



VILLAGE OF BROOKFIELD

REQUEST FOR PROPOSALS

EXECUTIVE SUMMARY

The Village of Brookfield is pleased to present this request for proposals (“RFP”) for the redevelopment of a combined site with approximately 100 feet of frontage in the Village of Brookfield at **3717-3723 Grand Blvd** for the highest and best use. The purpose of the Request for Proposals (RFP) is to solicit and subsequently evaluate the interest of developers or redevelopment groups in working with the Village to redevelop a significant redevelopment site located within the heart of the Village’s Grand/Prairie Downtown business district and within the Grand/Prairie Downtown Tax Increment Financing (TIF) District.

The purpose of the RFP process is also to select a developer to proceed in accordance with a redevelopment agreement to be negotiated with the selected entity. Developers may submit multiple proposals for this site, the required details of which will be identified in subsequent sections of this RFP.

This request is intended to identify qualified interested parties, design concepts and economic plans for the site acceptable to the Village that advances the goals and concepts identified in the 2018 Comprehensive Plan and Sustainability Plan as well as those presented in this document. A primary objective is to promote cohesive growth and ensure long-term success. The Village is dedicated to ensuring that all development proposals reflect its vision for a vibrant downtown while complying with the Comprehensive and Sustainability Plans (found at www.brookfieldil.gov).

The Village acknowledges that the ultimate design project is a collaborative effort and will work with the selected developer. This Request for Proposals and other relative information about the Village can be viewed at www.brookfieldil.gov.

Specific questions regarding the Request for Proposals can be sent to:

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COMMUNITY PROFILE

The Village of Brookfield, located just 13 miles west of downtown Chicago, is a thriving suburban community known for its rich history, vibrant neighborhoods, and commitment to growth while preserving its small-town charm. With a population of approximately 20,000 residents, Brookfield is a family-oriented village that blends the convenience of city proximity with the warmth and community spirit of a hometown environment. The village is known for the world-renowned Brookfield Zoo, a cornerstone of the community that draws visitors from across the region, contributing to local tourism and economic vitality.

The Village is committed to revitalizing the Grand/Prairie Downtown area through strategic developments that enhance its unique character. Brookfield offers a strong sense of community, excellent schools, well-maintained parks, and a diverse selection of locally-owned businesses, making it an attractive destination for new developments that complement its historic aesthetic and support year-round community engagement.

Over the past several years, Brookfield has experienced steady economic growth, with significant investments in infrastructure, local businesses, and community development. It has demonstrated prudent financial management, effectively overseen its finances and responsibly managed its TIF district to support long-term economic growth and community development.

Brookfield is also deeply committed to sustainability, focusing on eco-friendly initiatives and green building practices as part of its long-term vision. The Village's Comprehensive and Sustainability Plans emphasize responsible development, environmental stewardship, and enhancing public spaces to create a vibrant, sustainable community that meets the needs of both current and future residents.

I. Purpose:

The purpose of this Request for Proposals is to communicate the Village's vision for the downtown 3717-3723 Grand Blvd development, describe important project factors, and establish a draft set of selection criteria guiding the Village's choice of potential developers for the recently purchased site.

Village staff and the Village Board will evaluate how well the proposed developments conform to the following criteria:

- a. The vision for the Downtown Grand/Prairie area.
- b. The return on investment for the proposed development.
- c. An achievable construction schedule.
- d. Strength of the developer's financing for the development.
- e. Evidence that the developer is a responsible party and a potential development partner.
- f. The proposal's conformance to all applicable laws and regulations.

