

The seal of the Village of Hoffman Estates is a large, light blue watermark in the background. It features a circular border with the text "VILLAGE OF HOFFMAN ESTATES" at the top and "CREATING TO GREATNESS" at the bottom. In the center, there is a shield with a scale of justice, a book, and a laurel wreath. The year "1959" is also visible on either side of the shield.

Village of Hoffman Estates

REQUEST FOR PROPOSALS

**Zoning and Development
Code Update**

Issue Date: June 1, 2022

Submittals Due: July 8, 2022 at 4:00 p.m. CST

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Introduction

The Village of Hoffman Estates (the “Village”) is soliciting proposals from qualified professional planning and urban design consultants, firms, and individuals (the “Consultant”) to collaboratively review and update [Chapter 9](#) of the Village Code (the Zoning Code) and, as appropriate, [Chapter 10](#) (the Subdivision Code).

The update will include a general modernization of the Zoning Code to provide clarity, improve overall functionality and achieve greater sensitivity to the fabric and character of the Village. The update will focus on portions of the Zoning and Subdivision Codes that are either deficient, outdated, overly complex, inconsistent with state and federal requirements, or that otherwise unnecessarily inhibit development in a manner cohesive with the Village’s vision and adopted plans. The update will include both major and minor editing of the existing code language as well as original authoring of new provisions.

The Village has Planning staff that will work with the selected Consultant throughout the project to support an efficient process and delivery.

Background & Project Description

Like many communities, the Village’s development codes have aged without a significant comprehensive update, and have become increasingly unfit for purpose. Numerous issues render the code difficult to interpret for residents, developers, and staff alike. These include, but are not limited to:

- Inconsistent and/or missing definitions.
- Regulations that exist only within definitions and nowhere else within the Code.
- Long and inconsistent lists of permitted and special uses across zoning districts.
- Outdated and obsolete land uses and other terminology. There is no mechanism for easily addressing ‘new’ or undefined uses (particularly businesses) that are proposed over time.
- A lengthy, complicated “Sign Code” that can be difficult to understand, as well as somewhat inflexible for development.
- A text-heavy, reader-unfriendly publication.
- The need for semi-frequent residential variations, specifically as it relates to accessory structures.
- There is no mechanism for minor variations at a staff level.
- A history of single purpose amendments that have created inconsistencies throughout the code.

The Village seeks the services of the selected Consultant to review the existing Code and develop improvements based on the needs of the community, as well as best practice. The selected Consultant should also work with the Village to preserve and enhance those existing features and functions of the Code that work well, including:

- Flexible and predictable review processes to spur economic development (although this is not clear from a first read of the Code).
- The use of “guidelines” rather than prescribed “minimums” where appropriate, such as the provision of off-street parking.

The existing code is hosted online for review at:

https://library.municode.com/il/hoffman_estates/codes/code_of_ordinances?nodeId=CH9ZOCO

Visit www.hoffmanestates.org/ZoningRFP for useful links and documents related to the RFP.



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Project Goals

The overarching, high-level goals of the project are as follows:

- ④ Create an easy-to-read Code for all users – residents, staff, developers, elected and appointed Village Officials. It is anticipated that the new Zoning Code will include easy-to-understand graphical depictions of requirements and regulations (e.g., definitions, sight distance triangles, signage allowances) that will assist in attracting and encouraging investment within Hoffman Estates.
- ④ Development standards that facilitate and encourage redevelopment and business reinvestment within existing commercial corridors. The completed code should promote economic development through zoning for a mix of uses that are contemporary in nature, and clearly defined. Non-conformities for existing valued businesses should be avoided where possible.
- ④ Flexibility is key in a mostly built out environment. The code should encourage quality development and re-development, and allow for context-sensitive approaches to requirements such as parking and landscaping without cumbersome variation processes.
- ④ The code should be responsive to recommendations **beyond** the [Village's Comprehensive Plan](#) (adopted in 2007), and instead focus on the implementation of recommendations from the Village's more recent sub-area planning efforts. These include:
 - The [Western Area Plan](#) (adopted 2021).
 - The [Barrington Road & I-90 Sub Area Plan](#) (adopted 2021).
- ④ The business community within the Village wants development that assists in workforce attraction and retention. Interviews with the development community have shown a desire for new housing and amenities for employees, and good access to public transportation. Although a Zoning Code alone cannot create this, the new code should be sensitive to these needs, and encourage this kind of development. The Village is in the process of adopting an Economic Development Strategic Plan. A draft of this will be available for review by the selected Consultant so that the code may support the objectives of this plan. Summaries of the public input received through this effort are included for reference:
 - [Key Stakeholder Engagement Findings](#)
 - [Focus Group Session Summary](#)
 - [Public Input Survey Data](#)

