



PROJECT DETAILS

Scope of Work

PURPOSE

The purpose of this document is to provide a framework for the development of a proposal to assist in the preparation of four sub area plans for Village of Orland Park. While the RFP presents the product of input from Village Staff and the Board of Trustees, the Village welcomes further input during the Consultant selection process and subsequent implementation process by the Consultant firm selected to produce the plans.

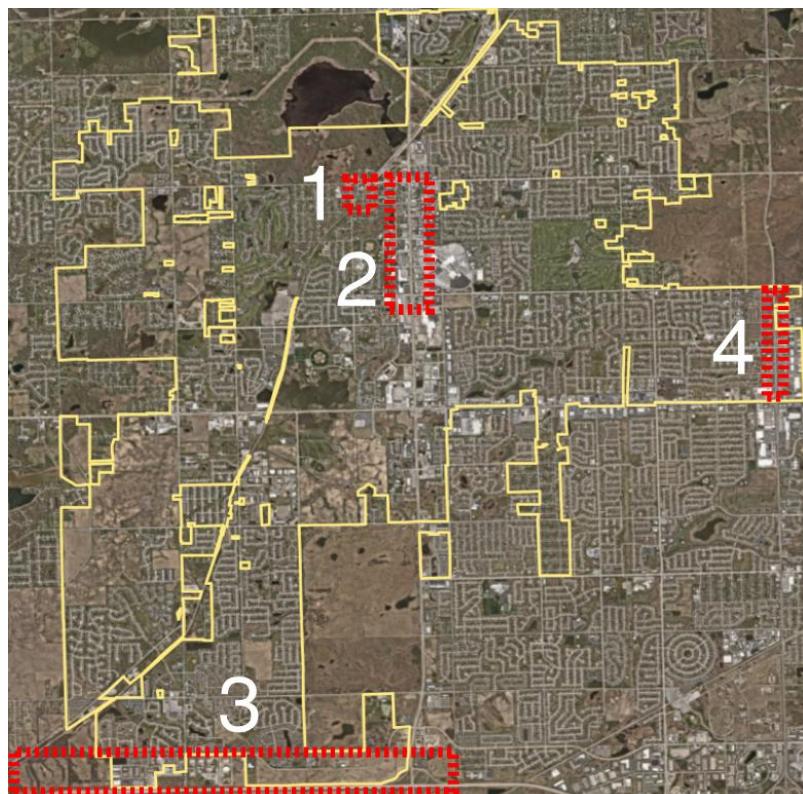
COMMUNITY BACKGROUND

Orland Park is a thriving suburban community located southwest of Chicago, recognized for its strong commercial base, high-quality residential neighborhoods, and excellent public amenities. With a population of more than 58,000, the Village serves as a regional destination for retail, dining, healthcare, and recreation. Orland Park is well-connected through major roadways including I-80, LaGrange Road, and 159th Street, and benefits from Metra commuter rail service, providing convenient access to downtown Chicago. The community's historic district, extensive park system, and vibrant commercial corridors reflect a balance of tradition and growth, making Orland Park one of the most desirable communities in the region.

PROJECT DESCRIPTION

The Village is embarking on an update to the Village's 2013 Comprehensive Plan, and is seeking proposals from qualified planning and urban design firms to prepare Subarea Plans for the following areas:

1. Old Orland Historic District
2. Gateway to LaGrange District
3. I-80 Employment Corridor
4. Harlem Avenue Corridor





OLD ORLAND HISTORIC DISTRICT

The **Old Orland Historic District**, an approximate 33-acre area is bounded by 143rd Street on the North, a half-block east of Beacon Avenue on the east, West Avenue on the west, and 144th Street on the south, as shown on the map below:



Old Orland is the historic core of the Village, dating back to the mid-19th century. The area includes a small collection of historic residential homes, small businesses, and religious structures. The district has been recognized for its architectural and historical significance and is subject to regulations in the Old Orland Historic District.

In recent years, the Village has experienced increased development interest in and around the Old Orland area. Community members and Village leadership are aligned in their desire to proactively manage growth while maintaining the district's authenticity. The Comprehensive Plan emphasizes the importance of Old Orland as a walkable, livable, and economically vital neighborhood.

