



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/Firm to develop single family design templates for residential infill program

Date: June 22, 2026

The Community & Economic Development Department requests permission to solicit for a firm to develop a minimum of three (3) single family design templates for the City to take ownership of for a new single family residential infill program.

Details:

- Through the utilization of Housing and Urban Development (HUD) Neighborhood Stabilization Program (NSP) funds the City gained ownership of 724 7th Avenue.
- As a pilot project for an infill development program, the CEDD is interested in building a single family dwelling on 724 7th Ave, which requires a two story, one car garage house design that fits the site.
- The Request for Proposal (draft) presented with this memo, not only allows for the City obtain a single family dwelling design suitable for 724 7th Avenue, it allows for the City to retain ownership of the architectural drawings and related design documents for three (3) different single family dwelling designs that may be used on any other City-owned or privately-owned site.

Infill Development Program:

CEDD is currently solidifying the list of collaborating entities. However, generally the program will allow homebuyers to choose the following:

- One of three (3) different single family dwelling designs
- A lot (All wards with City owned vacant lots will be represented.)
- A lender, and financial package appropriate for qualified homebuyers
- One of, at a minimum, three (3) builders
- A housing counselor – currently there are two (2) local agencies

Council Rooms, City of Rockford

Date: June 22, 2026

By Alderman Kevin Frost

WHEREAS, the Community & Economic Development Department is establishing a new single-family residential infill program; and

WHEREAS, the Community & Economic Development Department seeks to obtain a minimum of three (3) single-family residential design templates that will become the property of the City for use on City-owned and privately-owned sites; and

WHEREAS, the Community & Economic Development Department requests authorization to issue a Request for Proposals (RFP) for architectural design services to develop the design templates;

NOW, THEREFORE, BE IT RESOLVED, that by adoption of this Resolution, the Community & Economic Development Department is authorized to issue a Request for Proposals (RFP) for architectural design services to develop a minimum of three (3) single-family residential design templates for a new residential infill program.

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 architectural design services to develop a minimum of three (3) single-family residential design templates for a new residential infill program. The Legal Director shall prepare the appropriate resolution.

Kevin Frost (Chair)

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:___

ARCHITECTURAL DESIGN SERVICES
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 following strategies and recommendations were stated in the Housing Needs Assessment & Market Study (2023-2032) and included in the City's FY 2026 Annual Action Plan:

- Redevelop Infill Lots that support low-moderate income residences
- Focus on new development in existing subdivisions with infrastructure in place
- Oversee the development of infill lots, starting with vacant parcels in Wards 5, 6, 7, 11 and 13. There are 2,237 vacant lots in these five Wards, which total 70% of all the vacant residential lots in the City.
- Identify groups of vacant lots either contiguous or near each other and market them to a developer as a package. Incentivize the development of smaller homes on each lot.

The City gained ownership of a lot located at 724 7th Avenue through the utilization of Department of Housing and Urban Development Neighborhood Stabilization Program funds, which demolished a dilapidated single family dwelling, leaving a lot suitable for residential development.

1.2 Project Overview & Objectives

The City seeks responsible Firms to develop a minimum of three (3) single family detached dwelling design templates (with variations) that can be applied to 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 selected firm. The City shall have the right to use, reuse, modify, and distribute these materials for any municipal purpose.

One of the architectural drawings and related design documents will be used for the property located at 724 7th Avenue, Rockford, IL 61104.

2.0 SITE AND DESIGN PACKAGE CRITERIA

2.1 Site Details:

All lots will vary in size.

Key site characteristics for 724 7th Avenue, Rockford, IL 61104 (PIN 11-26-401-003) specifically, include:

- Zoning: R-3 Residential
- Site Size: approximately .07 acres (3,145 square feet)
- Utilities: Water, sanitary sewer, and storm sewer available
- Access: Street

2.2 Design Package

All designs must meet the *New 1 & 2 Family Homes Permit Application* requirements found online at <https://il-rockford.civicplus.com/DocumentCenter/View/6500/New-Construction-1-and-2-Family-Homes-Application-Package-PDF>

Every design/package must include the following:

- 1.5 baths
- Option of either a 1 or 2 car garage
- Option of being with and without unfinished basement
- 1500-1700 square feet of living space
- Appropriate front elevations for the Rockford market
- Anticipated valuation (labor, material, overhead, profit) and preliminary pricing package
- Energy Compliance Documentation. Indicate which method (Prescriptive Compliance Option, Simulated Building Performance Option, Energy Rating Index Option, or Passive Building Compliance Option) is optimal and included in the valuation and include appropriate documentation.
- Compliance with Building Wall Section (see #3 of the Required Documentation on the permit application described above).
- Floor Plan

One design must be for a single story dwelling.

One of the designs must be for a two story dwelling. This design must fit the site located at 724 7th Avenue described in 2.1 above.

All designs must have a minimum of three (3) bedrooms. If feasible, one design may have an option of having a 4th bedroom.

3.0 PROPOSAL SUBMISSION AND EVALUATION

Proposals shall demonstrate capacity to provide three (3) single family dwelling design templates and related design documents as described in 2 above, one (a two story design

template) specifically for the site located at 724 7th Avenue, and all becoming the property of the City of Rockford. Proposals will be evaluated using a 100-point scale that evaluates the following: Experience, Project Timeline, and Cost.

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

Submissions should be limited to five (5) pages and shall include a cover letter that has a Project Description that demonstrates all aspects of the project, ultimately demonstrating that the firm understands the intended outcome of this RFP. Ensure that the description includes a list all of the documents (and file format) that the City will gain ownership of. Additionally, the cover letter should include the firm's business name, address, contact person, phone number, and email.

3.1 Experience (25 points)

In addition to brief, but comprehensive paragraphs explaining firm's experience, list developments that have used your single family dwelling designs.

Provide list of individuals and their role throughout the project. Document experience of each of the individuals. This may include a list of designs completed, resumes, lists of credentials, etc.

3.2 Project Timeline (50 points)

Provide a timeline of events associated with the project. Indicate how quickly each design package could be created and submitted to the City for use on an infill development program. Indicate what the payment schedule will be.

3.3 Cost (25 points)

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

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