

AGENDA  
COMMITTEE OF THE WHOLE  
April 19, 2022  
2200 Harnish Drive  
Village Board Room  
7:30 P.M.

Trustee Auger- Chairperson  
Trustee Spella  
Trustee Glogowski  
Trustee Dianis  
Trustee Smith  
Trustee Brehmer  
President Sosine

- AGENDA -

1. **Roll Call – Establish Quorum**
2. **Public Comment – Audience Participation**  
*(Persons wishing to address the Committee must register with the Chair prior to roll call.)*
3. **Community Development**
  - A. Consider a Public Event Permit for St. Margaret Mary’s 5K Run and Kid’s Dash
  - B. Consider the Issuance of a Request for Qualifications for 221 S. Main Street
4. **General Administration**
5. **Public Works & Safety**
  - A. Consider an Agreement with Precision Pavement Markings for the Paint Pavement Marking
  - B. Consider an Agreement with Superior Road Striping for the Thermoplastic Pavement Marking
6. **Executive Session** (if needed)
7. **Other Business**
8. **Adjournment**



**VILLAGE OF ALGONQUIN**  
**COMMUNITY DEVELOPMENT DEPARTMENT**

**-MEMORANDUM-**

Date: April 13, 2022

TO: Committee of the Whole

FROM: Jason C. Shallcross, AICP, Community Development Director  
Patrick M. Knapp, AICP, Senior Planner

RE: **Consideration for St. Margaret Mary School 5K - Public  
Event/Entertainment License – May 7, 2022**

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Attached is a permit application for a Public Event/Entertainment License for the St. Margaret Mary Catholic School 5K and Kids Dash planned for Saturday, May 7, 2021. The applicant is expecting up to 300 participants with an admission fee of \$20 online or \$25 in person with a \$5 fee for the kids dash. All profits will be used by the school for its athletic department needs. The applicant is a 501(c)(3) and is also requesting that the Public Event License fee of \$50 be waived.

Set up will begin at 5:00 am with the event kicking off at 7:00 am and clean-up occurring immediately afterward. Parking will be provided at the school and church parking lot with volunteers and teachers assisting traffic.

This running event will begin in the parking lot immediately south of St. Margaret Mary School's south doors. Runners will go east out of the lot to Eastgate Road, south (right) to Webster Street, west (right) to Summit Street, south (left) to Schuett Street, east (left) to Scott Street, south (right) to Souwanas Trail, east (left) to Carriage Drive, north (left) to South Vista Drive, west (left) to West Vista Drive, north (right) to North Vista Drive, east (right) to the path that goes to Eastview Elementary School, north (left) on the path to Walnut Lane, east (right) to Woodview Lane, north (left) to Hickory Lane, left (west) to Longwood Drive, north (right) to Ridge Street, west (left) to Eastgate Road, north (right) to the St. Margaret Mary School entrance, west (left) to the finish line. This route will require both partial and full road closures and Police assistance.

An alternative backup route is also being proposed that will stay on the St. Margaret Mary property but will still utilize sidewalks along Eastgate Drive and Hubbard Street.

An ambulance is not being requested for the event but will be on standby to assist. Medically trained volunteers and certified volunteers will be on hand.

### Recommendation

Staff recommends that the Committee recommend that the Village Board approve this Public Event License with the following conditions:

1. The applicant shall abide by all provisions of the Algonquin Municipal Code;
2. The applicant shall meet with Police Officers before the event to discuss the role the Officers will have in the event;
3. Police Officers and Village officials shall have free access to the event at all times to assure that the event is in compliance with the Municipal Code;
4. Any changes to the final site, racecourse, and circulation plans are subject to review and approval by CD Staff, Police, Fire, and Public Works;
5. Any barriers placed on the course shall be movable to allow for emergency access to homes along the route;
6. Parking is not permitted on grass or bike paths at any time, all parking shall be on paved surfaces approved for such use;
7. Temporary and directional signs related to the racecourse are permitted and shall not be installed before May 7 and 5:00 am and shall be removed immediately following the race;
8. Alcohol is not permitted;
9. Any temporary tents or structures shall be properly weighted or tied down. In the event of unfavorable weather conditions, any temporary tents or structures shall be vacated and removed, and no temporary tent or structure shall be used for shelter;
10. The event coordinator is responsible for suspending or canceling the event in case of structural concerns, electrical malfunctions, or storms that may include wind in excess of 40 mph, lightning, tornado warnings, unruly crowds, or any other issues that may pose a risk or danger to the public.

Attachments: Request Letter  
Application  
Indemnification, Waiver, and Release  
Preferred Route Map  
Backup Route Map  
Certificate of Insurance



March 24, 2022

Ms. Debby Sosine & Village Trustees  
Village of Algonquin  
2 S. Main St.  
Algonquin, IL 60102

Dear Ms. Sosine & Village Trustees,

I am writing to request the use of Village of Algonquin public property for a 5K and kids dash event on Saturday, May 7th, 2022. I am submitting our application for a public event license, and have submitted all necessary information and forms associated with the event. We will be following a similar course as the Founders' Days race event, with the start and finish being modified to begin and end at our school - St. Margaret Mary Catholic School.

St. Margaret Mary Catholic School held a virtual 5K and kids dash last year, but this year's event will be the first year we are conducting an in-person event. We are expecting 200-300 participants, which will include community members, students and their families, teachers and school administration, and church parishioners. We are hoping to raise \$15,000 for our athletic programs at our school, and we are very excited to get community members involved and aware of our wonderful school!

I hope you will approve our license application so that we may use public streets for our event. I appreciate your consideration of this request, and I am hopeful that this is the beginning of many years of successful races!

Sincerely,

*Brenna O'Hearn*

Mrs. Brenna O'Hearn  
St. Margaret Mary School Principal  
[bohearn@stmmschool.org](mailto:bohearn@stmmschool.org)  
847-658-5313 (phone)



Village of Algonquin  
**PUBLIC EVENT/ENTERTAINMENT LICENSE APPLICATION**

In order for the Village of Algonquin to assist you with your Public Event, please fill out the information below and return to the Ganek Municipal Center (2200 Harnish Drive) or permits@algonquin.org at least 45 days prior to the event.

Please type or print legibly.

**Official Name of the Event:** St. Margaret Mary 5K + Kids Dash

**Sponsoring Organization:**  
 Name: St. Margaret Mary Catholic School Contact Name: Brenna O'Hearn  
 Address: 119 S. Hubbard St.  
 City, State, ZIP: Algonquin, IL 60102  
 Phone: [REDACTED] Email: bohearn@stmmschool.org

**Event Coordinator:**  
 Name: Karen Kopf - stmm parent  
 Home Address: [REDACTED]  
 City, State, ZIP: Lake in the Hills, IL 60156  
 Phone: [REDACTED] Email: [REDACTED]

**Event Information:**

Describe the Nature of the Event: The event will be a 5K + Kids Dash run/walk event for community members, parents, faculty, + students. We will welcome any + all participants!

New Event  Repeat Event  If repeat, will anything be different this year? This

year the event will take place in person, whereas last year we did a virtual only event. There will also be a virtual

Event Address: 119 S. Hubbard St., Algonquin start/finish option offered!

Date(s) and Time(s) of the Event: Saturday, May 7, 2022 @ 8am

Rain Date(s), if applicable: n/a

Set-Up Date/Time: Saturday, May 7, 2022 5-8am

Maximum Number of Attendees/Participants Expected: 200-300

Admission Fee: Yes  No  If Yes, list fee(s) to be charged: \$25 in person, \$20 virtual, \$5 kids dash

How will the revenue be used (include donations to non-profit or charitable organizations): All profits after expenses such as t-shirts + supplies will be used by the school for its athletic department needs. Additional donations will also be solicited, + will be used for the same.



Event Website: https://runsignup.com/stmm5Kkidsdash

**Event Details:**

Describe provided security, including who will be providing the security (name and contact information), hours, and a security plan:         

We are not planning to hire any outside security for the event. We will have the school administration, as well as teachers and parents volunteering.

Describe parking or traffic control, including the location of extra parking and the number of spaces allocated, and how overflow parking will be handled:         

We will only be using church + school parking lots for volunteers + participants. Even if we have to use map 2, we will not need outside parking, as we will shut the lot down before race start.