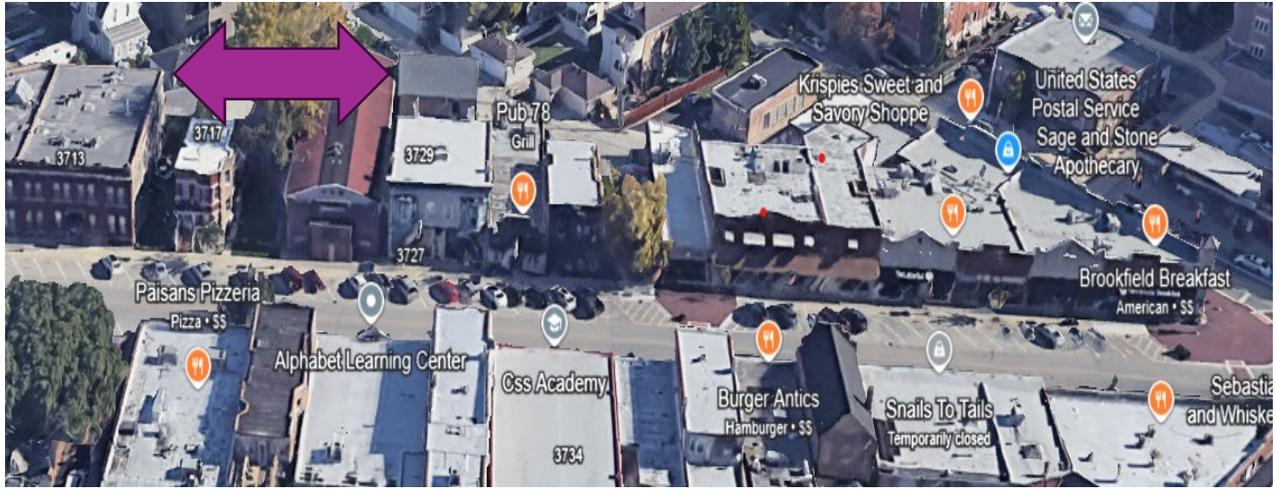
II. Background, Use and History

The site is in the **SA-1 Core Mixed-Use** zoning district. SA-1 Core Mixed Use is aimed at:

- Promoting a blend of residential, commercial and retail uses
- Encourages a walkable transit-oriented environment.

The redevelopment site is comprised of two properties. Both properties for the redevelopment site were secured by the Village at a total cost of \$670,000, supporting efforts to advance strategic development initiatives. The first property is a building located at 3723 Grand Blvd, built in 1911 with a lot dimension of 50 X 125 and land square footage of 6250. It was formerly used as a Theatre until 1955, and thereafter used as offices, warehouse and storage. It is a vacant one-story building with office level and storage mezzanines, masonry constructed on a concrete slab. The building has been vacant for approximately nine years.

The second property is located at 3717 Grand Blvd and consists of a 2 flat building with a vacant lot and garage. The lot dimensions are approximately 50 x 125.



III. Zoning/Allowable Uses Under the Current Zoning Code

The Village is currently undergoing a Zoning Code update that may affect certain allowable uses at this development site. The Zoning Code update is expected to be finalized in 2025. While the current Zoning Code allows for certain uses, the Village is specifically **not** seeking proposals for certain allowable uses that are not aligned with the current vision and goals for the downtown area. These include exclusive stand-alone indoor assembly, convention, banquet or venue facilities, maintenance and repair services, postal service and commercial service.

Permitted desirable uses in this district, according to the current Zoning Code, include:

- Retail Sales (durable goods/nondurable goods)
- Mixed-Use
- Personal Improvement Services
- Eating & Drinking Establishment (bar, prepared food shop, take out restaurant, sit-down restaurant)

