

# Request for Qualifications

## Redevelopment of Village-Owned Properties

### Downtown **Oswego**, Illinois



**Issue Date:** March 7, 2014

**Due Date:** April 11, 2014 by 11:00 a.m.

# RFQ SCHEDULE & CHECKLIST

**RFQ Opening Time and Date: 11:00 a.m., Local Time, April 11, 2014, 2014**

*Submittals will be accepted until the specified opening time and date.*

**PLEASE MARK THE RETURN SEALED ENVELOPE:**

Oswego Downtown Re-Development

**RETURN RFQS TO:**

Tina Touchette  
Village Clerk  
Village of Oswego  
100 Parkers Mill  
Oswego, IL 60543  
Telephone: (630)554-3618

***RFQs SUBMITTED BY FASCIMILE OR E-MAIL WILL NOT BE ACCEPTED***

**Checklist for Submission**

**Submission Note 1:** Include Three (3) sets and one (1) CD/flash drive of the RFQ:

**Submission Note 2:** Include the Completed Checklist with your submittal

- Transmittal/Acknowledgement Letter including an understanding of the Request (4 page maximum)
- Development Team Qualifications
  - Organization Form, Team Members, and Personnel
  - Relevant Experience
  - Management Team
  - Project Management Plan
- References
- Special Conditions
- Contact Information

**NOTE:** Financial Strength of Development Team will be required at the time of submitting the Request for Proposals.

**Request for Qualifications  
Redevelopment of Village-Owned Properties  
Downtown Oswego, Illinois**

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# SECTION 1: BACKGROUND, OVERVIEW, SITE VISION & DEVELOPER CAPABILITY

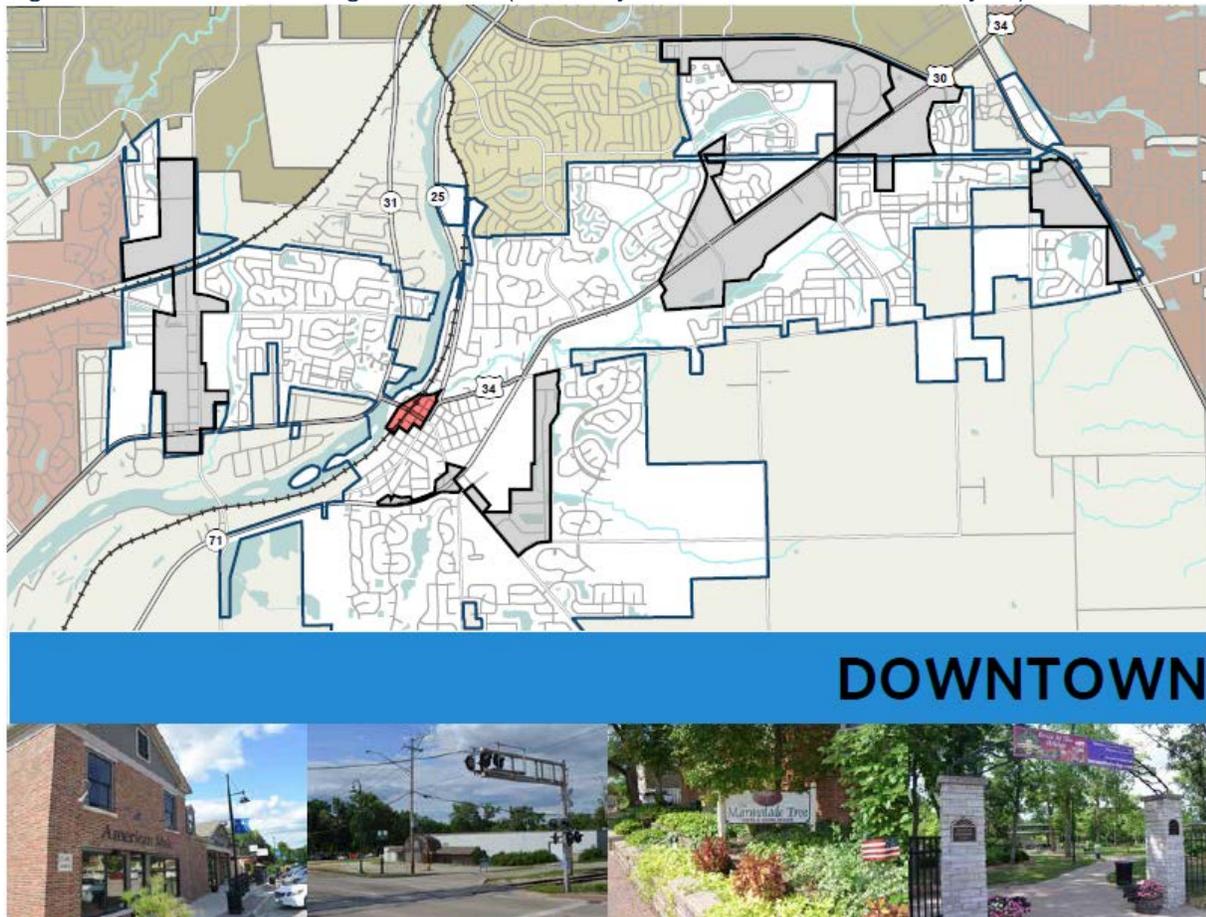
The Village of Oswego owns four parcels located in what is known as the Old Village Hall Block. This block is bounded by Washington Street/Route 34 to the north, Main Street to the east, Van Buren Street to the south and Adams Street to the west. The Village is soliciting development opportunities for the redevelopment of this property for commercial and residential uses.