Will there be a need for road closures? Yes  No  If Yes, please explain:         

See attached maps. If map 1 is not approved by the board (i.e. this license isn't approved), we will use map 2, which is fully contained on school + church grounds.

Are you requesting Algonquin Police Officer(s) presence? Yes  No  If Yes, to perform what function?         

See attached for course map details ~~where~~ where road closure using police may be necessary.

Do you want a fire truck or ambulance present? Yes  No  If Yes, for what hours and to perform what function?         

We can just have one on "standby" that would be helpful. Otherwise, we will have medically trained volunteers + several ~~volunteers~~ certified in 1st aid + CPR on hand.

Are you wishing to post temporary sign(s) announcing the event? Yes  No  If Yes, please describe desired size, location and date(s) that the signage will be displayed:         

We would like to display 18x24" signs at the following intersections for 2 weeks before the event: Eastgate + Ridge, Hubbard + Ridge

Do you wish to serve alcoholic beverages? Yes  No

If Yes, do you have DRAM Shop Insurance for the sale/consumption of alcohol? Yes  No  If Yes, attach a copy of the policy.

Will you have live entertainment? (e.g. bands, D.J., amplified sound, etc.) Yes  No  If Yes, please describe type, band name(s), and hours of performance and if there will be a stage:         

We will most likely just have a speaker with music playing, but there is still the possibility of a D.J. We will also use the speaker + a mic to make race announcements. The location of all such equipment will be on school grounds, directly to the south of the school in the driveway/lot.



Do you foresee any other special needs for this event? (Physical set-up assistance, waste removal, portable toilets and hand washing stations, electricity, generator, running water, tent(s), etc.): We may set up a few porta potties, but those would be on school grounds near the start/finish.

Do you plan on holding a raffle during this event? Yes  No   
(Must be an Algonquin-based, non-profit organization)

Name of on-site contact during the event (please print): Karen Kopf  
On-site contact's cell number: [REDACTED]  
On-site contact's work number: [REDACTED]  
On-site contact's home number: (same)

**Affidavit of Applicant:**

I, the undersigned applicant, or authorized agent of the above noted organization, swear or affirm that the matters stated in the foregoing application are true and correct upon my personal knowledge and information for the purpose of requesting the Village of Algonquin to issue the permit herein applied for, that I am qualified and eligible to obtain the permit applied for and agree to pay all fees, to meet all requirements of the Algonquin Village Code, and any additional regulations, conditions, or restrictions set forth in the permit and to comply with the laws of the Village of Algonquin, the State of Illinois, and the United States of America in the conduct of the Public Event described herein. In addition, Applicant certifies, by signing the application, that, pursuant to 720ILCS 5/11-9.4(c), no sex offenders are employed by the carnival operator, and that no carnival employees are fugitives from Illinois or any other state's law enforcement agencies. I (or the above named organization) further agree(s) to hold harmless and indemnify the Village, its officials, employees and successors and assigns, for any and all liability, damages, suits, claims and demands for damages at law or in equity it incurs as a result and arising either directly or indirectly out of the public event noted above including but not limited to damages and attorney's fees.

Brenna O'Hearn  
Signature of Applicant

3/25/22  
Date

Brenna O'Hearn  
Printed Name of Applicant

## Indemnification, Waiver and Release

*To be signed by all: applicant, sponsor, organizer, promoter and permittee/licensee.*

The Permittee/Licensee shall indemnify and hold harmless the Village, its officers, boards, commissions, agents, elected, elected officials, and employees (collectively, "the Village Indemnitees") from any and all costs, demands, expenses, fees and expenses, arising out of: (a) breach or violation by the Permittee/Licensee of any of its certifications, representations, warranties, covenants or agreements in its application and permit/license issued by the Village; (b) any actual or alleged death or injury to any person, damage to any property or any other damage or loss claimed to result in whole or in part from the negligent performance by or on behalf of the Permittee/Licensee; or (c) any negligent act, activity or omission of permittee or any of its employees, representatives, subcontractors or agents.

The Permittee/Licensee agrees to indemnify, defend and hold harmless the Village Indemnitees against and from any and all losses, claims, demands, causes of action, actions, suits, proceedings, damages, costs and/or liabilities of every kind and nature, whatsoever (including, but not limited to expenses for reasonable legal fees, and disbursements and liabilities assumed by the Village in connection therewith), to persons or property, in any way arising out of or through the acts or omissions of the Permittee/Licensee, its servants, agents or employees, or to which the negligence of the Permittee/Licensee shall in any way contribute.

Permittee/Licensee hereby waives and releases all claims against the Village Indemnitees or arising out of the issuance of a permit to Permittee/Licensee for any and all injuries to persons or damage to property from any cause arising at any time during the event listed herein or the issuance of the Permit/Licensee.

The term "Permittee/Licensee" refers to the applicant, as well as any sponsor, organizer, promoter of the event. Each undersigned represents and warrants that he/she has authority to execute this Indemnification, Waiver and Release Agreement on behalf of the person or entity for which he/she has signed.

Permittee/  
Licensee:

St. Margaret Mary School

Circle all  
that apply:

Applicant Sponsor Organizer Promoter

By:

Brenna O'Hearn

[Print]  
Brenna O'Hearn  
[Signature]

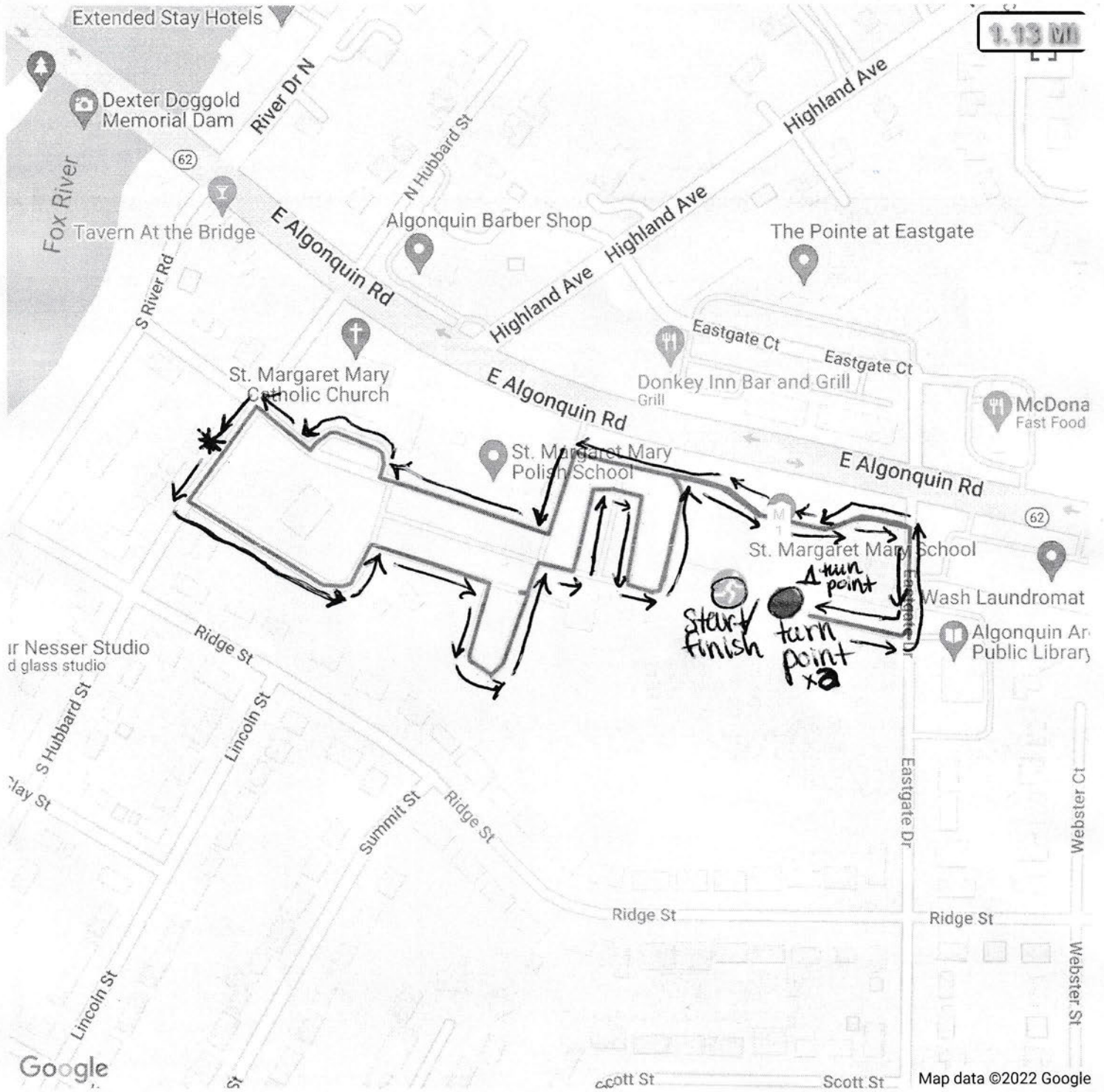
Date:

