

# Village of Round Lake



## Request for Proposal

### To Provide:

*Tax Increment Financing (TIF) Feasibility Study*

February 15, 2019

**Village of Round Lake, Illinois  
Request for Proposal  
Tax Increment Financing (TIF) Feasibility Study**

The Village of Round Lake, Illinois (“the Village”) is soliciting proposals from qualified firms to perform a Tax Increment Financing (TIF) feasibility study.

- GENERAL REQUIREMENTS:** Proposers are to submit sealed proposals, to be opened and evaluated in private. Submit two (2) marked Originals, one (1) electronic unprotected copy on a USB flash drive, and one (1) redacted copy that can be used to comply with the Illinois Freedom of Information Act (FOIA). Please refer to the FOIA statute, 5 ILCS 140/1 et seq., and specifically Section 2 therein, for an explanation of the information that may be redacted.
- SUBMISSION LOCATION:** Village of Round Lake  
**Attn: Katie Parkhurst**  
442 N Cedar Lake Road  
Round Lake, IL 60073
- SUBMISSION DATE & TIME:** **March 15, 2019, 4:00 p.m. local time**  
Proposals received after the time specified will not be opened.
- CONTACT / QUESTIONS:** Should the proposer require additional information about this RFP, please submit questions via email to Katie Parkhurst, [kparkhurst@eroundlake.com](mailto:kparkhurst@eroundlake.com). All questions shall be submitted no less than seven (7) days prior to the RFP opening date.
- CONTENTS:** The following sections, including this cover sheet, shall be considered integral of this solicitation.
- \*General Terms and Conditions
  - \*Project Overview
  - \*Scope of Services
  - \*Project Timeline
  - \*Submittal Requirements
  - \*Evaluation Criteria
  - \*General Information Sheet
  - \*References
  - \*Addendum Acknowledgement
  - \*Proposal Price Sheet



## I. GENERAL TERMS AND CONDITIONS

### 1. NEGOTIATIONS

The Village of Round Lake reserves the right to negotiate specifications, terms and conditions, which may be appropriate to the accomplishment of the purpose of this Request for Proposal (RFP). This implies that all responses, supplemental information, and other submissions provided by the Proposer during discussions or negotiations will be held by the Village of Round Lake as contractually binding.

### 2. CONFIDENTIALITY

The Village shall examine the proposals to determine the validity of any written requests for nondisclosure of trade secrets and other proprietary data identified. After award of the contract, all responses, documents, and materials by the offeror pertaining to this RFP will be considered public information and will be made available for inspection, unless otherwise determined by the Village. All data, documentation and innovations developed as a result of these contractual services shall become the property of the Village. Based upon the public nature of these RFP's, an offeror must inform the Village, in writing, of the exact materials in the offer, which cannot be made a part of the public record in accordance with the Illinois Freedom of information Act (5ILCS 140/1 *et seq*; hereinafter, the "Act").

Once a contract is awarded, the Contractor shall maintain full compliance with all provisions of the Act, including, but not limited to, providing any requested records subject to the Act within the deadlines provided by the Act. Failure by the Contractor to maintain compliance with any provisions shall result in the assessment of any and all penalties, damages, and/or costs incurred by the Village to the Contractor that shall be paid immediately by the Contractor upon demand of the same by the Village.

### 3. RESERVED RIGHTS

The Village of Round Lake reserves the right at any time and for any reason, to cancel this RFP or any portion thereof, and to reject any or all proposals. The Village may seek clarification from a respondent at any time, after the submission date, and failure to respond promptly is cause for rejection.

### 4. INCURRED COSTS

The Village of Round Lake will not be liable for any costs incurred by respondent in replying to this RFP.

### 5. AWARD

The Village of Round Lake reserves the right to award this contract based on the evaluation criteria set forth herein. Award shall be made by the Village of Round Lake Board of Trustees to the responsible Proposer determined to be the most qualified and advantageous to the Village.