## A. Village Background

The Village of Oswego has experienced significant growth over the last two decades, growing from a population of 3,875<sup>i</sup> in 1990 to 30,355<sup>ii</sup> in 2010, and with this population growth a considerable commercial district developed along Route 34 on the east side of the Village.

While the new, mostly regional and national chain businesses along Route 34 have largely been positive additions to the Village, the downtown business district has not seen growth or major reinvestment relative to the increased Village population. With the assistance of consulting professionals, the Village developed and approved Downtown Oswego Design Guidelines in 2002 and a Downtown Framework Plan in 2009. The Guidelines and Framework Plan were fashioned to help guide redevelopment in the downtown district.

Figure 1: Downtown Oswego Location (Courtesy: 2013 CMAP Market Analysis)



## **Overview of Downtown Framework Plan**

The Village's Downtown Framework Plan, adopted in January of 2009, serves as an update to the 1998 Comprehensive Downtown Plan. Currently the Downtown Framework Plan is the most detailed, and up-to-date plan for Downtown. To create the 2009 Downtown Plan, key stakeholders from around the community contributed in the process of developing a vision of the future Downtown area. This collaboration led to a plan that illustrates the growth and development potential of Downtown, and provides recommendations to accomplish these goals and visions.

The Village Board recently discussed the recommendations of the Downtown Framework Plan, and affirmed the core vision in anticipation of seeking development proposals for Village-owned properties and other targeted re-development sites that are privately owned.

## **B. Overview of CMAP Market Analysis**

The Village sought out technical assistance from the Chicago Metropolitan Agency for Planning (CMAP) to help guide the community's commercial, office, and industrial development in the post-downturn market. The Market Analysis, to be finalized in January 2014, presents the accumulation of nine months of research, analysis, and public outreach activities. It provides an overview of the current conditions in the Village of Oswego's commercial and business park areas and is designed to help "set the stage" for the Village as it begins to update its Comprehensive Plan.