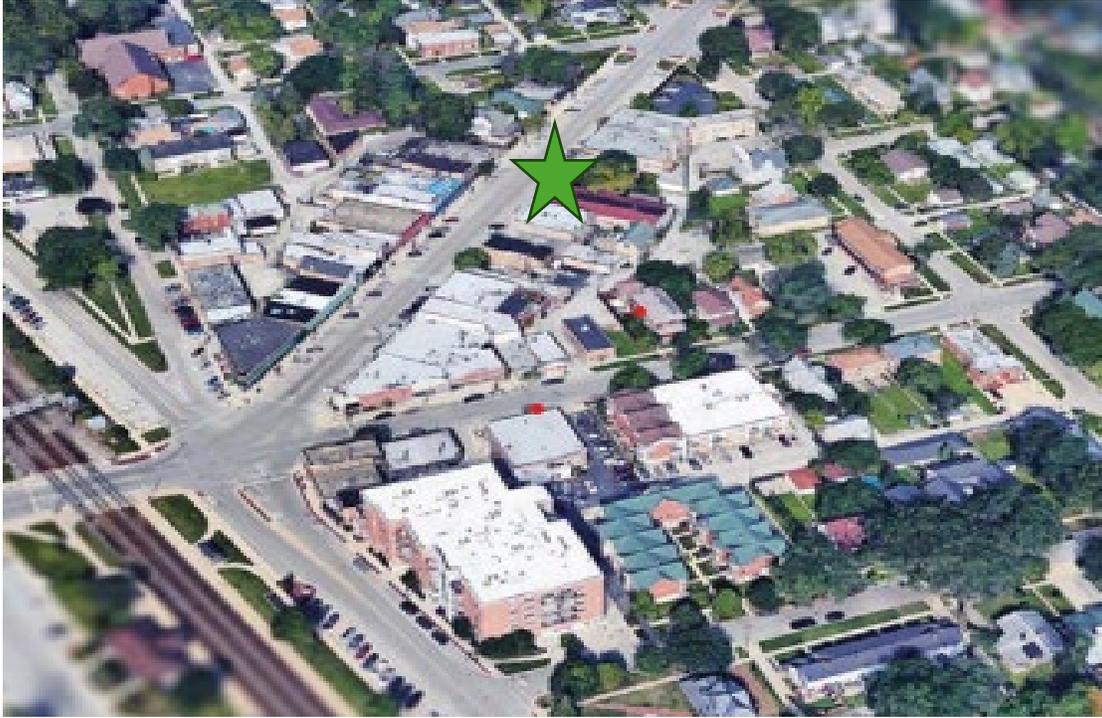
IV. Site Plan and Vision

In the 2018 Comprehensive Plan, the Village outlined a clear vision for a walkable, revitalized and engaging downtown with visually appealing frontage, first floor retail and restaurants, adequate parking and high-quality residential units. The Village identified the Downtown area as a “Mixed-Use Node” area.



Mixed-Use Nodes are intended to be pedestrian oriented and encourage mixed-use development. Desired ground floor land uses include: retail, restaurants and personal services. Upper-floor uses can consist of apartments and offices. The Comprehensive Plan states that it prioritizes appropriate redevelopment that enhances the pedestrian scale and “small town” charm of the commercial areas.

Mixed-use buildings, as described in the Comprehensive Plan, can have a reduced front setback with storefront ground-floor transparency to make the public realm more inviting to pedestrians and shoppers. They are intended to strengthen the relationship between building and the people on public streets. Buildings in Mixed-Use Nodes conform to the requirements of Zoning Modernization and may include increased building heights or additional parking requirements.



The Village enumerated its first goal in the Comprehensive Plan as one that should encourage “high-quality site development and amenities in commercial areas by enforcing existing zoning and developing form-based code for the whole Village to support the desired character.” Reinforcement of the core downtown is of paramount importance in the redevelopment of subject properties. The Village has stressed in the Comprehensive Plan that the Village’s economic goals should focus on increasing property values and sustaining business growth, diversity, and entrepreneurship. The RFP allows for flexibility in the proposed development, permitting separate developments on each site or a comprehensive development that integrates both building sites into a cohesive project.

The Village requests that potential developments for the site incorporate the below criteria. Development plans will be assessed according to the inclusion of these elements and the extent to which the proposals embody the village’s vision for its downtown.

- 2018 Comprehensive Plan
- SA-1 Core Mixed Use Node as defined in the Comprehensive Plan
 - The first floor should contain retail and/or restaurant offerings, and can include a performance-based space to support community engagement and cultural activities.
 - The second floor and above can include residential apartments or condos and possibly some office space or outdoor dining.

