

**Labree Property**  
Request for Proposals (RFP) Outline  
Summary Report by Place Foundry

## MEMO

The Developer Solicitation Summary Report outlines the structure for the Labree Property RFP. This document represents a critical step in transforming this significant Main Street District property into a catalyst development that aligns with our community's vision.

**Memo Purpose:**

- Provide an overview of the proposed RFP structure and content
- Outline key requirements, evaluation criteria, and desired outcomes
- Establish a timeline for the developer solicitation process
- Seek your input and approval before finalizing the detailed RFP packet

**Requested Action:** Please review this summary and provide feedback by March 6, 2025, so we can incorporate your guidance into the final RFP document. With your approval of this framework, our consultant team will develop the comprehensive RFP packet for release on March 20, 2025.

**What Will Be in the Final RFP Packet:**

1. Property information
2. Comprehensive design guidelines and development parameters
3. Complete submission requirements and format specifications
4. Financial proposal templates and requirements
5. Selection process details and evaluation committee composition  
Draft development agreement framework
6. Supporting exhibits (site aerial, Main Street District plan, market data)

The final RFP packet will be submitted to the board for formal approval at the March 18 meeting, prior to publication.

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**SECTION 1: Executive Summary**

*This section outlines the key opportunity presented by the Labree Property development, provides essential details about the site, and establishes the timeline for the developer solicitation process. The Executive Summary frames the project as a catalyst for revitalizing the Main Street District in alignment with the community's vision.*

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The Village of Roscoe seeks a qualified developer to transform the historic Labree Property (2.57 acres at 11245 Main Street) into a signature mixed-use development that will catalyze revitalizing the Main Street District. This property represents a key opportunity to implement the community's vision outlined in the Main Street District Blueprint.

**Key Development Opportunity**

- Prime 2.57-acre site\*\* in the heart of Roscoe's Main Street District
- Existing 2,232 sq ft historic house\*\* (built 1870s) with potential for adaptive reuse
- Zoned CR Retail and Service Commercial District\*\*
- Proposed Schedule:
  - o RFP Issue: March 20, 2025
  - o Questions Due: April 19, 2025
  - o Submissions Due: May 29, 2025
  - o Selection: June/July 2025

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**SECTION 2: Project Context & Vision**

*This section establishes the broader context for the Labree Property development within Roscoe's Main Street District initiatives. It articulates the key Place Principles guiding the project and demonstrates how this development opportunity aligns with and supports other ongoing district improvements and organizational efforts.*

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**Main Street District Context**

The Labree Property is situated within Roscoe's developing Main Street District. This 501(c)(3) non-profit organization is a collaborative effort between businesses, property owners, and community members dedicated to creating a vibrant downtown area.

**Development Vision**

The Village seeks a development that exemplifies the six Place Principles established in the Main Street District Blueprint:

- Gathering Place - Create welcoming public spaces that foster community connections
- Vibrant Economy - Support diverse businesses and economic activity
- Choice Destination - Develop unique attractions drawing visitors from throughout the region
- Seamlessly Connected - Ensure pedestrian-friendly design with strong connections to surroundings
- Resilient Environment - Incorporate sustainable design features and practices
- Celebrate Heritage - Honor Roscoe's history while creating new community landmarks

**Alignment with Current Initiatives**

This development opportunity directly connects with ongoing district improvements:

- New public plaza and park at Main St. and Hodges Run
- Pop-up retail program launching in 2025-2026
- Enhanced streetscape and public realm improvements
- Formation of the Business District Alliance to support business growth

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### **Section 3: Development Requirements**

*This section defines the specific parameters and expectations for Labree Property development, establishing clear guidelines while allowing for developer creativity. It addresses physical development requirements and implementation considerations to ensure proposals meet the Village's needs and align with the district's vision.*

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#### **Minimum Program Requirements**

- Commercial Space: Minimum ground floor leasable commercial space
- Site Utilization: Maximize the development potential of the 2.57-acre parcel
- Public Space: Incorporate meaningful community gathering spaces
- Design Quality: High-quality architecture that establishes a design standard for the district
- Sustainability: Integrate sustainable design elements and practices

#### **Design Standards**

- Ground Floor Uses: Active commercial uses at street level
- Building Articulation: Varied massing and façade treatments
- Materials: High-quality, durable materials consistent with district design guidelines and character
- Connectivity: Strong pedestrian connections to adjacent properties and public spaces

#### **Implementation Approach**

- Realistic phasing plan
- Clear financial structure requiring no Village subsidy
- Professional project management approach
- Marketing strategy to attract quality tenants

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**SECTION 4: Evaluation Criteria**

*This section establishes a comprehensive framework for objectively assessing developer proposals, ensuring a fair and transparent selection process. The weighted criteria reflect the Village's priorities, balancing design excellence with financial feasibility, developer capacity, community benefit, and implementation strategy.*

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The Village will evaluate proposals based on the following criteria:

1. Development Concept & Design
  - Alignment with Blueprint vision
  - Architectural design quality
  - Site planning and connectivity
  - Sustainability elements
2. Market Viability & Financial Feasibility
  - Market analysis and strategy
  - Financial plan credibility
  - Timeline realism
  - Financial capacity
3. Developer Experience & Capacity
  - Relevant experience
  - Team qualifications
  - Completion track record
  - Local market knowledge
4. Economic & Community Impact
  - Economic benefits
  - Tax base enhancement
  - Public amenities
  - Local business support
5. Implementation Strategy
  - Phasing plan
  - Marketing strategy
  - Project management
  - Risk mitigation

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**SECTION 5: Desired Outcomes**

*This section articulates the Village's vision for success across multiple dimensions, clearly showing how this development will benefit Roscoe. By defining specific outcomes regarding physical development, economic impact, and community benefit, this framework establishes metrics against which the project's success can ultimately be measured.*

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**Physical Development Outcomes**

- High-quality commercial/mixed-use development that enhances Main Street's character
- Architecture that sets a high standard for future development
- Creation of pedestrian-friendly environments and public spaces
- Sustainable design features

**Economic Outcomes**

- Significant increase in property tax assessment
- Creation of new jobs (both construction and permanent)
- Attraction of new businesses to Roscoe
- Catalyst for additional private investment along Main Street

**Community Benefits**

- Creation of new community gathering spaces
- Enhanced walkability and connectivity
- Addition of amenities that serve residents
- Support for existing nearby businesses
- Creation of a destination that draws visitors

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**SECTION 6: Next Steps**

*This section outlines the immediate action items for Village Trustees and establishes a clear timeline for moving the project forward. The defined process ensures momentum will continue from this summary report through the release of the RFP, developer selection, and the start of construction, providing accountability and transparency for all stakeholders.*

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**For Village Trustees**

- Review and approve this Developer Solicitation Summary Report
- Finalize the RFP document based on this framework
- Approve RFP release schedule
- Determine the composition of the selection committee

**Timeline**

- Trustee Review & Approval: March 18, 2025
- RFP Release: March 20, 2025
- RFP Due Date: May 21, 2025
- Developer Selection: June 2025
- Development Agreement: July 2025
- Projected Construction Start: TBD