




MEMORANDUM

TO: Trustee Bill Johnston, Chairperson
Economic and Community Development Committee

FROM: Jennifer Ganser, AICP, Assistant Director of Community Development 

MEETING DATE: April 9, 2018

SUBJECT: **101-109 S. Main Street Property – Request for Proposals (RFP)**

As discussed at previously ECDC meetings, the Village released a RFP for 101-109 S. Main Street on February 1, 2018. On February 28, 2018 the Village held an informational meeting for interested applicants. Below are details on the RFP process as of April 2, 2018. The RFP is due on April 16, 2018.

- 320: the number of people the RFP information and link was emailed to
- 33: the number of people that requested the RFP
- 12: the number of people that attended the February 28th meeting
- 5: the number of letters of intent that were received

Within the RFP, the Village requested, but not required, prospective applicants to provide the Village with a Letter of Intent (LOI) noting their intentions to submit proposals. Four responses are likely to be a mixed use development, and one entity noted it would be senior assisted and independent living residences.

It is possible that one or more of these entities may choose not to submit a proposal before the April 16 deadline. Conversely, other entities may choose submit a proposal even though they did not submit a LOI. However, based upon the submittals received it is clear that there will be responses to the RFP.

After April 16, staff and the Village's consultants will begin the formal review process of the proposals as set forth within the RFP process. Staff will also issue a Press Release regarding the RFP effort, in order to keep the community abreast of our efforts and the future review steps to be undertaken.

COMMITTEE ACTION REQUESTED

No action is requested. This item is for information and discussion purposes.