PROJECT GOALS

Old Orland Historic District:

1. Reinforce and preserve the **unique character** and cultural identity of the district.
2. Encourage **context-sensitive infill and redevelopment** that respects historic patterns.
3. Support a **vibrant mix of businesses** and attract targeted investment.
4. Improve **multimodal access, circulation, and parking**.
5. Enhance the **public realm**, including open spaces, plazas, and pedestrian amenities.
6. Address **vacant and underutilized properties** with viable strategies.
7. Develop **clear design standards and zoning recommendations**.
8. Create a strong district **identity and brand**.
9. Promote **sustainability and climate resilience** in urban design and policy.



PLANNING CHALLENGES

1. **Historic Preservation vs. Modern Needs**
 - Balancing the preservation of historic character and architectural integrity with the community's need for modern amenities, accessibility, and infrastructure improvements.
2. **Economic Vitality and Business Retention**
 - Supporting existing local businesses while attracting new, compatible uses that respect the district's historic fabric.
 - Addressing the challenges of vacant or underutilized properties.
3. **Infrastructure Limitations**
 - Aging infrastructure such as utilities, sidewalks, and parking facilities that may not adequately support future growth.
 - Limited space for streetscape improvements within the historic setting.
4. **Residential and Commercial Conflicts**
 - Managing potential conflicts between residential uses and commercial activities, including traffic, parking, noise, and loading operations.
5. **Parking and Mobility**
 - Limited parking availability and the need to integrate modern transportation options (bike, pedestrian, transit) into the historic street network.
 - Providing ADA accessibility without detracting from the historic character.
6. **Design Consistency and Guidelines**
 - Ensuring new development, additions, or renovations comply with historic preservation guidelines while meeting contemporary needs.
 - Maintaining architectural cohesion and preventing incompatible materials or signage.
7. **Community Engagement**
 - Balancing diverse stakeholder interests, including property owners, business owners, residents, and preservation advocates.
 - Addressing concerns around change while building consensus for the district's long-term vision.
8. **Regulatory and Funding Constraints**
 - Navigating multiple layers of regulation (local historic preservation ordinances, zoning, and potential state/national preservation requirements).
 - Identifying sustainable funding mechanisms and incentives to support reinvestment.
9. **Tourism and Cultural Identity**
 - Leveraging the district's historic and cultural significance to promote tourism while avoiding over-commercialization.
 - Enhancing wayfinding, branding, and storytelling in ways that respect the district's authenticity.
10. **Resiliency and Adaptability**
 - Preparing for long-term resiliency challenges, including climate adaptation, building reuse, and evolving economic conditions.



GATEWAY TO LAGRANGE

The **Gateway to LaGrange District**, an approximate 77-acre area is bounded by 143rd Street to the north, one block east of LaGrange Road and John Humphrey Drive to the east, a half-block east of Beacon Avenue and Ravinia Avenue to the west, and 147th Street to the south, as depicted in the map below:



The Gateway to LaGrange District, as the name suggests, is the entry point to the vibrant commercial and retail center of Orland Park. LaGrange Road (U.S. Route 45) is a major regional arterial roadway that runs through the heart of Orland Park, connecting local neighborhoods to commercial centers and the greater Chicagoland area. LaGrange Road is home to the region's most diverse mix of retail destinations and community amenities, resulting in Orland Park becoming the focal point of the southwest suburbs. This district includes a number of aging retail centers, restaurants, offices, service establishments, and auto-oriented uses. Buildings on smaller disconnected and irregular lots pose a unique challenge to the district. These areas need improvement, investment, or redevelopment in order to stay viable, and redevelopment pressures accelerate as shopping centers age, traffic volumes increase, and consumer preferences shift. The Village seeks to reposition this corridor with a forward-looking plan that balances economic vitality, transportation efficiency, pedestrian safety, and community character.

Project Goals:

1. Encourage reinvestment and redevelopment of aging retail and commercial properties.
2. Improve traffic circulation and safety for vehicles, pedestrians, and cyclists.
3. Develop a cohesive corridor identity and brand that strengthens Orland Park's image.
4. Enhance streetscape and public realm to create a more inviting and walkable environment.
5. Promote a healthy mix of uses, including potential residential or mixed-use development.
6. Provide strategies for vacant and underutilized properties.
7. Ensure future development aligns with sustainability and resiliency goals.
8. Identify capital improvements needed to support redevelopment and improve infrastructure.



