



At the Heart of Community

VILLAGE OF LAKE ZURICH

REQUEST FOR PROPOSAL

for

UPDATE TO THE COMPREHENSIVE PLAN

Dated: January 2023

PROJECT MILESTONES	
Release RFP	January 4, 2023
Concept Reviews with Firms if needed	January 18, 2023
Deadline for Submission of Proposals	February 10, 2023
Evaluation of Proposals Begins	February 13, 2023
Planning & Zoning Presentation (tentative)	March 15, 2023
Award of Contract (tentative)	March 20, 2023

Lake Zurich Village Hall

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Lake Zurich, IL 60047

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SECTION 1 - INVITATION

The Village of Lake Zurich seeks the services of a qualified planning firm to assist in a holistic update to the Village's Comprehensive Plan, last updated in 2003. The purpose of the update is to identify recent – and forthcoming – economic development trends, land use patterns, and amend the Plan to chart a path forward for continued economic growth in Lake Zurich over the next 10-20 years. The updated plan is intended to provide the tools that the Village may use to preserve and enhance its existing qualities while allowing it to reach its fullest potential as a community of people.

The Village is looking to capitalize on its reputation as being a community where businesses look to open and expand, and where families look to raise children with the partnership of our top-notch school and library districts.

The selected firm will realize success for the project by helping inspire the community and recognize the enormous potential Lake Zurich has to maintain its standard as a community of choice for decades to come.