- Parking shall be provided pursuant to the Zoning Code. Under the current zoning code, commercial only developments do not require a parking minimum while mixed-use with residential units requires 1.25 per residential unit for parking.
- Structures facing Grand Blvd. should reflect the Village’s hometown character and complement the historic charm of the downtown area, preserving its distinctive aesthetic and community feel.
- The Comprehensive Plan states that the first floor of the development should maximize commercial space. The Village would ideally see the following:
 - A mix of dining and leisure entertainment venue
 - A performing arts center with an attached restaurant and retail space
 - A mid-price range restaurant
 - Outdoor café dining
- Office space may not occupy prime street frontage but may be located on the development’s upper floors (i.e. second floor or above)
- Exclusive indoor assembly, banquet or venue facilities that do not operate on a day-to-day basis during regular business hours may not occupy prime street frontage, ensuring the space remains active and revenue-generating during business hours.
- Commercial spaces are encouraged to maintain active use and engagement throughout the week, with operations open to the public beyond just weekends and evenings, to ensure that there is daily engagement and maximum use of prime downtown space.
- Design Guidelines – Proposals will be reviewed based on the following criteria:
 - Architectural techniques should be employed that reduce the appearance of building mass such as variation in materials, colors, and façade articulation. This includes any new development or renovation projects.
 - Brick and stone are preferred building materials.
 - The building should be “four sided” by using consistent materials and detailing on all facades
 - Rooftop mechanical units should be screened from public view by parapet walls or other means.
 - Any renovation to the existing building should include the above requirements.
 - The redevelopment should thoughtfully incorporate elements of the current “Brookfield Theater” sign facade in its front facing brickwork and into any new façade to preserve its historic name and integrate it into the new structure. This approach will enhance the overall aesthetic of the development while honoring the Village’s cultural heritage.



V. Developer Requirements

Potential developers should provide the following:

A. Vision Deliverables:

- Project Narrative
- Conceptual site plan, including streetscape and landscape improvements prepared by a licensed professional with expertise in the relevant field, ensuring compliance with all local regulations and best practices in design.
- Preliminary building elevations
- Floor Plans

B. Developer Qualifications

- Qualification Statement
 - Development team description, including proposed technical consultants, and their relevant expertise, and respective roles and responsibilities.

- Organizational structure: what is the proposed corporate formation and ownership structure, including any minority members.
- Workload: The number, size and location of any other projects.
- If applicable, developers should provide examples of similar successful projects and no fewer than 2 references from clients or local government entities.
- Developer and project affiliates may be asked to submit to a Dunn and Bradstreet (D & B) and/or Lexus Nexus search.

VI. Project Construction Schedule

It is of primary importance that the **3717-3723 Grand Blvd.** site be developed in a timely fashion. Weight will be assigned to proposals based on their anticipated ground breaking and completion dates.

Preference will be given to potential developers that are willing to consider and/or place potential commercial tenants the Village deems desirable and in conformance with the Village's downtown vision.

Upon staff's selection of a preferred developer, a purchase and sale agreement will be presented to the Village Board for consideration. The preferred developer will be solely responsible for obtaining zoning entitlement and redevelopment agreement ("RDA") approval following the Village's approval procedures. The Village Board's approval of the purchase and sale agreement does not guarantee the Village Board's approval of the developer's proposal or RDA . All developer submittals are at risk.

Schedule of Deliverables: In order to determine conformance with the Village's vision described above, potential developers should provide the following:

- Draft construction schedule
- Proposed tenanting mix and potential leads
- A list of assumptions/expectations for the Village regarding scheduling, approvals, deliverables, etc., that are necessary in order to ensure the development's success.

VII. Project Financial Structure

The Village will assess the availability and certainty of the potential developer's financing. The Village will take into account the purchase price offered by potential developers for the site, and other key evaluation criteria, to ensure the proposal aligns with the Village's objectives and provides a fair return on the property.

A. Financing

- Two years of audited financial statements or federal income tax forms.
- Letters of Intent or financing agreements: The Village prefers that developers provide a letter of intent to finance from established lenders indicating that upon designation by the Village, the lender will issue financing for the entirety of the project.
- Proposed financial structure (debt, equity, grants) should contemplate the Village's use of a reverter and liquidated damages to incentivize compliance with construction schedule, use regulations and development controls.
- Financing schedule: Information regarding the anticipated time to raise capital/obtain financing.
- Proposed construction budget with preliminary sources and uses.
- Sources and Uses analysis.
- Developer Estimate of Project Performance and Tax Revenues.
- Proposed cash flow schedule.
- Projected ten year operating pro-forma for the building.