PLANNING CHALLENGES

1. **Gateway Identity and Character**

- a. Establishing a distinct and welcoming identity for the district as a true “gateway” into Orland Park.
- b. Balancing the need for prominent, visible development with architectural quality, signage controls, and cohesive urban design.

2. **Corridor Traffic and Safety**

- a. Addressing heavy traffic volumes and congestion along LaGrange Road while ensuring safe pedestrian and bicycle crossings.
- b. Improving access management and circulation for both local and regional users.

3. **Land Use Compatibility**

- a. Managing the mix of commercial, office, residential, and service uses to prevent conflicts and create a balanced district.
- b. Ensuring redevelopment does not negatively impact adjacent neighborhoods.

4. **Infrastructure Capacity**

- a. Upgrading aging infrastructure (utilities, stormwater management, sidewalks, streetscape) to support higher-quality development.
- b. Integrating green infrastructure and sustainable design while working within existing ROW and site constraints.

5. **Redevelopment of Underutilized Sites**

- a. Encouraging the reinvestment of parcels that may currently be vacant, underperforming, or auto-oriented in design.
- b. Overcoming barriers to site assembly and incentivizing high-quality development.

6. **Design Quality and Consistency**

- a. Creating design guidelines to ensure new projects contribute to a cohesive gateway aesthetic.
- b. Avoiding inconsistent building forms, signage, or materials that detract from the district’s role as a first impression of Orland Park.

7. **Parking and Access**

- a. Balancing the need for adequate parking with goals for walkability, transit use, and multimodal access.
- b. Mitigating challenges of large surface parking lots that can dominate the corridor’s appearance.

8. **Economic Competitiveness**

- a. Positioning the Gateway District to compete with other regional commercial centers while maintaining Orland Park’s character.
- b. Attracting destination uses that complement, rather than duplicate, existing retail and business districts.

9. **Community Expectations and Engagement**

- a. Reconciling diverse community perspectives about growth, redevelopment scale, and design priorities.
- b. Building consensus around the district’s role as both a commercial hub and a community gateway.

10. **Implementation and Phasing**

- a. Coordinating redevelopment in a phased manner that minimizes disruption to



Sub-area Plans for Comprehensive Plan Update

existing businesses and traffic.

- b. Identifying realistic funding, incentives, and public-private partnerships to move projects forward.

I-80 EMPLOYMENT CORRIDOR

I-80 Employment Corridor, an approximate 1,000-acre area is bounded by Interstate 80 to the south, LaGrange Road to the east, Southwest Highway to the northwest, and Orland Parkway to the north, as depicted in the map below:



The I-80 Employment Corridor is located along Interstate 80 and represents one of the Village's most significant opportunities for long-term economic growth and regional competitiveness. The plan will focus on positioning the corridor as a premier location for high-quality employment, office, research and development, advanced manufacturing, logistics, health care, and supporting commercial uses.

The purpose of this project is to create a **strategic framework for the development of the I-80 Corridor** as a vibrant, sustainable employment district. The planning effort should identify development opportunities, infrastructure needs, land use strategies, market positioning, and placemaking concepts that will attract private investment and strengthen Orland Park's role as a regional economic hub.

PROJECT GOALS

1. **Economic Development:** Identify viable industries and employment clusters (e.g., advanced manufacturing, logistics, health care, office/R&D, technology) that align with regional and national trends. Public-private partnerships for infrastructure and/or shared amenities needed for business development.
2. **Land Use & Zoning:** Recommend appropriate land use designations, development standards, and potential zoning updates.
3. **Transportation & Access:** Evaluate current and future transportation access, including interstate interchanges, major arterials, transit service, freight mobility, and multimodal connections.



4. **Infrastructure & Utilities:** Assess the capacity and expansion needs of utilities, stormwater, and broadband to support large-scale employment growth.
5. **Design & Identity:** Provide urban design guidelines, corridor branding, landscaping, signage, and placemaking strategies to create a distinct identity.
6. **Sustainability & Resiliency:** Incorporate sustainable site design, green infrastructure, energy efficiency, and climate resilience measures.
7. **Fiscal Impact:** Evaluate the corridor's potential to generate tax base, job creation, and long-term return on investment for the Village. Provide implementation plan with funding mechanisms and phasing.

