

# **PUBLIC NOTICE VILLAGE OF ROSCOE PROPERTY REDEVELOPMENT PROPOSALS**

Sealed proposals will be received by the Village of Roscoe, Illinois, on or before 12:00 p.m., local time, Friday, December 4, 2026 for the improvement and development of one or both of the parcels described below. Both parcels are owned by the VILLAGE OF ROSCOE. The Village may modify this RFP prior to the bid submittal date by sending addenda to potential bidders. Addenda will be numbered consecutively as a suffix to the RFP title. It is the Proposer's responsibility to ensure they have incorporated all addenda items. Failure to acknowledge and incorporate addenda will not relieve the Proposer of the responsibility to meet all terms and conditions of the RFP and any subsequent addenda.

**PARCEL #1:** Redevelopment Proposal for Village-Owned Property at 11243 Main Street (called the "LaBree Lot")  
2.57-acre tract (PIN #04-33-129-012), aerial photo attached

**PARCEL #2:** Redevelopment Proposal for Village-Owned Property at 10517 Main Street (called the "Liberty Lot")  
0.97-acre tract (PIN#s 04-33-455-007 & 04-33-455-003), aerial photo attached

Respondents may submit proposals for only one of the above sites, **or** both sites separately, **or** both sites together as a consolidated project. Respondents shall submit their proposals (with 5 copies) in a sealed envelope with a USB flash drive, plainly marked "**PARCEL #1: 11243 Main Street Property Development Proposal for Village of Roscoe**" or marked "**PARCEL #2: 10517 Main Street Property Development Proposal for Village of Roscoe**" and delivered to:

Office of the Village Administrator  
**10631 Main Street  
Roscoe, IL 61073  
Phone: (815) 623-2829**

Additional information may be secured by contacting **Scot Wrighton, Interim Village Administrator**, at 815-623-2829 or at 815-830-2059. Or use email: [villageadministrator@roscoeil.gov](mailto:villageadministrator@roscoeil.gov)

## **Request for Proposals**

The Village of Roscoe, Illinois has been planning the creation of a new Main Street Village Center for some time, and now seeks to advance this vision by making two sites available for private development on a competitive basis.

The Village's vision is to create a dynamic "Village Center" environment that maximizes commercial potential, enhances public spaces, fosters community interaction and complements nearby amenities to catalyze future Village Center growth. Proper development of these parcels is central to our community development efforts and is supported by market analysis and community backing. We seek a development partner who can create enduring value for residents and visitors.

**Why Roscoe?** All of Roscoe is strategically located near the Rockton Road & I-90 Tollway interchange; it is a growing community with one of the best school districts in Winnebago County, a Village government willing to discount all or a portion of the purchase cost of one or both parcels, place these parcels into a tax increment financing district, and expedite plan approvals, staff reviews and development agreements

## **Section 1: Project Context & Vision**

### **1.1 Main Street District Context**

These two Village owned properties sit within Roscoe's developing Main Street District, an area poised for transformation. The Village is establishing the Main Street District Roscoe Alliance ("Business District Alliance"), a 501(c)(3) non-profit organization representing a collaboration between businesses, property owners, and community members to create a vibrant downtown area. The Alliance's mission encompasses promoting, preserving, and enhancing the Main Street District through initiatives that drive economic growth while maintaining Roscoe's distinctive character. It will focus on fostering a thriving business environment alongside engaging community spaces that celebrate local culture and promote sustainable development.

### **1.2 Development Vision**

The Village envisions that development of these and other lots in the Main Street District will embody the principles of a walkable mixed use village center development, characterized by some of these elements:

- **Gathering Place:** Create welcoming public spaces where community members can connect, accommodating everyday interactions and special events.

- **Vibrant Economy:** Support diverse businesses that provide opportunities for local entrepreneurs and established businesses, responding to market needs while creating a dynamic environment.

- **Choice Destination:** Incorporate distinctive elements that position Roscoe as a regional destination, drawing visitors from beyond our immediate community.
- **Seamlessly Connected:** Prioritize pedestrian-friendly design with thoughtful connections to surrounding properties, enhancing walkability and accessibility.
- **Celebrate Heritage:** Honor Roscoe's history while embracing contemporary design, strengthening community identity and pride of place.

### 1.3 Alignment with Current & Future Initiatives

The Village anticipates making other improvements that will add value to whatever is constructed on the parcels which are the subject of this RFP, such as:

- A new public plaza and park at Main Street and Hodges Run that can also host pop-up retail, or another nearby site
- Streetscape and public realm improvements enhancing connectivity and local vibe

## Section 2: Site Information

### 2.1 Existing Conditions – Parcel #1

Parcel #1 is currently vacant. Adjacent properties include:

- Main Street Square
- Single-Family Residential
- Small and Medium-sized Commercial Businesses
- Village-owned property at Hodges Run
- Kinnikinnick Elementary School (District 131)

### 2.2 Existing Conditions – Parcel #2

Parcel #2 is currently vacant, and located at a key road junction. Adjacent properties include:

- Engineering office
- Small retail shops
- Village Hall and Village Police Station
- Historic structure

### 2.3 Zoning and Land Use

The Village-Owned Properties are currently zoned CR Retail and Service Commercial District, which allows for various commercial uses. However, the village is open to considering zoning modifications through a Planned Unit Development (PUD) designation to allow greater flexibility in achieving the desired mixed-use development vision.

