

**VILLAGE OF DOWNERS GROVE**  
**Report for the Village Council Meeting**  
**11/1/2016**

<b>SUBJECT:</b>	<b>SUBMITTED BY:</b>
Call for Offers/Request for Proposal for the Civic Center Property	Michael Baker Deputy Village Manager

**SYNOPSIS**

A motion is requested directing staff to issue a Call for Offers / Request for Proposal to purchase and develop a portion of the Civic Center property.

**STRATEGIC PLAN ALIGNMENT**

The goals for 2015-2017 include *Steward of Financial, Environmental and Neighborhood Sustainability* and *Exceptional Municipal Services*. *Create a Facilities Sustainability Plan* is a Top Priority Action Item.

**FISCAL IMPACT**

N/A

**RECOMMENDATION**

Action at the discretion of the Village Council on November 1, 2016. Approval of the motion means that staff will release the Call for Offers and, based on the response, assemble detailed information (as described in this report) for Council consideration beginning in February. Failure to approve the motion means that staff will continue to implement the plan that calls for an addition and renovation to the existing Police Station.

**BACKGROUND**

On October 11, 2016, the Village Council unanimously adopted a motion directing staff to “Pursue an alternative option for a mixed use redevelopment of the Civic Center property, including a new combined Police Station & Village Hall with a multi-family residential development.” As a result of this action, staff has prepared a Call for Offers to request specific offers to purchase and develop a portion of the Civic Center property. The document, which received input from the Downers Grove EDC, includes the following detailed information about the property, allowing responding developers to prepare well-informed offers:

- Dimensions of land available for development (Phase 1 parcel - 1.42 acres, Phase II Parcel - 2.12 acres)
- The general location and conceptual design of Village of Downers Grove facilities that are planned for the portions of the Civic Center property not available for sale
- Parking for portions of site not available for sale, including 86 relocated commuter parking spaces, approximately 57 2-hour/public parking spaces, and approximately 171 spaces for Village/Police vehicles/staff.

- Environmental conditions of the property (Environmental assessment Phase I report)
- Phasing of the development

### **Analysis & Review**

Staff analysis and review of the offers will be presented to the Village Council in February 2017 and include the following for each offer received:

- Purchase price for the land (Phases I and II)
- Preliminary analysis of development proposals (number/type of buildings, unit count/density, parking, architecture/design, site plan, traffic)
- Property tax revenue generation

In addition, information presented in February will also include:

- Cost estimates for the Village of Downers Grove facilities
- A financing plan, including all revenue sources and bond issuance/debt service schedule
- Assessment of financial/development risk, and a risk mitigation plan
- Development schedule and phasing plan
- Comparison of facility options

### **Decision Making Criteria**

There are a number of criteria present in making a decision on how to proceed, once the relevant information has been gathered and analyzed. Information and recommendations will be provided with consideration of the following criteria:

- The extent to which the option addresses the identified facility issues
- The extent to which the option achieves recommendations of the Comprehensive Plan
- The extent to which the plan addresses pedestrian and traffic conflicts at the Washington Street railroad crossing
- The financial burden on existing taxpayers
- The financial burden on residents/taxpayers of the Civic Center development
- The financial and service demand impacts on other taxing bodies
- An assessment of financial and development risk, and plans to mitigate risk
- Financial impacts to the Village

Ultimately, information provided to the Village Council will allow for an answer to this question: Can the Village construct a combined Police Station/Village Hall on the Civic Center property using revenue generated from the development and \$16 million or less from existing revenue sources?

How is this plan to redevelop the Civic Center different from the plan proposed in 2014?

The primary differences are:

1. This plan does not propose to relocate the Police Station and Fleet Maintenance Facility to Ogden Avenue (along with relocation of a Fire Station).
2. Development proposals and purchase price for a portion of the Civic Center property are being sought in advance to minimize risk.
3. This plan includes a facility that combines the Police Station and Village Hall to allow for shared spaces and a more efficient use of the property.

