

The Village of Oak Park

in partnership with

Park District of Oak Park

Oak Park Public Library

Oak Park Township

Oak Park Elementary School District 97

Oak Park River Forest High School District 200

Request for Qualifications

For Consultant Services for

Start-up Support of the

Intergovernmental Environmental Community Organization (i-ECO)

in the Village of Oak Park, Illinois

June 22, 2016



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SECTION I.

PURPOSE & GOAL

The Village of Oak Park along with five partner taxing jurisdictions (Park District of Oak Park, Oak Park Public Library, Oak Park Township, Oak Park Elementary School District 97, and Oak Park River Forest High School District 200) have entered into an Memorandum of Understanding (MOU) as a framework for a future Intergovernmental Agreement to establish an Environmental Community Organization to be known as i-ECO. The Village and its partners are seeking the services of a qualified firm to provide professional services for the formation of i-ECO as a not-for-profit organization including but not limited to development of i-ECO's mission, vision, organizational structure, operating budget as well as the legal structure of the not-for-profit organization. In addition, the selected firm will propose the framework of a contract for services between i-ECO and the local units of government which are joining together to create i-ECO.

The Village and its partners will review the qualifications of respondents to this RFQ and issue an invitation to submit a formal proposal in response to a successor RFP. The successful respondent to the RFP will be asked to enter into an agreement with the Village who is solely responsible to funding the contract for professional services.

The establishment of i-ECO has been identified as a key component of Oak Park's community strategy to establish an entity whose focus is action and implementation of sustainability programs on behalf of the taxing jurisdictions in order to advance sustainability actions and initiatives for all residents, visitors and businesses in the region. While the community at large has many plans and projects related to sustainability, an organization created by local units of government which is focused on efforts to improve long term environmental and economic sustainability is unique to the Village and five partner taxing bodies.

The successful respondent to this RFQ and the RFP will have a demonstrated capacity to:

- Facilitate engagement planning sessions with participating local units of government.
- Ensure meaningful stakeholder involvement throughout the organizational development of i-ECO and implementation of its governing documents. Stakeholders include the Village, Park District, Public Library, Township, School District 97 and School District 200 along with other identified non-profit organizations, community groups, educational institutions and members of the public.
- Assimilate the results of the engagement planning process and analytical findings into a written report, which includes the following elements:
 - Long-term and short-term sustainability goals for i-ECO including sustainability goals within the focus areas deemed significant by the Village and its partners. The plan should include metrics for each goal and a commitment to annual reporting on measuring progress using those metrics.
 - Actions to achieve the sustainability goals identified, including barriers to successful implementation and proposed means for removing such barriers.
 - Descriptions should include metrics of progress and co-benefits such as job creation, economic growth and cost savings.

- An implementation plan showing how the various stakeholders involved will collaborate and completion dates for actions described in the plan. The implementation plan will establish specific initiatives to take on to achieve the goals set forth by the plan.
- A “scorecard” system to measure annual progress on the initiatives set forth by the plan. The metrics established for each initiative will be used to measure the progress against the goals that were set.
- The identification of stakeholder involvement strategies throughout plan development and implementation.
- The identification of partnership opportunities for technical assistance as well as funding opportunities for plan development and implementation.
- The plan will be structured to include all of the mentioned components within the focus areas identified to be of significance in the region. Some of those focus areas will include but are not limited to: Climate change and energy efficiency, green energy, healthy living, public mobility, water management, waste management, land use, agriculture (local food), housing and economic development.
- The planning process for i-ECO must identify specific guiding principles, including but not limited to the following concepts:
 - A secure public transit system which is critical to the viability of densely populated Oak Park
 - A secure water system which is critical to the health of all citizens
 - Affordable opportunities for solar power for all residents which is a critical component to a secure renewable energy future.
- Capitalizing on regional strengths of local businesses and institutions of higher education and research.
- Reinforce Oak Park’s identity as a leader in sustainability.
- Establish an ongoing administration structure for i-ECO.

Community Profile

Located nine miles west of Chicago’s downtown “Loop”, Oak Park borders the City of Chicago’s West side and measures 4.6 square miles. With over 50,000 residents, 200,000 tourists annually, and one of the highest workforce counts in the western suburbs, Oak Park has a natural density that is unrivaled. Oak Park is a pace-setting community in many ways, and it has been since its founding. An intentionally diverse community with a population density of more than 11,000 people per square mile, Oak Park’s commercial assets are a real attraction for residents and visitors alike, realizing that racially and economically diverse, culturally rich, accessible, walkable, urban environments are among the best places to live and can sustain a thriving business community. The Village has several large mixed use developments planned over the next 5 years which will introduce over 700 new residential units to the Downtown area, and a new downtown area on Madison Street.

From its incorporation in 1902, residents of Oak Park established a progressive culturally rich community that is home the largest collection of Frank Lloyd Wright homes and buildings anywhere, and counts Ernest Hemingway, Doris Humphrey, and Edgar Rice Burrows as former distinguished residents. The Village has come to represent a distinctive

urban/suburban lifestyle with 12 unique business districts and convenient access to mass transit, including the CTA Green and Blue Lines and Metra, and Pace buses.

