
R E Q U E S T  F O R  P R O P O S A L S

Does your municipality contain a brownfield site?
Have you been thinking about redeveloping that site?
Would you like $20,000 worth of free assistance from professional planners, architects, and designers to help you generate real design ideas and solutions for that site?
The Northeastern Illinois Planning Commission is offering municipalities within the six-county region an opportunity to receive approximately $20,000 in professional time and effort to help generate sustainable design ideas for a specific redevelopment site within the community.

The Northeastern Illinois Planning Commission (NIPC) is dedicated to providing the best available information to local governments and communities within the northeastern Illinois region for sustainable planning and development. NIPC, in partnership with the Western Illinois Regional Council, the Illinois Environmental Protection Agency, and the United States Environmental Protection Agency, requests proposals from municipalities from within the six-county northeastern Illinois region to host one-day “Beyond Brownfields: Sustainable Redevelopment” workshops. Three workshops will be held in geographically diverse areas of the region between April and September of 2004. The goal of these workshops is to use a design charrette process (a hands-on working session focused on a real, specific redevelopment site) to provide technical advice and design ideas to communities seeking to undertake a sustainable redevelopment project on a brownfield site or other underutilized site containing a brownfield.

According to the US Environmental Protection Agency, the term ‘brownfield site’ means real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant.
Benefits to the Host Community

Workshops will
- Provide access to direct technical and design assistance from professional planners, architects, and designers for an existing study site within the host community.
- Generate design ideas for the study site.
- Build the capacity of the host community and workshop attendees to assess redevelopment sites, identify questions needing to be addressed in considering redevelopment, and to envision and design sustainable development projects.
- Help communities understand the range of options, funding opportunities, and assistance available for incorporating sustainable development and smart growth principles into their planning, redevelopment, and revitalization efforts.
- Provide a model design process communities can use for similar projects.

These workshops are intended to teach the host community and guests about a range of tools and techniques which can be used to bring lasting benefits through the redevelopment of sites, but will not produce a final design for the property. The host communities will not be bound to implement what is produced through these workshops.

Eligibility

All municipalities within the northeastern Illinois region (Cook, DuPage, Will, Kane, McHenry, and Lake Counties) are eligible to apply. Redevelopment study sites must contain a brownfield site. Communities that have demonstrated both capacity and commitment to brownfield revitalization, infill development, and sustainable development are strongly encouraged to apply as well as communities that are seeking to expand their capacity in these areas. Communities receiving brownfields remediation funding through the IEPA or USEPA should be in good standing with these agencies with regards to brownfields projects. Collaborative projects that include support from partner organizations such as economic and community development organizations are strongly encouraged.

Commitment

NIPC and the planning team will support the majority of the workshop planning and preparation. Host communities will designate a staff person and adequate staff time and resources to work closely with workshop organizers and partners in planning the workshop. This may entail providing maps and other information to the design team to prepare for the charette. It is expected that the host communities will provide the facilities, equipment (e.g., l.c.d. or overhead projector and screen), materials (e.g., briefing on the study site, maps, aerial photographs, comprehensive plans, handouts, flipcharts, markers, and writing materials), and advertising/publicity for the workshops. Facilities should include a meeting room or auditorium large enough for approximately 65 people and space for 5 or 6 groups of 10-12 members for the design process. Additionally, selected host communities will provide a $500 fee that will cover refreshments, lunch, and attendance for up to 10 staff members or other invitees such as engineering or planning consultants.

Selected communities also will submit a final report of workshop results and recommendations to NIPC. NIPC will then provide a workshop summary including results, recommendations, issues, and strategies to all workshop attendees.
A $25 per person registration fee for non-host attendees will cover the remaining costs of refreshments and lunch. Attendance will be limited to approximately 50 people per workshop (plus 15 members of planning and design teams), targeted to city planners and engineers (whether on staff or hired consulting firms), community and economic development organizations, private developers, and other urban design professionals.

