

**Request For Proposals
Consultant Services to Prepare
West Regional Enterprise Zone Application**

Background:

The West Regional Enterprise Zone (WREZ) is a Collaborative consisting of Bellwood, Broadview, Cook County, Maywood, and Melrose Park is accepting proposals for consulting services to prepare an enterprise zone application to the Illinois Department of Commerce and Economic Opportunity (DCEO).

The State of Illinois has reauthorized the local enterprise zone programs. Communities must apply and meet new criteria to establish local enterprise zones. No preference will be given to communities with existing zones. The West Regional Enterprise Zone is seeking a consultant services to complete applications for the communities located in within the Collaborative Bellwood, Broadview, Maywood and Melrose Park, Illinois.

Scope of Services:

It is the intent of this request to seek all productive ideas and approaches that will facilitate competitive enterprise zone applications being submitted to the Illinois Department of Commerce and Economic Opportunity by the deadline of November 30, 2018.

It is anticipated that the West Regional enterprise zone application will be prepared and submitted. The proposed zones include: (to download maps of the proposed zones please go to (www.maywood-il.org)

Below are major work items that a consultant will be required to perform; the consultant may advise variations of these proposed enterprise zones to strengthen the applications.

Work Items:

1. Identify the areas (up to 15 square miles per zone) to be included in the West Regional enterprise zone. The boundaries outlined presently include the inclusion of all 4 communities and two unincorporated Cook County areas with the exception of an industrial area consisting of 23 acres in Melrose Park above will be the initial boundary, but changes as the application process progresses will be considered. Develop a legal description for the new zone boundaries as required by DCEO. Firm/Consultant with GIS mapping resources preferred, however the Municipal Engineer as well as GIS mapping, resources and personnel can be made available to assist.
2. Identify and provide outreach to large businesses with the 4 communities to explain the benefits of the enterprise zone, in order to foster their support of the application. Convene and facilitate regional business meetings to inform and foster support the application.
3. Determine the labor market area for the new zone applications that meets the new zone requirements.
4. Compile qualifying criteria for the new zone applications from the labor market area. Analyze the qualifying criteria data and present to the Enterprise Zones Collaborative Group that assures competitive zone applications are submitted. Collaborative staff will assist the consultant in scheduling and coordinating meetings with enterprise zone communities and County groups.

5. Prepare enterprise zone applications with the necessary submittal data and documentation.
6. Attend meetings with various City, Village and County officials and staff to explain the benefits of the proposed Enterprise Zone Program. West Regional Staff and county staffs will assist in the scheduling and coordination of these meetings. Draft enterprise zone adopting ordinances for the various cities/villages legal counsel review prior to submission to proposed enterprise zone boards.
7. Upon submission of the enterprise zone applications to the State, assist the Collaborative, Boards, and committee with support in the State of Illinois zone review, follow-up and status reports on the approval process.
8. The consultant will have access to existing enterprise zone records for the existing zone and other data and information that may have been collected, the counties or municipalities that may be helpful in the new enterprise zone application.

PROPOSAL PREPARATION AND SUBMITAL REQUIREMENTS

EXAMINATION OF THE RFP

It is the responsibility of all prospective proposers to carefully read this entire RFP which contains provisions applicable to successful completion and submission of a proposal. If you discover any ambiguity, inconsistency, error or omission in the RFP, you must notify the following point of contact in writing:

Ms. Angela Smith. Zone Administrator
West Regional Collaboration
C/O: Clerk's Office, Village of Maywood
40 W. Madison
Maywood, IL 60153
asmith@maywood-il.org

Only interpretations or corrections made in writing by West Regional Collaborative regarding this RFP are binding. The Respondent shall not rely upon any interpretation or corrections given by any other method.

