
VILLAGE OF ELM GROVE REQUEST FOR PROPOSALS

- I. **PURPOSE:** The Village of Elm Grove Board of Trustees (Trustees) is seeking proposals for the purpose of reviewing the process of creation of Tax Increment District #3 (TID #3) and the approval of Tax Increment Financing (TIF) for TID #3 through review of the existing record. The Trustees are seeking confirmation that all legal requirements have been met in the formation of TID #3 and enactment of the TIF for the Mandel Development of the School Sisters of Notre Dame property.
- II. **QUALIFICATIONS:** Firms submitting proposals shall provide the following:
 - a. Firm background and experience in municipal matters, including public financing, land use, tax increment law and government process. This should include references for review.
 - b. Name and Curriculum Vitae of the principal to be in charge of this engagement.
 - c. Overview of approach including methodology for review of the process and materials.
 - d. Hourly rates of all staff and cost estimates for completion of the engagement.
 - e. Estimated schedule of work and timetable for completion.
- III. **FINAL REPORT:** A written final report is required to be presented in person to the Trustees which shall include details of the review process and any findings regarding review and approval of TID #3 and the TIF including conclusions, recommendations and the evaluation of potential legal risks or exposures for the Village of Elm Grove of any the recommendations.
- IV. **TIME FRAME:** The Village is seeking proposals to be submitted no later than August 19th, 2022 and will be reviewed with possible action to be taken at the August 22nd, 2022 Board of Trustees meeting.
- V. **CONSULTANT SELECTION:** The Trustees will evaluate all proposals submitted and shall be the sole determiner of the final selected firm for this engagement. The Trustees may request a personal appearance for the purpose of interviewing any firm but is not required prior to any decision being made. The Village reserves the right to reject any and all proposals or to accept the proposal which best serves the interests of the Village.

Proposals will be accepted until 12:00 P.M. August 19th, 2022 and shall include 14 printed hard copies and one copy in electronic format. Please submitted to:

Village of Elm Grove
ATTN: David De Angelis
13600 Juneau Boulevard
Elm Grove, WI 53122

Any inquiries as to additional information or direction shall be made in writing to the Village Manager, David De Angelis, via email at ddeangelis@elmgrovewi.org.

The Village of Elm Grove is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.