### 6. ADDITIONAL INFORMATION

Should the Proposer require additional information about this RFP, please submit questions via email to Katie Parkhurst, [kparkhurst@eroundlake.com](mailto:kparkhurst@eroundlake.com).

All questions shall be submitted no less than seven (7) days prior to the RFP opening date. ANY and ALL changes to these specifications are valid only if they are included by written Addendum to all Proposers. No interpretation of the meaning of the plans, specifications or other contract documents will be made orally. Failure of any Proposer to receive any such addendum or interpretation shall not relieve the Proposer from obligation under this RFP as submitted. All addenda so issued shall become part of the RFP documents. Failure to request an interpretation constitutes a waiver to later claim that ambiguities or misunderstandings caused a Proposer to improperly submit a proposal.



7. ADDENDUM ACKNOWLEDGEMENT

Any and all changes to the specifications and terms and conditions of this RFP are valid only if they are included by addendum issued by the Village of Round Lake. Proposers shall acknowledge addenda by signing the enclosed Addendum Acknowledgement form. It is the Proposers responsibility to check for addendums, posted on the website at [www.eroundlake.com](http://www.eroundlake.com) prior to the submittal due date. No notification will be sent when addendums are posted.

8. DISCUSSION OF PROPOSALS AND NEGOTIATION

The Village of Round Lake may conduct discussions with any Proposer who submits a proposal. During the course of such discussions, the Village shall not disclose any information derived from one proposal to any other Proposer. The Village of Round Lake anticipates conducting negotiations with the successful Proposer. Your proposal should indicate any exceptions taken to this.

9. EXCEPTIONS

Any and all exceptions taken by Proposer to the terms of this RFP are to be identified in writing and included in the list of submittals.

10. CONTRACT TERM

The Proposer shall enter into a written contract, which shall be submitted to the Corporate Authorities of the Village for approval. Final acceptance of the proposal shall only be complete under Corporate Authorities acceptance of a contract executed by the Proposer. It is understood that the proposal will become a part of the official file on this matter. For any year beyond the initial year, this contract is contingent on the appropriation of sufficient funds; no charges shall be assessed for failure of the Village to appropriate funds in future contract years.

11. RESPONSIBILITY & DEFAULT

The Proposer shall be required to assume responsibility for all items listed in this RFP. The successful Proposer shall be considered the sole point of contact for purposes of this contract.

12. PAYMENT

The Proposer shall submit an invoice detailing the services and products provided, based on the project phase. Payment shall be made in accordance with the Local Government Prompt Payment Act.

13. INTERPRETATION OR CORRECTION OF REQUEST FOR PROPOSALS

Proposers shall promptly notify Katie Parkhurst, Director of Economic and Community Development of any ambiguity, inconsistency or error that they may discover upon examination of the RFP. Interpretation, correction and changes to the RFP will be made by addendum. Interpretation, corrections or changes made in any other manner will not be binding.

14. TAXES

The Village of Round Lake is exempt from paying certain Illinois State taxes.

15. TERMINATION

The Village of Round Lake reserves the right to terminate this contract, or any part of this contract, upon sixty (60) days written notice. In case of such termination, the Proposer shall be entitled to receive payment from the Village for work completed to date in accordance with the terms and conditions of this contract. In the event that this Contract is terminated due to Proposers default, the Village of Round Lake shall be entitled to purchase substitute items and/or services elsewhere and charge the Proposer with any or all losses incurred, including attorney's fees and expenses.



**16. INDEPENDENT CONTRACTOR**

The Contractor is an independent contractor and no employee or agent of the Contractor shall be deemed for any reason to be an employee or agent of the Village of Round Lake.

**17. NON-DISCRIMINATION**

Proposers shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended and any rules and regulations promulgated in accordance therewith, including, but not limited to the Equal Employment Opportunity Clause, Illinois Administrative Code, Title 44, Part 750 (Appendix A), which is incorporated herein by reference. Furthermore, the Proposer awarded the contract shall comply with the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended and the Illinois Drug Free Workplace Act, Title 44, Chapter 10.

