

**CITY OF PEORIA
REQUEST FOR PROPOSALS**

**LEASE OF OFFICE SPACE
TWIN TOWERS
Bid # 45-13**

I. REQUEST FOR PROPOSALS

The City of Peoria is seeking proposals from qualified firms, organizations or individuals interested in leasing City-owned property located in the Twin Towers 456 Fulton, Peoria, Illinois 61602.

II. BACKGROUND INFORMATION

The City of Peoria is considering proposals for approximately fifteen thousand (15,000) square feet of office space located on the fourth floor of the Twin Towers Mall 456 Fulton, Peoria, Illinois. The space was previously occupied by the City of Peoria Planning, Inspections and Code Enforcement departments. The City will evaluate the proposals and lease the space to the proposer that provides the City the best overall value, inclusive of rent offered, community impact and alignment with the City Council's strategic plan.

The space is currently vacant and will be available for immediate occupancy. The City will consider leasing all or a portion of the space and may select more than one proposer if they can be accommodated.

Access to the space is will be permitted by appointment only. Please contact Chris Switzer, Purchasing Manager, at (309) 494-8507 to set up an appointment.

III. CONDITIONS GOVERNING LEASE OF SAID AREA

A. Minimum Offer Required:

The City has not established a target rent for the lease of this space. The proposer should include in its submission a proposed rent structure and any other terms of lease. The proposer should also clearly state what benefits, beyond rent revenue, the City and community might realize from selecting the proposal.

B. Costs:

All costs and expenses incidental to the leasing of this space shall be the responsibility of the proposer(s). The space is rented "as is." The tenant will be responsible for all costs associated with any improvements. The City will review and approve all permanent alterations to the space.

All costs associated with this lease including (but not limited to) Utilities, Parking and Taxes will be the responsibility of the proposer leasing the space.

C. Commission:

Offer to lease may include a provision for commission to be paid to an agent or broker. However, this commission will be paid by the proposer, not the City of Peoria, and will not be used as a basis for evaluation of the proposals.

D. Deposit:

No security deposit will be required in this proposal.

E. Submission of Proposal:

To receive consideration, an original (signed), along with three (3) copies of the proposal, must be mailed to the City of Peoria, Purchasing Division, 419 Fulton Room 108, Peoria, Illinois 61602 or hand delivered to:

City of Peoria
Purchasing Office
419 Fulton, Room 108
Peoria, IL 61602

The outside of the envelope must be marked "LEASING TWIN TOWERS OFFICE SPACE – Proposal #45-13." Once submitted, proposals will be opened and reviewed on the 5th and 20th of each month by the review committee and, if appropriate, sent to the Peoria City Council for action. The proposal will stay open until the space is leased.

F. Schedule:

Proposals will be evaluated monthly until the space is leased.

Bid Award by City Council: Open

IV. QUESTIONS:

Questions regarding this Request for Proposal, or need for additional data or information should be submitted in writing by mail, email or fax to:

Mailing Address: Purchasing Manager
City of Peoria
419 Fulton, Room 108
Peoria, Illinois 61602

Email: cswitzer@peoriagov.org
Fax: (309) 494-8510

It is recommended that all interested parties visit the location prior to submitting a proposal.

V. CONFLICT OF INTEREST INFORMATION

Information on possible conflicts of interest should be provided in the proposal. Such information will be taken into account in making a decision on the selection of the winning Proposer(s).

VI. SUBMITTAL AND SELECTION CRITERIA:

A submittal will not be evaluated unless it meets all the requirements of this RFP. Your submission should include a narrative and any related attachment that address the following items:

- i. **Concept and Approach** – Describe how you will use the space and the benefits that your use will provide the City of Peoria. Indicate if you will use the entire space, and if not, how much space you require.

Tri-County Regional Planning Commission proposes to lease approximately 4200+- square feet of the Suite 401 of the Twin Towers Mall 456 Fulton, Peoria, Illinois. The purpose of this space will be used to house the offices of Tri-County Regional Planning Commission (TCRPC). TCRPC is a regional organization that provides planning and other services to the Greater Peoria Region. TCRPC has been located in downtown Peoria for the past 14 years. TCRPC currently occupies space owned by Peoria County. Peoria County has proposed new tenants for the space and has requested that TCRPC try to locate space elsewhere.

TCRPC provides planning services to the region including the City of Peoria in the areas of Transportation, Land use, and Environment and Technical services.