INSTRUCTIONS FOR SUBMISSION OF QUALIFICATIONS & PROPOSALS

- A. **Deadline:** Submittals must be received in the office of WREZ no later than 3:00 p.m., **March 19, 2018**. The Respondent shall assume full responsibility for delivery of its submittal to Angela Smith, Village of Maywood and shall assume the risk of late delivery or non-delivery regardless of the manner he/she chooses. Late submissions will not be accepted or considered.
- B. **Respondent Authorization:** Submissions must be signed by a representative of the Respondent organization authorized to submit and establish fees on behalf of the Respondent and bind the Respondent to the terms and conditions of this RFP.
- C. **By Mail or Courier:** An original and eight (10) copies of the required qualifications and technical information must be submitted in a sealed envelope. Envelopes should bear the following:

**Angela Smith, Zone Administrator
West Regional Collaboration
C/O: Clerk's Office, Village of Maywood
40 W. Madison
Maywood, IL 60153**

- D. Proposals will not be accepted via facsimile; however a courtesy electric PDF copy asmith@maywood-il.org would be appreciated.
- E. Submissions will be opened on or after the submission due date and time, at the sole discretion of WREZ. No formal bid proposal opening will be conducted.

Questions regarding the RFP may be directed in writing to Ms. Angela Smith, Zone Administrator at the above address or e-mail asmith@maywood-il.org. Disclosing any questions received by WREZ to all respondents will be at the sole discretion of WREZ. The deadline date to submit a question is noon on **March 16, 2018**. Written responses by WREZ regarding questions will be provided via e-mail upon receipt and posted on the WREZ website at www.WREZ.org.

NEWS RELEASES, MEDIA ADVISORIES AND MEDIA INTERACTION

The Respondent shall not discuss the RFP with any member of the media or issue news releases or media advisories pertaining to this request, or the work to which it relates, without prior expressed approval from WREZ.

INDEPENDENT PRICE DETERMINATION

Each submission shall include a signature page that includes the following certifications:

By submission of the Qualifications and Cost Pricing Information, the Respondent certifies and, in the case of a joint proposal, each party thereto certifies as to its own organization, that:

1. The pricing information in the proposal has been arrived at independently, without consultation, communication or agreement with any other Respondent, or with any competitor for the purposes of restricting competition;
2. No attempt has been made, or will be made, by the Respondent to entice any other person or firm to submit, or not to submit, a proposal.

A submission will not be considered for award if the required certification is not included, and/or the language stipulated above has been modified or deleted.

DISCLOSURE OF PROPOSAL CONTENTS

All responses to this RFP become the property of WREZ and shall be subject to disclosure under the Freedom of Information Act.

SUBMISSION OF QUALIFICATIONS

Qualified Consultants are invited to submit a written qualifications statement to WREZ for consideration. The minimum content of that submission is outlined below.