**18. INDEMNITY HOLD HARMLESS PROVISION**

To the fullest extent permitted by law, the Proposer hereby agrees to defend, indemnify and hold harmless the Village, its officials, agents, employees and volunteers against all injuries, deaths, losses, damages, claims, patent claims, suits, liabilities, judgments (including deficiencies and interest), costs and expenses which may in any way accrue against the Village, its officials, agents and employees arising in whole or in part or in consequence of the performance of this work by the Proposer, its employees or subcontractors, or which may in any way result therefore, except that arising out of the sole legal cause of the Village, its officials, agents or employees, and pay for all charges of attorneys and all costs and other expenses arising therefore or incurred in connection therewith, and, if any judgment, including any deficiency and interest, shall be rendered against the Village, its officials, agents employees or volunteers, any such action, the Proposer shall, at its own expense, satisfy and discharge same. This indemnity hold harmless provision shall be applicable to any action or claim under this paragraph, and it shall also include any action of law or equity brought by any party against the Village under federal or state law in an effort to set aside the contract.

The Proposer expressly understands and agrees that any performance bond or insurance policies required by this contract, or otherwise provided by the Proposer shall in no way limit the responsibility to indemnify, keep, and save harmless and defend the member, its officials, agents, and employees as herein provided.

**19. INSURANCE**

The Proposer shall procure and maintain for the duration of the Contract insurance against claims for personal injuries, bodily injuries, property damage, and errors & omissions which may arise from or in conjunction with the performance of work hereunder by the Proposer, his agents, representatives, employees or subcontractors. The Village of Round Lake is to be listed as an additional insured on all liability policies. Each liability insurance policy required shall have the Village expressly endorsed onto the policy as a Cancellation Notice Recipient. Should any of the policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions. Insurance is to be placed with insurers with a Best's rating of no less than A-, VII and licensed to do business in the State of Illinois.

The Village, its officials, employees, agents, and volunteers are to be covered as additional insureds as respects: liability arising out of the Proposer's work, including activities performed by or on behalf of the Proposer; products and completed operations of the Proposer; premises owned, leased or used by the Proposer; or automobiles owned, leased, hired or borrowed by the Proposer. The coverage shall contain no special limitations on the scope of protection afforded to the Village, its officials, employees, agents, and volunteers.

The Proposer's insurance coverage shall be primary as respects the Village, its officials, agents, employees and volunteers. Any insurance or self-insurance maintained by the member, its officials, agents, employees, and volunteers shall be excess of Proposer's insurance and shall not contribute with it.



Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Village, its officials, agents, employees, and volunteers.

The Proposer's insurance shall contain a Severability of Interests/ Cross Liability clause or language stating that Proposer's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

If any commercial general liability insurance is being provided under an excess or umbrella liability policy that does not "follow form," then the Proposer shall be required to name the Village, its officials, employees, agents and volunteers as additional insureds on these excess or umbrella liability policies.

All general liability policies shall be provided on an occurrence policy form. Claims-made general liability policies will not be accepted.

The Proposer shall maintain limits no less than:

1. Commercial General Liability with coverage written on an "occurrence" basis and with limits no less than:
  - a) General Aggregate: \$2,000,000
  - b) Bodily Injury, Personal Injury & Property Damage:  
\$1,000,000 per occurrence combined single limit  
Coverage's shall include:
    - Premises Operations
    - Products/Completed Operations (to be maintained for five years following Final Payment)
    - Independent Contractors
    - Blanket Contractual Liability
    - ISO Additional Insured Endorsement CG2010 or equivalent shall be provided and include ongoing and completed operations.
2. Workers' Compensation and Employer's Liability The insurer shall agree to waive all rights of subrogation against the member, its officials, agents, employees and volunteers for losses arising from work performed by Contractor for the municipality.
  - a) Workers' Compensation: Statutory limits;
  - b) Employer's Liability with limits not less than:  
\$500,000 per occurrence  
\$500,000 each accident – policy limit  
\$500,000 each disease – policy limit  
\$500,000 disease – each employee  
Such insurance shall evidence that coverage applies to the State of Illinois and contain an "all States" endorsement.
3. Professional Liability Insurance.
  - a) Limits not less than \$1,000,000 each claim with respect to negligent acts, errors and omissions in connection with professional services to be provided under the contract, with a deductible not-to-exceed \$50,000 without prior approval.
  - b) If the policy is written on a claims-made form, the retroactive date must be equal to or preceding the effective date of the contract. In the event the policy is cancelled, non-renewed or switched to an occurrence form, the Contractor shall be required to purchase supplemental extending reporting period coverage for a period of not less than three (3) years.  
Professional liability insurance that provides indemnification and defense for injury or damage arising