For further information, please visit: [http://www.oswegoil.org/pdf/Downtown\\_Framework\\_Plan.pdf](http://www.oswegoil.org/pdf/Downtown_Framework_Plan.pdf)

The Market Analysis notes that Downtown is a special place and that the area should be enhanced with new businesses and redevelopment. Overall, it highlights a strong desire for Downtown to be a mixed-use, walkable environment that maintains its character and charm as follows:

*Downtown is a historical and iconic symbol of Oswego. The area should focus leveraging downtown's older buildings, pedestrian-oriented streets, Fox River, and charm to attract appropriate retail and office uses.*

## **C. RFQ Goals**

The Village of Oswego is issuing this Request for Qualifications (RFQ) to identify qualified individuals/firms that will be considered for potential re-development of municipally owned properties within the Old Village Hall block. The RFQ process will consider developer's experience, and record of accomplishing high-quality mixed-use suburban redevelopment projects of similar scope. Neighboring properties are available for inclusion into the overall development plans based on developer's negotiation with the individual property owners.

The RFQ process will be followed by a Request for Proposal (RFP) forwarded to the individuals/firms deemed most qualified for final consideration, after which the Village may enter into a Development Agreement with a selected firm. The RFP process will consider the submittal that provides the financial capabilities and greatest positive impact on the Downtown area.

Figure 2: Downtown key redevelopment sites (Courtesy: 2013 CMAP Market Analysis)



Evaluation criteria may include consistency with the Downtown Framework Plan, greatest positive economic impact upon Downtown, attractive and innovative design, environmental responsibility and potential to preserve all or a portion of the Old Village Hall building façade.

**D. Development Vision: Mixed Use Concept (Live, Work, Shop, Learn)**

The ultimate proposal (**not required a part of RFQ submission**) would provide a new mixed-use development, appropriately scaled to the land area of Village owned lots. The development would include one or more multi-story structures (up to a maximum of four stories) fronting on Washington Street and/or Main Street. Surface or structured parking would be provided in the interior of the block, offering public and private parking opportunities.

An expanded scenario would be the redevelopment of the entire block, or a more limited approach including one or more adjacent parcels. However, this scenario would require cooperation from multiple property owners.

#### **E. Financial and Market Capacity to Carry Out Redevelopment**

The Village's goal is to find a developer who can demonstrate the capacity to execute this project demonstrated as follows:

- a. Successful completion of projects of similar scope, value and quality;
- b. Organizational and managerial capacity and ability to successfully execute and deliver projects of similar or larger scope, value and quality;
- c. Financial capability to successfully complete the project.
- d. Capability to develop a project management plan that could phase the project and develop market viability to lease and/or sell the space in a timeframe that sustains the financial viability of the project.

High priority will be given to a developer that can efficiently negotiate with abutting property owners to realize the full potential of this site area.

## SECTION 2: SITE INFORMATION

### **A. Physical Setting**

The subject properties have frontage on the two major downtown streets, Main Street and Washington Street. It includes the Old Village Hall and a historical context.

### **The Site**

The site consists of four Village owned parcels located in what is known as the Old Village Hall Block. This block is bounded by Washington Street to the north, Main Street to the east, Van Buren Street to the south and Adams Street to the west. Privately owned properties adjoin Village properties. Any inclusion of these properties would be subject to private negotiations.

### **The Opportunity**

The portion of the subject site fronting on Main Street makes up one of the three primary pedestrian oriented retail blocks of downtown Oswego. This makes it critically important to the overall vitality of the downtown business district and a special opportunity to contribute to the revitalization of this local shopping destination.

Because the Village owns half of the land within this block, it has a unique opportunity to influence future redevelopment of the block, and catalyze improvements elsewhere in the downtown. Thoughtful redevelopment of the block could set the stage for additional investment in downtown Oswego.

Figure 3: Project site area



## B. Existing Conditions

### Location

The subject site is located in the heart of downtown Oswego with frontage on the two most prominent streets, Main and Washington (US Route 34). The site lies approximately two blocks east of the Fox River and directly east of a freight rail line that carries on average two trains through the Village per day.