In 2015, following decades of commitment to nurturing, diversifying and protecting its urban forest, Oak Park was recognized as Illinois' first – and the nation's fourth – municipal arboretum. In 2012, the Village installed a solar energy collection system on the Avenue Public Parking Garage, one of the largest municipal arrays in Illinois, to provide power to the structure and return excess green power to the grid. So far, the array has reduced CO2 emissions by almost 296 tons, the equivalent of planting nearly 7,400 trees and saving more than 33,000 gallons of gasoline. In 2009, federal grant funds were used by the Village of Oak Park to fund the salary and benefits needed to create a new full-time position of Sustainability Coordinator for the Village. The position, which reported to the Village Manager, continued through 2014 and focused on community outreach and sustainability efforts within the Village government organization. The Village believes there are pros and cons to Village driven sustainability efforts and that collaborative shared services with other local units of government is a model that will create meaningful stewardship in the community for sustainability programs that shift paradigms in order to achieve outcomes that will have a lasting impact.

SECTION II. SCOPE OF WORK

The consultant will work with the staff of the Village and its partners to seek input from a project steering committee, as well as stakeholders with an interest in the community culture, sustainability, local business, visitor destinations, and economic development. The consultant's role will be to carry out the scope of work described below. It is anticipated that the selected consultant will use GIS mapping, illustrative graphics, and written narrative for each of the identified tasks.

It is anticipated that the consultant shall establish a clear and consistent communication framework for the duration of the project. The proposed scope of work should include an effective project management approach that includes regular project updates and coordination between consultant team members and the staff of the Village and its partners.

The project has three (3) distinct phases

Phase One (1) – i-ECO Organization Structure and Form of Governance (November 2016)

Phase Two (2) – Mission and Vision Development (November 2016 - January 2017)

Phase Three (3)– Development of Five Year Plan (January – March 2017)

Phase One (1)

i-ECO Organization Structure and Form of Governance

- The Village and its partners envision a framework that includes an Intergovernmental Agreement between the founding units of local government, followed by the establishment of a not-for-profit organization, bylaws and supporting documents (e.g., staffing structure).

Phase Two (2)**Mission and Vision Development**

- Based on information gathered during Phase One (1), develop Mission and Vision for i-ECO.

Phase Three (3)**Development of Five Year Plan**

- Develop implementation and maintenance plans.
- Develop costs analysis for each alternative system design.
- Develop presentation materials for Village and partner review.
- Give presentations to the Village and its partners.

SECTION III.**SUBMITTAL DEADLINE**

Sealed RFQ responses, plainly marked "i-ECO RFQ Response" on the outside of the mailing envelope, must be submitted by 4:00 p.m. on July 14, 2016 to:

Cara Pavlicek
Village Manager
Village Hall
123 Madison
Oak Park, IL 60302

Questions related to this RFQ should be directed in writing via email to village@oak-park.us. Phone calls may be direct to Village Manager Pavlicek at 708-358-5770. The Village reserves the right to not respond to any or all inquiries. RFQ responses not physically received by the Village by 4:00 p.m. on July 14, 2016 will be returned, unopened to the firm. Emailed or fax responses will not be accepted.

RESPONSE FORMAT & OTHER SUBMISSION REQUIREMENTS

1. **Response Submission requirements:** The response package must be submitted in the following formats: Ten (10) original copies in 8 ½ x 11 or 11 x 17 format; and One (1) CD-ROM.
2. **Firm: Identify the following:**
 - Firm name
 - Mailing address
 - Telephone
 - Website
 - Contact name, e-mail, & phone number
 - Form of entity (partnership, corporation, etc.)
 - Location

- Names of principals, officers & directors
3. **Project Team:** Description of the roles that all team members will play including the identification of key members of the negotiating team.
 4. **Project Team's Experience:** The firm's related experience, including similar projects in which the firm has been engaged, must be identified and presented. Additionally, the submittal shall provide the following:
 - Project Team's experience working together on projects of similar type or scale
 - Information on the location of past projects, their type, cost, and current status.
 - Previous relevant experience working with public entities.
 5. **Philosophical Approach to Professional Services:** Describe how the respondent approaches community outreach and conducts meetings in order to build stewardship and effectuate a meaningful, yet efficient analysis incorporating community input and governance goals.
 6. **References:** The firm's experience in environmental/sustainability planning projects and familiarity with the subject area. Describe relevant experience on similar projects and type of services of the firm. Each project description should include:
 - Date of Services
 - Firm Responsibility/Role on the project
 - Cost
 - Individuals with the firm proposed for this project who worked on the project and their role.

SELECTION PROCESS

All responses will be reviewed in detail and selected firms may be invited for an interview. From the group of firms interviewed, an invitation to respond for a more detailed RFP may be issued to some of all of the respondents. It is anticipated that the RFP and invitation to bid will be issued on or before August 12, 2016, with an anticipated deadline for submitting a written proposal by September 9, 2016. Some or all of the proposers may be requested to present their concepts to the Village and its partners in September 2016 with an anticipated award of contract occurring by October 2016.

RESERVATION OF RIGHTS

To protect the interests of the Village and its partners, the Village reserves the right to waive irregularities and informalities including the right to accept or reject any and all submittals as determined to be in the Village's and its partners' best interest. The Village reserves the right to make such inquiries regarding the firm's qualifications and reputation as it deems necessary to evaluate the firm. The Village reserves the right to proceed or not proceed with any subsequent proposal process, or to negotiate without further process any contract in the best interest of the Village and its partners.