PLANNING CHALLENGES

1. **Regional Market Competition**
 - a. Competing with other established employment and logistics corridors along I-80 and the broader Chicagoland region.
 - b. Attracting high-quality employers and industries beyond warehousing and distribution.
2. **Transportation and Freight Movement**
 - a. Managing heavy truck traffic and freight logistics to minimize congestion and impacts on local roads.
 - b. Improving regional connectivity and access ramps to ensure the corridor supports large-scale employment.
3. **Infrastructure and Utility Capacity**
 - a. Ensuring water, sewer, stormwater, and power systems can accommodate large-scale commercial and industrial users.
 - b. Upgrading aging or limited infrastructure to meet modern development standards.
4. **Land Use Coordination**
 - a. Preventing land use conflicts between industrial, office, commercial, and nearby residential areas.
 - b. Protecting employment land from incompatible encroachment or speculative development.
5. **Workforce and Talent Alignment**
 - a. Aligning corridor job opportunities with the skills of the local and regional workforce.
 - b. Supporting access to training, transit, and amenities to attract and retain workers.
6. **Environmental and Sustainability Issues**
 - a. Addressing stormwater management, air quality, noise, and light impacts associated with logistics and industrial activity.
 - b. Incorporating sustainable building practices and green infrastructure.
7. **Identity and Branding**
 - a. Creating a distinct identity for the corridor to distinguish it from other employment zones in the region.
 - b. Developing branding and wayfinding that position the area as a competitive employment hub.



8. Economic Diversification

- a. Reducing reliance on logistics and warehousing by attracting advanced manufacturing, technology, medical, or research-based employment.
- b. Encouraging office and mixed-use development to balance the corridor's economic base.

9. Mobility and Accessibility

- a. Improving multimodal access, including last-mile connections for employees traveling by transit, bike, or carpool.
- b. Addressing parking and circulation challenges for large employment campuses.

10. Implementation and Phasing

- a. Coordinating development timelines with infrastructure improvements.
- b. Identifying financing strategies, public-private partnerships, and incentives to accelerate job-creating development.

HARLEM AVENUE CORRIDOR

Harlem Avenue Corridor, an approximate 200-acre area is bounded by 151st Street to the North and 159th Street to the South, as depicted on the map below.



Harlem Avenue is a major arterial through Orland Park, serving both local and regional traffic. The corridor features a mix of commercial, residential, and undeveloped parcels. The Village wishes to build upon previous planning efforts to create a cohesive vision for this critical area. The goal is to develop a planning framework that improves transportation, streetscape, urban design, economic development potential, and quality of life along this corridor.



PROJECT GOALS

1. Enhance **Corridor Identity**: Create a distinct sense of place for Harlem Avenue that reflects Orland Park's character while differentiating it from neighboring communities.
2. Promote **Economic Development**: Identify opportunities to attract and retain high-quality retail, dining, mixed-use, and service-based development.
3. Support **reinvestment** in underutilized or vacant parcels.
4. Improve **Transportation & Access**: Balance vehicular mobility with safe pedestrian, bicycle, and transit connections. Improve access along Harlem Avenue to reduce congestion and enhance safety.
5. **Upgrade Streetscape & Urban Design**: Develop design standards for landscaping, lighting, signage, building form, and public spaces. Enhance corridor aesthetics and create a more welcoming, walkable environment.
6. **Strengthen Connectivity**: Link Harlem Avenue to surrounding neighborhoods, parks, trails, and regional destinations. Coordinate improvements with adjoining corridors (151st Street, 159th Street).
7. **Ensure Compatible Land Use**: Recommend zoning adjustments to guide redevelopment in line with the Village's long-term vision. Provide strategies to buffer adjacent residential areas while maximizing commercial potential along the corridor.
8. **Sustainability & Resiliency**: Encourage sustainable site design practices, stormwater management, and green infrastructure. Support energy-efficient building design and sustainable transportation modes.
9. **Implementation & Funding Strategy**: Establish a realistic phasing and implementation plan. Identify potential funding sources such as grants, TIF, public-private partnerships, or IDOT coordination for roadway improvements.