About the Village

The Village of Hoffman Estates was incorporated in 1959 mainly as a bedroom community to Chicago. Beginning in 1961, the first land north of the tollway was annexed to the Village of Hoffman Estates. Some 2,000 acres were annexed by 1962, including the areas that are now Winston Knolls, Westbury and the Paul Douglas Forest Preserve. The annexations more than doubled the incorporated land area.

Various small office buildings were built by 1980, followed by major complexes such as Northwest Corporate Centre, Barrington Pointe, and the Greenspoint Business Park. Ameritech's 1.2 million square foot regional headquarters opened in 1991. The Sears, Roebuck and Co. moved into a 1.9 million square foot headquarters in 1992. The Prairie Stone Business Park was developed with some 800 acres slated for office, research and high-tech industrial uses in the 1990's. In the early 2000's, Prairie Stone diversified with the addition of destination retail and entertainment uses, such as Cabela's, Main Event, and a 10,000-seat indoor Arena.

The late 1980s and early 1990s saw a shift from a primarily residential community with the development of numerous commercial projects. Suburban Medical Center (renamed St. Alexius Medical Center in 1986) was opened in 1979.



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Along with several retail centers, the Village's first auto dealership, Woodfield Acura, opened in late 1986; subsequently several other dealerships have opened. The Village's future growth is developing along the western boundary with some 900 acres of vacant land slated for a mixture of office, research, high-tech, industrial, and residential uses. Many properties elsewhere in the community are ripe for redevelopment or infill projects. In the early 2000's, construction began on almost 1,000 new single family housing units in the western area of the Village, south of I-90.

Today, the Village's estimated population exceeds 50,000, with a total incorporated land area of about 22 square miles. School District 54, which began with one school in 1952, is now the largest elementary school district in the State of Illinois (outside of the City of Chicago). Other school districts serving Hoffman Estates residents include Districts 46, 15, 211, U-46 and 300.

More recently, the Village has been home to numerous corporate headquarters redevelopments and unique, large-scale development. This includes Bell Works Chicagoland, which transformed the former AT&T headquarters into a 1.65 million square foot office/retail/residential mixed use "metroburbs" development. From a transportation perspective, construction of a full interchange at Barrington Road and I-90 was completed in 2018. Concurrently, Pace Suburban Bus constructed a major suburban transit station at this intersection with a pedestrian overpass over I-90 linking the north and south inline Tollway express bus service, which is served by a park-n-ride lot, kiss-n-ride drop off facility, and extensive multi-purpose paths connecting the adjacent area. In 2021 the Village adopted two sub-area plans, one of which focuses on the transit-oriented opportunities presented by these developments, while the other focuses on the business development opportunities in the western area of the Village, north of I-90. Home to the 50/90 entertainment district (including the Village-owned NOW Arena), the western area of the Village provides key opportunities for recreational opportunities, mixed-use development and business growth.

Current development trends include planning and development of much needed modern multi-family projects, large scale modern industrial development (including data centers), as well as continued small-scale retail development.

