



## Memorandum

To: Ald. Kevin Frost, Chairman  
Finance & Personnel Committee

From: Andrea Hinrichs, Housing and Program Manager  
Community & Economic Development Department

A handwritten signature in blue ink that reads "Andrea Hinrichs".

Re: RFP/Townhome Development on 966 N Court St

Date: June 22, 2026

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The Community & Economic Development Department (CEDD) requests permission to solicit a Developer to develop eight (8) units on the property located at 966 N Court St.

Through the utilization of Housing and Urban Development (HUD) Neighborhood Stabilization Program (NSP) funds the City gained ownership of 966 N Court St and 974 N Court St.

NSP regulations generally followed the Community Development Block Grant (CDBG) program regulations. Therefore, as part of the grant closeout process, on 4/17/23, City Council unanimously approved 2023-63-O, which approved a substantial amendment to the City's 2020-2024 Consolidated Plan and 2022 Annual Action Plan. This amendment allowed for the disposition of four (4) City owned properties, as long as the proceeds of the sale were added back into the program. 966 N Court St and 974 N Court St were two (2) of those lots.

Generally, since the NSP requirements were met, the City can sell the properties at fair market value and allow a buyer to develop the land.

The Request for Proposal (draft) presented with this memo, not only allows for the City to ensure that townhomes complementing the current housing in the neighborhood are developed on this land, it allows for the City to retain ownership of the architectural drawings and related design documents to be used on any other City-owned or privately-owned sites.

# **Council Rooms, City of Rockford**

Date: June 22, 2026

**By Alderman Kevin Frost**

**WHEREAS**, the Community & Economic Development Department requests authorization to issue a Request for Proposals (RFP) to solicit a developer for the development of eight (8) townhome units at 966 North Court Street; and

**WHEREAS**, the purpose of the Request for Proposals is to identify a qualified developer to acquire and develop the property and provide architectural design services in accordance with the City's project objectives.

**NOW, THEREFORE, BE IT RESOLVED**, that by adoption of this Resolution, the Community & Economic Development Department is authorized to issue a Request for Proposals for the development of eight (8) townhome units at 966 North Court Street.

**RECOMMENDATION FOR RESOLUTION**

**TO THE CITY COUNCIL OF THE CITY OF ROCKFORD:**

Council Members:

The Committee on Finance and Personnel having received a request hereby begs leave to report recommending approval of the Authorization to issue a Request for Proposals (RFP) for the development of eight (8) townhome units at 966 North Court Street. The Legal Director shall prepare the appropriate resolution.

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Kevin Frost (Chair)

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Chad Tuneberg (Vice chair)

\_\_\_\_\_  
Frank Beach

\_\_\_\_\_  
Dawn Granath

\_\_\_\_\_  
Jaime Salgado

Committee Action Taken:

Frost:	Ayes:___	Nays:___	Absent:___
Tuneberg:	Ayes:___	Nays:___	Absent:___
Beach:	Ayes:___	Nays:___	Absent:___
Granath:	Ayes:___	Nays:___	Absent:___
Salgado:	Ayes:___	Nays:___	Absent:___

**TOWNHOME DEVELOPER AND ARCHITECTURAL DESIGN SERVICES**  
**966 N. COURT STREET**  
**RFP NO. 426-CD-**

**1.0 OVERVIEW**

**1.1 Background**

The City of Rockford, with a growing population reaching over 147,000 (as of 7/1/2025 according to the U.S. Census Bureau), is located in northwest Illinois (approximately 90 miles northwest of Chicago, IL and approximately 70 miles south of Madison, WI). Early 2025, the City of Rockford City Council adopted the Housing Strategy Framework which has the following Vision and Goal:

**Vision:** Rockford envisions a vibrant and inclusive community where housing serves as a cornerstone for economic vitality, social equity and quality of life. These outcomes will be achieved by creating a diverse range of housing options and coordinating government and private resources to ensure residents can live, work, and enjoy life in every neighborhood.

**Goal:** Create and preserve 6,000-9,000 housing units by 2035 to support and build on regional growth.

The City gained ownership of 966 N Court St through the utilization of Department of Housing and Urban Development Neighborhood Stabilization Program funds, which demolished several dilapidated buildings on 2 lots that have now been combined to make 966 N. Court St, a lot suitable for residential development.

966 N. Court St is located in the Garrison-Coronado-Haskell Historic District which is roughly bounded by Salem, Summer, Main, Court, Whitman, and Winnebago Streets & Fisher, Ridge, and North Avenues. Key landmarks located in the District are the Valencia Court Apartments and Garrison School. For more information, regarding this Historic District, research the National Register of Historic Places at <https://www.nps.gov/subjects/nationalregister/index.htm>.