PLANNING CHALLENGES

1. Corridor Congestion & Safety

- Harlem Avenue is a heavily traveled regional arterial with significant through-traffic.
- Managing congestion while improving safety for vehicles, pedestrians, and bicyclists is a critical challenge.

2. Fragmented Land Use & Parcel Patterns

- The corridor includes a mix of small parcels, older strip centers, and vacant or underutilized properties.
- Redevelopment is complicated by fragmented ownership and inconsistent land uses.

3. Competition with Neighboring Communities

- Adjacent communities along Harlem Avenue are also pursuing commercial growth.
- Orland Park must differentiate itself and attract desired businesses while balancing regional market realities.

4. Aesthetic & Identity Deficiencies

- The corridor lacks a cohesive identity and consistent design character.
- Streetscape, signage, and building quality vary widely, creating a disjointed appearance.



5. Limited Multimodal Options

- Pedestrian and bicycle infrastructure is incomplete or absent.
- Transit access exists but lacks connectivity and user-friendly amenities.

6. Balancing Residential Adjacencies

- Residential neighborhoods border the corridor in several locations.
- Noise, traffic, and visual impacts must be mitigated while encouraging redevelopment.

7. Regulatory & Infrastructure Constraints

- Outdated zoning standards may not support the type of redevelopment desired.
- Infrastructure upgrades (stormwater, utilities, access points) may be required to accommodate future growth.

8. Implementation Feasibility

- Large-scale improvements require coordination with IDOT and Cook County.
- Funding constraints mean projects must be phased and tied to realistic funding sources.

SCOPE OF WORK

The selected Consultant will be responsible for the following tasks for each of the sub areas:

EXISTING CONDITIONS ANALYSIS

- Analyze existing land use, zoning, transportation, urban design, and market context.
- Update Village's historic and cultural asset inventory.
- Analyze existing infrastructure, streetscape conditions, parking, traffic, transportation, vacant and under-utilized buildings.
- Identify barriers in the existing housing stock, including issues related to aging-in-place and multigenerational households.
- Assess factors such as housing affordability, accessibility, location relative to services, maintenance demands, and unit sizes.

Deliverables may include: a summary of collected materials, compilation and updating of base maps, precedent case studies, and materials for initial meetings with stakeholders.

BUSINESS DEVELOPMENT & MARKET ANALYSIS

- Analyze existing business mix and identify appropriate business development plans based on analysis of existing conditions, larger market area, and community input.
- Provide strategies to stimulate business development and public/private partnerships.
- Provide strategies for retaining existing businesses.
- Evaluate regional employment trends and competitive corridors.
- Identify target industries and business attraction opportunities.

Deliverables may include: a report outlining existing businesses and residential stock, strategies for economic retention and development, public/private partnership ideas, corridor market analysis and fiscal and economic analysis report.



HOUSING ANALYSIS

- Provide a comprehensive inventory of existing housing stock by type, age, condition, price, and tenure (owner vs. renter).
- Evaluate demographic and economic trends affecting housing demand, including population growth, household composition, income levels, and workforce needs.
- Identify gaps in housing supply, including affordability, senior housing, workforce housing, and special needs housing.
- Analyze the rental and ownership markets, including vacancy rates, price trends, and new development patterns.
- Recommend strategies and policies to support housing diversity, affordability, redevelopment, and neighborhood stabilization.
- Align findings with regional planning efforts and funding opportunities (CMAP, Cook County, State of Illinois).
- Analyze current and projected demographic trends related to the aging population (e.g., population over age 55, 65, and 75).
- Assess migration patterns, household composition, and income levels of older residents.

Deliverables may include: Housing market assessment, including inventory of housing type, age, tenure, recent trends and absorption rates, housing demand forecast by income level, household type and age cohort; recent development trends and absorption rates; assessment of gaps in housing affordability and availability; employment and commuting patterns that influence housing demand, comparison with regional housing benchmarks, examples of successful housing strategies from comparable communities, potential partnerships with developers and other agencies.