Scope of Services

The selected Consultant will work primarily with Village Planning Division Staff, who will provide background information and work closely with the consultant on deliverable reviews, provide guidance on the process, and help coordinate interaction with the Village of Hoffman Estates Village Board, Planning, Building & Zoning Committee, and the Planning & Zoning Commission. The consultant is encouraged to produce deliverables that best fit the project itself, and the particular needs of the Village. Respondents should clearly identify and fully describe their proposed deliverables in their submittals, and should clearly tie these deliverables to the project activities described below:

Project Kick-Off:

The selected Consultant should expect a project kick-off meeting with Village staff to discuss and refine the scope, process, communication methods and expectations during the project. At this meeting the Consultant will be provided with a document detailing Village staff's experiences and issues with the existing Code, as well as required edits that staff have already identified.

Review Existing Conditions:

The Consultant should propose an approach to understanding existing conditions within the community. The existing conditions review should include, at a minimum, a thorough review of plans, ordinances and other documents that the Village shall provide to the selected Consultant. An analysis of bulk regulations may also be necessary. Additionally, the Consultant should work with planning staff to identify "pain points" in bringing forward development, such as repeated requests for relief from Code requirements.



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The Consultant should review the stakeholder feedback recently obtained through meetings and surveys conducted as part of the Economic Development Strategic Plan process. If it is determined that additional stakeholder feedback is necessary to aid in identifying key issues to be addressed, the Consultant should propose an approach to obtaining additional feedback.

Develop Preliminary Recommendations Memorandum:

Before drafting the zoning, sign, and subdivision codes, the consultant should develop and present a memo, or equivalent document, describing their major preliminary recommendations and proposed framework or outline for the ordinances. This deliverable should also summarize the analysis and findings of the existing conditions review to provide a basis for the preliminary recommendations and describe the consultant's proposed approach to revising the existing codes.

The development of this memo should be an iterative process, with Village staff available to answer questions and provide input throughout its development before the review of a draft.

Specific questions the Village would hope to be answered within this memorandum are:

- ④ The Village does not currently have a formal Planned Unit Development process. Should the Village consider a PUD (or similar) process?
- ④ Should the Village's existing zoning districts continue to be used with modifications, or should new zoning districts be created?
- ④ Would a Unified Development Ordinance be suitable for the Village's needs?
- ④ The Village's Barrington Road & I-90 Sub Area Plan recommended a form-based overlay for that area. Is that still the most appropriate way to guide development in that area? Should the Village implement a form-based code throughout the Village?
- ④ Given the land use framework recommendation as outlined in the Western Area Plan, should a new zoning district or form-based overlay for portions of this area be considered?
- ④ The current code structure has a vast majority of development standards within the Subdivision Code (Chapter 10), including site design, parking, landscaping, and other regulations. Should this structure remain? What is the best relationship between the Zoning Code and development standards in the Subdivision Code?

Draft Code Changes:

The Consultant should submit drafts of the code that reflects the key focus areas uncovered during the production of the preliminary recommendations memorandum, and the feedback received on said memorandum.

The Village's preference is that the modified code sections are delivered in a "chapter-by-chapter" approach for staff review, rather than one single draft at the end of the Consultant's process. The Village's planning staff will provide feedback on each draft submitted.

The new codes should use clear and concise language, and be organized to encourage the document's accessibility to a wide range of audiences, and utilize graphics and tables wherever possible to illustrate concepts. The new codes must reflect current legal standards and conform to recent Supreme Court decisions and/or changes to state laws. The consultant should carefully keep track of significant points of departure from the existing regulations to ensure clarity and transparency.

Once this iterative process is complete, the Consultant should be prepared to present the draft for feedback at a public meeting of the Village's Planning & Zoning Commission.



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Final Code and Ordinance Adoption:

The Consultant should prepare a final code document (using the Village’s standard Ordinance from) based on the feedback and comments received on the draft codes. Consultants should assume between two to four public meetings as part of the formal adoption process, including a public hearing before the Planning & Zoning Commission and a public meeting at the Planning, Building & Zoning Committee of the Village Board.