## **ATTACHMENTS**

Call for Offers / Request for Proposal Document

VILLAGE OF DOWNERS GROVE  
COUNCIL ACTION SUMMARY

INITIATED: Village Manager DATE: November 1, 2016  
(Name)

RECOMMENDATION FROM: \_\_\_\_\_ FILE REF: \_\_\_\_\_  
(Board or Department)

**NATURE OF ACTION:**

**STEPS NEEDED TO IMPLEMENT ACTION:**

- Ordinance
- Resolution
- Motion
- Other

Motion to direct staff to issue a Call for Offers/Request for Proposal to purchase and develop a portion of the Civic Center property.



**SUMMARY OF ITEM:**

A motion is requested directing staff to issue a Call for Offers / Request for Proposal to purchase and develop a portion of the Civic Center property.

**RECORD OF ACTION TAKEN:**

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**Village of Downers Grove, IL**  
**Call for Offers / Request for Proposal**  
**3.54 acres / Village Civic Center Property**

**Project Summary / Development Program**

The Village of Downers Grove (“Village”) invites all interested and qualified developers to submit a proposal for the acquisition and redevelopment of a 3.54 acre site in Downtown Downers Grove.

The Village plans to construct a new Police Station/Village Hall Combined Facility (“Combined Facility”) located on the Civic Center Property (“Property”) adjacent to the existing Fleet Maintenance Garage. The size of the Combined Facility will be approximately 60,000 to 70,000 square feet and will accommodate parking for visitors and staff. 86 commuter parking spaces will be relocated from the existing parking lot on the west side of the Civic Center site to a portion of the site along the railroad tracks, as shown on the attached site plan.

This RFP is seeking proposals for the development of the 3.54 acres that will be ultimately vacated by the creation of the above referenced facility. The desired 3.5 acre development would be phased and coordinated with the Village as it vacates the subject sites. The desired development would not exceed 60 feet in height and would be constructed in phases in the area designated for redevelopment (designated as Phase I and Phase II). The Village is willing to consider the following uses for the property to be developed: multi-family residential, single-family attached/rowhomes, office or mixed-use development. The Village also intends for the redevelopment of the site to address pedestrian and traffic-related conflicts at the Washington Street railroad crossing.

The Village has provided the following information to assist interested purchasers in preparing offers:

- A concept/site plan indicating:
  - a. Phase I and Phase II of the property available for purchase and redevelopment
  - b. The general location of the Combined Facility and parking for visitors and Village staff/vehicles
  - c. An area designated for the relocation of 86 commuter parking spaces
- A full ALTA and topographic survey of the site (*Currently in progress*)
- Phase I Environmental Report for the Civic Center property (*Currently in progress*)

## Key Terms

The successful respondent will enter into a Redevelopment Agreement (“RDA”) with the Village. The RDA will include the following key terms:

1. Developer shall develop both phases of the Project according to plans reviewed and approved by the Village.
2. Developer shall work cooperatively with the Village to coordinate the construction of the Combined Facility and both Phases of the development.
3. Construction of Phase I shall not interfere with or impede the operations of the Police Station. The Police Station shall remain open and operational during the construction of Phase I.
4. The Phase II property will not be sold to the purchaser until the Village has successfully relocated all Police functions into the newly constructed Combined Facility.
5. A parking lot for 86 commuter parking spaces will be constructed in the designated area as shown on the site plan.
6. The developer and the Village shall adhere to an agreed-upon construction schedule.
7. The developer shall not seek a reduction in the assessed value of the properties without written consent of the Village.

## Submission Requirements

All respondents must complete the form below and submit it with the other required submission information described below.