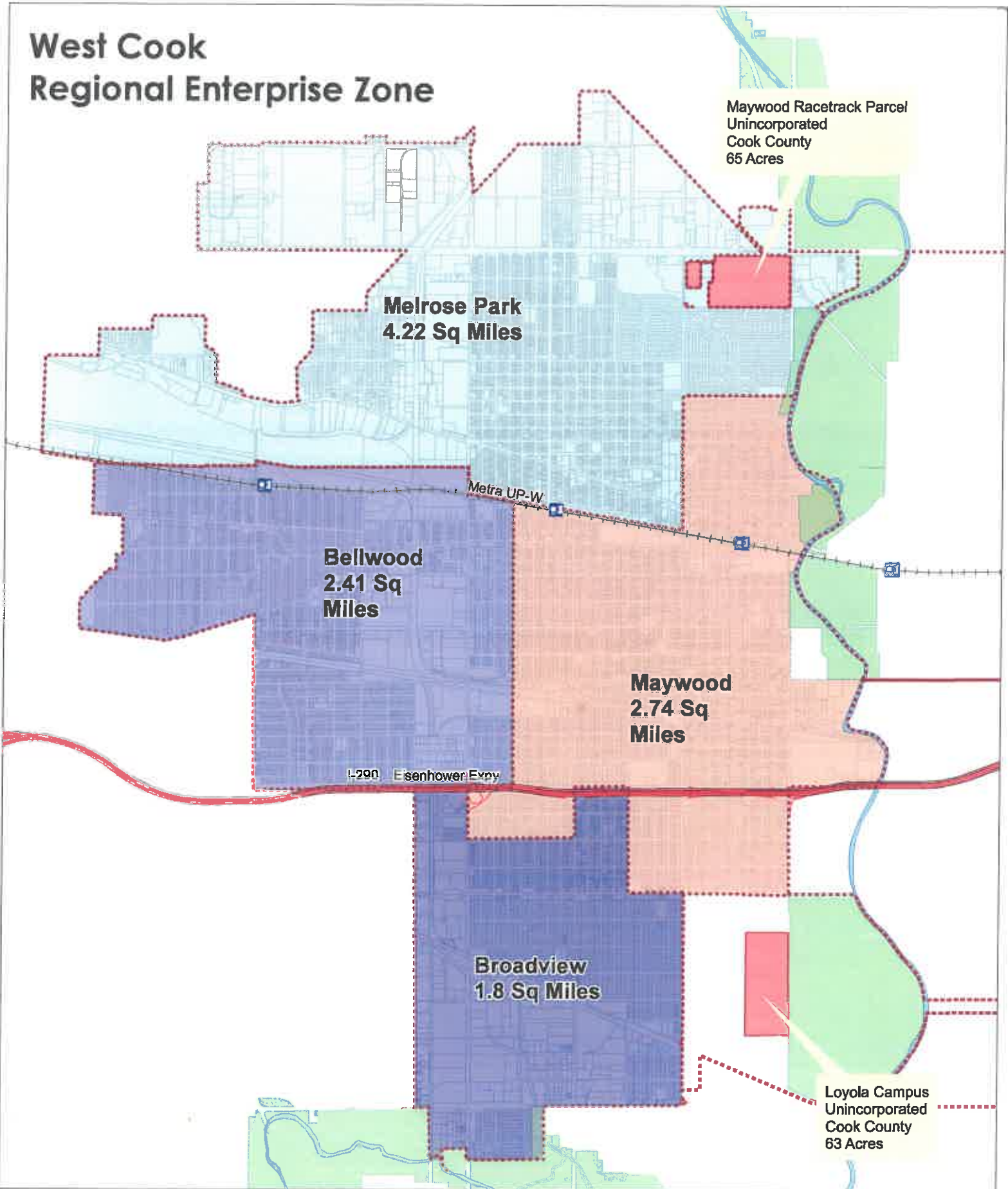
1. Provide a summary of the firm's history and organizational structure.
2. Demonstrate your firm's qualifications and related experience relative to the project tasks described in the Scope of Work by providing project descriptions of projects similar to the one outlined above. Provide project performance period, contract amount, and reference contact information for projects completed over the past three years.
3. Provide a detailed description of technical and operational approaches for performing the project services described above, including a proposed project schedule.
4. Identify the proposed project team and their respective qualifications (resumes), including a project organizational chart identifying all key project team members and demonstrate that each team member is qualified to perform the assigned role and tasks.
5. Provide itemized costs (per task) for performing the project tasks described above; include overall pricing per each proposed enterprise zone, as well as pricing for all four zones in total.
6. Provide a description of your firm's ability to perform the required work within the project period. Include a description of your firm's current workload and commitments
7. List of references from municipalities receiving successful applications.

EVALUATION OF SUBMISSIONS

Qualifications submissions will be evaluated on the basis of:

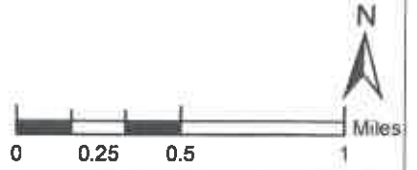
1. The firm's ability to perform the scope of work based on experience with the Illinois Enterprise Zone Program and the new criteria for establishing new zones (25%).
2. The firms demonstrated capacity to gather the labor market data, analyze and complete zone applications within the proposed timeframe (25%).
3. Recommendations from references (25%).
4. Cost to perform the requested work (25%).

West Cook Regional Enterprise Zone



Village of Maywood
Community Development
Map Created: J. Koonce 1/31/2018

- Unincorporated Cook
- Melrose Park
- Maywood
- Forest Preserve Dist.
- Bellwood
- Broadview