out of acts, errors, or omissions.

Verification of Coverage: The Proposer shall furnish the Village with certificates of insurance naming the Village, its officials, agents, employees, and volunteers as additional insureds, and with original endorsements affecting coverage required by this clause. Certificates and endorsements for each insurance policy shall be signed by a person authorized by that insured to buying coverage on its behalf. The additional insured endorsements will be on Insurance Service Office (ISO) forms: CG 2010 or CG 2026. The Village reserves the right to request fully certified copies of insurance policies and endorsements. Any hard copies of said Notices and Certificates shall be provided to:

Village of Round Lake  
442 N. Cedar Lake Road  
Round Lake, IL 60073

**20. ASSIGNMENT**

The Proposer may not reassign any award made, as the result of this RFP, without prior written consent from the Village of Round Lake.

**21. JURISDICTION, VENUE, CHOICE OF LAW**

This RFP and any contract resulting there from shall be governed by and construed according to the laws of the State of Illinois. Jurisdiction and venue shall be exclusively found in the 19th Judicial Circuit Court, State of Illinois.

**22. CHANGE IN STATUS**

The Proposer shall notify the Village of Round Lake immediately of any change in its status resulting from any of the following: (a) Proposer is acquired by another party; (b) Proposer becomes insolvent; (c) Proposer, voluntary or by operation law, becomes subject to the provisions of any chapter of the Bankruptcy Act; (d) Proposer ceases to conduct its operations in normal course of business. The Village of Round Lake shall have the option to terminate its Agreement with the Proposer immediately on written notice based on any such change in status.

**23. PERSONAL EXAMINATION**

Proposers are required to satisfy themselves, by personal examination of the site as to work involved and the difficulties likely to be encountered in the performance of work under this Agreement. No plea of ignorance of conditions that exist now or hereafter, or of any conditions of difficulties that may be encountered in the execution of the work under this Agreement will be accepted as an excuse for failure to or omission on the part of the Proposer to fulfill in every respect all the requirements and specifications, nor will same be accepted as a basis for any claim for extra compensation.

The Proposer is responsible to investigate and gather all relevant and pertinent information prior to submitting a proposal. By submitting a proposal, the Proposer affirms that they have performed all due diligence and are aware of all critical factors that may affect the provision of the services as described in the RFP. Such critical factors may include but are not limited to; location, space, utilities, scope of operations, and any other conditions, which may affect the Proposer operations. No allowance will be made for not being familiar with existing conditions to be encountered.

**24. PRICING**

See Price Proposal – Attachment 4 to provide pricing information.



25. JOINT VENTURES & SUCCESSFUL PROPOSER MERGERS, ACQUISITIONS, DIVESTITURES OR CHANGE IN STRATEGY

In the event a joint venture is proposed, each party to the joint venture must meet all applicable requirements of the RFP. The party submitting the response shall be considered the sole contact for issues relating to this RFP. In the event of a merger, acquisition, divestiture or change in strategy, the successful proposer will state its commitment to continue to provide services.

26. OUT OF POCKET EXPENSES

All out-of-pocket expenses paid by the Proposer during the project will be incurred solely at the Proposers expense.





## II. PROJECT OVERVIEW

The Village of Round Lake, IL would like to evaluate certain properties located in and adjacent to the Village's Downtown area in reference to economic development programs pertaining to the redevelopment and/or improvement of certain properties such as Tax Increment Financing.