Permitted uses in the CR district include:

- Retail shops and stores
- Personal and professional services
- Restaurants and entertainment venues
- Office spaces
- Other compatible commercial uses

## Section 3: Development Goals and Requirements

### 3.1 Vision and Objectives

The Village of Roscoe envisions transforming the Village-Owned Property into a vibrant, mixed-use development that will catalyze the revitalization of the Main Street District. We seek a development that responds to community needs while demonstrating exceptional design quality. The project should create a uniquely Roscoe sense of place that:

- Creates a walkable, human-scale environment prioritizing the pedestrian experience
- Maximizes retail and commercial opportunities for businesses
- Integrates public spaces that facilitate social engagement and community interaction
- Mixes commercial and residential uses
- Complements existing developments while increasing economic activity and job opportunities
- Enhances the local tax base through sustainable commercial and residential development

### 3.2 Development Program

Based on the market analysis and site vision outlined in the Village of Roscoe's Main Street District Blueprint, the preferred development should include:

- Commercial/retail space mixed with residential
- Potential for office or residential uses on upper floors, and a greater residential component in the rear (non-street facing)
- Integrated public gathering spaces

- Pedestrian-oriented design with strong connections to surrounding areas
  - Appropriate parking that doesn't dominate the site's Main Street facing areas
- Developers are encouraged to propose innovative concepts that align with these elements while potentially introducing additional complementary uses.

### 3.3 Design Guidelines

Key design elements could include:

- Pedestrian-friendly features including wide sidewalks, street furniture, and appropriate lighting
- High-quality architectural standards that establish a distinctive identity
- Varied building types and scales creating visual interest and accommodating diverse uses, 2 to 4 floors in height
- Integrated green spaces and landscaping with native plantings
- Parking designed to minimize visual impact through strategic location and screening
- Sustainable design features and energy-efficient systems
- Setback from the right-of-way between zero and fifteen feet only
- Quality materials emphasizing durability and authenticity

## Section 4: Transaction Structure

### 4.1 Proposed Deal Structure

The Village of Roscoe proposes the following transaction structure for the redevelopment of the Village-Owned Property:

- **LAND DISPOSITION:** The Village of Roscoe intends to sell the property to the selected developer (via the Rockford Area Land Bank) at a negotiated price, with the potential for a below-market value or even a no-cost conveyance, contingent upon the proposed development's alignment with the Village's Main Street development goals, taking into account the developer's site design, building designs, and development proforma.
- **DEVELOPMENT RIGHTS:** The selected developer will acquire full ownership and development rights for the site, subject to agreed-upon development conditions and community benefit requirements.
- **PHASED DEVELOPMENT:** The project may be implemented in phases, subject to market conditions and the developer's proposed timeline.
- **PUBLIC-PRIVATE PARTNERSHIP:** The Village seeks a collaborative relationship with the selected developer to ensure the project meets public and private objectives. The Village reserves the right to negotiate the final sale price based on the strength of the proposal and its alignment with the Village's long-term vision.

### 4.2 Key Terms and Conditions

- **DEVELOPMENT AGREEMENT:** The sale will be contingent on executing a Development Agreement. A comprehensive Development Agreement will be negotiated with the selected developer, addressing:

- Project scope and design
- Development timeline and milestones
- Public improvement requirements
- Community benefits and local hiring commitments
- Ongoing operational standards
- Reporting and compliance requirements
- Reverter clause or repurchase option if development milestones are not met

#### Phasing and Timeline

The developer should propose a realistic timeline for the following project phases:

- Due Diligence and Entitlements: 6-12 months
- Design and Permitting: 6-12 months
- Construction: 12-24 months (may be implemented in sub-phases)
- Lease-up and Stabilization: 12-24 months

### 4.3 Financial Terms

#### Developer Investment

The selected developer will be responsible for:

- All predevelopment costs
- Project design and construction costs
- Tenant improvements and leasing costs

- Ongoing operations and maintenance

#### **Village Investment**

The Village may consider the following forms of support, subject to negotiation and approval:

- Infrastructure improvements that benefit the project and the surrounding area
- Expedited review and approval process for the project

#### **Financial Projections**

Developers should provide detailed financial projections, including:

- Development budget
- Sources and uses of funds
- Operating pro forma (minimum 10-year projection)