Friday, March 25, 2022





# STMM 5K & Kids Dash V.2



This is the alternate course, contained solely on school & church property, except for a VERY short section on the sidewalk on Hubbard (see \*). This course would involve runners doing 3 laps of this 1.10 mi. course to complete the 3.3 mile distance. This is not our first choice, but we are willing to do this if our 1st choice map is not approved by the board.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/24/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Arthur J. Gallagher Risk Management Services, Inc. 2850 Golf Road Rolling Meadows IL 60008	<b>CONTACT NAME:</b> Gallagher Bassett Services, Inc.
	<b>PHONE (A/C, No, Ext):</b> 414-203-4053 <b>FAX (A/C, No):</b> 414-258-1250 <b>E-MAIL ADDRESS:</b>
<b>INSURED</b> Diocese of Rockford Finance & Administration Office P.O. Box 7044 Rockford IL 61125	<b>INSURER(S) AFFORDING COVERAGE</b> <b>NAIC #</b>
	<b>INSURER A:</b> National Catholic RRG, Inc      10083
	<b>INSURER B:</b> Safety National Casualty Corporation      15105
	<b>INSURER C:</b>
	<b>INSURER D:</b>
	<b>INSURER E:</b>

**COVERAGES**

CERTIFICATE NUMBER: 1989663554

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER		RRG 10268-24	7/1/2021	7/1/2022	EACH OCCURRENCE	\$ 1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ Included
						MED EXP (Any one person)	\$ Included
						PERSONAL & ADV INJURY	\$ Included
						GENERAL AGGREGATE	\$ N/A
						PRODUCTS - COMP/OP AGG	\$ Included
							\$
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY		RRG 10268-24 XS1026824	7/1/2021 7/1/2021	7/1/2022 7/1/2022	COMBINED SINGLE LIMIT (Ea accident)	\$ 5,000,000
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
							\$
A	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 1,000,000		RRG 10268-24	7/1/2021	7/1/2022	EACH OCCURRENCE	\$ 4,000,000
						AGGREGATE	\$ 4,000,000
							\$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	SP 4064944	7/1/2021	7/1/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER	Statutory
						E.L. EACH ACCIDENT	\$ 1,000,000
						E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
						E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

General Liability and Auto Liability limits inclusive of \$250,000 Self-Insured Retention.  
 If Additional Insured status noted herein, coverage afforded by Form #TNC-G118 (ed. 01/01/12).  
 For: St. Margaret Mary Catholic School 119 S. Hubbard St. Algonquin, IL 60102 (Diocese of Rockford)  
 Reason: 5k Fundraiser to be held May 7th, 2022 at 8 AM. Village of Algonquin is listed as an additional insured.

**CERTIFICATE HOLDER****CANCELLATION**

Village of Algonquin  
 2200 Harnish Dr.  
 Algonquin IL 60102

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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# Village of Algonquin

2200 Harnish Drive, Algonquin, IL  
(847) 658-2700 | www.algonquin.org

## AGENDA ITEM

**MEETING TYPE:** Committee of the Whole

**MEETING DATE:** April 19, 2022

**SUBMITTED BY:** Jason C. Shallcross, AICP

**DEPARTMENT:** Community Development

**SUBJECT:** Issuance of a Request for Qualifications for 221 S. Main Street

### **ACTION REQUESTED:**

Staff to issue a request for qualifications seeking a qualified developer to partner with on the potential redevelopment of 221 S. Main Street, the former Algonquin State Bank. Staff will seek approval of a redevelopment agreement at a later date once a Preferred Development Team is selected.

### **PREVIOUS ACTIONS:**

The Village closed on the purchase of the property in January of this year (2022).

### **DISCUSSION:**

Village staff are seeking qualification proposals for redevelopment of the approximately 0.45-acre property located in downtown Algonquin at the southeast corner of South Main Street and Washington Street. The subject property is also located immediately adjacent to a 0.49-acre Village-owned parking lot and several one and two-story commercial and mixed-use buildings that are privately held. The Algonquin Downtown Planning Study and Village Comprehensive Plan have identified this site for mixed-use redevelopment serving the downtown Algonquin area. Staff will issue this request for proposals, with the Committee’s concurrence, on May 4<sup>th</sup> and work to identify a Preferred Development Team after responses are submitted on or before June 17<sup>th</sup>. The full process timeline is laid out below:

Figure 1: Algonquin State Bank RFQ/P Process Timeline

Village Issues Request for Qualifications/Proposals (RFQ/P)	May 4, 2022
Village Hosts an Informational Meeting On-Site at 2:00PM	May 31, 2022
RFQ/P Responses Due by 12:00PM At the Community Development Department, 2200 Harnish Drive, Algonquin, IL	June 17, 2022
Village Notifies Shortlisted Teams	June 24, 2022
Team Interviews	July 11-15, 2022
Village Selects a Preferred Development Team and begins negotiation of a redevelopment agreement	July 20, 2022

Click or tap here to enter text.

Click or tap to enter a date.

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**RECOMMENDATION:**

Staff will seek recommendation on a redevelopment agreement at a later date once a Preferred Development Team is selected.

**ATTACHMENTS:**

- Algonquin State Bank RFQ/P



# Village of Algonquin, Illinois Request for Qualifications: Village Owned Property Algonquin State Bank Building 221 S. Main Street

Issuance Date: May 4, 2022  
Submittal Deadline: June 17, 2022 (12:00 PM)



TOUR THE SITE DIGITALLY HERE: [VIRTUAL TOUR LINK](#)



**VILLAGE OF ALGONQUIN, IL**  
**Request for Qualifications**

**Village of Algonquin**  
2200 Harnish Drive  
T: 847.658.2700 F: 847.658.4564

**Contact:** Jason Shallcross  
T: 847.818.5307 E: [jasonshallcross@algonquin.org](mailto:jasonshallcross@algonquin.org)

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**VILLAGE OF ALGONQUIN, IL**  
**Request for Qualifications**

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## Welcome to the Village of Algonquin

In the pages that follow, you will read and learn about a redevelopment opportunity of a key downtown opportunity site in the Village. On behalf of our Village Board, Management Team, and Community Development Department, thank you for your interest in the Village of Algonquin.

## Overview of the Village

Home to more than 30,000 people and located just 30 minutes from Chicago’s O’Hare International Airport, the Village of Algonquin presents an unparalleled quality of life in the Chicagoland metropolitan area. Our workforce is more than 18,000 strong and has a participation rate of more than 75%, which is 10% more than the state average. Randall Road is a couple short miles west of this opportunity site and home to national and international retail brands. With a median household income of more than \$100,000.00, we are a destination community which strives to be at the forefront of dining, retail, and entertainment in northwest Chicagoland. We are committed to investing in our downtown (“Old Town”), having already committed more than \$30M to recently completed and ongoing streetscape and utility improvements.

## Overview of Redevelopment Opportunity

The Village of Algonquin, Illinois is seeking qualification proposals for redevelopment of an approximately 0.45-acre property located in downtown Algonquin at the southeast corner of South Main Street and Washington Street. The subject site is also located immediately adjacent to a 0.49-acre Village owned public parking lot and several one and two-story commercial and mixed-use buildings that are privately held. The Algonquin Downtown Planning Study and Village Comprehensive Plan have identified this site for mixed-use redevelopment serving the downtown Algonquin area. The site is located on South Main Street in the Village’s commercial core, is zoned B-1, Business-Limited Retail, and is a key redevelopment opportunity. This RFQ is specifically for Lot #1, which is located at the southeast corner of South Main Street and Washington Street and owned by the Village of Algonquin. The subject property is currently improved with a vacant former bank building, basement with a tunnel to out-lot ATM stations, and a parking lot. A virtual tour of the site is available here: <https://rec.algonquin.org/AlgBank360/>.

