



CITY OF NORTH CHICAGO ILLINOIS

REQUEST FOR PROPOSALS (RFP): CONSULTANT SERVICES TO PREPARE AN APPEARANCE CODE FOR NON-RESIDENTIAL PROPERTIES

2025

City of North Chicago
1850 Lewis Avenue, North Chicago, Illinois 60064

www.northchicago.org

INTRODUCTION

This REQUEST FOR PROPOSALS (“RFP”) intends to obtain a qualified person, firm, or corporation (“Consultant”), for the preparation of an appearance code for non-residential properties within the City of North Chicago, Illinois (“Appearance Code”). The purpose of the Appearance Code is to improve the quality, character, and maintenance of non-residential buildings in the city. The Appearance Code will complement and bolster the City’s values and visions currently incorporated within its Comprehensive Plan (2024), City Code, Zoning Ordinance, and other planning documents.

The City’s Comprehensive Plan places high priority on managing corridor aesthetics. Adopting a form-based code and establishing appearance standards and enforcement mechanisms are important to pursue the economic development aspirations of the plan. Corridors along Green Bay Road and Skokie Highway have unique needs relating to maintaining a highway-friendly character and form as the areas develop. The commercial properties within the Urban Redevelopment Overlay (URO) district possess a unique historic character that also requires special attention and an appearance code that uplifts the historic nature of the corridor.

The Appearance Code will establish a framework of standards applicable to both existing and new non-residential buildings within the City. The CONSULTANT(S) will prepare a proposal package for the North Chicago City Council to consider for adoption. To be eligible for consideration, the CONSULTANT(S) **must be capable of supplying the services noted herein and meet other criteria outlined in this proposal.**

SCOPE

Appearance Code. The CONSULTANT(S) will prepare a comprehensive appearance code as an amendment or addendum to the City’s Zoning Ordinance.

Achievable and Practical Standards. The CONSULTANT(S) will ensure the appearance code relies primarily upon quantifiable and reviewable metrics to determine compliance, to the greatest extent possible and practical. Standards will fit the built environment and character of North Chicago and align with the aspirations identified in the 2024 Comprehensive Plan.

Best Practices. The CONSULTANT(S) will take into consideration the current development context of the City of North Chicago while developing the appearance code and all project deliverables. Some examples of topics that should be addressed during the appearance code creation process include, but are not limited to:

- Typical parcel dimensions
- Design and functionality of street frontages
- Neighborhood connectivity
- Sustainability and Environmental Impact
- Accessibility
- Property maintenance and longevity
- Existing development characteristics
- Existing development policies and processes
- Effects on the local development market

Additionally, the CONSULTANT(S) will take into consideration the applicability of the appearance code to both existing and new non-residential properties to encourage the renovation of existing buildings to meet the standards of the code and be similar in form and appearance to any future infill developments.

Illustration. The CONSULTANT(S) will include illustrative photographs or illustrations depicting examples of appearance code compliant properties and properties in violation of the appearance code.

Enforcement. The CONSULTANT(S) will propose appropriate enforcement procedures for the appearance code, to complement existing zoning enforcement and site plan review processes.

Stress Test. The CONSULTANT(S), in conjunction with City staff, will examine hypothetical scenarios in which property owners either construct new non-residential buildings or update existing non-residential buildings according to the standards in the appearance code (and any proposed amendments to the City Code or Zoning Ordinance) to ensure there are no procedural, technical, or contradiction issues in the zoning ordinance and appearance code enforcement and review processes.

Additional Amendments. The City expects the CONSULTANT(S) to propose additional necessary amendments to the City Code and/or Zoning Ordinance to eliminate any conflicts with, and facilitate the implementation of, the appearance code.

Public Engagement. The CONSULTANT(S) shall be expected to seek public engagement and feedback. At a minimum the engagement shall include a community-wide survey available in printed and digital form requesting input and/or feedback on typical or proposed standards or styles. Additional public engagement may include soliciting feedback and thoughts from local property owners and developers that would be impacted by the appearance code's implementation.

CONDITIONS OF PROPOSAL SUBMITTAL

All CONSULTANT(S) shall comply with all conditions, requirements, and specifications herein; any departure will constitute sufficient cause for the rejection of the proposal. A duly authorized official of the proposing CONSULTANT submitting the proposal must sign the proposal. All price quotes must be firm for ninety (90) days following the proposal's due date. The City of North Chicago reserves the right to reject all proposals or any part(s) thereof, to waive any formalities or informalities contained in any proposal, and to award the proposal to the most responsive and responsible proposing CONSULTANT(S) as deemed in the best interest of the City of North Chicago. The City of North Chicago will not return proposals or other information supplied to them by any proposing firm.