## **Section 5: Submission Requirements**

Respondents should submit a comprehensive proposal that addresses all aspects of the project. Proposals must include the following components:

### **5.1 Cover Letter and Executive Summary (2 pages maximum)**

- Provide a brief overview of the development team, proposed project, and key financial terms
- Confirm willingness to accept the proposed transaction structure or outline any proposed modifications
- Must be signed by an authorized representative of the lead development entity

### **5.2 Development Team (5 pages maximum)**

- Key team members: Lead developer, architects, engineers, contractors, property managers, consultants
- Organizational chart showing team relationships
- Description of the team's experience with similar projects

### **5.3 Relevant Experience and Qualifications (10 pages maximum)**

Provide detailed information on comparable projects completed within the last ten years.

For each project, include:

- Project description, size, and total development cost
- Photos or renderings
- Development team's role
- Financial structure, including public/private partnerships if applicable
- Timeframe for completion
- Economic and community impacts

### **5.4 Project Approach and Concept (15 pages maximum)**

- Provide a narrative description of the proposed development concept
- Include conceptual site plans, elevations, and renderings
- Describe how the proposal meets or exceeds the development goals outlined in this RFP and the Village's plans
- Detail the proposed program mix, including:
  - Types and sizes of commercial spaces
  - Public space and amenities
  - Parking strategy
- Outline the approach to sustainable design and green building practices
- Describe the proposed phasing plan, if applicable
- Provide a preliminary development timeline
- Provide a detailed project schedule, including key milestones for:
  - Due diligence
  - Government and loan approvals
  - Design and engineering
  - Financing
  - Construction
  - Leasing and occupancy
- Describe the team's approach to project management and risk mitigation

### **5.5 Financial Capacity and Project Economics (10 pages maximum)**

- Demonstrate the financial capacity to undertake the project
- Outline the proposed financial structure, including:
  - Total development budget

- Sources and uses of funds
- Equity commitment and source
- Debt financing strategy
- Include high-level operating pro forma (e.g., Projected revenues by source, operating expenses, Debt service, Net operating income, vacancy rates)
- Identify potential anchor tenants or types of tenants being targeted
- Outline strategies for attracting and retaining tenants
- State the proposed purchase price for the property
- Outline any requested Village financial assistance or incentives

## Section 6: Selection Process and Criteria

### 6.1 Evaluation Process

The Village will review all submittals and select at least two for interviews and preliminary negotiations. The Village will enter into exclusive negotiations with the top-ranked respondent. If an agreement cannot be reached, the Village reserves the right to terminate negotiations and move to the next-ranked respondent. The final selection and development agreement will be subject to approval by the Roscoe Village Board.

### 6.2 Evaluation Criteria

Proposals will be evaluated based on the following criteria:

1. Qualifications and Experience
2. Development Concept and Design
3. Financial Proposal and Economic Impact
4. Implementation Strategy

### 6.3 Selection Timeline

The Village anticipates moving quickly with its review process so that the selected development partner can begin work in the Spring of 2027.

## Section 7: Terms and Conditions

### 7.1 RFP and Proposal Conditions

#### **Proposal Submission**

By submitting a proposal, respondents agree to be bound by the terms and conditions of this RFP. The Village may extend the deadline for proposal submission based on written requests from developers.

#### **Proposal Costs**

The Village of Roscoe will not be responsible for respondents' costs of preparing and submitting proposals or participating in the selection process.

#### **Proposal Validity**

Proposals are valid for 180 days from the submission deadline. If necessary, the village may request an extension of this period.

#### **Modification or Withdrawal of Proposals**

Respondents may modify or withdraw their proposals by written notice before the submission deadline. All modifications will be accepted before the deadline.

### 7.2 Village Rights and Reservations

#### **RFP Modifications**

The Village reserves the right to modify or cancel this RFP anytime. Any changes will be posted on the Village's website and communicated to all registered respondents.

#### **Additional Information**

The Village reserves the right to request additional information or clarification from respondents during the evaluation process.

#### **Rejection of Proposals**

The Village reserves the right to reject all proposals and waive any irregularities or informalities in the proposals received.

#### **Negotiation of Terms**

The Village reserves the right to negotiate the terms of the development agreement with the selected respondent.

#### **No Obligation**

This RFP does not obligate the Village to enter into a contract with any respondent or

proceed with the development described in this RFP.

### 7.3 Miscellaneous Provisions

#### **Public Records**

All submitted proposals become the property of the Village and are subject to applicable open records laws. Respondents should mark any proprietary or confidential information.

#### **Questions and Clarifications**

Questions regarding this RFP should be submitted in writing to Scot Wrighton at [villageadministrator@roscoeil.com](mailto:villageadministrator@roscoeil.com). The Village will post responses to all questions on its website and distribute them to all registered RFP recipients.