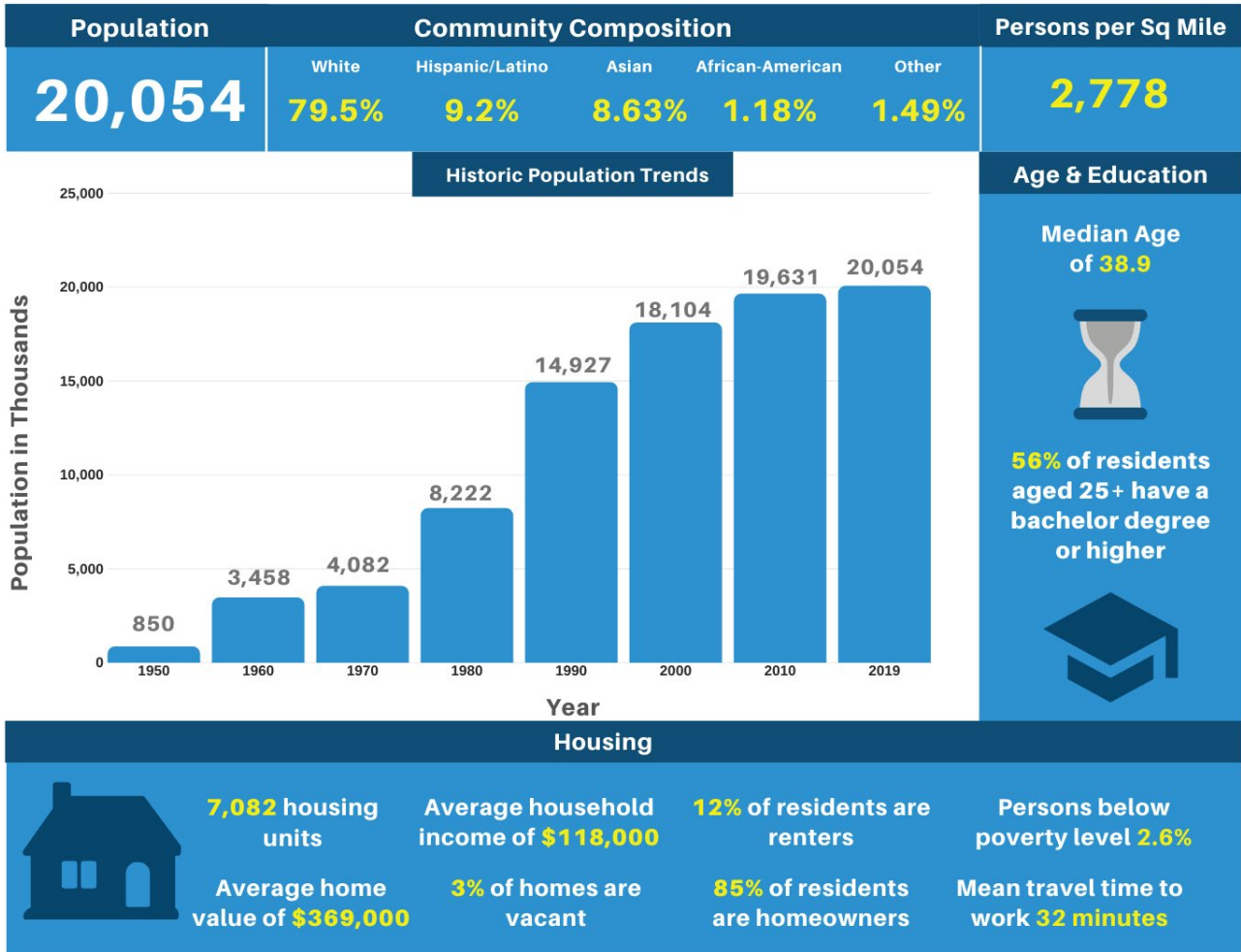
SECTION 2 – COMMUNITY PROFILE

The Village of Lake Zurich is an established residential community that has a reputation as being the economic hub for southwest Lake County, located at the convergence of US 12/Rand Road and IL Route 22. Lake Zurich is a youthful, family-oriented community of mostly single-family homes and highly educated married couples with children that are active in sports and travel.

Lake Zurich has a mature industrial park with dozens of manufacturing companies, a thriving dining and retail corridor with several big-box retailers, and a quaint Main Street District (*downtown area*) that has seen significant redevelopment over the last 2-5 years. As a testament to our pro-business development focus, Lake Zurich's annual retail sales have increased over \$50 million in the past three years.

The Village's municipal neighbors include North Barrington to the west, Deer Park to the south, Kildeer to the southeast and east, and Hawthorn Woods to the north. Transportation links include US Route 12 and IL Route 22, and freight rail service by the CN Railroad. Commuter train service to Chicago is available in Barrington, five miles from Lake Zurich. O'Hare International Airport is approximately 30 miles from the Village.

Historically, Lake Zurich served as a market center for surrounding rural areas and, earlier in the 20th century, as a popular summer resort. Lake Zurich was officially incorporated as a Village on September 19, 1896.



SECTION 3 – RECENT PLANNING EFFORTS

1. The Comprehensive Plan – 2003 [Online here.](#)
2. Land Use Plan – 2003 [Online here.](#)
3. National Community Survey – 2022 [Online here.](#)
4. Zoning Map – 2022. [Online here.](#)

SECTION 4 – SCOPE OF WORK

The Village envisions an updated Comprehensive Plan would include the following components:

1. Brief existing conditions analysis
2. Purpose and vision statement
3. Goals and objectives

4. Future Trends for Development in a post-pandemic environment
5. Updating the community-wide designated Land Use Plan
6. Focus areas and supplementary plans. The Village intends to focus on the following areas and plans within the updated comprehensive plan.
 - a. Annexation and development of properties to the North along Rand Road
 - b. Illinois Rt 22 Corridor Redevelopment Plan
 - c. Main Street Area Plan
 - d. Infill property development
 - e. Bicycle and Pedestrian Plans
7. Plan Implementation Strategies

Updating the plan would also involve a certain amount of public outreach (*public workshops, outreach surveys, Board and Commission meetings, visioning charrettes, etc.*) as proposed and considered necessary by the consultant, and which the consultant would provide. The Village is prepared to assist this effort with staff time and volunteer time.

With the Village's input, a list of stakeholders will be created. It will be paramount that the outreach strategy reaches all interested community members and creates a plan that is supported by the community.

SECTION 5 – FOCUS AREAS / SUPPLEMENTARY PLANS

In addition to the essential components, the new Comprehensive Plan should also address the following key focus areas:

- a. ***Annexation and development of properties to the North along Rand Road.*** Target areas considered for study are unincorporated areas located along Rt 12 / Rand Road and largely north of the Miller Road intersection. Portions are located within Lake Zurich's planning area boundaries and some not covered by any municipalities. These areas are geographically identified as follows:
 - i. ***West Miller Road Properties.*** The properties comprise approximately 70 acres and consist of older but underutilized properties developed with a mix of commercial and residential properties bordered by Rand Road on the east, Flint Creek to the south and the municipal boundaries of the Village of North Barrington to the west and north. The properties on the northwest corner of Miller and Rand Roads and immediately abutting Rand Road have been the subject of development between the villages of Lake Zurich and North Barrington

- ii. **Rand Road Residential Properties.** These properties comprise approximately 7 acres and are located within Lake Zurich’s planning area boundaries. These properties are developed with five single-family residences, but have seen a transition in ownership over the past few years.