### Previous Studies/Reports

[Downtown Plan](#)—Adopted March 21, 2005

[Comprehensive Plan](#)—Adopted January 4, 2016

[Strategic Plan](#)—Adopted in April 16, 2018

The Village of Round Lake is looking at TIF to help kick-start development of vacant parcels in the Downtown, incentivize private development, and encourage public-private partnerships, all to create a thriving, economically viable Downtown. Some of the projects the Village is considering are listed below:

- Support existing businesses in the Downtown (façade rehab program, embrace diversity and small family owned businesses, signage upgrades, permitting process assistance)
- Attract new businesses for thriving Downtown full of shopping, dining, entertainment, and living options (active marketing, incentives)
- Use Village owned parcels as a catalyst for desired development
- Take advantage of commuter train station as a unique resource (transit oriented development, relocation of train station)
- Work with Lake County on realignment of Cedar Lake Road (access, parking, pedestrian amenities)
- Create a public gathering place in the Downtown (festival lawn, band shell)
- Encourage redevelopment that is attractive, economically feasible, bringing residential units, restaurants, retail, entertainment, and services to the area, mixed use, multi-story buildings (design guidelines, landscaping)
- Add higher-end housing options to Downtown
- Facilitate walkability through pedestrian and bicycle facilities and connections, improve transit
- Wayfinding signage at both vehicle and pedestrian scale, gateway features
- Infrastructure improvements (water and sewer mains, stormwater collection and retention, beautification through continued streetscape improvements, environmental remediation of contaminated site)

## III. SCOPE OF SERVICES

### 1. Prepare TIF Eligibility Report

- a. Consultant shall prepare a TIF Eligibility Report to include: inventory and analysis for proposed TIF properties; and review and documentation of TIF qualification factors.
- b. Assist Village with inventory and analysis of proposed TIF properties and feasibility of qualifying for a TIF. The consultant should be able to confirm the boundaries of the redevelopment area based on site visits, historic assessed value analysis and review of previous plans. Village should work with consultant to provide as much data and information as possible requested by consultant. Report should include potential pros and cons, costs and benefits, and advantages and disadvantages of options.



2. Prepare TIF Redevelopment Plan

- a. Assist the Village in defining the boundary for the plan and the redevelopment goals and objectives. Prepare a Plan based on the Illinois qualification factors.
- b. Assist Village in preparing feasibility analysis of potential redevelopment projects incremental revenue and/or costs to understand various funding strategies.
- c. Review utilization of TIF funding.
- d. Provide financing options for TIF designation relating to appropriate incentive mechanisms or public financing techniques.
- e. Provide advice on how these tools may be used to reach redevelopment goals.
- f. Review and document the boundary, redevelopment goals and objectives, and the presence of eligibility factors required under Illinois law.
- g. Determine if proposed costs and revenues are reasonable and feasible provided the assumptions of the TIF boundary.
- h. Share advice on potential changes needed to existing Village plans and zoning map.

3. Coordinate TIF Process

- a. Work with the Village to ensure all requirements of Illinois law are met during the entire study, reporting and adoption process.
- b. Assist the Village with the creation of resolutions, ordinances, interested party registries, notifications, and the general process.
- c. Guide the Village in creating all public hearing and meeting notices, mailings, and publication in local newspaper.
- d. Coordinate Joint Review Board process and help Village prepare agendas, draft ordinances and other materials as required.
- e. Attend public hearings and required meetings.
- f. Provide assistance to Village staff to gather all necessary data from tax assessor records for analysis. The consultant should be prepared to share specific direction, answer questions, and provide oversight for each step of the process.

4. Prepare Housing Impact Study (if required)

- a. Prepare a Housing Impact Study conformant to the requirements of the TIF act and include this in the TIF Plan, if required.



