



BIG CITY ACCESS

SMALL TOWN CHARM  
www.forestpark.net

---

**Anthony T. Calderone**

April 10, 2014

Mr. Tony Manno, Project manager  
Local Planning & Programs  
Regional Transportation Authority  
175 W. Jackson Blvd., Suite 1650  
Chicago, IL 60604

Dear Mr. Manno,

Enclosed please find two signed MOUs for the Forest Park Developer Discussion Panel Project for Harlem Avenue.

We are pleased to have been given this grant opportunity and excited to see what the panel develops as a result.

Once fully executed on your end, please be sure to send me a copy for our files.

We look forward to working with you on this project.

Kindest regards,

Anthony T. Calderone,  
Mayor

ATC/sac

C: Commissioners  
Tim Gillian



**Regional  
Transportation  
Authority**

175 W. Jackson Blvd,  
Suite 1650  
Chicago, IL 60604  
312-913-3200  
rtachicago.org

To: Timothy Gillian, Village Administrator, Village of Forest Park

From: Tony Manno, Project Manager, Local Planning & Programs, RTA

Date: 3.27.14

Re: **Village of Forest Park Memorandum of Understanding (MOU) for Execution**

---

Tim:

Enclosed are two (2) original copies of the Memorandum of Understanding (MOU) for the Forest Park Developer Discussion Panel project. Please review and upon signing, return both copies to my attention.

I look forward to working with you on this project. Please feel free to contact me if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tony Manno', is written over the word 'Sincerely,'.

Tony Manno, Project Manager  
Local Planning & Programs  
Regional Transportation Authority

## MEMORANDUM OF UNDERSTANDING

### *Purpose*

The purpose of this Memorandum of Understanding (“MOU”) is to establish a working relationship between the Regional Transportation Authority (“RTA”) and the Village of Forest Park for a ULI Developer Discussion Panel.

### *Areas of Understanding*

1. RTA / the Village of Forest Park Relationship
  - Scope of work for project will be jointly determined by RTA and the Village of Forest Park.
  - All work performed by RTA staff must be related to the scope of work.
  - RTA will determine which of the relevant RTA staff will be assigned to work on the project (based on availability, skills, familiarity with the Village of Forest Park).
  
2. Urban Land Institute (ULI) Assistance
  - RTA will contract with ULI to assist RTA staff with work on the project
  - RTA will be responsible for management, administration of the contract, and all eligible costs incurred by ULI.
  
3. Access to Resources
  - RTA staff will have full access to RTA data and other resources, including specialized staff based at RTA (for advanced mapping, data, outreach, communications, or topic-specific expertise).
  - The Village of Forest Park will provide RTA with access to relevant staff that will need to be involved in the project, and will ensure that they allocate appropriate time.
  - The Village of Forest Park will provide RTA with access to all relevant internal data, reports, and other information.
  - The Village of Forest Park’s leadership (key staff, board members, other elected officials, other decision-makers) will commit to participate in the project and allocate sufficient time at meetings (committee meetings, Board meetings, etc.) to ensure and complete a successful project.
  
4. Demonstration of Local Support
  - The Village of Forest Park will be responsible for working with RTA to identify a project steering committee, if necessary.
  - The Village of Forest Park agrees to complete the scope of work for the project.
  
5. Project Management
  - Project scope of work will be jointly determined by RTA and the Village of Forest Park prior to beginning work.

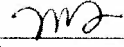
- A full project scope of work is attached hereto as Exhibit A.

Changes to project scope or timelines must be jointly agreed to by RTA and the Village of Forest Park; major changes in scope may result in discontinuation of project.

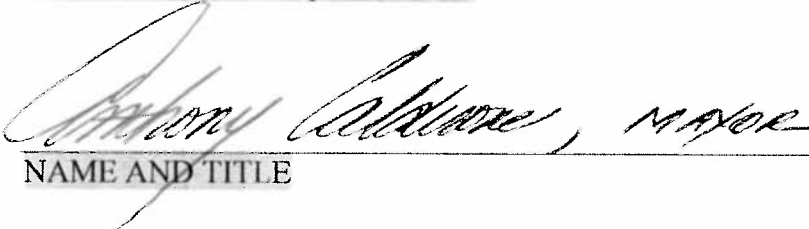
***Term of MOU***

This MOU shall be effective on the last date of execution below, and shall terminate on December 31, 2015. The undersigned parties agree to the terms listed above.

RTA Representative:

  
\_\_\_\_\_  
Mark E. Pitstick, Acting Department Head, Planning & Market Development      Date

**Local Government Representative:**

  
\_\_\_\_\_  
**NAME AND TITLE**      **Date**      4-7-2014

---

---

## **Exhibit A**

### **Scope of Services for the Forest Park Urban Land Institute Developer Discussion Panel**

---

---

**Applicant: Village of Forest Park**

**Project Name: Forest Park Urban Land Institute Developer Discussion Panel**

#### **Approach**

The RTA and ULI Chicago will assemble a panel of development experts for **Forest Park** to provide objective advice and guidance on challenging land use issues in each community's TOD area. The Developer Panel will review current and previous planning efforts, TOD plans, development concepts, etc. and will provide short-and-long-term recommendations that will guide the community as they work attract TOD.

#### **Task 1: Project Orientation Meeting**

The RTA, Community representative(s) and ULI Chicago will meet to form the Project Working Group and identify goals and objectives. Working Group members will include RTA staff, ULI Chicago, community staff and may include community officials, stakeholders the Mayor/Village President.

#### **Task 2: Subject Site(s) Summary Brochure**

A one-or-two page summary brochure with basic information on subject site(s) will be created by RTA staff in conjunction with the community representative to include the following:

- Summary of TOD plan including recommended concept plans for subject site(s);
- Land area information;
- Current Conditions (use, zoning, ownership); and
- Any other related site information

#### **Task 3: ULI Coordination**

Community staff will review summary brochure and provide RTA with feedback and comments. Once finalized, ULI Chicago will identify, invite and prep 3-5 ULI members based on specific community needs to participate in discussions with the specific community.

#### **Task 4: Meeting/Discussion**

A half-day meeting and working session will be scheduled for the RTA, Community representatives, and ULI members discuss the TOD area, attempt to identify priority development opportunities, development feasibility, etc. ULI Chicago will participate in planning activities related to this meeting and working session.

---

---

**Exhibit A**

**Scope of Services for the Forest Park Urban Land Institute Developer Discussion Panel**

---

---

**Task 5: Summary Memo**

RTA will draft a memo summarizing the outcome of discussions and identified next steps. ULI Chicago will review and provide comments/feedback.

**Task 6: RFP Preparation (Optional)**

For municipalities that own land within the station area (or know of a willing seller) and are interested in soliciting interested and willing developers, the RTA will assist in preparing a request for proposal (RFP) or request for qualifications (RFQ) to release. ULI Chicago can also provide assistance distributing the RFP/RFQ opportunities to current members.