Metropolitan Transportation Planning - TCRPC is the Metropolitan Planning Organization for the region of which the City of Peoria is a member. The MPO or PPUATS organization is responsible for planning and programming federal surface transportation funds that come to the region. The City of Peoria has received approximately 27 million in federal Transportation dollars through this program TCRPC/PPUATS performs the MPO function this in cooperation with local and state officials.

In addition to the programming federal funds TCRPC has initiated several regional programs with its transportation planning funds including:

C.I Carpool.org- an online ridesharing program.

Clean Air Action-an initiative to maintain clean local air and encourage individuals, in addition to business and industry, to take common sense measures to keep ozone levels down and reduce pollution.

Peoria to Bloomington Commuter Rail Study- This study looked at identifying ridership levels and costs associated with a commuter rail line between Peoria and Bloomington.

Travel Demand Modeling a computer model which simulates existing and future travel volumes for roadways. The City has benefitted from the use of this model several times.

Eastern Bypass- the Commission has long been a proponent of the completion of the eastern bypass which would help traffic access the north side of the City.

Environmental Planning- TCRPC participates in the Peoria Lakes Basin Alliance, watershed planning, development of erosion control ordinances, natural resource inventories, and greenways and trails planning. It is through these efforts that TCRPC has demonstrated a commitment to preserving natural areas for the purposes of erosion control, maintaining biodiversity, and to improve the quality of life for those who enjoy experiencing nature in their communities.

Comprehensive Planning-TCRPC has assisted municipalities and counties with developing comprehensive plan. With this assistance communities may use the plan to serve as a source of information for prospective residents and businesses considering relocating to the community. Furthermore, it makes a community attractive by showing others that the community is dedicated to positive change. It provides a defensible legal basis for zoning and other decisions.

Other Federal Grants We were recently awarded and are now completing sustainability planning grant from the US dept. of Housing and Urban Development. Brilliant. Bright. Community. Is a regional effort to create and implement a long-range sustainability plan for Peoria, Tazewell, and Woodford Counties of Central Illinois. Program goals:

- Provide more transportation options.
- Promote equitable, affordable housing.
- Enhance economic competitiveness.
- Support existing communities.
- Coordinate policies and leverage investment.
- Value communities and neighborhoods.
- Facilitate strong alliances of residents and regional interest groups to maintain a long term vision.

GIS and Technical Services- TCRPC provides the region with much needed technical services. TCRPC has been assisting communities and agencies with their Geographic information system development and maintenance. TCRPC recently completed a sidewalk inventory for the City of Peoria. TCRPC also provides technical assistance to the Heart of Illinois Continuum of Care with the development and maintenance of the Homeless Management Information System. This system is a federal mandate for agencies that provide services to the homeless.

- ii. **Proposed Rent** – Indicate your proposed rent and any other terms that will allow the City to evaluation the monetary value of your proposal against others.

TCRPC proposes the following terms for this agreement:

1. Rent of \$8.00 per square foot (Gross), paid monthly.
2. TCRPC will pay utilities and janitorial for occupied space.
3. TCRPC requests Permission to construct a partition wall to between suite 401 and 405 and the construction of walls to create 4 walled offices.
4. TCRPC respectfully requests the use of existing workstation cubicle partitions to create office spaces for approximately 15 workspaces.
5. TCRPC respectfully requests the use of the City Training Room(420), located adjacent to the proposed suite, at least three times a month to host TCRPC Board meetings and PPUATS Technical and Policy meetings.
6. The City is responsible for space complying with all applicable fire codes.
7. The term of the agreement to be 5 years with an option to renew after year 4.
8. TCRPC would request the City's cooperation in making the space ready for move in.

- iii. **History** – Include a detailed history of your company, with appropriate references.

Chapter 55, article 5 division 14 of the Illinois Compiled Statutes (55 ILCS 5/14) gave Illinois Counties the ability to perform regional planning activities. Tri-County Regional Planning Commission (TCRPC) was created by resolutions of the Peoria, Tazewell, and Woodford County Boards in 1958. The organization was created to develop a vision for the greater Peoria region.

In 1964 TCRPC was designated by the Governor of Illinois as the Metropolitan Planning Organization (MPO) for the region, this designation created the PPUATS organization. TCRPC then assigned the authority of approving the Long Range Transportation Plan and the Transportation Improvement Program to the PPUATS Policy Committee.

