan and a Transit Oriented Development Plan. Additionally, the village updated key development ordinances for the area including zoning, building material requirements and signage. All intended to match the entitlement process with the desired development plan objectives.

In recent years the village completed phase 1 of the streetscape plan installing nautically themed right-of-way improvements by way of decorative lighting, stamped concrete sidewalks and landscape improvements in the area of the entryway to the lakefront. In the past the village also made available a façade improvement program to existing business owners. That program was discontinued (as was progress on phase 2 of the streetscape plan) due to a lack of funding.

The establishment of this TIF District is intended to provide a revenue source to address needed infrastructure improvements, the establishment of a façade/sign improvement program and to make available a source for funding incentives to attract commercial investment.

See the municipal website: www.winthropharbor.com for additional background, including the Plan for Economic Development and Comprehensive Plan documents under the Community Development link.

SCOPE OF SERVICES

The village is desirous of engaging an experienced firm to review the general study area for TIF eligibility and based on qualification for tax increment financing, assist in determining appropriate district boundaries. Further work of the consultant includes preparation of various financing and property value projections and assessment of the viability of TIF as a redevelopment mechanism for the area. Preparation of the eligibility report, redevelopment plan and other required documents leading to the establishment of a TIF District is also anticipated. It is expected that the consultant will provide the village with a full range of expertise and services throughout the consideration process, including at any Joint Review Board meetings. It is also expected that the consultant will provide guidance to the village in meeting state statute requirements, including preparation of any required documentation needed to effectively repeal the existing Triangle TIF District.

SUBMITTAL REQUIREMENTS

Interested firms should submit 3 copies of the following:

1) Qualifications of the Firm

A Statement of Qualifications, including resume of personnel proposed for assignment to this engagement; the name of the primary person for this work; a list of previous clients; and a description of how the firm will assure quality of staff skills and work product. In addition, provide a detailed summary of relevant experience as it pertains to establishment and repeal of TIF Districts.

Submittal of a sample copy of pertinent previous work which is related to this assignment is highly encouraged.

2) Approach to Engagement and Proposed Work Program

An outline of the proposed work program, including description of approach to the assignment; the proposed steps or actions to be taken in the development of the work; anticipated timelines for work components and assignment completion. In addition, an estimate of the number of meetings envisioned with village staff and expectations regarding village staff and the recommending bodies' role in the consultant's work.

3) Cost

An engagement proposal with an all-inclusive not-to-exceed cost estimate for completion of the assignment and the work program proposed (such a figure to include all estimated out of pocket costs) and a listing by category of all anticipated out of pocket expenses. In addition, hourly rates for additional work or services that may be deemed necessary at a later date.

SCHEDULE

Selection Process

Responses to this RFP will be reviewed by staff and engagement of a selected firm approved by the Village Board. Of prime importance for this assignment will be the consultant's experience and ability to provide high quality work.

Submittal Deadline

Proposals, with the requisite number of copies are due **no later than 4:00 PM Friday, June 8, 2018.**

Submittals should be clearly marked "TIF Consultant" and directed to:

Pat DiPersio
Community Development Director
Village of Winthrop Harbor
830 Sheridan Road
Winthrop Harbor, Illinois 60096

TERMS

There is no expressed or implied obligation of the Village of Winthrop Harbor to reimburse firms for any costs incurred in preparing proposals in response to this request. The village reserves the right to reject any and all proposals and to modify the scope of services. The village further reserves the right to retain all proposals submitted and to use any idea in a proposal regardless of whether that proposal is selected.

The successful firm will be required to enter into an agreement acceptable to the village. All work under the agreement with the village shall become the property of the Village of Winthrop Harbor. During the period of engagement, the firm shall provide monthly detailed invoices to the village for actual hours worked, not to exceed the maximum all-inclusive quoted price. During the engagement, ten percent may be withheld by the village to ensure completion of the work and acceptable delivery of the final product. The selected firm shall not replace staff assigned to this engagement and shall not subcontract to another firm without the expressed written consent of the village. Submission to the village of a response to this RFP indicates acceptance by the firm with the conditions and terms contained in this RFP.

Village of Winthrop Harbor
2018 Proposed TIF District Map