Based on a review of proposal materials, the Village will select a short list of development teams to interview.

After the interviews, the Village will select a preferred developer and begin negotiating a redevelopment agreement for the redevelopment site.

## Process Timeline

Village Issues Request for Qualifications/Proposals (RFQ/P)	May 4, 2022
Village Hosts an Informational Meeting On-Site at 2:00PM	May 31, 2022
RFQ/P Responses Due by 12:00PM At the Community Development Department, 2200 Harnish Drive, Algonquin, IL	June 17, 2022
Village Notifies Shortlisted Teams	June 24, 2022
Team Interviews	July 11-15, 2022
Village Selects a Preferred Development Team and begins negotiation of a redevelopment agreement	July 20, 2022

**While the informational meeting is not mandatory, the Village highly encourages interested parties to attend. The Village will keep a record of all questions received from interested developers and will circulate updated information to interested parties up to and until the deadline for submittals. If there are specific questions relating to this RFQ/P, please submit them to the Jason Shallcross, Community Development Director, at [jasonshallcross@algonquin.org](mailto:jasonshallcross@algonquin.org).**

Maps of the area, including dimensions, and a map of all Village owned lots in the immediate area are on the following pages. The subject site included in this RFQ/P is outlined in blue.

## Exhibit A: Development Envelope 1

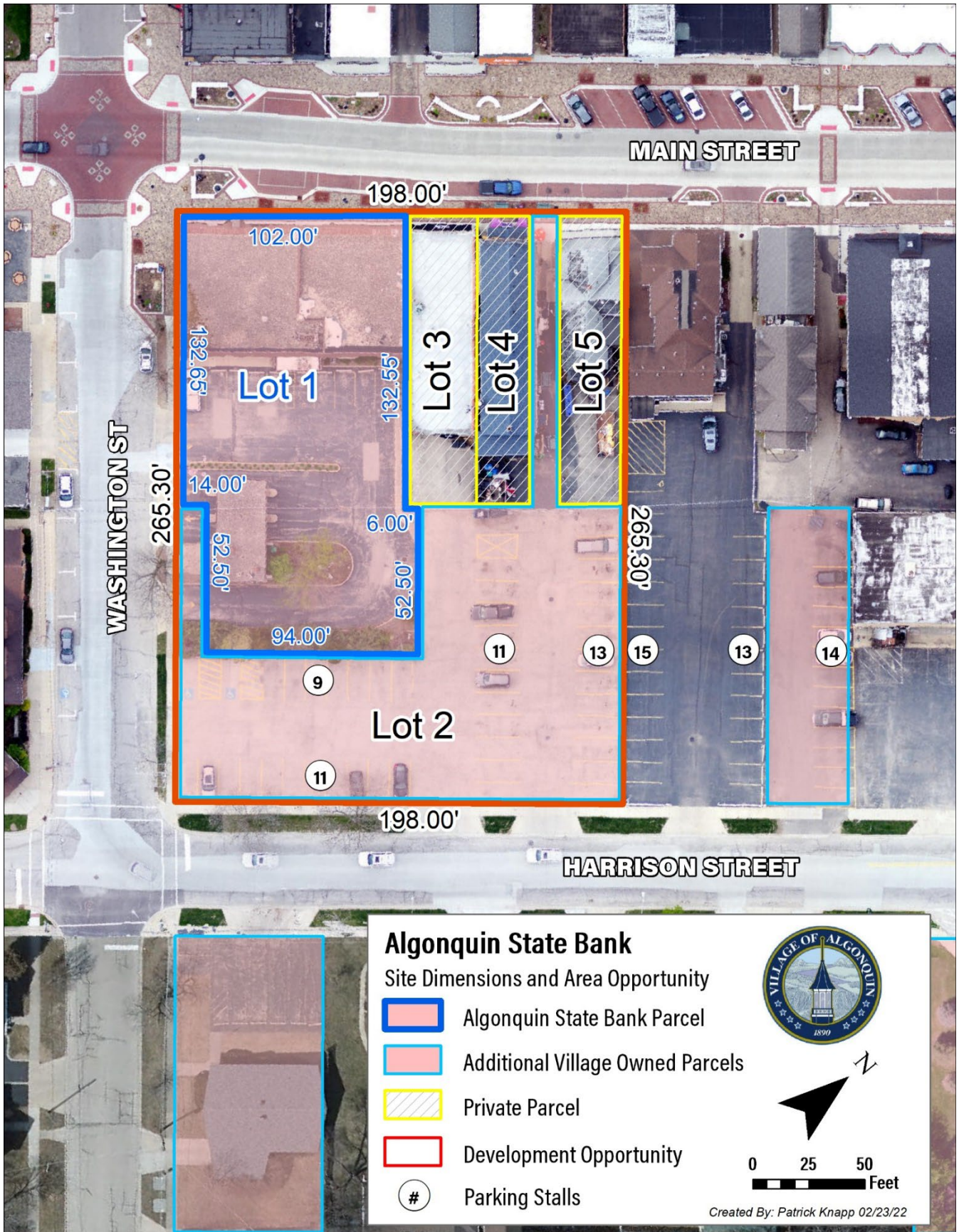
This potential development envelope includes the Algonquin State Bank parcel and a portion of the adjacent village-owned public parking lot to create an approximate 27,000 sq. ft. development opportunity.





## Exhibit B: Development Envelope 2

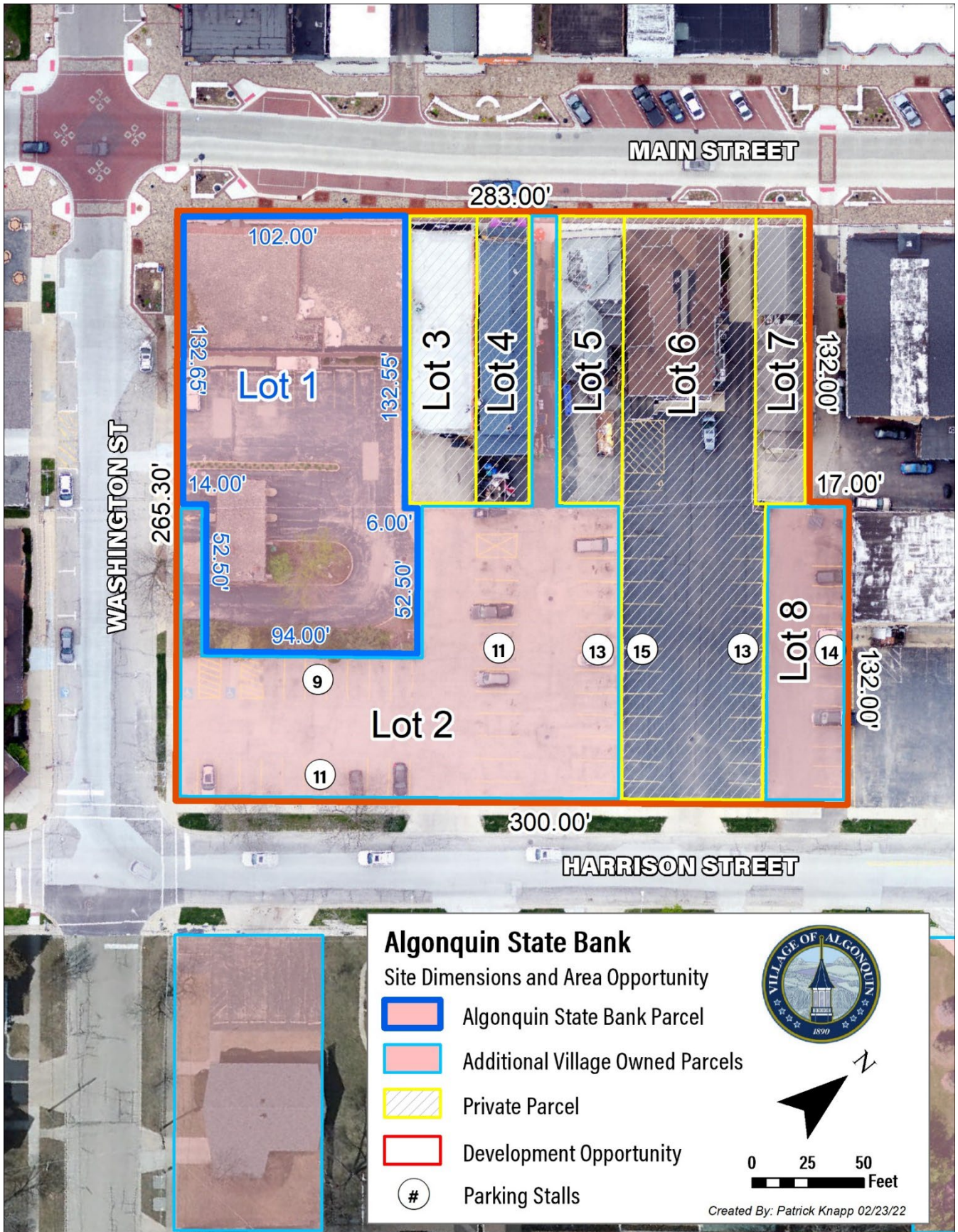
This potential development envelope includes the Algonquin State Bank parcel, the adjacent Village-owned public parking lot, and three privately held parcels to create an approximate 50,000 sq. ft. development opportunity.





