



## MEMORANDUM

**TO:** David A. Hulseberg, Village Manager

**FROM:** William J. Heniff, AICP, Director of Community Development

**DATE:** May 11, 2010

**SUBJECT: Village of Lombard Downtown Plan Professional Services Agreement**

### **BACKGROUND**

In June 2009, the Village Board adopted a framework for downtown planning efforts. This framework included an Action Plan that established specific actions and a timetable to achieve the five goals adopted by the Village Board (relating to economic development, design and image, partnerships, compatible development, and access and circulation). As part of the Action Plan, a market study and property inventory were completed in 2009. The timeline states that all other Action Plan items (including recommended code changes, access and circulation improvement recommendations, comprehensive marketing strategy, parking inventory, and exploration of possible future development sites) should be completed by Fall 2010.

To accomplish these remaining Action Plan items, the Village submitted an application for an RTA Community Planning Grant (which was approved by the Village Board in January 2010). The Village was awarded an 80% matching grant (up to \$100,000 for a \$125,000 study). Since that time, staff has worked closely with the RTA to develop a Request for Proposals that accomplishes all of the stated Action Plan items. The RFP was sent to 65 firms across the country and several firms attended a pre-proposal conference on April 9. A total of seven proposals were submitted by the April 23 deadline. Of these seven, staff and the RTA selected five consultant teams for interviews: Teska Associates, Houseal Lavigne Associates, Land Vision, DLK Civic Design, and HOK. After a lengthy review and interview process, the consultant team led by Teska Associates was ultimately chosen.

Following the approval of the attached Professional Services Agreement, the Teska Associates team will begin their work plan to have a final, comprehensive Downtown Plan ready for consideration by the Village Board on October 21, 2010. The five-month process will involve extensive public participation through stakeholder focus groups, public open houses, and website resources. The Downtown Plan will provide the Village with Lombard-specific strategies for marketing, urban design, site redevelopment, transportation, and placemaking.

### **ACTION REQUESTED**

Please place this item on the May 20, 2010 Village Board agenda. Staff recommends that the Corporate Authorities approve a Resolution authorizing the Village President and Village Clerk to sign the attached Professional Services Agreement.