VISIONING AND URBAN DESIGN CONCEPTS

- Create conceptual site plans, 3D massing models, and detailed vignettes and models for redevelopment and infill sites to gauge development potential and site organization, establish spatial relationships to adjoining areas and develop base maps for new development parcels.
- Present development alternatives that address site capacity, transition between new development and existing neighborhoods, building massing and scale, streetscape interface, landscape and open space.
- Streetscape and public realm enhancement strategies
- Urban design and architectural guidelines.
- Create Corridor identity/branding concepts for I-80 corridor

Deliverables may include: Vision document with illustrative concepts and design standards, test case scenarios of build out potential, establishing planning principles that reflect the vision of the Village and stakeholders, visual documentation including maps, illustrations and narrative descriptions, matrix of development capacities, transportation and infrastructure assessment, development options for key development sites and catalytic properties.

POLICY AND IMPLEMENTATION RECOMMENDATIONS

- Zoning and regulatory recommendations



- Historic preservation strategies
- Economic development and business support tools
- Mobility, parking, and wayfinding recommendations
- Funding and phasing strategies
- Short-, medium-, and long-term implementation steps

Deliverables may include: draft memo of key recommendations, demonstration of impact of design guidelines and potential modifications if the recommendations were implemented, focus group meetings with stakeholders; costs, phasing and funding strategies.

FINAL SUBAREA PLAN DOCUMENTS

- Draft and final versions of the plan
- Summary materials for public and elected officials
- Presentation to Plan Commission and Village Board

Deliverables may include: Public engagement summary report, Final plans (PDF and editable formats), Executive Summary (printable handout), presentation slide decks for a series of meetings including an initial presentation, informal open house, formal public hearing, presentations to Plan Commission and Board of Trustees, GIS data layers and graphics.

Consultants are encouraged to use digital technology, visualizations, and other techniques that transcend the traditional limitations of written documents.

PUBLIC ENGAGEMENT

The Village values public participation as an important aspect of the development of the Sub Area Plans and requires the process to be iterative and interactive with key stakeholders within the community through which all participants' voices are heard.

COMMUNITY INPUT & EDUCATION: The Consultant shall work with the Village to develop a public involvement strategy to obtain community input throughout the planning process, with a focus of engagement at 70% completion. This task may include public meetings, charettes, individual interviews, meetings, surveys, and/or other means and methods. The Consultant shall be responsible for arranging, conducting, coordinating, facilitating, promoting, and scheduling these events, with support from Village staff.

The Village welcomes Consultants to present their recommended approach to public engagement along with a public engagement meeting schedule. Consultant proposals to clearly list the base number of public engagement meetings that form the basis of the Consultants' proposals, and a per public engagement cost after the base number of meetings has been met.



RELEVANT PLANS

The following are to be provided to the team with the winning proposal:

- ON TO 2050, adopted by CMAP in 2018
- Harlem Avenue Corridor Plan, completed in 2011 (URS and FTG, 2011)
- 159th Street Corridor Plan, completed in 2010 (HNTB, 2010)
- LaGrange Road Corridor Plan, completed in 2010 (T.Y.Lin, 2010)
- Village of Orland Park Strategic Transportation Plan
- Water 2050 – NE Illinois Regional Water Supply Demand Plan, (CMAP, 2010b)
- Hickory Creek Watershed Study, completed in 2011. (Geosyntec, CGI and Dietz, 2011)
- Long Run Creek Watershed Plan (2015)
- Hickory Creek Watershed Plan Executive Summary (2011)
- Utility Needs Assessment (2024)
- Complete Streets Policy (2020)
- Historic Building Survey (1991)
- Orland Rural History Survey (1995)
- Contributing Structures Survey (2005)
- Residential Area Intensive Survey (2008)
- Survey for the Creation of an Old Orland Historic District of "Local Significance" (1984)

CONSULTANT TEAM

The Village envisions contracting with a single lead planning Consultant who will have the in-house expertise and/or Sub-consultant team members with the expertise to lead the development of the project deliverables listed below.

VILLAGE TEAM

The Village of Orland Park's Development Services Department will be the lead entity for the execution of the Sub Area plans. To assist in the development of the specific components of the project, the Public Works and Engineering departments along with the Village Manager's office will offer key input and feedback.

The Village team expects to be highly involved with the selected firm on the project, including setting project goals, providing direction on tasks, and generally directing the progress and decision-making. The Consultant team shall play an important role in conducting research, providing analysis, and recommending alternatives for consideration, but must take direction from the Village.



