



**REQUEST FOR QUALIFICATIONS (RFQ) FOR
VILLAGE OF PALOS PARK DEVELOPMENT REGULATIONS (ZONING AND SUBDIVISION)
CODE UPDATE**

Issued By:

Village of Palos Park
Kaptur Administrative Center
8999 W. 123rd Street
Palos Park, IL 60464

Release Date: July 22, 2022
Deadline for Submission: August 26, 2022 at 5:00 PM

NO LATE SUBMITTALS WILL BE ACCEPTED

The Village of Palos Park, Illinois is requesting proposals from interested contractors to create updated zoning and subdivision ordinances as described in the enclosed Request for Qualifications (RFQ).

For any questions, please contact the Director of Community Development, Mark Herman, MPA, AICP at 708-671-3731 or mherman@palospark.org

The Village of Palos Park reserves the right to reject any or all Submittals, to waive any informality in any Submittal, and to select the Submittals that best meet the Village's needs.

Request For Qualifications (RFQ) for Village of Palos Park Development Regulations (Zoning and Subdivision) Code Update

The Village of Palos Park invites contractors to submit qualifications as it relates to updating or rewriting the Village development regulations (including the Village zoning and subdivision ordinances) as described in this document. Please read each section carefully for information regarding the proposal and submittal instructions.

Introduction

The Village of Palos Park seeks to update the Village's development regulations, including (but not necessarily limited to) the Village zoning and subdivision ordinances. This regulatory update will guide future development and help implement the recommendations of the Village's Comprehensive Plan, adopted in December 2009 (available online at <http://www.palospark.org/335/Development-Codes-Maps>), and other planning documents such as the Western Growth Area Master Plan.

Palos Park is located in Cook County, approximately 25 miles southwest of downtown Chicago. Uniquely, Palos Park is surrounded by nearly 11,000 acres of forest preserve and bordered in several areas by unincorporated residential subdivisions. U.S. 45 S (LaGrange Road), US 83, Archer Avenue, 123rd Street/McCarthy Road, Illinois Route 7 (Southwest Highway), Bell Road, and West 131st Street are some of the main thoroughfares in the community, providing connections to the surrounding area. Metra's Southwest Service provides service to Chicago, and the Stevenson Expressway (I-55) is 8 miles north of the Village.

Palos Park is a unique and beautiful community, distinguished from other nearby municipalities by vast forest preserve areas, heavily wooded large-lot residential neighborhoods, natural environmental setting, and overall rural/small town character. The community has a rich history of community planning, established on a foundation of creating and maintaining a beautiful environment, inviting and attractive neighborhoods, and fostering a sense of community pride and civic stewardship. Working together with a shared vision, the Village has maintained its unique character and overall high quality of life for its residents.

The Village of Palos Park has not comprehensively updated its development regulations since 1960 (reference Part Twelve of the Village Code of Ordinances which can be found electronically at https://codelibrary.amlegal.com/codes/palospark/latest/palospk_il/0-0-0-33573). The Code incorporates both zoning and subdivision regulations. However, the subdivision regulations are inadequate, and do not include standards for construction of streets or the inclusion of green infrastructure. In addition, there are many other portions of the Code that are antiquated and do not meet current standards for land use regulations or best practices.

Over the years, various spot amendments have been made, which has created conflicts within the Code itself, as well as complexity and a lack of transparency for administrators of the code, as well as other stakeholders (residents, contractors, and developers). Additionally, the Village has had a one-acre lot minimum standard for residential uses. However, approximately 75% of the existing residential lots do not meet this standard, which creates further difficulties and often results in variances. As such, the Village seeks to create a new regulations that will provide clear zoning and subdivision requirements for the public, and suitably regulate new development.

Project Description

The Village desires a zoning ordinance, potentially a new zoning map, and a subdivision ordinance that support and implement the recommendations of the Comprehensive Plan and other planning documents. Promoting sustainable development, protecting natural resources, and creating favorable conditions for implementation of key provisions of the Comprehensive Plan will be central themes of the new ordinances. The new regulations should address the following topics: zoning districts, allowed uses, parking and loading requirements, landscaping and buffering, signage, administrative provisions, and subdivision requirements (including street standards). Other topics to address may emerge as a result of the planning process.

Since the Village's existing zoning ordinance has not been comprehensively updated since 1960, it is expected that the ordinance will require significant modification to reflect the current needs and desires of the community. The Village's existing zoning map may be found online at <http://www.palospark.org/335/Development-Codes-Maps>. It is anticipated that the new ordinances and any necessary zoning map amendments will be adopted at the end of the project, and the contractor is expected to shepherd the Village through the adoption process. Demonstration of significant team expertise with zoning and subdivision regulations, legal aspects of zoning and subdivision regulations, natural resources protection, conservation design, and stormwater management will be essential to a successful proposal.

Scope of Services

Steering Committee: This scope of work seeks to update the Village's zoning and subdivision ordinances. The selected contractor will interact frequently with Village staff as well as with community representatives through a project steering committee. The steering committee will likely include representatives from the Village's Plan Commission, the Zoning Board of Appeals, as well as Village staff and possibly other community representatives.

Public Engagement: Staff anticipates the project would involve appropriate public engagement. However, it will be up to the contractor to propose specific public engagement activities, such as open houses, stakeholder interviews, surveys, etc.