**IV. PROJECT TIMELINE**

| Action Item                              | Proposed Schedule* |
|--|--------------------|
| Issue RFP                                | February 15, 2019  |
| Deadline for submission of questions     | March 8, 2019      |
| RFP Responses Due                        | March 15, 2019     |
| Tentative Vendor Presentations           | April 1-5, 2019    |
| Recommendation to Committee of the Whole | April 15, 2019     |
| Award by Village Board                   | May 6, 2019        |

**\*This timeline is subject to change.**

**V. SUBMITTAL REQUIREMENTS**

Proposals should be prepared as simple as possible and provide a straightforward, concise description of the proposed products and services to satisfy the requirements of the RFP. Attention should be given to accuracy, completeness, relevance and clarity of content. The proposal should be organized into the following major sections:

- A. Introduction Material and Executive Summary
- B. Company Background
- C. Scope of Services
- D. Project Plan
- E. Exceptions to the RFP
- F. Subcontractors
- G. Client References
- H. Price Proposal
- I. Attachments

**A. Introduction Material and Executive Summary**

The introductory material must include a title page with the RFP name, name of the Proposer, address, telephone number, e-mail address, the date, a letter of transmittal and a table of contents. The executive summary should be limited to a brief narrative summarizing the proposal.

**B. Company Background**

In this section provide information about the company so that the Village of Round Lake can evaluate the Proposer’s stability and ability to support the commitments set forth in the response to this RFP. Information in this section should contain the following information in addition to Attachment 1 - General Information Sheet, also included as an exhibit to this RFP:

- Company name and location of the corporate headquarters and of the nearest office to Round Lake.
- The number of years the company has been in business and the number of years the company has been providing services to the public sector.
- Include information on the company’s client base, such as the number of public sector clients the company serves and the number of TIF studies conducted.
- Include a brief summary of the company’s organizational characteristics such as the number of employees, whether the company is privately held, publicly traded, or if it is a subsidiary to a parent company.
- Describe any other business affiliations (e.g., subsidiaries, joint ventures, “soft dollar” arrangements with brokers).



**C. Scope of Services**

This section of the proposal should include a general discussion of the Proposer’s overall understanding of the project and the scope of services. Proposer’s should provide a detailed work plan and time line indicating how each task under the Scope of Services will be accomplished.

**D. Project Plan**

This section should describe the Proposer’s project plan, including a draft time line for creation of plans through adoption.

**E. Exceptions to the RFP**

All requested information to this RFP must be supplied as this document and subsequent proposals submitted help form the basis for a contract with the selected contractor. Proposers may take exception to certain requirements in this RFP. All exceptions shall be clearly identified in this section and written explanation shall include the scope of the exceptions, the ramifications of the exceptions for the Village of Round Lake and the descriptions of the advantages or disadvantages to the Village as a result of the exception. The Village of Round Lake, at its sole discretion, may reject any exceptions or specifications within the proposal.

**F. Subcontractors**

Vendor shall list all subcontractors used for this project, along with a detailed description of their contribution/responsibility towards this project.

**G. Client References**

The Village of Round Lake considers references to be an important factor in its decision to award a contract. Proposers should supply references that will be available to speak with the Village of Round Lake. Provide three (3) client references applicable to the scope of services for work completed in the past five years. Include contact names, telephone numbers and e-mail addresses on Attachment 2 – References.

**H. Price Proposal**

The Price Proposal – Attachment 4 included as part of this proposal shall be completed and returned along with all applicable price schedules. Any additional services identified by the proposer shall be delineated separately for the Village of Round Lake to consider.

**I. Attachments**

The following is a checklist of required submittal attachments:

| Submittal Checklist                      |           |
|--|-----------|
| Item                                     | Submitted |
| Attachment 1 – General Information Sheet |           |
| Attachment 2 - References                |           |
| Attachment 3 – Addendum Acknowledgement  |           |
| Attachment 4 – Price Proposal            |           |



## VI. EVALUATION CRITERIA

The Village of Round Lake will conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this procurement effort. All proposals submitted will be reviewed and evaluated by the Evaluation Committee composed of Village Staff for further consideration on the basis of the following criteria:

- Consultant's experience in completing TIF studies and implementation in similar size and scope;
- Consultant's fee proposal;
- Consultant's qualifications and experience;
- Consultant's knowledge of Illinois Tax Increment Finance Law;
- Consultant's detailed work plan to complete services; and
- Overall quality of response to RFP

### **Interview**

During the evaluation period, the Village may interview some or all of the proposing firms. The interview will likely consist of a short presentation by the Proposer(s) after which the Evaluation Committee will ask questions related to the firm's proposal and qualifications. Proposers will be notified by the Village if they have been selected for an interview. Please note, the Village reserves the right to not interview any and all Proposers if it is not in the best interest of the Village.