1. Provide name of Purchaser and associated entities.

2. Purchase Price      Phase I Parcel: \$ \_\_\_\_\_

Phase II Parcel: \$ \_\_\_\_\_

3. Type of Development Proposed

Apartments

Condominiums

Rowhomes

Office

Mixed-Use

4. Proposed Redevelopment Project

Phase I, Number of Units/Square Footage: \_\_\_\_\_

\_\_\_\_\_

Phase II, Number of Units/Square Footage: \_\_\_\_\_

\_\_\_\_\_

5. Include concept diagrams to illustrate proposed project.

6. Describe the capitalization of the development and method of financing. Provide a project budget summary.

7. Identify purchaser's conditions to acquire the properties, including due diligence timeline and any developer-driven contingencies and internal processes for approval.

8. Provide information demonstrating experience in development projects of similar size and scope.

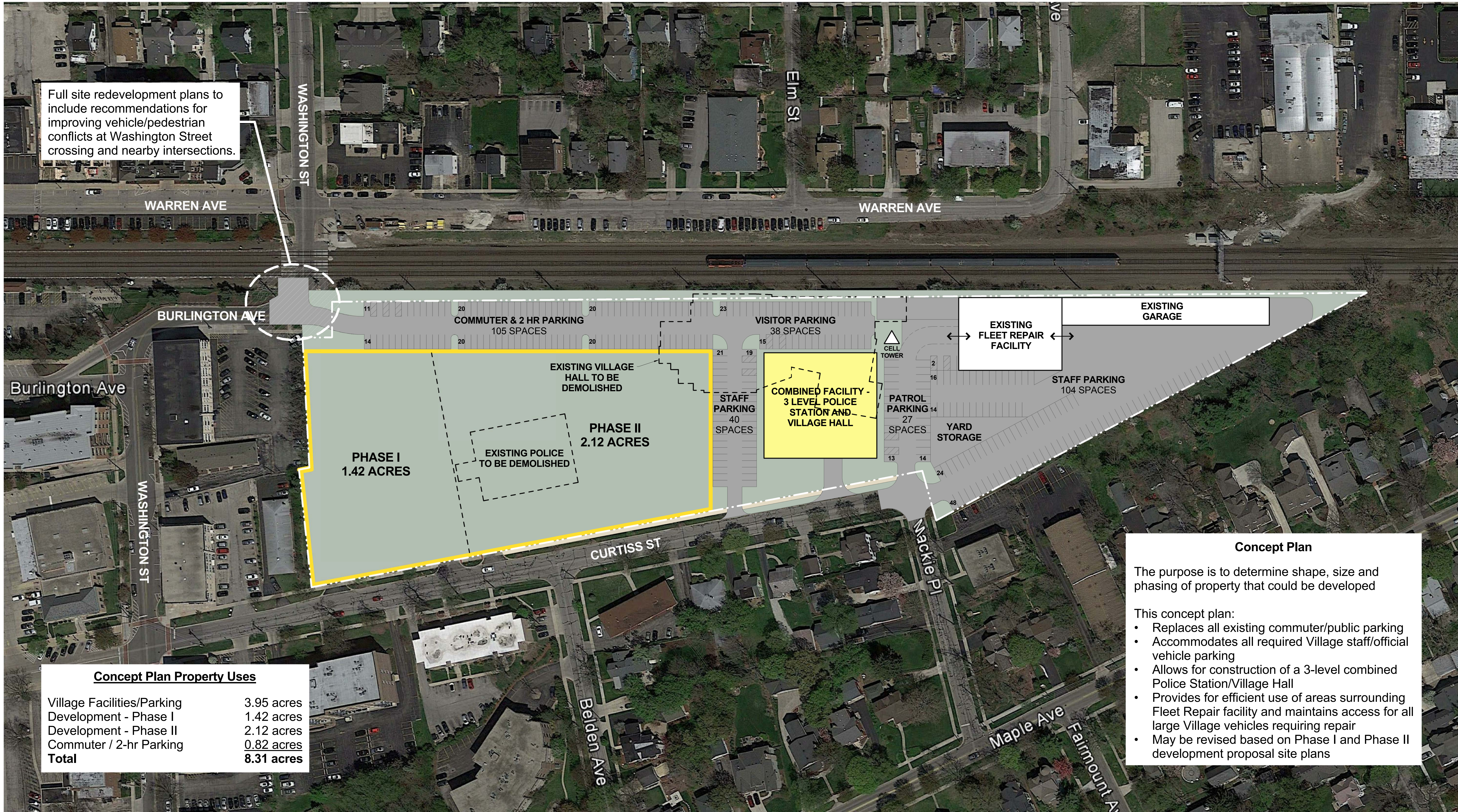
## Proposed Schedule

<b>Task</b>	<b>Target Date</b>
Prepare & Publish Call for Offers	Nov. 4, 2016
Offer Submittal Deadline	Dec. 16, 2016
Analysis and Review of Offers	Jan.-Feb. 2017
Village Council Consideration of Offers and Direction on Facilities Plan	Feb. 2017
Preparation of Redevelopment Agreement with Preferred Developer	Feb.-Mar. 2017



## Property / Process Summary

<b>Property</b>	Phase I - 1.42 Acres as shown on site plan Phase II - 2.12 acres as shown on site plan
<b>Price</b>	Market
<b>Owner</b>	Village of Downers Grove, IL
<b>Property Address</b>	801-825 Burlington Avenue; 842 Curtiss Street
<b>Current Zoning</b>	DT (Downtown Transition)
<b>Bulk Regulations</b>	Street Setback                      10 ft Side Setback                        5 ft Rear Setback                        20 ft Height                                60 ft FAR                                      2.5