**1.2 Project Overview & Objectives**

The City seeks responsible developers to purchase and provide turnkey services for developing (8) market rate townhome style units for sale or rent, on the property located at 966 N. Court Street Rockford, IL 61103.

The selected developer shall follow all Federal, State, and local regulations and statutes, serve as the single point of contact, and be responsible for all aspects of the project, including:

- Acquisition of 966 N Court Street
- Initial Planning & Design
- Procurement
- Implementation/Construction
- Final Delivery of townhomes approved or occupancy

While this project focuses on the development of a single parcel, it is intended to serve as a model that can be used across other sites. The City envisions this as a catalyst project that will:

- Demonstrate the economic viability and market potential for quality residential development in Rockford, particularly to attract private developers and investors.
- Establish design standards that enhance neighborhood character while meeting current market demands.
- Develop a minimum of two townhome design templates that can be applied to other City-owned or privately-owned sites, streamlining future development processes, reducing costs, and establishing consistent quality standards for residential infill development. **The City of Rockford shall retain ownership of the architectural drawings and related design documents, including but not limited to** specifications, and other materials prepared by the developer. The City shall have the right to use, reuse, modify, and distribute these materials for any municipal purpose.

## **2.0 SITE AND DESIGN CRITERIA**

### 2.1 Site Details

Key site characteristics include:

- Address: 966 N. Court Street, Rockford, IL (formerly 966 N Court St PIN 11-14-381-024 & 974 N Court St PIN 11-14-381-023)
- Zoning: R-2 Residential
- Site Size: approximately .39 acres
- Utilities: Water, sanitary sewer, and storm sewer available
- Access: Street and/or alley access, alley is preferred

### 2.2 Design Criteria

The development of eight (8) townhomes is subject to the City of Rockford's normal processes for development.

## **3.0 PROPOSAL SUBMISSION AND EVALUATION**

Developer proposals shall demonstrate capacity to acquire (using an agreed upon purchase contract) and develop eight (8) townhomes on the combined property now called 966 N. Court Street. Proposals will be evaluated using a 100-point scale that evaluates the following: Experience, Development Team Qualifications, Financial Capacity, Development Time line, and Purchase Price.

Developers may be required to make an oral presentation and/or respond to questions related to the evaluation criteria.

Submissions should be limited to ten (10) pages and shall include a cover letter that has a Project Description that demonstrates all aspects of the project, ultimately demonstrating that the developer understands the intended outcome of this RFP. Ensure that the description

includes whether the townhomes will be for sale or rent and list all of the documents (and file format) that the City will gain ownership of. Additionally, the cover letter should include the developer's business name, address, contact person, phone number, and email.

3.1 Experience (25 points)

In addition to brief, but comprehensive paragraphs explaining developer experience, list developments similar to scope and size of this request.

3.2 Development Team Qualifications (25 points)

Provide list of individuals/entities and their role throughout the project. Document experience of each of the individuals/entities. This may include a list of projects completed and/or underway and the roles that they played, resumes, lists of credentials, etc.

If any part of the development team is unknown at the time of submission, include who has been used in the past, clearly indicating such; i.e. general contractor unknown, but have used ABC Co. on townhouse developments located at 1234 Main St and 5678 Main St.

3.3 Financial Capacity (25 points)

Demonstrate financial capacity through comprehensive, data driven documentation.

3.4 Development Timeline (15 points)

Provide a timeline of events associated with the project. The timeline should include anticipated zoning approvals, purchase contract and transfer of ownership dates, permitting, construction start date, construction completion date, and lease up and/or on the market for sale date. Additionally, indicate the timing of the City ownership and therefore, rights to use, architectural drawings and related design documents.

Purchase contract shall be executed with the contingency of developer meeting proposed development timelines. Transfer of ownership may only take place once all permitting has been approved AND construction is scheduled to start within twelve (12) months.

3.5 Purchase Price (10 points)

At a minimum, the purchase price must be current fair market value of the property.

Proceeds from this sale will be returned to the CDBG program as Program Income in accordance with federal regulations.

**4.0 TIME OF PERFORMANCE**

The City has the right to reject any and all proposals; to reduce or increase the scope of work; to disqualify any proposals not meeting the Request for Proposal requirements; and to disqualify any proposals not responsive to the criteria specified for evaluation. Additionally, the City may call for new proposals.

Selected developers shall receive a Notice to Proceed. By acceptance of the Notice to Proceed, Developer understands and agrees that the Project will be completed as expeditiously as possible and that the Developer will make every effort to ensure that the Project will proceed according to the proposed Development Timeline and will not be delayed. Failure to meet the Development Timeline is a default of this contract and may result in termination of this contract and the revocation of the property, if applicable.

Should termination occur, the City reserves the right to award the contract to the next most qualified developer.

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