REQUEST FOR PROPOSALS (RFP)

Performing Arts Center Feasibility Study

Village of Orland Park, Illinois

I. Project Purpose

The Village of Orland Park ("Village") seeks proposals from qualified consulting firms to conduct a comprehensive feasibility study for a potential Performing Arts Center. The study will evaluate market demand, facility programming, site options, capital and operating costs, revenue potential, governance models, and alignment with Village planning and economic development objectives.

The study must result in a clear, data-driven recommendation for a right-sized facility that aligns with market demand, financial feasibility, and community priorities.

Study Goals:

- Determine the financial, operational, community viability and market desirability, including alignment with community needs, stakeholder support, anticipated utilization, and overall public value of a Performing Arts Center.

- Define appropriate scale, programming, and amenities.

- Identify potential site locations.

- Recommend sustainable funding, governance, and management strategies.

II. Scope of Services – Organized by Phases

Phase 1 – Market Demand & Community Need

• Validate audience interest and participation trends.

• Conduct demographic and psychographic analysis.

• Engage stakeholders and community for input.

• Assess market saturation and identify unmet demand.

Phase 2 – Facility Program Development

• Translate demand into an appropriately sized facility program.

• Provide a right-sized facility recommendation supported by data, including seating capacity, square footage, and support spaces.

• Benchmark policies, fee structures, and best practices.

Phase 3 – Site Identification & Evaluation

• Identify potential sites (Village-owned and private).

• Assess infrastructure, parking, and neighborhood compatibility.

• Evaluate adaptive reuse vs. new construction options.

Phase 4 – Financial Feasibility & Governance

• Prepare capital cost estimates and operating budgets.

• Develop 10-year financial projections and subsidy analysis.

• Identify funding sources and governance models.

• Include lifecycle cost estimates and phased development scenarios.

Phase 5 - Economic Impact Analysis

• Prepare a high-level economic impact analysis estimating the potential effects of a performing arts center on the local economy, including visitor and attendee spending at nearby businesses and the resulting incremental sales tax and other applicable local tax revenues. Analysis should be based on reasonable assumptions, comparable facilities, and clearly stated limitations.

Phase 6 – Recommendations & Decision Framework

• Present phased development options and risk analysis.

• Provide economic and social impact findings.

• Deliver clear recommendations and next steps for the Village Board.

Interim Deliverables

To ensure transparency and allow for review before the final report, the consultant shall provide:

• Phase 1 Summary: Market demand validation and community engagement findings.

• Phase 2 Summary: Preliminary facility program and right-sized recommendation.

• Phase 3 Summary: Site evaluation matrix and short-listed options.

• Phase 4 Summary: Draft financial models, capital cost estimates, and governance options.

• Phase 5: Summary: Interim economic impact findings and assumptions review.

• Phase 6: Final comprehensive report and presentation.

III. Final Deliverables
• Comprehensive feasibility study report and executive summary.

• Community engagement findings and comparative analysis documentation.

• Economic and social impact analysis.

• Financial models and assumptions for phased scenarios.

• Site evaluation matrices.

• Final economic impact summary including business activity and local tax revenue estimates.

• Public presentation(s) to Village staff and Board.

IV. Consultant Evaluation Criteria
• Relevant experience and case study expertise.

• Project understanding, methodology, and engagement approach.

• Qualifications of project team.

• Alignment with Village planning and economic goals.

• Cost proposal and overall value.