### Zoning & Land Uses

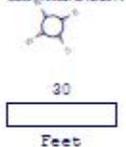
The west half of the project site is zoned B-1 Neighborhood. The east half of the project site is zoned B-2 Community Shopping. It is envisioned that any development of the site would require flexibility as to uses and bulk regulations via a PUD process to create a development conducive to a downtown environment.

**Parcel Information**

Oswego Old Village Hall Block



Scale (Printed: 2/12/2014)



The requested map will be created for study purposes only. Please refer to the official recorded plat or deeds for the actual legal descriptions and property dimensions. No liability is assumed for the accuracy of the data delineated herein, either expressed or implied by the Village of Oswego or its employees. This work is protected by the United States Copyright Act of 1976 (17 U.S.C. Sec 101 et seq.). You are not permitted to use and/or reproduce any part of a copyrighted work of the Village of Oswego in violation of Federal Copyright Law. Doing so may result in prosecution under such law. If you wish to use property in which the Village of Oswego owns a copyright, you must obtain written permission through the Community Development Department in the Village of Oswego, located at 130 Parkers Mill, Oswego, Illinois 60543.

	Village Owned Property
	Private Property

The subject site is a block made up of eleven parcels with a Village-owned alley running through the middle from east to west. Seven of the eleven parcels that make up the block are roughly 140' deep by 66' wide, comprising slightly more than 1/5 of an acre each. The parcels making up 103-107 Main Street combined are also approximately 140' deep by 66' wide. The total area of the Village owned parcels is .74 acres, or 50% of the total block (Image 9).

### **Village Owned Properties**

#### 63 Washington Street

This parcel is owned by the Village of Oswego and improved with one structure occupied by the Oswego Chamber of Commerce which will be vacated by April 1, 2014. The office building architecturally resembles a single-family home. There is no on-street parking on Washington Street.



Image 12. 113 Main Street, April 2013

#### 113 Main Street

This parcel is improved with a single-story commercial building and is owned by the Village (Image 12). The building previously housed the Oswego Village Hall offices but has been vacant since the construction of the new Village Hall on the west side of the Fox River. Approximately ten off-street parking spaces are located behind (west of) the building and are accessed from the public alley that runs along the south edge of the property. Additional on-street parking is located directly in front of the building.

#### 110 Adams Street

This parcel is unimproved and is owned by the Village. It was recently used as a construction staging area while the building at 65 Washington Street was being repurposed for a restaurant. Due to a steep grade change on the west side of the property, any future development would likely be accessed from the public alley on the north side of the property.

### **Private Properties**

#### 65 Washington Street

This parcel is owned by the Village of Oswego and improved with one structure, a restaurant (Image 10). The restaurant tenant has a lease-purchase agreement with the Village.



Image 10. 63-65 Washington Street, April 2013

The restaurant is a single-story recently renovated building with a rear deck for outdoor dining. There is no on-street parking on Washington Street, however there are several angled parking spaces off of Adams Street on the west side of the restaurant building.



Image 11. 103-107 Main Street, April 2013

### 103-107 Main Street

These parcels are improved with several adjoining buildings which currently house three office and service uses, and are under private ownership. The single-story commercial buildings are located at the corner of Main Street and Washington Street with the storefronts facing Main Street (Image 11). A small off-street parking lot is located behind (west of) the commercial buildings that contains approximately 5 parking spaces and is accessed from Washington Street. There are also several angled on-street parking spaces on Main Street directly in front of the building.

### 121 Main Street

This parcel is improved with a single-story restaurant building and is privately owned (Image 13). The restaurant building is long and narrow, located parallel to the south property line. The remainder of the lot is paved, accommodating an outdoor eating area and some off-street



Image 13. 121 Main Street, April 2013

parking. The off-street parking is accessed off of the public alley. Additional parking is available in front of the property on street.

#### 125 Main Street

This parcel is improved with a two-story residence and is privately owned. The residence fronts on Main Street with a driveway on the north side of the building off of Main Street. The property also contains a detached garage accessed from Van Buren Street. There is on-street parking located along Main Street in front of the residence.