<b>Issue Date</b>	November 4, 2016
<b>Responses Due</b>	No later than 5:00 p.m. CST, December 16, 2016
<b>Response Format and Requirements</b>	Please submit proposals to Village of Downers Grove, IL Attn: Terri Tarka, Purchasing Assistant. Provide five (5) hard copies of the response and the full response in a digital format.
<b>Questions</b>	Questions should be directed to Terri Tarka, Purchasing Assistant at <a href="mailto:ttarka@downers.us">ttarka@downers.us</a> . Responses will be posted to the Village's E-procurement site and made available to interested parties.



Full site redevelopment plans to include recommendations for improving vehicle/pedestrian conflicts at Washington Street crossing and nearby intersections.

**Concept Plan**

The purpose is to determine shape, size and phasing of property that could be developed

This concept plan:

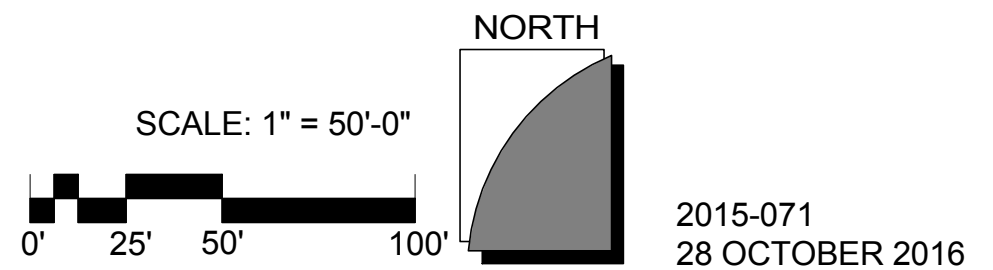
- Replaces all existing commuter/public parking
- Accommodates all required Village staff/official vehicle parking
- Allows for construction of a 3-level combined Police Station/Village Hall
- Provides for efficient use of areas surrounding Fleet Repair facility and maintains access for all large Village vehicles requiring repair
- May be revised based on Phase I and Phase II development proposal site plans

**Concept Plan Property Uses**

Village Facilities/Parking	3.95 acres
Development - Phase I	1.42 acres
Development - Phase II	2.12 acres
Commuter / 2-hr Parking	0.82 acres
<b>Total</b>	<b>8.31 acres</b>



**VILLAGE OF DOWNERS GROVE**  
**COMBINED FACILITY - POLICE STATION AND VILLAGE HALL**



2015-071  
 28 OCTOBER 2016