

Item #10:
Village Trustee Sarlitto
Comprehensive Plan Consultant Selection - Update



MEMORANDUM

To: Prospective Consultant Candidates
From: James M. Hogue, Village Planner
Date: 10.13.15
RE: Long Grove Comprehensive Plan Update – Cost Comparison Profile

The Village of Long Grove has received your submittal of qualifications for consideration in providing assistance to the Village in the update of the Long Grove Comprehensive Plan. As a result of our review your firm has been selected for an interview.

In an effort to assist us with our budgeting for the project we are asking each selected firm to please complete the attached "Cost Profile Sheet" which we believe includes some of the major costs associated with this project. While it is understood that formal estimates of project cost will be determined in the RFP portion of the process, the attached form is designed to provide the Village with an "order of magnitude" for project costs to assist in our budgeting for the project.

We are asking that this completed form be returned prior to your interview. Please also provide your firm's fee schedule for typical costs associated with such a project with the completed form.

It is anticipated that interviews will take place first week of November. Village staff will be in contact with you to establish and confirm a mutually agreeable interview time and date.

Again, thank you for your interest in working with the Village of Long Grove.

Should you have any questions feel free to contact me via e-mail jhogue@longgrove.net or by phone @ (847) 634-9440.

Sincerely,

James M. Hogue

Village Planner
Village of Long Grove

Village of Long Grove – Comprehensive Plan Update

COST PROFILE SHEET

****Project Timeline 6 to 9 months****

Line Item	Quantity	Estimate of Cost	Total
Meetings			
*Public Meetings @2/3 hours	12		
**Staff/Stakeholder meetings	12		
Public Hearings	2		
Data Collection			
Data Collection & Tabulation	___ Hrs.		
Review & Analysis of existing Goals, Objectives & Policy Statements	___ Hrs.		
Identification of future land use patterns	___ Hrs.		
Planning Documents			
Final Development of Plan Document including maps, text & graphics	___ Hrs.		
Material Costs	-----		
		Grand Total	

*Includes: 2 community input meetings; 7 PCZBA meetings; 1 draft plan presentation meeting; 2 “contingency” meetings. **Stakeholder meetings anticipated to take place over a two (2) day period meetings to last 1 to 1.5 hours. Please also submit a fee schedule for services & materials for your company.