#### 70-76 Van Buren Street

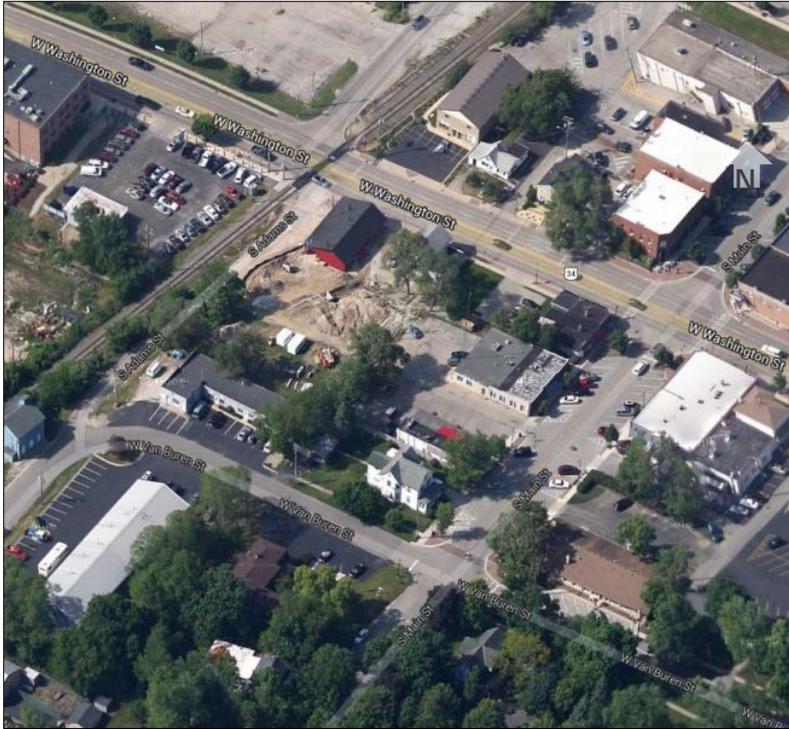
This parcel is improved with a single-story multi-tenant commercial building and is privately owned. Several service-oriented businesses are located within the structure. There are approximately nine off-street parking spaces that are accessed directly from Van Buren Street. An additional three parking spaces are located within the Van Buren Street right-of-way.

#### 100 Adams Street

This parcel is semi-improved and is owned by the Village. The Village has leased the property to the tenants of 63-65 Washington Street. The western half of the parcel contains a terraced and decked outdoor dining area extending from the back of the restaurant at 65 Washington Street. The eastern half of the parcel remains unimproved, but is used as overflow parking for the adjacent tenants.

### **Traffic Summary**

Main Street consists of two traffic lanes with angled on-street parking and is the primary pedestrian oriented retail street in downtown and the Village. Washington Street is the main thoroughfare through downtown, with two lanes of traffic in each direction and no on-street parking. Vehicles traveling along Main Street through the intersection with Washington Street must stop at the stop sign. Cross traffic along Washington Street does not stop, and left turns from westbound Washington Street onto southbound Main Street are prohibited. A flashing pedestrian signal at this intersection notifies motorists when pedestrians are waiting to cross Washington Street. Adams Street is a two-way road through the Village, except along the western edge of the subject site where it is one way heading southwest between Washington Street and Van Buren. Vehicles can turn from Washington Street onto Adams Street to access the subject site. Van Buren Street is a two-way street with one lane in each direction.



Approximately 21,000<sup>iii</sup> vehicles travel along Washington Street per day. The visibility that comes with the relatively high traffic volume on Washington Street should be helpful in attracting retailers for any new development, especially those that front along Washington Street or have visibility from Washington Street. Traffic volume is approximately 750<sup>iv</sup> vehicles traveling along Main Street through the intersection with Van Buren Street per day.