Over the past 50 years TCRPC has studied a wide variety of topics including land use, transportation, the environment, housing, open space and other issues that are vital to the region. TCRPC remains a vehicle for intergovernmental cooperation and a forum where community leaders can discuss common issues for the betterment of the area.

- iv. **Qualifications** – Attach resumes of key individuals. You may also submit letters of support from the community

Please find the bios of Senator Dale Risinger, Executive Director, Eric Miller Program Manager and Maggie Martino Program Manager. Also find letters of support from Senator LaHood and Senator Koehler.

- v. **Goals** – List the goals of your organization and how your proposed use of the space aligns with the following strategic plan goals of the City Council:

- Lively Downtown and Warehouse District
- Grow businesses
- Smart population growth
- Responsive, efficient City organization
- Financially sound City government

TCRPC aligns with ALL the City Council goals. As the "Steward of the Regional Vision" is it our responsibility to serve the residents of Peoria, Tazewell, and Woodford Counties and this includes the council and citizens of the City of Peoria. TCRPC is tasked with promoting intergovernmental collaboration, defining regional issues and goals, cooperatively implementing strategies, and serving the region as the metropolitan planning agency. It is our responsibility to promote the goals and objectives of the City as they relate to the regional vision. The City and TCRPC work jointly toward economic prosperity, responsible growth and land management, improving local and regional culture, and providing responsive and efficient services to the constituents whom we serve. Our goals and objectives are mutually vested in the interest of civic service.

- vi. **MBE/WBE Participation** – Describe your firm's efforts to achieve a diverse workforce.

TCRPC has been aggressive in its efforts to achieve a diverse workforce. Please find attached our adopted Affirmative Action / Equal Opportunity program.

At the conclusion of the evaluation the City may choose to select firms to participate in the interview process with a selection committee or they may select a single firm directly based on their evaluation.

Please submit a completed copy of the signature page found on the last page of this RFP. Completing this form certifies your understanding of the contents and restrictions of the proposal package.

VIII. AWARD PROCESS:

The City will review and analyze each proposal, and shall select the proposer which, in the City's opinion, has made a proposal best suited to the needs and goals of the City and deemed to be in compliance with the terms of this RFP. The City reserves the right to not select any proposer. Final selection will be made by the City Council. The selected firm will be required to sign a standard commercial real estate lease.

ADDITIONAL INSTRUCTIONS TO PROPOSERS

ACCEPTANCE OF PROPOSALS - The right is reserved, as the interest of the City may require, to reject any or all proposals and to waive any nonmaterial informality or irregularity in the responses received. All such responses will be in English. The City will select a Proposer as described below or reject all Proposals within sixty (60) calendar days from the date the responses are opened.

ADDITIONAL COPIES OF RFP - Proposers may secure additional copies of the RFP documents from the City of Peoria's Finance Department Purchasing Division.

RFP ENVELOPE IDENTIFICATION - Proposers shall submit their response in a sealed envelope which shall be clearly labeled with the organization/individual name and address. Proposers are requested to indicate in the LOWER LEFT HAND CORNER OF THEIR ENVELOPE THE ITEM BEING REQUESTED, REQUEST NUMBER, DATE AND TIME THE REQUEST IS DUE.

MAILING OF PROPOSALS - One (1) original and Three (3) copies of all responses are to be mailed or delivered to the City of Peoria Purchasing Department, Room 108, City Hall, 419 Fulton Street, Peoria, Illinois, 61602-1276. Proposals will not be accepted by FAX, e-mail, internet, telephone or telegraphic means. Information regarding the proposal can be obtained by calling the Purchasing Manager at (309) 494-8582.

SELECTION - The proposal selected will be that which best meets the needs of the City of Peoria as expressed in the RFP. Said Selection will be made as per the guidelines created by the City of Peoria's Selection Committee. The content of the proposal, the experience of the firm/individuals and the result of any scheduled interview(s) may be considered in making the selection.

WITHDRAWAL OF PROPOSALS - Proposers may withdraw their proposals at any time prior to the RFP closing time by telephone, fax or written request. A telephone request must be confirmed in writing within 24 hours of the call and prior to closing time. Negligence on the part of the Proposer in preparing a response confers no right of withdrawal or modification of a proposal after it has been opened. No response will be opened which has been received after the closing time specified in the RFP document and it will be returned unopened to the Proposer.