B. Public Incentive Plan: Prospective developments will be evaluated based on whether the development proposes purchasing the site outright or seek a public incentive plan as part of their proposal, whether based on TIF, land valuation, or other request. Developers will be evaluated based on the following criteria if a public incentive plan is requested:

- Developers should provide a clear financial outline of the request for incentives and description of the resultant improvements
- The request meets the **"but for"** test. In other words, the development will not occur in the manner requested by the Village, but for the use of the requested incentives.
- Financial data should be submitted to substantiate this request. Incentives will only be considered when a developer demonstrates a justified, quantifiable need.
 - i. Developer must complete the "Developer Financing Gap Analysis" included in the attached "Developer Info Request."
- The Village will evaluate whether the request utilizes incentives to complete public improvements necessary for development, such as the extension of utilities to the site or similar infrastructure upgrades. The request for incentives prioritizes public amenities that would otherwise not

be included in the proposal, such as public art, public gathering places, etc.

- C. **Triple-Bottom Line Assessment:** The Village will evaluate proposals according to the concept of a triple bottom line assessment. A positive return on investment will be defined according to its financial, social, and environmental success.

A percentage is assigned to each category for consideration based on the Village's overall long-term strategic goals.

1. Financial Return on Investment: (55%)

- a. What is the amount of the projected property tax revenue
- b. Sales tax or other local tax contributions.
- c. Expected increase in business licenses or permits
- d. Estimated profitability and long-term financial stability of the development.
- e. Number of permanent jobs created (voluntary positions are explicitly excluded).
- f. Whether tax incentives or abatements are requested from the developer.
- g. Anticipated rate of investment (ROI) from any village-provided funding or incentives.
- h. Was the redevelopment site purchased outright from the Village.

2. Social Return on Investment: (25%)

- a. The development includes sufficient public amenities, such as seating, gathering places, street furniture.
- b. Long-term enhancements to public safety, walkability and transportation access.
- c. Inclusion of local art, history, or cultural elements to promote a sense of place.
- d. The Grand Blvd frontage is aesthetically pleasing and pedestrian friendly.

3. Environmental Return on Investment (20%)

The following elements can be utilized to support the calculation:

- a. Some of the development will be built "green", including registering and pursuing a third-party green building

certification, such LEED, Phius, Green Globes or ENERGY STAR).

- b. Exceed the 2021 IECC by 5%-10%.
- c. Apply rooftop solar-ready construction.
- d. Onsite renewable energy of at least 20%.
- e. Some developments will incorporate elements of the Village's Sustainability Plan.
- f. Pursuit of electrification, such as building mechanical systems designed to be all-electric OR electric-ready, including electric outlets within 3 feet of gas lines and upgraded electric panel for future load requirements.

SUMMARY OF SUBMISSION REQUIREMENTS

- Project Narrative & Conceptual site plan
- Preliminary building elevations & Floor Plan
- Developers' qualification statement
- Agreement to submit Dunn and Bradstreet and Lexus Nexus searches (if applicable)
- Example of similar successful projects and two references from clients or local government entities
- Preliminary Draft construction schedule
- List of requests/assumptions of the Village's responsibilities/timing
- Proposed tenanting mix and potential leads
- Letters of Intent or financing agreements
- Two years of audited financial statements or federal income tax forms
- Financing schedule
- Proposed construction budget with preliminary sources and uses
- Sources and Uses analysis
- Developer Estimate of Project Performance and Tax Revenues
- Proposed cash flow schedule
- Operating pro-forma for the building
- Financial and narrative outline of public incentives
- Evidence that incentives meet the "but for" test/Developer Financing Gap Analysis
- Outline of how the project meets a "triple bottom line" investment analysis.