



November 3, 2015

Michael 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 - Panduit TIF
(Expanded Area)**

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 Village's next proposed TIF which would include the site of the Panduit research/development/manufacturing facility on 175th Street and Ridgeland Avenue, among other contiguous parcels (see preliminary maps attached).

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 previously discussed): \$18,500.
- **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: \$10,500.
- **Phase III - Adoption of Project** – Assisting staff and TIF attorney with adoption process requirements, attending and making presentations at Public Information Meeting, JRB Meeting, and public hearing. Fee for Phase III: \$7,000.
- **Phase IV - Prepare Housing Impact Statement/Feasibility Study** – Because there are estimated to be more than 75 occupied units of residence in the currently proposed area, a Public Meeting will likely be required. However, the Village may not plan to relocate 10 or more units of occupied residence, in which case a Housing Impact Study may not be required. If, during Phase I, it is determined that a Housing Impact Study is also required by the TIF Act, Ehlers will prepare a Housing Impact Study, per the TIF Act, to include the following: number of



residents, number of residents to be relocated, number of low and moderate income residents, and a relocation plan. Fee for Phase IV (if applicable): \$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.

Maureen Barry will serve as the lead Municipal Advisor on this project. The Project Team will also include Jennifer M. Tammen and Tricia Marino Ruffolo, Municipal 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, return one signed original to me, and keep the other for your records. If you need additional information, please contact me at (312) 638-5257 or via email at mbarry@ehlers-inc.com. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Maureen Barry".

Maureen Barry
Municipal Advisor



The Scope of Services as described in the previous pages for **Tax Increment Financing District Services, Pandoit 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: \$36,000
Phase IV, if required: \$10,000

Agreement

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

Jennifer M. Tammen
Municipal Advisor/Principal

Maureen Barry
Municipal 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 3 day of November, 2015.

Attest:

By:

Title: Clerk

Title: Mayor



Proposed Panduit TIF #1