PROPOSAL SELECTION/EVALUATION FACTORS:

The City of North Chicago established a review committee to evaluate all proposals and provide a recommendation to the Economic Development/Planning/Zoning Committee. The CONSULTANT(S) selected for the award will be chosen based on the apparent most significant benefit to the City of North Chicago and not necessarily on the lowest price. Following notification of the successful CONSULTANT(S), it is expected that a contract will be executed between the parties dependent upon and subject to the availability of specific funding for these professional services.

Proposals shall be evaluated based on the following criteria:

- Responsiveness to the needs of the City of North Chicago, both in cost of services and in the scope of the services offered;
- Responsibility of the proposing CONSULTANT and its experience in dealing with municipal governments, specifically on projects of similar scope and nature;
- The degree to which the proposal meets or exceeds the terms of the RFP;
- The proposed fee structure shall be based on the services to be provided

The following schedule will be utilized during the selection process.

<i>Critical Dates</i>	<i>Description</i>
October 2, 2025	RFP Deadline
Starting October 3, 2025	Selection Committee – Interviews as Needed
October 3 - November 2, 2025	Finalize Agreement
November 3, 2025	Professional Service Agreement presented to Economic Development/Planning/Zoning Committee
November 17, 2025	City Council Approval of the Professional Service Agreement
November 18, 2025	Project Start
May 1, 2026	Project Complete – All deliverables to city

PROPOSAL ELEMENTS AND FORMAT

Proposals submitted shall contain all information as requested herein and any additional information necessary to summarize the overall benefit of the proposal to the City of North Chicago.

Proposals shall include the following:

1. A cover letter stating the name, physical address, email address, and telephone number of the CONSULTANT(S), binding the firm in a formal contract with the City of North Chicago.
2. A response that defines the methods and means by which the proposing CONSULTANT(S) will perform the services outlined in the RFP.
3. A project timeline that indicates the dates at which each task is expected to be completed, deliverables are available for review, critical milestones will be met, community engagement activities are to take place, and more as necessary by the CONSULTANT(S).
4. A list of references for services provided by the proposing CONSULTANT(S) for municipal governmental agencies for projects of this or a similar type. Include contact names, email addresses, and telephone numbers.
5. The proposed project budget. The CONSULTANT(S) shall submit a not-to-exceed budget describing the categorical costs necessary to complete the proposal and indicate the approximate percentage of available funding estimated to be required for each task. Respondents should be prepared to provide a detailed budget in a timely fashion should they be selected.
6. The proposed deliverables to be included. All deliverables should be described in detail, note the format in which they are to be delivered to the City, and when they are to be delivered. Deliverables shall include, at a minimum, those items listed in the follow section.
7. Evidence that the CONSULTANT(S) has worked on similar projects.

8. A staffing plan for the proposed project, including a statement of qualification listing those individuals who will be working on the project either as employees or a subcontractor who will work on the project under the supervision of the CONSULTANT(S).
9. Any other information deemed necessary by the proposing CONSULTANT(S).

Please provide one (1) printed copies and one (1) electronic (USB flash drive) of the proposal. Submittal of a proposal shall be taken as prima fade evidence that the CONSULTANT(S) has full knowledge of the scope, nature, quality, and quantity of work to be performed and the detailed requirements and conditions under which the work is to be performed.

All proposals must be submitted on or before **Friday, October 2, 2025**, in a sealed envelope labeled "PROPOSAL – APPEARANCE CODE". Proposals must be mailed or hand-delivered to:

Taylor Wegrzyn
Economic and Community Development Director
City of North Chicago
1850 Lewis Avenue
North Chicago, IL 60064

PROJECT DELIVERABLES

The CONSULTANT(S) will develop a scope of work, to be agreed upon by City staff, for the Appearance Code evaluating existing conditions and community needs and establishing goals and implementation strategies for each element. The CONSULTANT(S) should define deliverables in terms of the stages at which deliverables will be provided and the expected type. The CONSULTANT(S), if selected for the project, will be responsible for the development or production of all materials needed for meetings and presentations, unless otherwise determined in coordination with City staff, including graphics, images, tables, documents, and more.