## SECTION 3: QUALIFICATIONS SUBMITTAL REQUIREMENTS

The following are the response requirements for this RFQ:

- Ten (10) sets of qualifications must be submitted, preferably in 8 ½" X 11" format.
- One (1) CD or flash drive containing the entire proposal in either MS Word or PDF must also be submitted. Contents of the CD or flash drive must match the hard copy submitted.

### RESPONSE FORMAT

The following items are to be included in your qualifications response.

#### **A. Transmittal/ Acknowledgement Letter – 4 pages maximum**

All qualifications must be transmitted with an appropriately executed transmittal letter. This letter is required to address all of the Village's goals for this project as outlined on page 8 of this document and also summarize your understanding of the request and requirements, providing any information you feel will aid the Village in making its decision.

#### **B. Development Team Qualifications**

The development team information must include information adequate to permit a *preliminary* assessment of the developer's current financial strength and capacity to successfully undertake the project for each member of the development team.

**1. Organization Form, Team Members, and Personnel.** Provide the following information for each of the team members who will be responsible for each component of the project (design team, construction oversight, construction financing, and operational financing plans):

- a. Complete identification of the developer and all associated team members (participating firms);
- b. The specific legal entity description and the jurisdictions under which the developer is organized;
- c. The principal representatives of each participating firm;
- d. Evidence of management continuity with each major participating firm; and
- e. Identification of the individual(s) authorized to negotiate and bind the developer.

**2. Relevant Experience.** Qualifications shall describe the relevant experience of each participating firm in the planning, redevelopment, financing and management of similar projects. Include information on the current status of these projects as well as evidence that the developer is financially solvent / stable and has a track record of securing financing of a similar magnitude and complexity. Qualifications shall also include a minimum of three references who may be contacted regarding each participating firm's role and performance in connection with similar projects, along with the express written permission to contact these references. References shall include name, affiliation, address, e-mail and telephone number.

**3. Management Team.** Describe the proposed Management Team that will be responsible for managing the day-to-day activities of the redevelopment project. Specifically list and detail the roles and responsibilities of each individual. List all principals, firm background, and experience

and provide examples of comparable projects that have been undertaken. Enclose current resumes for all members of the Management team.

**4. Project Management Plan.** Include a description of the project management plan addressing the issues set forth below:

- a. Technical services to be provided by the developer and each member of the development team;
- b. Organization of the development team, responsibilities for project management, the specific experience of each team member; and
- c. Description of management, coordination and scheduling of required Village reviews/ approvals.

### **C. Special Conditions**

Any and all special conditions that the developer may offer or request from the Village are required to be listed. The developer will need to elaborate on costs, terms, payment amounts, conditions, timing and such other pertinent factors, if selected for further negotiations.

### **D. Checklist**

The Checklist inside the cover page should be included in the response to the RFQ, identifying that each of the items listed in the checklist have been addressed.

**E. Contact Information.** Provide (a) company name, (b) company address, (c) phone number, (d) name of Principals, and (e) primary contact person (include e-mail address).

## SECTION 4: RFQ SELECTION PROCESS

### A. Village Contact

Please contact Economic Development Director Vijay Gadde at (630)551-2334 or [vgadde@oswegoil.org](mailto:vgadde@oswegoil.org) with any questions.

### B. Proposal Deadline

The proposals must be submitted in sealed envelopes or boxes by **11:00 a.m. on April 11, 2014** to:

Tina Touchette  
Village Clerk  
Village of Oswego  
100 Parkers Mill  
Oswego, IL 60543  
Telephone: (630)554-3618

**Note: Late proposals will not be accepted.**

### D. Review of Submitted Proposals

1. After the proposal deadline, representatives from the Village's Community and Economic Development Departments and Finance Department (Village staff) will review all submitted proposals to ensure they meet with the Proposal Submission Requirements outlined in this Request for Qualifications.