DISBARRMENT – The proposer certifies that they have not been barred from bidding by Federal, State or Local governments and has not been suspended or debarred from receiving federal funding.

SIGNATURES - Each proposal must be signed by the Proposer with its usual signature. Proposals by partnerships must be signed with the partnership name by one of the members of the partnership, or by an authorized representative, followed by the signature and title of the person signing. Proposals by corporations must be signed with the name of the corporation, followed by the signature and title of person authorized to bind it on the matter. All signatures must be in ink.

CONTRACT TERMS

CITY'S AGENT- The City of Peoria's Purchasing Manager shall represent and act for the City in all matters pertaining to the RFP and contract in conjunction thereto.

PATENTS - The successful Proposer agrees to protect, defend and save the City harmless against any demand for payment for the use of any patented material process, article or device that may enter into the manufacture, construction or form a part of the work covered by the contract.

HUMAN RIGHTS ACT - The contract will be subject to and governed by the rules and regulations of the Illinois Human Rights Act 775ILCS5/1-101 et seq. and as amended. And the provision of Chapter 775 of the Illinois Compiled Statutes 5/2-105 on Sexual Harassment policies.

NON-COLLUSION - With the executing of this RFP, the Proposer is certifying to non-collusion in the preparation and submittal. The response must be properly executed by the Proposer or the response will not be considered for selection.

DELINQUENT PAYMENT - By the signing of this RFP, the Proposer is certifying that the company is not delinquent in the payment of any indebtedness, tax, fee, liens, and fines owed or accruing to the City of Peoria or in the payment of any tax administered by the Illinois Department of Revenue and is in compliance with the terms and conditions of Section 10-109 of the Peoria City Code; and Chapter 65 of the Illinois Compiled Statutes, Section 5/11-42.1-1.

PERMITS AND LICENSES - The successful Proposer shall obtain, at its own expense, all permits and licenses which may be required to utilize the space.

GOVERNING – This contract will be governed by the laws of the State of Illinois. The contractor/vendor agrees that Chapter 10 of the Code of the City of Peoria is hereby incorporated by reference, as if set out verbatim."

AFFIRMATIVE ACTION REQUIREMENTS - "The contractor/vendor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual harassment, ancestry, national origin, place of birth, age or a physical or mental handicap which would not interfere with the efficient performance of the job in question. The contractor/vendor will take affirmative action to comply with the provision of this division and will require any subcontractor to submit to the City written commitment to comply with this division. The contractor/vendor will distribute copies of this commitment to all persons who participate in recruitment, screening, referral and selection of job applicants, prospective job applicants, member or prospective subcontractors."

"The contractor/vendor agrees that the provision of Division 4 of Article III of Chapter 17 of the Code of the City of Peoria is hereby incorporated by reference, as if set out verbatim."

EMPLOYMENT RESTRICTIONS – The LESSEE agrees, as a condition of accepting this contract with the City of Peoria, that, for a period of one (1) year following completion of this contract, it shall be prohibited from hiring, directly or indirectly, any City employee or official who was involved, directly or indirectly in: (1) the selection and/or recommendation to select the LESSEE for performance of this contract; (2) coordinating the efforts of the LESSEE in the consummation or completion of this contract; or (3) monitoring or determining the performance of the LESSEE. The LESSEE further acknowledges and agrees that, upon the City's determination that a violation of this provision has occurred, the penalty imposed, at the sole discretion of the City, may include one or more of the following: (1) cancellation of any other contract(s) between the City of Peoria and the LESSEE, including the lease; (2) disqualification of the LESSEE from bidding or being awarded future contracts with the City of Peoria for a period of two (2) years; and/or (3) payment of liquidated damages to the City of Peoria in the amount of TWENTY FIVE THOUSAND DOLLARS (\$25,000.00).

**CITY OF PEORIA
PROPOSAL**

The execution of this form certifies understanding and compliance with the total proposal package.

PROPOSAL SUBMITTED BY:

Tri-County Regional Planning Commission

Company

211 Fulton Street Suite 207

Address

Peoria

Illinois

61602

309-673-9330

City

309-251-7225

State

Zip

Daytime Telephone #

Eric Miller

After Hours Telephone #

Dale E. Risinger

Contact Person (Please print or type)

Executive Director

Name of Authorized Agent or Officer

Dale E. Risinger

Title

5-19-2014

Signature of Authorized Agent or Officer

Date