### Exhibit C: Development Envelope 3

This potential development envelope includes the Algonquin State Bank parcel, two Village-owned public parking lots, and five privately held parcels to create an approximate 72,000 sq. ft. development opportunity.





## Site Facts and Goals and Objectives

### Preferred Development Program

The Village prefers mixed-use development proposals which include retail and higher-density residential—e.g. rental apartments, condominiums, or townhouses, and will look favorably on proposals that attempt to compensate for lost public parking.

### Prior Planning Efforts

The subject property offers a unique redevelopment opportunity. For several years, the Village has been interested in improving the appearance and walkability of its downtown while increasing its tax base through high-quality redevelopment. The Village has invested more than \$33 million in improving downtown infrastructure, recently completing its award-winning makeover of Main Street Algonquin, and plans to invest another \$10 million in downtown infrastructure improvements and beautification over the next five years.

The Village's Downtown Planning Study identifies the Algonquin State Bank building as a "Key Opportunity Site," and recommends high quality development, including multi-story mixed-use, and puts forward the possible consolidation of the site with the municipal parking lot immediately adjacent to the bank site. It also proposes the possible inclusion of other surrounding properties, creating a more substantial redevelopment site in the core of downtown Algonquin. The development should enhance the character of the Village's Main Street, increase the tax base, and compliment the new and existing development in the downtown while supporting the various community events and activities that take place on Main Street.

### Ownership Status

The primary redevelopment area consists of Lots 1 and 2, and can potentially be expanded to include additional lots, creating a potential redevelopment area of approximately 1.7 acres bounded by South Main Street, Washington Street, Harrison Street, and privately held parcels. The lots are described below and use the same labels as outlined in Exhibit C on the previous page:

**Lot #1** – This 0.42-acre parcel is owned by the Village and is improved with the former vacant Algonquin State Bank building, drive-thru and parking area. The property's PIN is 19-34-107-017.

**Lot #2** – This 0.5-acre parcel is owned by the Village and is improved with a 44-stall public parking lot. The property's PIN is 19-34-107-019.

**Lot #3** – This 0.08-acre parcel is owned by 215 S Main Street LLC and is improved with a one-story retail building totaling 2,600 square feet. The building is 100% occupied by Cassandra Strings. The former Algonquin State Bank building on Lot #1 is connected to the building on Lot #3. The property's PIN is 19-34-107-010.

**Lot #4** – This 0.075-acre parcel is owned by Anthony Bellino and is improved with a two-story mixed-use building totaling 4,400 square feet. The building is 100% occupied with Cattleman's Burgers and Brew Restaurant on the first floor and two apartments above. The property last sold for \$335,000 in 2018, was substantially remodeled that year, and was listed for sale in December 2021 for \$600,000 before being delisted due to a lack of interest. The property's PIN is 19-34-107-009.

**Lot #5** – This 0.08-acre parcel is owned by Paul Kopetsky and is improved with a with a two-story mixed-use building totaling 2,027 square feet. The building is occupied by Makity Make on the first floor and an apartment above. The property last sold for \$150,000 in 2021 and was substantially remodeled last year. The property's PIN is 19-34-107-007.

**Lot #6** – This 0.38-acre parcel is owned by the Laird Building Partnership serving Laird Funeral Homes and is improved with a 2-story funeral home totaling 4,500 square feet and a 28-stall private parking lot. The property's PIN is 19-34-107-018.

**Lot #7** – This .057-acre parcel is owned by William Hellyer and is improved with a two-story mixed-use building totaling 2,700 square feet. The building is occupied by Melt Pilates and apartments. The property's PIN is 19-34-107-005.

**Lot #8** – This 0.11-acre parcel is owned by the Village and is improved with a 14-stall public parking lot. The property's PIN is 19-34-107-014.

## **Zoning**

The subject property is zoned B-1 Business District, Limited Retail, which should be amended to O-T, Old Town District as part of any redevelopment to be consistent with the regulations of the Old Town District as set forth in the Village's Zoning Code. All other lots in the immediate area are zoned B-1 Business District except for Lot #2, which is zoned R-3, Two Family Dwelling. Any lots involved in a potential redevelopment must be amended to O-T, Old Town District.

## **Development Guidelines**

The Village is requesting qualifications of development groups interested in the redevelopment of Lot #1, which is owned by the Village and will be available for development immediately. The Village's preference is for mixed-use buildings with first floor retail space along Washington Street and market rate townhome, apartment, or condominium development above. The maximum height of the redevelopment shall be limited to no more than four stories in height. The top floor shall be camouflaged into looking like part of the roof or stepped back in some way, making the bulk of the building appear to be three stories in height. The Village will be looking for creative and innovative architectural solutions for this redevelopment opportunity.

Lots #2 and #8 are also owned by the Village and a portion or all of them may be included in the project. Lots #3, #4, #5, #6, and #7 are privately owned and may or may not ultimately be included in the redevelopment of the property, if desired to be pursued by the development entity.

## **Old Town TIF District**

The site is located inside the existing Old Town Tax Incremental Financing (TIF) District, which was adopted in 2014 and will expire in 2037. The former Algonquin State Bank parcel is identified as a key development opportunity within the TIF District Redevelopment Plan and Project Report. The Village is open to requests for TIF assistance to support eligible redevelopment activities, such as public improvements, public parking, land acquisition, streetscape, and eligible construction activities. A map illustrating the boundary of the Old Town TIF District is provided in **Appendix A**.

## **Village Financial Objectives**

Redevelopment of the subject site has the potential to produce significant property and sales taxes and catalyze long-term investment in the area. While recovery of the Village's investment is a goal, the final evaluation of responses at this stage will be based on all the selection criteria outlined in the "Submission Requirements and Respondent Selection" section.

## Submission Requirements and Respondent Selection

Proposals should include and/or be accompanied by the items outlined below.

### Transmittal Letter and Executive Summary

The letter should provide a narrative description of all key aspects of the project submittal.

### Description of Development Team

The description should include an experienced lead development entity, equity partners, architects, engineers, attorneys, economic and financial consultants, construction managers, leasing and management companies, and other development partners, as applicable that will be involved in executing the redevelopment plan. Specific requirements include the following:

- Narrative describing the roles, responsibilities, depth of experience, and size of each firm.
- Resumes of key personnel assigned to the project, including relevant experience.
- If known, please identify the team's project manager responsible for day-to-day decisions, if the team is selected as the Village's development partner.

### Qualification Statement

The response must include a detailed qualification statement that demonstrates the development team's ability to undertake and execute a redevelopment project. The statement is an extremely important element of the submittal, as it establishes the foundation for why your team is most qualified to deliver a viable project in partnership with the Village.

### Anticipated Vision

The response must contain a redevelopment vision for the Redevelopment Site. The vision may include such information that demonstrates that your team is familiar with the site, the Algonquin community, and the potential to develop a viable project that complements the Old Town Business District. A conceptual site plan, approximate square-footage of commercial space, approximate number of residential units, parking plan, and anticipated building height is required. Additional materials such as elevations, renderings, and project pro forma are not required. However, if the team determines that conceptual elevations and renderings better articulate or express its ability to undertake the project, these items may be submitted.