Failure to meet with the Submission Requirements may constitute a basis to eliminate that proposal from further consideration. However, the Village of Oswego may at its discretion, waive any non-conformity or take any other action or fail to take any action, as contemplated by the Disclosure and Disclaimer.

2. Following this review process, all qualifications that meet the Submission Requirements will be reviewed for their technical and financial aspects and short-listed. During this process, Developers may be asked to clarify their qualifications.

3. A Village review team shall determine the finalists, and seek formal RFPs.

### D. The following is the anticipated timeline for this RFQ:

- Request for Qualifications Issued: March 7, 2014
- Qualifications Submissions Deadline: April 11, 2014 by 11:00 a.m.
- Qualifications Reviews: April 14, 2014 to May 2, 2014
- Village Board selects finalists: May 2014

## SECTION 5: DISCLOSURE AND DISCLAIMER

This Request for Qualifications ("RFQ") is being furnished to the recipient by the Village of Oswego (the "Village") for the recipient's convenience. Any action taken by the Village in response to submissions, made pursuant to this RFQ, or in making any awards or failure or refusal to make any award pursuant to such submissions, or in any cancellations of awards, or in any withdrawal or cancellation of this RFQ, either before or after issuance of an awards, shall be without any liability or obligation on the part of the Village and its officials and employees. The Village, in its sole discretion, may withdraw this RFQ before or after receiving submissions, may accept or reject any or all submissions, and may waive any irregularities if the Village deems it appropriate and in its best interest. The Village shall determine the responsiveness and acceptability of any proposal submitted.

Prospective developers and their design teams should rely exclusively on their own investigations, interpretations and analyses in preparing and submitting proposals, and should not rely on communications with Village staff or officials. The Village makes no warranty or representation that any submission, which conforms to the requirements of this RFQ, will be selected for consideration, negotiation, or approval.

The Village and the selected developer(s) will be bound only if and when a submission, as same may be modified, and any applicable definitive agreements and budgetary authorizations pertaining thereto, are approved by the Village Board of the Village of Oswego and then only pursuant to the terms of the definitive agreements executed among the parties.

All submissions and supporting data shall be subject to disclosure as required by State law. All submissions shall be submitted in sealed form and shall remain confidential to the extent permitted by State statutes and ordinances of the Village of Oswego, until the data and time selected for opening the responses.

This RFQ, along with the Attachments, and other information of interest can be found at the following website: [www.Oswegoil.org/RFQ](http://www.Oswegoil.org/RFQ)

The Village reserves the right to reject any or all responses, to waive any informality on the specifications or RFQ process, or to cancel in whole or in part this RFQ if it is in the best interests on the Village to do so.

# ATTACHMENTS POSTED ONLINE

[Village of Oswego Market Analysis \(2013\)](#)

Village of Oswego Strategic Plan 2012 -2017

<http://www.oswegoil.org/pdf/StrategicPlanwithtasks8.7.13.pdf>

Village of Oswego Downtown Framework Plan (2009)

[http://www.oswegoil.org/pdf/Downtown\\_Framework\\_Plan.pdf](http://www.oswegoil.org/pdf/Downtown_Framework_Plan.pdf)

Village of Oswego Strategic Growth Plan (2006)

<http://www.oswegoil.org/pdf/plan-comprehensive.pdf>

## ENDNOTES

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<sup>i</sup> Village of Oswego. (June 2013). Retrieved from <http://www.oswegoil.org/community-info/history.htm>

<sup>ii</sup> United States Census Bureau. (2010). Community Facts. Retrieved from [http://factfinder2.census.gov/faces/nav/jsf/pages/community\\_facts.xhtml](http://factfinder2.census.gov/faces/nav/jsf/pages/community_facts.xhtml)

<sup>iii</sup> Village of Oswego. (July 2013). Traffic Count for W Washington Street, Average Daily Volume.

<sup>iv</sup> Village of Oswego. (July 2013). Traffic Count for S Main Street and W Van Buren Street, Average Daily Volume.