ORLAND PARK

RFP #25-055

Sub-area Plans for Comprehensive Plan Update

TENTATIVE SCHEDULE (SUBJECT TO CHANGE)

It is anticipated that a contract with the selected Consultant will be executed by the Village Board of Trustees in mid-January, 2026, and that work will commence immediately following the contract execution, with a targeted Board of Trustees (BOT) adoption date of February, 2027.

Activity/ Item	Date*
Publish RFP	October 20, 2025
Pre-proposal Meeting, at Village Hall	October 29, 2025, 1:30pm CST
Deadline for submission of questions	November 5, 12:00pm CST
Responses to questions/issuance of Addendum	Week of November 10, 2025
Deadline for RFP submission	November 21, 2025, 11:00am CST
Analysis and Review of proposals	Week of December 1, 2025
Consultant interviews at Village Hall	Week of December 15, 2025
Recommendation to Board of Trustees	January 19, 2026
Negotiation and contract preparation	January 30, 2026
Commence Project	February, 2026
Complete Project	February, 2027
* Schedule is subject to change	

MEETINGS

As part of the proposal, the Village is requesting meeting and public engagement plan that details anticipated meetings with the public and Village Board of Trustees. The Village anticipates the Consultant will attend and lead in-person monthly meetings with the Board of Trustees through the development of the plans.

Anticipated meetings the Village envisions includes:

1. A kick-off meeting with Village staff before the commencement of the project to discuss project scope, schedule, goals and objectives and public input opportunities.
2. An initial meeting with the Board of Trustees to introduce the project and discuss the defined scope and timeline.
3. Additional public forums or other engagement opportunities as identified in the selected Consultants public engagement plan.
4. Weekly meeting / video conference with Village staff liaisons throughout the duration of the project.
5. Monthly meetings with the BOT throughout the duration of the project to discuss key policy direction.
6. As needed meetings with stakeholder groups and property owners in the Sub Areas.
7. Required public hearings for Sub Area Plan reviews and approvals.
8. The Village may request the Consultant's and/or Sub-consultants' presence at meetings other than those specified above.

Consultant proposals to clearly list the base number of in-person meetings that form the basis of the Consultants' proposals, and a per in-person cost after the base number of meetings has been met.



TECHNIACAL PROPOSAL

Consultants shall complete and submit the requested forms included in Section III of this RFP. Additional information should be submitted in the order presented:

WORK PLAN

1. Cover letter summarizing the proposal, and general firm description. Describe the team that will be put into place to complete the project. Identify the lead Consultant and any Sub-consultants that will be in place. Identify a project lead for the entire project and single point of contact for each sub area team lead.
2. Estimate how many meetings the Consultant feels will be needed in order to collect adequate public input and periodic review and input from Village staff and BOT.
3. Provide Public Engagement Strategy that includes an overview of methodologies intended to be utilized to engage the public in the planning process. Describe how the Consultant will elicit public input from the geographical areas for each sub area. Describe how the Consultant will reach community consensus on the various goals, tasks, policies and implementation tools.
4. Detailed work plan describing how the requirements listed under Project Scope will be satisfied. Specifically, the work plan should include the following:
 - a. Description of overall approach to the project.
 - b. Detailed response to and proposed work plan for each element included in the project scope.
 - c. Prepare a workflow or Gantt chart showing the timing of the milestones for each deliverable in accordance with the goals of significantly advancing or completing the project by February, 2027.
 - d. Detailed project schedule that is intended to be followed to complete the project including:
 - Description of activity/task to be performed.
 - Identification of staff person(s) who will be completing the activity/task.
 - Expected time frame for completion of activity/task.
 - Description of all deliverables to be provided to the Village
5. Provide a narrative describing the Consultant's approach as it relates to
 - a. Interacting with the Village on the management and oversight of the project.
 - b. Conducting the tasks necessary to produce the deliverables, engaging the public and other stakeholders, coordinating with other planning projects that are underway and upcoming, and interacting with the Village on the management and oversight of the study.
6. Consultants should demonstrate extensive knowledge of the elements that are expected to be included in each list of deliverables. Consultants should also demonstrate familiarity with topical issues mentioned in the project description.
7. Provide itemized pricing for the services requested, broken down by project phases and activities/tasks, including a payment schedule linked to deliverables. Specify hourly rates for relevant staff and any other expenses in the estimation of cost.
8. Provide at least three examples of similar work that the Consultant has completed. Specify the client, the date prepared, and the approximate cost for each example. Provide references



ORLAND PARK
RFP #25-055
Sub-area Plans for Comprehensive Plan Update

for each project including individual contact and phone number.