Existing Conditions: The contractor should propose an approach to understanding existing conditions in the community. The existing conditions review should include, at a minimum, a thorough review of the Village's existing plans and ordinances as they relate to zoning issues, conformity analysis of bulk and yard standards (such as minimum setbacks, lot widths, lot size, etc.) using appropriate methods to identify key issues to be addressed during the planning process.

Preliminary Recommendations: Prior to drafting new ordinances, the contractor should develop and present a memo, or equivalent document, describing their major preliminary recommendations related to the ordinances. This deliverable should also summarize the analysis and findings of the existing conditions review to provide a basis for the preliminary recommendations and describe the contractor's proposed approach to revising the existing ordinances. The purpose of this deliverable is to provide a check point for Palos Park to ensure that all project partners are on the same page prior to moving forward with drafting regulatory language. The draft document will first be distributed to Village staff, who will review and provide comments prior to its distribution to the steering committee for review.

Draft Ordinances: Using the preliminary recommendations memo and public engagement process as a guide, the contractor should create new zoning and subdivision ordinances for the Village. The new ordinances should be clearly worded and organized to encourage the document's accessibility to a wide range of audiences and utilize graphics and tables wherever possible to illustrate concepts. The contractor should carefully keep track of significant points of departure from the existing ordinances to ensure clarity and transparency. The draft zoning and subdivision ordinances will first be presented to Village staff, who will review and provide comments prior to the document's distribution to the steering committee and public.

Formal Approval: The contractor should prepare final ordinances based on comments made on the draft ordinance by Village staff, local stakeholders, the public, and others. Contractors should assume that a series of meetings will be necessary to finalize the document. Formal adoption procedures, such as a Public Hearing and presentations to the Plan Commission and the Village Council, will be required. The final ordinance should be provided to the Village in both Word and PDF formats; all illustrations, maps, and graphics contained therein should also be provided in electronic, editable formats.

Key Issues: The updated development regulations should address the following issues with the current ordinance (this list is representative of the work, but not meant to be complete):

- Provide simple to understand bulk requirements for both residential and non-residential zoned properties.
- Provide appropriate setback requirements based on lot size.
- Provide comprehensive, current land use lists.
- Clearly and properly regulate permitted obstructions in yards.
- Regulate non-conforming uses and structures separately.
- Address existing non-conforming setbacks in a manner that permits development that is currently prohibited.
- Provide content neutral sign regulations.
- Include methods to reduce stormwater runoff from new roadways created through the subdivision process.
- Provide methods that mitigate light pollution to help maintain the rural character of the community.
- Incorporate regulations for solar equipment installations and land uses.
- Simplify and streamline processes.
- Ensure compliance with Federal and State laws such as the Fair Housing Act.

The new development regulations should also incorporate modern best practices to make the ordinances user-friendly for Village staff, property owners, and interested developers. The new ordinance should include tables and illustrations whenever possible to help convey regulatory concepts; feature logical, streamlined organization; and remove legalese and jargon.

Submittal Requirements

All submittals shall include the following information:

1. *Letter of Introduction:* Briefly describe the firm, and the name, address, e-mail, and phone number of the contact person as well as a summary of the respondent's understanding of the scope of services and overall approach to the scope of services.

The letter can be addressed to:

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Development Regulations Code Update
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2. *Firm Profile:* Provide a brief description of your firm's size, organization structure, and history.
3. *Relevant Experience and Qualifications:* Provide a description of your firm's relevant experience and qualifications regarding drafting of zoning and subdivision regulations. Please also identify the contractor team that will be involved in this project, along with their relevant experience and qualifications. Clearly identify the project manager and specify the role of subcontractors. Each individual with significant time on the project should be identified and their role defined whether they work for the lead firm or a subcontractor. Contractors should either demonstrate in-house capacity to identify and address legal issues or include separate legal counsel on their team.
4. *Narrative:* Provide a narrative describing the process that will be used to produce the deliverables identified in the scope of work. Contractors should also include a specific timetable with their narrative demonstrating how the project will be completed in a timely manner. Contractors should specify their approach as it relates to conducting the tasks necessary to produce the deliverables, engaging the public and other stakeholders, and interacting with the Village on the management and oversight of the development of the ordinances.
5. *Examples:* Provide at least three examples of similar work that the contractor has completed. Specify the client, the date prepared, and the approximate cost for each example. Provide references for each project including individual contact name and phone number.
6. *Price Proposal:* Provide a price proposal with all proposed pricing for this project. Specify number of hours, hourly rates for relevant staff with the individuals identified, and any other expenses in the estimation of cost.

Submittal Deadline

Firms desiring to respond to this Request for Qualifications shall submit three (3) copies of their submittal to the Village Clerk's Office. In order to be considered, a submittal must be submitted prior to **August 26, 2022 at 5 p.m.** to the attention of:

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Responses sent by facsimile or e-mail will not be accepted. It is the sole responsibility of each firm to ensure that the submittal reaches the Village of Palos Park by the time and date specified. Once opened, all responses become public record and will be available to the public for review.

Inquiries

For all inquiries or questions in regard to this Request for Qualifications, please contact:

Mark Herman, Director of Community Development
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708-671-3731
mh Herman@palospark.org