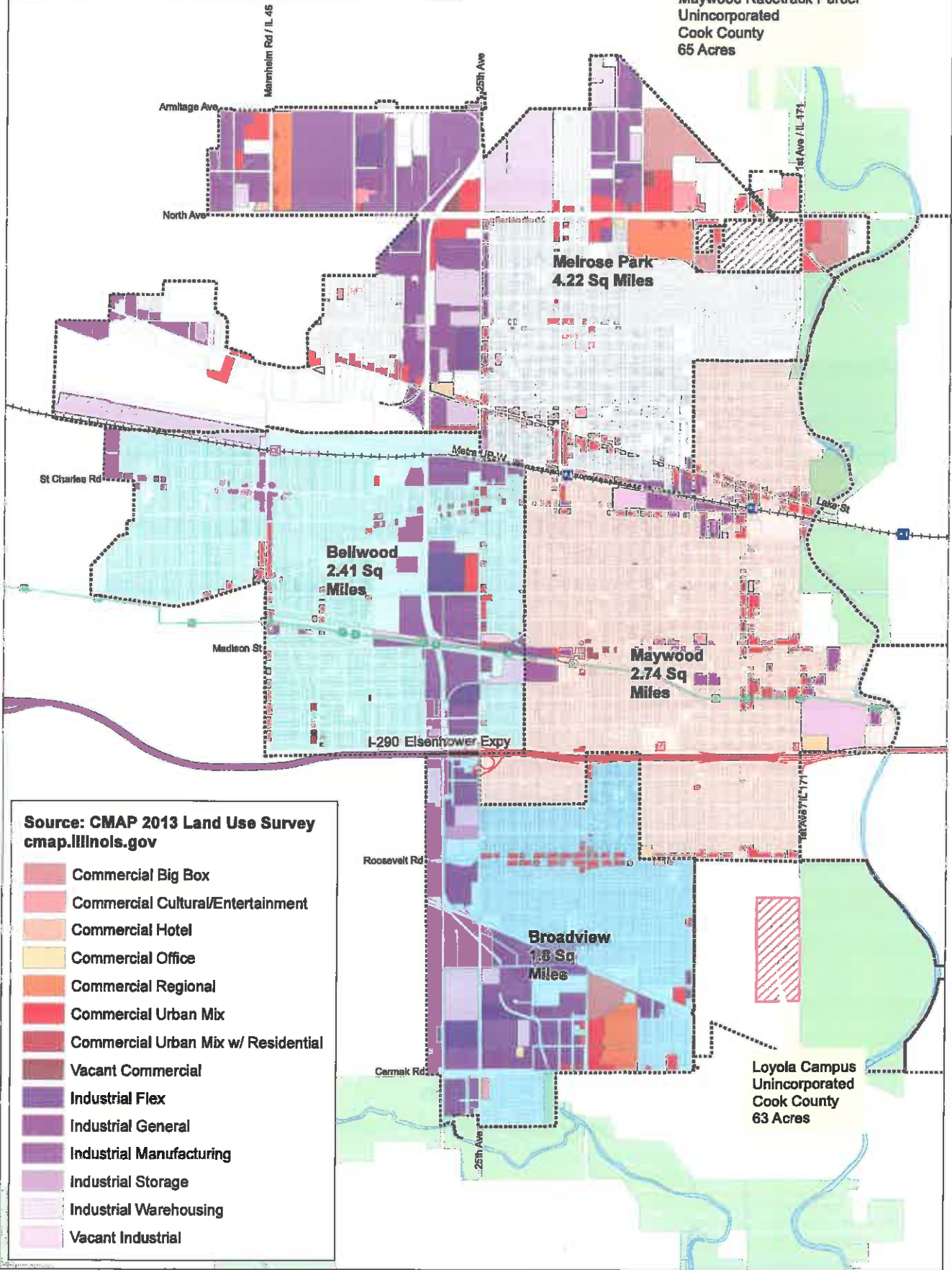


West Cook Regional Enterprise Zone Industrial & Commercial Land Use

Total Industrial Area: 1330 Acres

Total Commercial Area: 545 Acres

Maywood Racetrack Parcel
Unincorporated
Cook County
65 Acres



Source: CMAP 2013 Land Use Survey
cmap.illinois.gov

- Commercial Big Box
- Commercial Cultural/Entertainment
- Commercial Hotel
- Commercial Office
- Commercial Regional
- Commercial Urban Mix
- Commercial Urban Mix w/ Residential
- Vacant Commercial
- Industrial Flex
- Industrial General
- Industrial Manufacturing
- Industrial Storage
- Industrial Warehousing
- Vacant Industrial



Village of Maywood
Community Development
Map Created: J. Koonec 2/28/2018

Unincorporated Cook
 Melrose Park
 Maywood

Forest Preserve Dist.
 Bellwood
 Broadview