9. Any additional supplemental information about the Consultant that would be of value in the process of evaluating the suitability of the Consultant to perform the services requested in this Request for Proposal.

CONSULTANT QUALIFICATIONS

1. Description of the Consultant's and any Sub-consultant's firm, expertise and background.
2. Names, qualifications and related experience of the Consultants and any Sub-consultants to be assigned to the project. Who will be the person on the Consultant's staff primarily responsible for this project? Will this person also be the primary point of contact for all communication? If not, please identify the primary contact for communication as well.
3. A brief summary of why the Consultant believes their firm or team is qualified to assist with this project. Provide the names and contact for all communities to whom the Consultant has provided similar services over the past five years. Examples of similar plans prepared by the Consultant and subcontractors would be helpful.
4. Confirm that the Consultant is legally able to carry on business in Illinois.
5. Confirm that a representative(s) of the Consultant's firm and any Subconsultants will be prepared to attend an initial interview with a select group of Village staff, if so invited.

PROPOSAL COST

1. Maximum cost of the project is broken down by each of the four sub areas, with public engagement and meetings, detailing printing costs, travel and any other disbursement listed separately.
2. Consultant proposals to clearly list the base number of meetings that form the basis of the Consultants' proposals, and to indicate a separate flat fee, which the Consultant proposes to charge the Village to attend additional meetings. Identify billing rates for key personnel involved in the assignment. Identify the number of hours, costs and assignment areas for each personnel. Identify amounts to be paid to sub-contractors, if any.
3. The Village welcomes Consultants to present their recommended approach to public engagement along with a public engagement meeting schedule. Consultant proposals to clearly list the base number of public engagement meetings that form the basis of the Consultants' proposals, and to indicate a separate flat fee, which the Consultant proposes to charge the Village to attend additional public engagement sessions. Identify the nature of the public engagement, billing rates for key personnel involved in the assignment. Identify the number of hours, costs and assignment areas for each personnel. Identify amounts to be paid to sub-contractors, if any.
3. Estimate the number of days that the project staff or sub-contractors will spend on the area of the project to which they will be assigned and on the assignment overall.
4. Provide a schedule of billing dates and estimated amounts for delivery of the elements for which the Consultant is responsible for the creation of the Sub Area plans. Billing should correspond to the completion of the milestones identified in the Work Plan Gantt chart.



It is expressly understood and agreed to by both Parties that in no event shall the total amount to be paid by the Village for the complete and satisfactory performance of services, exceed the proposed amount. Said price shall be the total compensation for Contractor's performance hereunder including, but not limited to, all work, deliverables, materials, supplies, equipment, subcontractor's fees, and all reimbursable travel and miscellaneous or incidental expenses to be incurred by Contractor. In the event the Contractor incurs cost in excess of the sum authorized for service, the Contractor shall pay such excess from its own funds, and the Village shall not be required to pay any part of such excess, and the Contractor shall have no claim against the Village on account thereof. For the avoidance of doubt, in no event shall Contractor be entitled to receive more than the proposed amount and this amount includes all costs incurred by Contractor in connection with the work and services authorized hereby, including, but not limited to: (i) any known or unknown and/or unexpected condition(s); (ii) any and all unforeseen difficulties; (iii) any unanticipated rises in the cost of labor, materials or equipment, changes in market or negotiating conditions, and errors or omissions made by others; (iv) the character of the work and/or services to be performed; and (v) any overrun in the time or cost necessary for the Contractor to complete the work due to any causes, within or beyond its control. Under no circumstances shall the Village be liable for any additional charges if Contractor's actual costs and reimbursable expenses for such work, service or deliverable exceed the proposed amount. Accordingly, Contractor represents, warrants and covenants to the Village that it will not, nor will Contractor have anyone on its behalf, attempt to collect an amount in excess of the proposed amount agreed to by the Contractor.