The Village encourages teams to express in the qualification submittal ideas or innovative concepts that will set the trend for future development. Examples include LEED innovation, pedestrian connectivity, open space, public areas, and unique building design that focuses on a valued Algonquin asset, the Fox River.

### Financial Information about the Lead Developer Entity

The information should demonstrate the capacity to complete the project. To be kept confidential, this information should either be submitted to the Village of Algonquin in a separate sealed envelope or brought to a scheduled in-person appointment for the Village's review. Specific requirements include the following:

- Letters of interest from private lenders, financial joint venture partners, or equity partners for redevelopment of the site. Letters should indicate that the party has sufficient capacity, understanding of the project, and scale of financing required, and the amount the party would be willing to finance.
- The respondent must provide a listing and a brief description of all legal actions within the past five years in which the Respondent or any team member or associated entity (e.g., joint venture member, etc.) has been: a) a debtor in bankruptcy; b) a defendant in a lawsuit for deficient performance under a contract; c) a respondent in an administrative action for deficient performance on a project; or d) a defendant in any criminal action. The Respondent must also disclose any bankruptcy or foreclosure proceedings in which the firm or any individual in the proposed project team has been involved.

### Development Team References

Please provide three references for projects you have worked on and completed. References from projects that included public assistance or involvement from a municipality are preferred.



## Selection Criteria and Award

Evaluation of the Respondent's proposal will be based upon:

- Completeness of submittal.
- Project design and achievement of Village objectives for the property.
- Qualification statement demonstration of ability to execute the proposed project.
- Demonstrated financial resources and capability to redevelop the property, including having adequate financial resources to develop the project such as internal resources for ongoing operations and support, ability to secure construction and permanent financing, and ability to manage contingency in accordance with the project schedule.
- Status of legal actions involving any team member or associated entity of the development team.
- Overall fiscal benefits to the Village.
- References and Past Projects

The Village of Algonquin and its consultant(s) may also review any other information that is available to them, including but not limited to information gained by checking references and by investigating the Respondent's financial condition.

Responses should be sealed and clearly marked with the RFP name and date due, as follows:

REQUEST FOR QUALIFICATIONS: ALGONQUIN STATE BANK – 221 S. MAIN STREET, JUNE 17, 2022

All copies of the documents should be delivered to the Village of Algonquin

Mr. Jason Shallcross  
Director of Community Development  
Village of Algonquin  
2200 Harnish Drive  
Algonquin, IL 60102  
ATTN: Algonquin State Bank RFP

Any questions during the response stage should be directed via email or phone to:

Mr. Jason Shallcross  
Email: [jasonshallcross@algonquin.org](mailto:jasonshallcross@algonquin.org)  
Phone: (847) 658-5785

## Disclaimers, Reservation of Rights, Conflicts of Interest, and Protests

The following disclaimers, reservation of rights, and conflict of interest rules apply:

### **Disclaimers and Reservation of Rights**

Upon receipt, each Proposal becomes the sole property of the Village and will not be returned to the Respondent. Each Respondent is solely responsible for the costs it incurs to prepare and submit its Proposal. The Village reserves, in its sole discretion, the right to reject any and all Proposals, including the right to cancel or postpone the RFQ or the Project at any time, or to decline to award the Agreement to any of the Respondents. The Village reserves the right to waive any immaterial irregularities in a Proposal or submission of a Proposal. The Village reserves the right to reject any Proposal that is determined to contain false, misleading, or materially incomplete information.

### **Conflict of Interest**

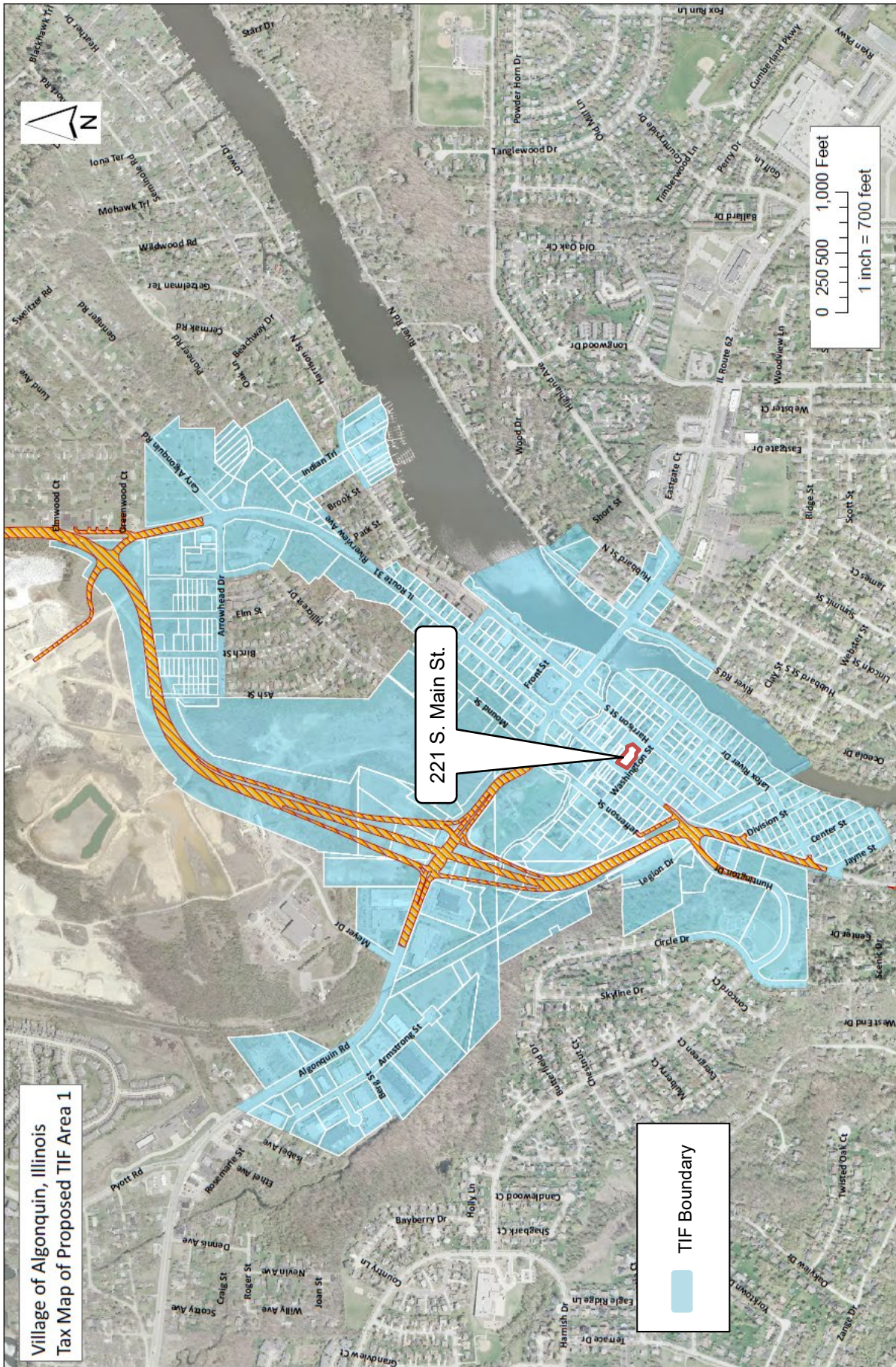
Village of Algonquin employees and officials are prohibited from participating in the selection process for this RFQ if they have any financial or business relationship with any Respondent. This RFQ process will be conducted in compliance with all laws regarding political contributions, conflicts of interest, or unlawful activities, including, but not limited to, the Village's Employee Ethics Policy.

### **Protest Procedures**

Any protest challenging the Village's selection or the selection process must be submitted within five business days following the Village's issuance of the Notice of Selection. The protest must be submitted in writing via e-mail to [jasonshallcross@algonquin.org](mailto:jasonshallcross@algonquin.org), and must clearly specify the basis for the protest. The protest will be reviewed by the Director of Community Development in consultation with the Village Attorney, and their determination on the protest is final. No public hearing will be held on the protest. Time being of the essence, the Village reserves the right to proceed with award of the Agreement and commencement of the Services notwithstanding any pending protest or legal challenge.



