



December 4, 2014

Mike Mertens, Assistant Manager Development & Planning  
Village of Tinley Park  
16250 S. Oak Park Avenue  
Tinley Park, IL 60477

**Subject: Proposal for Tax Increment Financing District Services - Mental Health Center TIF**

Dear Mr. Mertens:

Thank you for inviting Ehlers to submit a proposal to provide the Village of Tinley Park with Tax Increment Financing (TIF) District services for the proposed TIF on the site of the Mental Health Center (see attached map of preliminary proposed boundaries).

As the TIF consultant employed by the Village for the development and qualification of a number of the Village's TIFs, as well as providing other redevelopment consulting services to the Village, Ehlers is well suited to assist with this project. Our team is pleased to have developed a relationship with the Village of Tinley Park and we are eager to use our experience and familiarity with the community to further advance the completion of the Village's redevelopment goals.

In response to your request for a letter of proposal and agreement for these services, Ehlers proposes to provide the following **Scope of Services** for this project:

- **Phase I - Initial Project Review/Prepare Eligibility Plan** – Including determining project area boundary, documenting all eligibility criteria related to each parcel, determining if, and under what category, the area qualifies as a TIF District. Fee for Phase I (assuming similar boundaries as depicted on map): \$15,500.
- **Phase II - Prepare Project Redevelopment Plan** – Including developing revenue estimates, budget, and goals and objectives, preparing findings, project EAV and increment, and preparing the Redevelopment Plan. Fee for Phase II: \$11,500.
- **Phase III - Adoption of Project** – Assisting staff and TIF attorney with adoption process requirements, attending and making presentations at JRB and public hearing. Fee for Phase III: \$6,000.
- **Phase IV - Prepare Housing Impact Statement/Feasibility Study** – If, during the Initial Project Review to determine eligibility, it is estimated that there will be ten (10) or more occupied units that may need to be relocated and/or seventy-five (75) or more occupied residential units in the redevelopment project area, Ehlers will prepare a Feasibility Study, Housing Impact Study, and Relocation Plan. Ehlers will also attend and make a presentation at a community meeting (a public information meeting is required). Fee for Phase IV: \$10,000.





### Meetings

The Scope of Services includes Ehlers' participation in the following meetings:

1. A project initiation meeting with representatives of the Village to launch the project, establish a preliminary Project Area boundary, and coordinate various public process steps.
2. A meeting with Village staff members, if desired by the Village, to review findings and draft reports prepared by Ehlers, including: (a) Project Area Eligibility Report; (b) Project Area Redevelopment Plan; and (c) Housing Impact Study (if required).
3. A public information meeting, if required, related to the number of units of occupied residence.
4. Meeting with representatives of local taxing districts (the Joint Review Board) to review the Project Area eligibility and scope of the proposed redevelopment project.
5. A public hearing on the proposed Project Area Redevelopment Project and Plan.
6. One additional progress meeting, if desired, to be scheduled at the discretion of the Village staff.

Time required for preparation and attendance at meetings or services beyond those specified above will be billed at an hourly rate. Any additional service requested or required will be submitted to the Village for authorization prior to its completion and will be subject to Hourly Billing Rates per Ehlers current fee schedule or other flat fees to be negotiated with the Village.

The Village will be responsible for the publication and mailing of all notices related to the adoption of the TIF. The Village will also be responsible for the development of the legal description of the TIF boundaries. The Village will authorize and direct its staff, attorneys, and consultants to prepare and furnish such information as may be reasonably necessary for Ehlers to carry out its duties and obligations, all at no cost to Ehlers.

I will serve as the lead Financial Advisor on this project. The Project Team will also include Jennifer M. Tammen and Sid Inman, Financial Advisors, and Mindy Barrett, TIF Coordinator.

Should the terms of this proposal be acceptable to the Village of Tinley Park, please sign two copies of the following page in the space below, return one signed original to me, and keep the other for your records. If you need additional information, please contact me at 630-271-3341 or via email at [mbarry@ehlers.org](mailto:mbarry@ehlers.org). Thank you for your consideration.

Sincerely,

Maureen Barry  
Financial Advisor





The Scope of Services for **Tax Increment Financing District Services, Mental Health Center TIF**, will be completed for the costs provided below, which includes all time, materials, and expenses, as well as a maximum of two iterations of the Eligibility Report and Redevelopment Plan.

Phases I through III: \$33,000  
Phase IV, if required: \$10,000

### Agreement

This proposal is respectfully submitted by authorized representatives of Ehlers & Associates, Inc.:

Jennifer M. Tammen  
Financial Advisor/Principal

Maureen Barry  
Financial Advisor

The Village of Tinley Park, Illinois hereby accepts the above Proposal for the **TIF District Development, Qualification, and Adoption** (Phases I – IV) by its authorized officers, this 16 day of December, 2014.

Attest:

By:

Title: Village Clerk

Title: Village President