- iii. **North Rand Road Properties.** These properties are located on the east side of Rand Road either within or north of Lake Zurich’s planning area boundaries. Their characteristics are as follows:
 1. **EZ-Go property** (7 acres) – contains an older industrial building along the Rand Road frontage with partially developable and wetland areas to the rear.
 2. **Calabrese Property** (20 acres) – contains an older industrial building along the Rand Road frontage with outdoor material and equipment storage behind with the remaining property to the rear being partially farmed and partially within wetland areas.
 3. **Mount St. Joseph Property** (155 acres) – Owned and managed by the Daughters of St. Mary Of Providence for an intermediate care facility for women with intellectual and developmental disabilities. The facility occupies the central approximately 50 acres and is surround to the north and south by open space comprising approximately 100 acres.
 4. **DiMucci Property** on the southeast corner of Rand and Old McHenry Road (99 acres). The property is bounded by the Villages of Hawthorn Woods to the east and North Barrington to the west, and an unincorporated county residential subdivision (Valentine Manor) to the south which is located immediately north of the village planning area boundaries.

- b. **Illinois Rt 22 Corridor Redevelopment Plan.** The approximately 3.25-mile corridor of Illinois Route 22 between the easterly and westerly municipal boundaries of Lake Zurich. The corridor handles between 12,000 and 16,000 vehicles per day. The corridor is a regional arterial and serves a number of different land uses and demographic segments of the community, while linking Lake Zurich to its neighboring communities. It contains a mix of land uses and vacant property.

- c. **Main Street Area Plan.** The approximately 0.75-mile corridor of Main Street between its easterly and westerly intersections with IL Rt 22; and the approximately 0.5-mile corridor of Old Rand Road extending from Breezewald Park at its northerly end to IL Rt 22 at its southerly end. The area comprises Lake Zurich’s historic downtown and main street area with older buildings dating back to the community’s early development. There are a number of village- and privately-owned parcels that are potential candidates for redevelopment. A large part of this area is located within TIF districts.

- d. ***Infill Property Development.*** While a large number of vacant, or underutilized infill properties are included in the preceding sections, there are a few key properties that are available for re-development. These include the former K-Mart property at 225 S Rand Road, the Cummings Property at 99 Quentin Road (SW Corner of Quentin Rd and Rt 22) and vacant industrial properties along Rt 22 and interior to the Lake Zurich Corporate Industrial Park.

- e. ***Bicycle and Pedestrian Plans.*** The village currently has a Transportation and Bikeway Plan that was a part of the 2003 Comprehensive Plan. An update would seek to continue to increase the mobility and efficiency of sidewalks and bikeways throughout the community. The recommendations should seek to increase opportunities for Village residents to access the Main Street/Lakefront area, commercial/service areas, and open space/recreational enjoyment venues by means of bikeways and sidewalks.

A sidewalk and bikeway gap analysis is intended to be a sub-component of this portion of the plan identifying the deficiencies in such routes within neighborhoods and plans to reinstate connectivity either through private development or through public capital

SECTION 6 - FOCUS AREAS / SUPPLEMENTARY PLAN ELEMENTS

The Focus Areas and Supplementary Plans identified above in Section 5 should be evaluated to determine the expectations, opportunities, challenges and potential path to development and implementation and at a minimum contain the following elements:

1. Analysis of current conditions regarding land uses, infrastructure, amenities, and similar characteristics. The evaluation should include a SWOT analysis of each focus area.

2. Recommendations regarding possible annexation (where applicable), reuse, development or replacement of existing structures. The evaluation may also determine that it may not be worthwhile for the village to pursue the annexation and/or the development of one or more of these focus areas.

3. Recommendations regarding specific changes to the current zoning map and land use designation map, provision of utilities and other municipal services, open space, wetland and stormwater management considerations, etc.