# Appendix A: Old Town TIF District Boundary





## Appendix B: Context Photos



INFRASTRUCTURE INVESTMENT

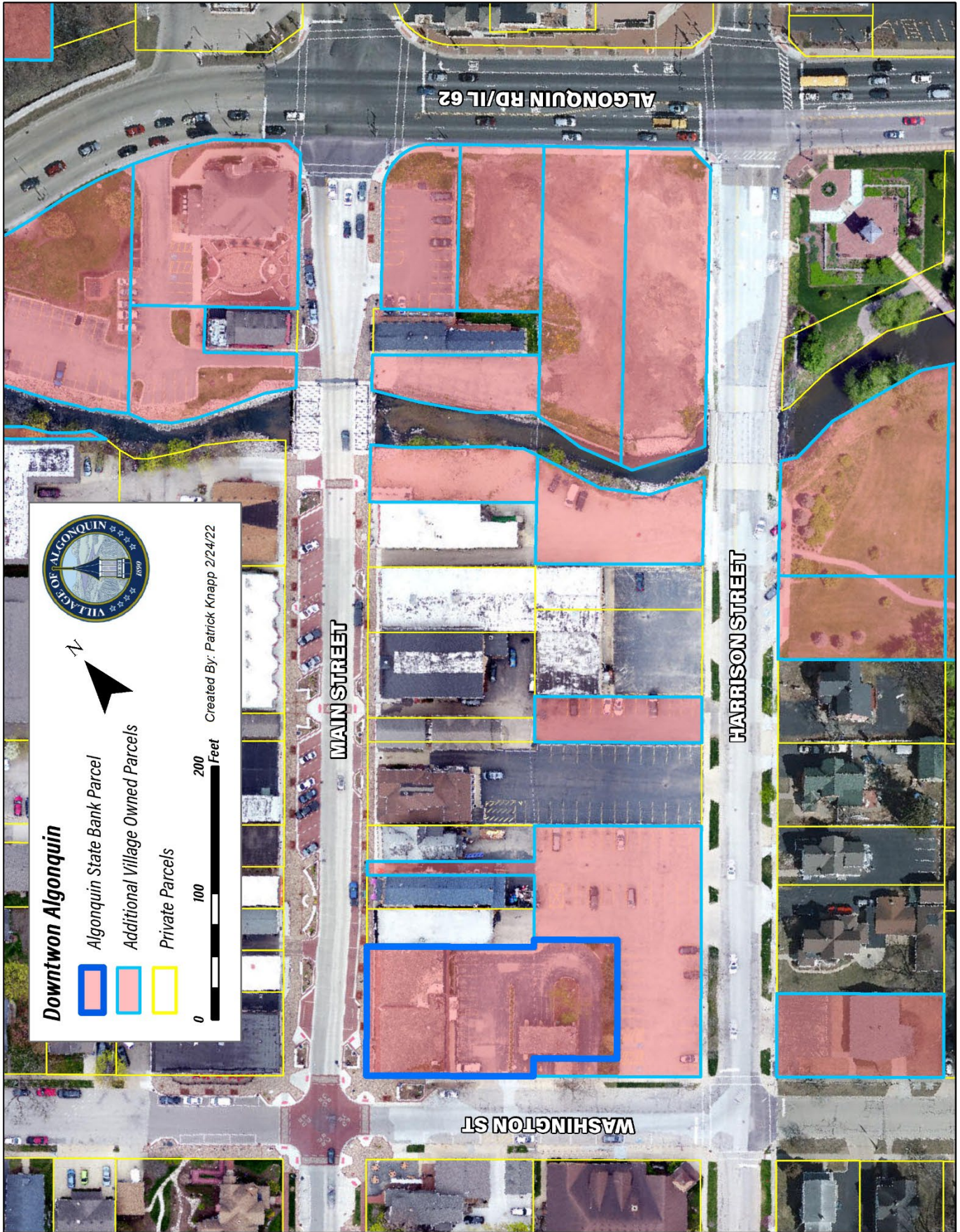


VISION?



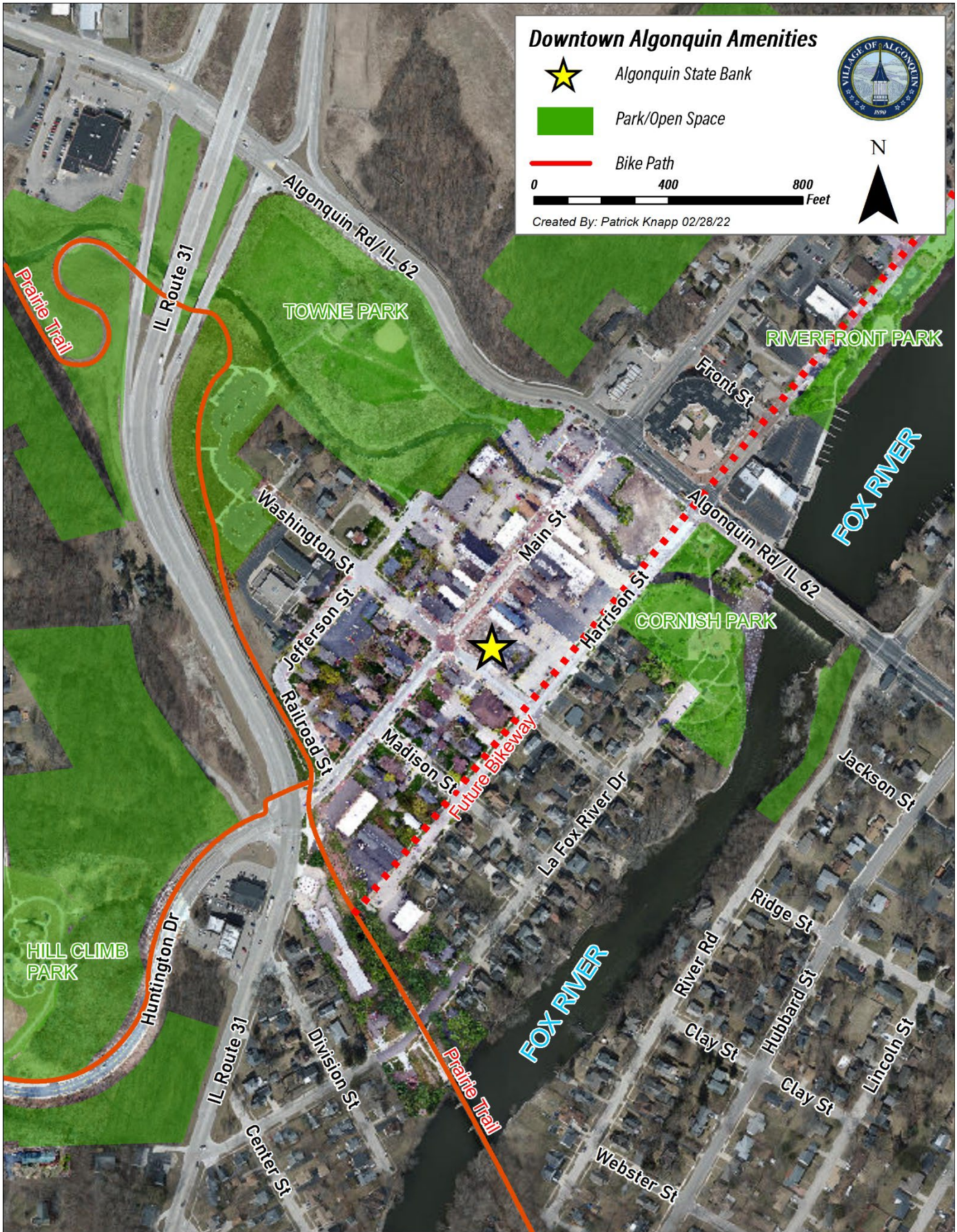


# Appendix C: Downtown Parcel Map





# Appendix D: Downtown Context Map







**VILLAGE OF ALGONQUIN**  
*PUBLIC WORKS DEPARTMENT*

**- M E M O R A N D U M -**

DATE: April 13, 2022  
TO: Tim Schloneger, Village Manager  
FROM: Michele Zimmerman, Assistant Public Works Director  
SUBJECT: *Pavement Marking Bid - Paint*

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Bids were opened on April 7, 2022 for contracted service for paint pavement marking. The Village participated in a joint bid for this service through the McHenry County Municipal Purchasing Initiative, which was led by the McHenry County Highway Department. The joint bid included Algonquin Township, McHenry County Highway Department, as well as the communities of Algonquin, Huntley and McHenry.

