



REQUEST FOR PROPOSALS

**Acquisition of a City Parcel at the
Southwest Corner of Grove Street and South Fourth Street in the City
of DeKalb, Illinois**

**CITY OF DEKALB
164 E. LINCOLN HIGHWAY
DEKALB, ILLINOIS 60115**

PROPOSAL COVER SHEET

Name of Project: Acquisition of a City Parcel (#08-23-304-007) with Two Buildings Commonly Known as 330 Grove Street and 217 S. Fourth Street, in DeKalb, IL.

Parcel No. 08-23-304-007 is depicted in Exhibit A, attached.

Website Link: www.cityofdekalb.com

Type: Request for Proposals

City Representative:

Name: Bill Nicklas, City Manager

E-Mail: bill.nicklas@cityofdekalb.com

Phone: (815) 748-2391

Request for Proposals Release Date: November 28, 2022

Mandatory Walk-Through: December 8, 2022

Proposal Due Date: December 28, 2022

All Proposals must be received in the City Manager's Office no later than 10:00 a.m., December 28, 2022.

City of DeKalb
City Manager's Office
Attention: Ruth Scott
164 E. Lincoln Highway
DeKalb, Illinois, 60115

All questions or comments must be directed through the City Manager's office in writing or via email. Responses to questions (including the initial and follow-up questions/comments) will be assembled into an addendum to the original RFP and distributed to all responsive parties and posted on the City's website. Phone calls are discouraged in an effort to ensure a transparent process for all interested parties.

All persons desiring to submit an RFP under these Contract Documents must contact the City of DeKalb and provide an email address to which notices can be sent and received by the Interested Party. This address will be used for official communications with the City.

Legal Notice: The City of DeKalb will accept sealed proposals for the acquisition and redevelopment of the City parcel at the southwest corner of Grove Street and South Fourth Street. The parcel contains two commercial buildings, commonly known as 330 Grove Street and 217 South Fourth Street. Proposals will be accepted until 10:00 a.m., December 28, 2022.



INTRODUCTION

The City of DeKalb is a suburban community with a vital commercial base located in a rural setting. It is located approximately 60 miles west of downtown Chicago. The City's current land area is 17.2 square miles, all of which is located within DeKalb County. Neighboring communities include Sycamore, Malta and Cortland. The City's current official population is 40,290 as of the 2020 Census. DeKalb is home to the primary campus of Northern Illinois University.

The City reserves the right to make clarifications, corrections, or changes in this Request for Proposals (RFP) at any time prior to the deadline for the submission of proposals. All proposers or prospective proposers that register with the City will be informed of said clarifications, corrections or changes. During the RFP process, the City reserves the right, where it may serve the City's best interest, to request additional information or clarification from proposers, or to allow proposers to correct errors or omissions. At the discretion of the City, vendors submitting proposals may be requested to make oral presentations as part of the evaluation process.

This process is being conducted as an RFP and not as a competitive bid. The City reserves the right to accept or reject any proposal for any reason, to contract directly with any respondent or with a party who does not respond to this RFP, and will select a provider who, in the sole and absolute direction of the City, provides the solution that is most effective or most appropriate to the City's needs, based upon the criteria as determined by the City. The selected buyer shall be required to enter into an agreement with the City in the form and content as specified by the City.

SCOPE

Parcel No. 08-23-304-007 is depicted in the following aerial photo:



The Property is currently leased to several local not-for-profit agencies and is subject to a property tax exemption.

The City is seeking sealed proposals for the purchase of the Parcel. Proposers are required to do the following:

1. Submit a sealed RFP, in an envelope marked "Acquisition of the City Parcel at the Southwest corner of Grove Street and South Fourth Street."
2. Proposals must be delivered to the City of DeKalb, City Manager's Office, Attention: Ruth Scott, 164 E. Lincoln Highway, DeKalb, Illinois 60115 by 10:00 a.m., December 28, 2022. No proposals received after that date and time will be accepted. Proposals will be opened shortly after 10:00 a.m. at the aforesaid location on that date.
3. Submission of a proposal constitutes acceptance of all terms of this solicitation, without exception. Proposals that reference exceptions to these terms may be rejected by the City.
4. The submitted proposal must indicate the proposed purpose for the property after acquisition. If the proposal proposes to use the property for (a) any commercial or non-profit purpose, or (b) demolish the buildings on the parcel and create a new commercial or not-profit facility, such purpose should be specified. Residential uses will not be considered. The proposed timeline for commencement and completion of construction or conversion activities should also be specified. The City reserves the right to include limitations or conditions in its resolution authorizing the sale of the property (if any), including rights of reversion or other sanctions should the successful proposer not complete the project or utilize the property as proposed in its submitted documents. The proposed use of the property following the sale shall be a material factor in the City's evaluation of the submitted proposal.
5. The City reserves the right to review all proposals and determine which proposal is in the best interests of the City and the public based upon a combination of all available information regarding the proposal, including the proposed use of the property following acquisition, the timeline for improvement of the property (if any), or any other relevant factors. The City may accept the highest price, the lowest price, or any other price in its sole and absolute discretion. All properly submitted proposals will be forwarded to the City Council by the City Manager at the next possible Council meeting. The City reserves the right to waive any proposal, to reject any or all proposals, or to contract directly with any party in its sole discretion. The City reserves the right to require strict conformity to these specifications, or to waive any irregularity, in its absolute and sole discretion.
6. All proposals shall be accompanied by a certified check in an amount not less than 20% of the total proposal price. The certified check of the successful proposer will be retained by the City and applied towards the purchase price. In the event that the successful proposer fails to close on the sale of the Property for any reason following the public opening of the proposals, the 20% deposit shall be forfeit to the City as liquidated damages to cover the City's costs of advertisement and its conduct of the RFP process. The certified check(s) of all unsuccessful bidders will be returned after the City Council selects the successful proposer.
7. The City shall not provide any property tax proration on the property. Immediately following the closing, and the property shall be subject to the termination of the existing property tax exemption.



8. A real estate closing shall occur within 45 days of the City Council approval of the winning proposal, if any. The closing shall occur at a title company selected by the City, within the County of DeKalb. The successful proposer shall be responsible for all costs of closing, including buyer's customary costs, seller's customary costs, all costs of recording, and all costs of title insurance (including the owner's policy). Title insurance shall be a requirement of the transaction, and shall be provided to the successful proposer, at proposer's own expense, based upon the usual and customary commercial transaction rate card for the title company selected by the City. All such costs shall be *in addition to the bidder's specified bid price*.
9. Once approved, the successful proposer may be required to execute a contract or acknowledge these terms in writing, at the City's discretion.

DOCUMENT FORMAT

A digital copy of the proposal should be provided on a USB drive in PDF format. The firm should also provide an unbound, written copy of the proposal suitable for future reproduction and distribution by the City.

PROPOSAL FORMAT

Part A: Narrative

The narrative section should describe the proposer's interest in the City parcel and the community objectives that will be achieved by the acquisition and redevelopment.

Part B: Price

The offering price will be rounded to the nearest dollar.

SELECTION

The Mayor and City Council will principally evaluate the proposals according to the quality and depth of experience and level of knowledge of the interested firms, as well as their familiarity with the applicable law and procedures.

If the City is unsuccessful in reaching a contract agreement with the City Council's choice, negotiations will cease, and the second-rated proposal will be invited to negotiate with the City.

The City reserves the right to reject any and all proposals, and to solicit additional proposals. The DeKalb City Council hopes to make a decision on January 9, 2023.