As the final product, the CONSULTANT(S) shall, at minimum, provide:

- A high-resolution, print-ready, fully bookmarked digital version of the final product, including any appendices, maps, or other attachments in PDF format.
- A lower-resolution version of the same document suitable for placement on the City's website or other resources.
- All original files in editable format, including graphics and GIS files utilized to make any maps or exhibits.

GENERAL REQUIREMENT OF THE SUCCESSFUL PROPOSING ENGINEERING FIRM

The successful proposing CONSULTANT(S) and its employees will operate as independent contractors and will not be considered an employee who will act as independent contractors. Therefore, they will not be regarded as employees of the City of North Chicago.

INQUIRIES & CORRECTIONS

All inquiries relating to this request shall be addressed to:

Taylor Wegrzyn
Economic and Community Development Director
City of North Chicago
1850 Lewis Avenue
North Chicago, IL 60064
(847) 596-8671
tayweg@northchicago.org

ADDITIONAL EXHIBITS

1. 2024 COMPREHENSIVE PLAN

https://www.northchicago.org/vertical/Sites/%7B52959CF2-969E-41D9-A9CF-CF0A11D0BEA9%7D/uploads/North_Chicago_Comprehensive_Plan_Final_Plan.pdf

2. North Lakeshore Trail Connectivity Plan

https://www.northchicago.org/vertical/Sites/%7B52959CF2-969E-41D9-A9CF-CF0A11D0BEA9%7D/uploads/Northern_Lakeshore_Trail_Connectivity_Plan_final.pdf

3. Zoning Map

<https://experience.arcgis.com/experience/ecd208e13fb34de9b12acd9f9b86843a/>

4. Zoning Ordinance

https://www.northchicago.org/vertical/Sites/%7B52959CF2-969E-41D9-A9CF-CF0A11D0BEA9%7D/uploads/Zoning_Ordinance_2024-11-18.pdf

5. Subdivision Ordinance

http://www.northchicago.org/vertical/sites/%7B52959CF2-969E-41D9-A9CF-CF0A11D0BEA9%7D/uploads/Subdivision_Ordinance_2009-06-15_2.pdf

INSURANCE

At his own expense, the successful CONSULTANT(S) shall keep in force and at all times maintain during the term of any contract resulting from this **RFP** the insurance requirements as outlined below.

1. GENERAL LIABILITY: \$100,000 combined single limit per occurrence for bodily injury, property damage, and personal injury with a 2,000,000 general aggregate limit.
2. AUTOMOBILE LIABILITY: \$100,000 combined single limit per accident for bodily injury and property damage.
3. WORKERS' COMPENSATION: Statutory limits are required by South Carolina State law, and employer's liability limits of \$100,000 per accident.

The successful CONSULTANT(S) shall provide acceptable Insurance Certificate(s) and Endorsement(s) to the City no later than executing any contract resulting from this **RFP**. The City reserves the right to receive any additional documentation or Information verifying insurance coverage at the City deems necessary. The City may contact the successful CONSULTANT(S)'s insurance agent(s) or carrier(s) directly concerning any insurance issues. The City of North Chicago must be advised immediately of any changes in required coverage(s).

INDEMNIFICATION

Except for expenses and liabilities arising from the negligence of the City, the CONSULTANT(S) as a result of this, expressly agrees to indemnify and hold the City of North Chicago harmless against any expenses and liabilities arising out of the performance or default of any resulting contract as follows:

- The CONSULTANT(S) expressly agrees to the extent that there is a causal relationship between its negligent, reckless, or intentionally wrongful action or indirectly employed by the CONSULTANT(S) and any damage, liability, injury, loss, or expense (whether in connection with bodily injury, death or property damage or loss) and save the City and its employees harmless against all liabilities, penalties, demands, claims, lawsuit, losses, damages, cost, and expenses arising out of the performance or default of any resulting contract from RFP. Such costs are not included any defense, Settlement, or any fees incurred by the City or it's employees. This promise shall consist of bodily injuries or death occurring to CONSULTANT(S)'s employees and any person directly or indirectly employed by the CONSULTANT(S) (including without limitation any employee of any subcontractor), the Town's employees, the employees of any other independent contractors, or occurring to any member of the public. When the City submits notice, the offerer shall promptly defend any action mentioned above. This obligation shall survive the suspension or termination of this Agreement. The insurance coverage limits required herein shall not serve to limit this obligation to indemnify. The recovery of costs and fees shall extend to those incurred to enforce this indemnity.