There was 1 bidder on the project which was Precision Pavement Markings and their price was \$356,710.27 when combining the total quantities for each community. The Village of Algonquin submitted the following quantities as part of the bid which amounts to \$3,021.90. \$90,000 is budgeted in the new FY 2022/23 budget in the MFT Fund for pavement marking services to be used for both paint and thermoplastic markings.

4" line (combination of white & yellow)	21,630 linear feet x \$0.12	\$2,595.60
6" line (combination of white & yellow)	300 linear feet x \$0.45	\$ 135.00
12" line (combination of white & yellow)	150 linear feet x \$1.55	\$ 232.50
24" line (combination of white & yellow)	24 linear feet x \$2.45	\$ 58.80
<b>TOTAL</b>		<b>\$3,021.90</b>

Precision Pavement Markings had the lowest unit price bid for each of the above specified marking types which also makes them the lowest cost for just the Algonquin portion of the bid.

Money has been budgeted in the Motor Fuel Tax Fund to pay for this service. Therefore, it is our recommendation that the Committee of the Whole take action to move this matter forward to the Village Board for approval of Precision Pavement Markings to perform painting services for the 2022/23 fiscal year.

**McHenry County Division of Transportation**  
**Bid Tabulation**  
 22-00000-10-GM  
 Paint Pavement Markings  
 4/07/2022 @ 9:00 am

Item No.	Items	Unit	Engineer's Estimate			Precision Pavement Markings		Unit Price	Total Price
			Quantity	Unit Price	Total Price	Unit Price	Total Price		
	Paint Pvt Mkgs-Line 4"	ft	2,466,926	\$0.13	\$320,700.38	\$0.12	\$296,031.12		
	Paint Pvt Mkgs-Line 6"	ft	67,854	\$0.35	\$23,748.90	\$0.45	\$30,534.30		
	Paint Pvt Mkgs-Line 8"	ft	50	\$2.50	\$125.00	\$0.49	\$24.50		
	Paint Pvt Mkgs-Line 12"	ft	6,890	\$3.50	\$24,115.00	\$1.55	\$10,679.50		
	Paint Pvt Mkgs-Line 24"	ft	3,395	\$4.70	\$15,956.50	\$2.45	\$8,317.75		
	Paint Pvt Mkgs-Letters & Symbols	sq ft	4,362.0	\$4.70	\$20,501.40	\$2.55	\$11,123.10		
	<b>TOTAL</b>				\$405,147.18		\$356,710.27		

Low Bid

**Bidders**

Precision Pavement Marking, Inc.      1220 Bell Court      Pingree Grove, IL 60140





VILLAGE OF ALGONQUIN  
PUBLIC WORKS DEPARTMENT

- M E M O R A N D U M -

DATE: April 8, 2022  
TO: Tim Schloneger, Village Manager  
FROM: Michele Zimmerman, Assistant Public Works Director  
SUBJECT: *Pavement Marking Bid - Thermoplastic*

Bids were opened on April 7, 2022 for contracted service for thermoplastic pavement marking. The Village participated in a joint bid for this service through the McHenry County Municipal Purchasing Initiative, which was led by the McHenry County Highway Department. The joint bid included Algonquin Township, McHenry County Highway Department, as well as the communities of Algonquin, Huntley and McHenry.

There were 3 bidders on the project with Superior Road Striping coming in the lowest at \$193,871.12 when combining the total quantities for each community. The Village of Algonquin submitted the following quantities as part of the bid which amounts to \$42,158.09. \$90,000 is budgeted in the new FY 2022/23 budget in the MFT Fund for pavement marking services to be used for both paint and thermoplastic markings.

4" line (combination of white & yellow)	23,507 linear feet x \$0.62 =	\$14,574.34
6" Line (combination of white & yellow)	1,326 lineal feet x \$0.80 =	\$ 1,060.80
12" line (combination of white & yellow)	2,936 linear feet x \$1.70 =	\$ 4,991.20
24" line (combination of white & yellow)	600 linear feet x \$4.25 =	\$ 2,550.00
Letters and symbols	231 square feet x \$4.25 =	\$ 981.75
Grinding Removal before replacement	60,000 square feet x \$0.30 =	\$18,000.00
<b>TOTAL</b>		<b>\$42,158.09</b>

Superior Road Striping had the lowest unit price bid for each of the above specified marking types which also makes them the lowest cost for just the Algonquin portion of the bid. We have used this company several times over the past 6 years to perform our pavement marking services and have been satisfied with their work.

Money has been budgeted in the Motor Fuel Tax Fund to pay for this service. Therefore, it is our recommendation that the Committee of the Whole take action to move this matter forward to the Village Board for approval of Superior Road Striping to perform painting services for the 2022/23 fiscal year.

# McHenry County Division of Transportation

## Bid Tabulation

22-00000-05-GM

Thermoplastic Pavement Markings: Group 1 - Thermoplastic Pavement Markings

4/07/2022 @ 10:00 AM

Item No.	Items	Unit	Engineer's Estimate			Precision Pavement Markings, Inc.		Superior Road Striping, Inc.	
			Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
	Thermo Pvt Mkgs-Line 4"	ft	102,306	\$0.55	\$56,268.30	\$0.68	\$69,568.08	\$0.62	\$63,429.72
	Thermo Pvt Mkgs-Line 6"	ft	31,736	\$1.50	\$47,604.00	\$1.14	\$36,179.04	\$0.80	\$25,388.80
	Thermo Pvt Mkgs-Line 8"	ft	330	\$2.00	\$660.00	\$1.45	\$478.50	\$1.20	\$396.00
	Thermo Pvt Mkgs-Line 12"	ft	12,439	\$3.00	\$37,317.00	\$3.23	\$40,177.97	\$1.70	\$21,146.30
	Thermo Pvt Mkgs-Line 24"	ft	5,627	\$5.00	\$28,135.00	\$5.01	\$28,191.27	\$4.25	\$23,914.75
	Thermo Pvt Mkgs-Letters & Symbols	sq ft	7,949.0	\$5.00	\$39,745.00	\$5.01	\$39,824.49	\$4.25	\$33,783.25
	Pvt Mkg-Removal	sq ft	86,041.0	\$0.55	\$47,322.55	\$0.45	\$38,718.45	\$0.30	\$25,812.30
	<b>TOTAL</b>				\$257,051.85		\$253,137.80		\$193,871.12

Low Bid

Item No.	Items	Unit	Engineer's Estimate			AC Pavement Striping Co.		Unit Price	Total Price
			Quantity	Unit Price	Total Price	Unit Price	Total Price		
	Thermo Pvt Mkgs-Line 4"	ft	102,306	\$0.55	\$56,268.30	\$0.64	\$65,475.84		
	Thermo Pvt Mkgs-Line 6"	ft	31,736	\$1.50	\$47,604.00	\$0.96	\$30,466.56		
	Thermo Pvt Mkgs-Line 8"	ft	330	\$2.00	\$660.00	\$1.30	\$429.00		
	Thermo Pvt Mkgs-Line 12"	ft	12,439	\$3.00	\$37,317.00	\$2.00	\$24,878.00		
	Thermo Pvt Mkgs-Line 24"	ft	5,627	\$5.00	\$28,135.00	\$4.50	\$25,321.50		
	Thermo Pvt Mkgs-Letters & Symbols	sq ft	7,949.0	\$5.00	\$39,745.00	\$4.50	\$35,770.50		
	Pvt Mkg-Removal	sq ft	86,041.0	\$0.55	\$47,322.55	\$0.76	\$65,391.16		
	<b>TOTAL</b>				\$257,051.85		\$247,732.56		

**Bidders**

Precision Pavement Markings, Inc.	1220 Bell Court	Pingree Grove, IL 60140
<b>Superior Road Striping, Inc.</b>	<b>1980 N. Hawthorne Ave</b>	<b>Melrose Park, IL 60160</b>
AC Pavement Striping Co.	695 Church Rd	Elgin, IL 60123