### **Additional Investigations**

The Village of Round Lake reserves the right to make such additional investigations as it deems necessary to establish the competence and financial stability of any firm submitting a proposal.



## GENERAL INFORMATION SHEET – ATTACHMENT 1

**AUTHORIZED NEGOTIATORS:**

Name: \_\_\_\_\_ Phone # \_\_\_\_\_ Email Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone # \_\_\_\_\_ Email Address: \_\_\_\_\_

**BUSINESS ORGANIZATION:** (check one only)

\_\_\_\_ Sole Proprietor: An individual whose signature is affixed to this proposal.

\_\_\_\_ Partnership: State full names, titles, and addresses of all responsible principals and/or partners on attached sheet.

\_\_\_\_ Corporation: State of incorporation: \_\_\_\_\_

\_\_\_\_ Non-profit Corporation

\_\_\_\_ 501c3-- U.S. Internal Revenue Code

By signing this proposal document, the proposer hereby certifies that it is not barred from responding on this contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code of 1961, as amended.

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



## REFERENCES – ATTACHMENT 2

List below other similar size clients for who you have provided similar services.

Agency Name: \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
E-Mail \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Dates of Service \_\_\_\_\_  
Services Provided \_\_\_\_\_

Agency Name: \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
E-Mail \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Dates of Service \_\_\_\_\_  
Services Provided \_\_\_\_\_

Agency Name: \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
E-Mail \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Dates of Service \_\_\_\_\_  
Services Provided \_\_\_\_\_



## ADDENDUM ACKNOWLEDGEMENT – ATTACHMENT 3

The undersigned acknowledges receipt of the following addendum(s):

| ADDENDUM # | SIGNATURE |
|------------|-----------|
|            |           |
|            |           |
|            |           |
|            |           |
|            |           |

*I have examined and carefully prepared the submittal documentation in detail before submitting my response to the Village of Round Lake.*

Company Name: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_  
*Signature*

Authorized Representative: \_\_\_\_\_  
*Print*

Date: \_\_\_\_\_

It is the vendor's responsibility to check for addendums, posted on the website at [www.eroundlake.com](http://www.eroundlake.com) prior to the submittal due date. No notification will be sent when addendums are posted.

Submittals that do not acknowledge addendums may be rejected.

All responses are to be submitted in a sealed envelope. Envelopes are to be clearly marked with required submittal information.





## PRICE PROPOSAL– ATTACHMENT 4

The price proposal shall include a total price as a fixed fee for all services delineated in this RFP. The proposer will consider all costs (labor, overhead, administration, profit, travel, etc.) associated with providing the services listed in this RFP. Any hourly rates for services that may not be included shall be provided with the corresponding service and rate.

All additional services beyond the initial scope of the project, identified by the Proposer as beneficial to the Village, shall be delineated separately for the Village to consider.

| <u>PHASE</u>                   | <u>COST</u> |
|--------------------------------|-------------|
| Prepare Eligibility Report     | \$ _____    |
| Prepare TIF Redevelopment Plan | \$ _____    |
| Coordinate TIF Process         | \$ _____    |
| Prepare Housing Impact Study   | \$ _____    |
| <b>Total Feasibility Study</b> | \$ _____    |

Please delineate below any services that are options but not included in the original scope of the RFP.

| <u>ADDITIONAL SERVICES</u> | <u>COST</u> |
|----------------------------|-------------|
|                            |             |
|                            |             |
|                            |             |
|                            |             |
|                            |             |