The final codes and approving Ordinance should be provided to the Village in both Word and PDF formats; all illustrations, maps, and graphics contained therein should also be provided in electronic, editable formats. The Village Code is hosted via MuniCode. All provided deliverables should be compatible with this platform.

Implementation

The consultant will have the responsibility to ensure that Village staff is comfortable with the content of the new codes and able to properly implement new regulatory procedures; this could be achieved through a workshop, training, or other type of orientation. Consultants should indicate whether this process will take place during drafting and refining of the codes or after Ordinance adoption.

Timeline

| Event | Date |
|--|---------------------------|
| RFP Distribution | June 1, 2022 |
| Questions Deadline | June 14, 2022 |
| Proposal Deadline | July 8, 2022 by 4:00 p.m. |
| Interviews with Shortlisted Respondents | mid-July 2022 |
| Execute Contract Agreement/Project Start | August 2022 |

Budget

Consultants should provide a total cost to complete the project, including hourly rates and estimated number of hours to complete the project, including any sub-consultants. The proposed budget will be just one of several factors the Village considers when reviewing proposals.

Submittal Requirements

Proposals should be submitted electronically in PDF format **only**. Proposals should be submitted to the project manager at phil.green@hoffmanestates.org no later than 4:00 p.m. (CST) on Friday, July 8, 2022. The email shall contain the subject line “Proposal for the Zoning and Development Code Update.” Proposals should include, at a minimum, the following:

1. Qualifications of the Firm

A Statement of Qualifications, including resume of personnel proposed for assignment to this engagement; the name of the primary person for this work; a list of previous clients; and a description of how the firm will assure quality of staff skills and work product. In addition, provide a summary of relevant experience as it pertains to economic feasibility and development planning in mature communities.

Submittal of a sample copy of pertinent previous work which is related to this assignment is highly encouraged.



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2. Approach to Engagement and Proposed Work Program

An outline of the proposed work program including description of approach to the assignment tasks; the proposed steps or actions to be taken in the development of the work; and anticipated timelines for work components and assignment completion. It is of most importance to the Village that the proposed timeline is achievable. The Village desires a high quality final product, and the proposed timelines should be realistic about how much time that will take to achieve. The Consultant should have sufficient capacity to meet their proposed schedule. In addition, please provide an estimate of time needed regarding Village staff and the recommending bodies' role in the Consultant's work.

3. Cost

An engagement proposal with an all-inclusive not-to-exceed cost estimate for completion of the assignment and the work program proposed (such a figure to include all estimated out of pocket costs) and a listing by category of all anticipated out of pocket expenses. In addition, hourly rates for additional work, services or meetings that may be deemed necessary at a later date should be included as part of the proposal.

Terms and Conditions

The Village reserves the right, in its sole discretion, to (a) waive any technicalities or irregularities in any proposal, (b) accept the proposal it considers most favorable to the Village, (c) reject any and all proposals, (d) seek new proposals, and (e) change dates.

The Village may seek clarifications from a respondent at any time, and failure to respond promptly may be cause for rejection. The Village may choose to interview respondents prior to awarding a contract to a Consultant. All respondents' costs in responding to the RFP, including, without limitation, attending any interviews, are solely the responsibility of the respondents. The Village reserves the right to interview only those respondents that the Village finds, in its sole discretion, to be best qualified for the project, and to negotiate with one or more respondents to establish contract terms and adjustments to the scope acceptable to the Village.

The final agreement with the successful Consultant(s) shall contain additional standard insurance and indemnification requirements that are utilized in Village professional services agreements, including but not limited to provisions related to additional insured endorsements, notice of cancellation, and proof of coverage.

Questions

All questions must be submitted via email to phil.green@hoffmanestates.org by **June 14, 2022**. Answers will be posted in the form of an addendum with the RFP documents at www.hoffmanestates.org/ZoningRFP on or before **June 17, 2022**.