**Workshop Design**

The final workshop agenda will be produced in cooperation with the host community, but is expected to include at least the following:

~ Presentation of the study site by the host community.
~ Presentations on a variety of sustainable development principles and techniques such as green building, sustainable site design, natural landscaping, stormwater management, and transit-oriented development.
~ Design charrettes facilitated by professional urban planners, architects, and landscape architects. Design charrette teams of 10-12 will focus on a redevelopment study site for which the host community has a serious interest in building a sustainable development project. Depending on site characteristics, possible sustainable design components may include transit- and pedestrian-oriented design, natural site design and natural landscaping, mixed-income housing, mixed land uses, protection and management of natural areas, open space, and water features, on-site stormwater management, community character and historic preservation, and energy and material efficient building designs. Charette teams will report back to the entire workshop group on progress, ideas, and questions.

**Application Schedule**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>December 5, 2003</td>
<td>Request for Proposals distributed</td>
</tr>
<tr>
<td>January 21, 2004</td>
<td>Proposal submission deadline by close of business (5:00 pm)</td>
</tr>
<tr>
<td>February 15, 2004</td>
<td>Host communities selected</td>
</tr>
<tr>
<td>April-September, 2004</td>
<td>Workshops held</td>
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**Application Process**

Each applicant must complete the information requested on the PROPOSAL CONTENTS instructions provided herein.

Questions may be directed to Jason Navota, Principal Environmental Planner at the Northeastern Illinois Planning Commission at 312.454.0400 or jnavota@nipc.org.

**Selection Criteria**

A project review committee made up of members of the sponsoring organizations (NIPC, IEPA, USEPA, and WIRC) will review the draft applications and request further information as necessary before making final selections by February 15, 2004. The following selection criteria will be used:

~ Quality and completeness of proposal.
~ Applicant demonstration of commitment to or interest in environmental and sustainable development principles.
~ Demonstration of commitment of facilities, materials, and staff time and resources to assist with planning of workshop.
~ Demonstration of availability of appropriate study site for design charette.
~ Collaborative projects (multiple stakeholders).

**PROPOSAL CONTENTS**
Please include any drawings, plans, prototype materials, maps, and other descriptive information with the project proposal. The text portion of the proposal, not including maps, letters of support, and other supporting materials, **shall not exceed five pages in length.** All project proposals shall include the information below. Any proposal that does not include all of the requested information will not be considered.

1. Project title (site name).
2. Name and contact information (address, phone, fax, and email) for municipality submitting the proposal.
3. Brief description of applicant’s activities (if any) related to smart growth, sustainable development, brownfields remediation and redevelopment, or other environmental advancement.
4. Proposed study site description including general and specific location, maps, and any other supporting materials that are relevant to the site. Types of additional information that your proposal may include (we understand that not all information is relevant or available):
   ~ Physical description including, size, natural resources, topography, drainage, transportation system, infrastructure and utilities, other special features;
   ~ Social description including economics, employment, income, housing information, demographics, education levels, educational and community facilities;
   ~ Zoning and land use information including residential, commercial, and industrial uses that may impact the redevelopment site;
   ~ Plans or programs (comprehensive plans, tax increment financing districts, special service areas, capital improvement plans, subsidized housing programs, economic development programs, social service programs, etc.) affecting the site;
   ~ Relevant local neighborhood associations, community development organizations, foundations, financial institutions, major businesses or corporations, and other private or non profit organizations;
   ~ Development constraints or opportunities affecting the site.
5. Identify property owner if different from applicant and explain what authority (if any) the applicant has over the site. Include letter of support from property owner if different from applicant.
6. Existing project concept description—if the municipality has been working on a concept plan for site redevelopment please provide details. Include a description of stage of remediation or development of the study site.
7. A problem statement and a list of specific questions about the study site and potential redevelopment that you would like discussed during the workshop.

8. Supporting materials including location maps with project diagrams, prototypes, sketches, photos or other relevant documentation. Supporting materials may not exceed 11 by 17 inches in size; any larger materials will not be distributed to the Proposal Review Team.

9. Description of workshop facilities and staff capability to provide support.

10. Statement of why the Proposal Review Team should select your community.

11. Cover letter on municipal letterhead, signed by official with authority to commit your municipality to hosting the workshop.

12. Letters of support from all partner organizations (e.g., redevelopment agency, community economic development agency) involved in the project explaining their support for the process.

13. Other comments or supporting documents.

Submit your completed proposal by 5:00pm January 21, 2004 to:
Sustainable Redevelopment Proposal Review Team, c/o Jason Navota
Northeastern Illinois Planning Commission
222 South Riverside Plaza, Suite 1800
Chicago, IL 60606

Questions? please contact:

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