4. Recommendations on specific design framework (max. bulk regulations) for development. The design framework should address building layout/orientation; building design and materials; landscape requirements, and traffic control. Relevant images, photos, and graphics may be used where appropriate.

5. Recommendations regarding new economic development tools that can be used by the Village and private entities to facilitate desired development.

SECTION 7 – ZONING CODE UPDATES

Where appropriate and applicable, the selected firm should propose zoning and development code amendments to accommodate the recommendations for development of the focus areas and supplementary plans.

The Lake Zurich zoning code is over 14 years old, resulting in the need to implement numerous amendments to the zoning code on an annual basis to accommodate such development. The Village is experiencing an increase in certain types of inclusive growth developments and mixed-use developments that are not well-defined and warrant a more flexible approach to zoning. Additionally, new and innovative zoning techniques, resilience strategies, and climate change measures among others are not well defined in the current code, thereby needing the provisions to be updated.

SECTION 8 – FORMAT

The Village does not have a set proposed format for the final product of the Comprehensive Plan. The selected firm should propose a format that is simple, easy, digestible by the community and contain implementable components. The selected firm may propose more than one format for the final product of the selected firm. The use of graphics is encouraged particularly through the use of maps, figures, pictures and illustrations.

SECTION 9 - PROPOSAL SUBMISSION AND COST

All applicants are requested to submit their proposals simply via email to Community Development Director Sarosh.Saher@LakeZurich.org and Assistant to the Village Manager Kyle.Kordell@LakeZurich.org no later than 10:00 am CST on **February 10, 2023**.

After initial reviews of proposals by Village Staff, at least one finalist will be asked to present its plan to the Planning and Zoning Commission at a public meeting.

All proposals should include an all-inclusive cost estimate for completion of this assignment and the hourly rate and the number of work hours proposed for each staff level; and a listing by category of all anticipated out of pocket expenses. In addition, hourly rates for additional work or services that may be deemed necessary at a later date. There is no total project cost budgeted for this project, this will depend upon proposals received.

SECTION 10 – SELECTION PROCESS

The Village of Lake Zurich will use the following factors when evaluating proposals:

1. The firm's specific approach to the successful completion and implementation of this project and its responsiveness to the Village's objectives for this project. Priority will be given to firms that demonstrate sensitivity to the needs of the public sector.
2. Qualifications of individuals who would have direct involvement in tasks on this project. Despite a team's overall capabilities and experience, attention will be focused directly on the personnel assigned to the project and the manner in which they will be organized and managed.
3. Capabilities and experience in comparable previous projects and the specialized experience and technical competence of the consultant.
4. Creative use of infographics, graphics, and tables that demonstrate planning recommendations while limiting extensive reliance on text.
5. Costs to complete the project based on the services required as detailed in the firm's project description.
6. Past record of performance on contracts with other governmental agencies of public bodies, including such factors as control of costs, quality of work, and ability to meet schedules from past and existing clients. References may be utilized to determine past record of performance.
7. Capacity of the candidate to perform the work within the time limitations.

The Community Development Director will serve as the principal contact between the Village and the consultant. A small group of Village staff will review all submittals based on the criteria described above. Selected firms may be invited to an interview. Any staff recommendation regarding consultant engagement is subject to approval of the Village Board.

SECTION 11 – MISCELLANEOUS

The Village reserves the right to reject any and all proposals and the right in its sole discretion to accept the proposal it considers most favorable to the Village's interest. The Village further reserves the right to reject all proposals and seek new proposals when such procedure is deemed reasonable and in its best interest.

The Village shall not be liable for any expenses incurred by any applicants including, but not limited to, expenses associated with the preparation of the proposal, attendance at interviews, preparation of a cost statement, or final contract negotiations.

All responses to the request for proposal will become the property of the Village. Reasonable precautions will be taken to ensure the confidentiality of the material subject to any disclosure requirements which may apply pursuant to the Illinois Freedom of Information Act. Each respondent shall denote and clearly indicate any proprietary information that is submitted as part of their proposal. The successful proposal will become public information after selection.

QUESTIONS CONCERNING THE RFP:

Please direct all comments and questions to:

Sarosh Saher, Community Development Director

847-540-1754

Sarosh.Saher@LakeZurich.org