

– DRAFT – FOR REFERENCE ONLY –



*Rehabilitation and Adaptive Reuse of the
Historic Ziock Building: Downtown Rockford*

April 28, 2012

Final Proposal Requirements

*This document provides final proposal requirements and selection
process for use by invited finalists.*



Submittal Contents

REQUIRED

Submit one (1) CD containing the entire proposal in either MS Word or PDF . Contents on the CD must match the ten (10) sets of the proposal to be submitted on letter stock (8½" x 11") with the tabbed sections outlined below.

Submit any images, site plans, elevations, etc., in scalable format and put on sheets no larger than 11" x 17". Maximum length of submissions is 30 pages, exclusive of sheets with drawings or site plans.

A set of architectural drawings (G.W. Anderson & Associates, Rockford, IL – Leadership Circle of FOZ) may be used as a springboard for creative ideas or for the purposes of a working budget. It can be found on the FOZ Developer's website at www.development.ziock.org

- 1 **Transmittal/Acknowledgement Letter** (up to 5 pages) – The letter should address:
 - a. **All of the City's Goals** (see Section IX Goals/Selection Criteria)
 - b. **Summary of understanding** – Reiterate understanding of the terms and requirements in the RFP, providing any information you feel will aid the City in making its decision.
 - c. **Special Conditions** – Include all special conditions that the developer may offer or request from the City. These could include: costs, terms, payment amounts, conditions, timing and such other pertinent factors, if selected for further negotiations.
 - d. **Vision for the project** – Provide a narrative of the proposed redevelopment/re-use project. Proposed uses, parking provisions, phasing, circulation, concept and building design objectives must be addressed.

2 **Financial capacity**

- a. **Plan** – Provide an in-depth Financial Plan detailing the sources of capital and terms, describing the financial resources of the development team and financial capacity to complete the project. The Financial Plan must outline the prospective financing and contain a Sources and Uses section. These shall include but not be limited to equity investment, senior term debt, subordinated debt, tax credits, and grant funds from Federal, State, local or private source. The Financial Plan must identify the specific investment to be made by the developer, as well as any credit enhancements or additional security. The Financial Plan must also present a budget for the ongoing maintenance and management of the rehabilitated Ziock Building.
- b. **Site Purchase** – Include a proposal relating to proposed terms and conditions and amount of a site purchase.
- c. **Sale or Lease** – Describe the intentions of the developer following redevelopment of the property. Does the developer intend to retain, manage, lease, sell, or hire or contract management?
- d. **Full disclosure** – Submission should include disclosure of competitive projects of the developer, as well as any previous or ongoing bankruptcy or litigation.

- e. **City of Rockford participation** – The City of Rockford will provide TIF funding to assist in the rehabilitation of the Ziock Building. The City will also make best efforts to obtain a US EPA Brownfields Cleanup Grant and Illinois EPA River Edge Redevelopment Zone Funding and will use its available revolving loan fund for environmental cleanup to the extent possible. The submission needs to include a reasonable proposal to utilize these forms of City assistance.
 - f. **Banking references** – Provide a list of references for previous similar projects.
- 3 **Project Proforma** – Submit an estimate of total costs in sufficient detail to permit evaluation. Take into account the fact that sales tax will not need to be paid on construction materials because of the site's presence in Rockford's River Edge Redevelopment Zone. Development costs shall identify major line items including, but not limited to:
- a. Architectural, engineering, interior design and other third-party soft costs.
 - b. Project overhead and management.
 - c. Structural rehabilitation and site costs.
 - d. Direct construction costs for interior build out (tenant improvements).
 - e. Financing fees and construction loan costs, as applicable.
 - f. Development fees.
- 4 **Floor plans** – Provide conceptual sketches or description. Conceptualize the use of each floor. Feel free to utilize the floor plans available at www.development.ziock.org. These shall be no larger than 11" x 17" in size. As part of the review process, developers are encouraged (though not required) to submit additional architectural detail they feel best represents their proposal.
- 5 **Development & Management Team**
- a. **Development Team Information** including planning, design, redevelopment, financing, management
 - i. Legal entity description and jurisdictions under which lead firm of the team is organized
 - i. Annual Report or financials on lead firm
 - ii. Development organization or partnership team structure
 - i. Evidence of management continuity with each major participating firm
 - ii. Relevant experience of each participating firm, including current status of these projects
 - iii. Three references for each firm related to the role they will play in this project
 - iv. Name of individual(s) authorized to negotiate for the developer
 - iii. Description of project management plan addressing the following:
 - i. Technical services to be provided by each member of the team
 - ii. Management, coordination and scheduling of required City agency reviews/approvals
 - iv. Key representatives of each participating team
 - i. Resume/vitae for each individual including list of similar projects
 - v. Additional key partners/contractors needed to complete the project
 - i. Interest or willingness to engage local partners for these position
 - ii. Any local partners not listed as 'key team members' engaged or to be engaged

b. **Management Team Information**

- i. Identify the firm(s) responsible for day-to-day management activities of the Ziock Building after redevelopment. List the roles and responsibilities of each party. List all principals, firm background and experience and provide examples of comparable current projects. Enclose current resumes/vitae for all members of the Management team.

6. **Historic Designation compliance** (see above)

- a. The proposal should acknowledge Historic status and governing Memorandum of Agreement (MOA) between the City, IHPA and FOZ. A second statement should confirm intent to abide by requirements to meet the Secretary of the Interior's Standards for rehabilitation and Guidelines for Rehabilitating Historic Buildings (available at <http://www.nps.gov/history/standards.htm>).

OPTIONAL

- A. **Environmental plans**
- B. **Full architectural drawings** including detailed site plan of both parcels (addressing traffic circulation, parking and pedestrian access that indicates how service routes into Davis Park will be handled) and engineering drawings. These would also include elevation drawings of each façade.
- C. **Detailed Construction Project Budget**
- D. **Detailed Financial Plan**
- E. **General Contractor Selection**
- F. **Schedule** - GANTT chart schedule delineating the pre-design, design, design review, land use and historic approvals, rehabilitation and interior build out, operation and management phases of the development is required. This schedule should include at least one public presentation of the proposal to explain the plan for the building to interested members of the general public.



Selection Process

This RFP has been triggered by a qualified proposal submission.

Development team members are encouraged to visit the websites of the City of Rockford (www.rockfordil.com) and Friends of Ziock (www.ziock.org for historic status project and www.development.ziock.org for redevelopment project). For more information or to schedule a visit including a building tour, contact Don Bissell, Friends of Ziock (friends@ziock.org or 815-969-0988) or Wayne Dust, City of Rockford Community Development department (wayne.dust@rockfordil.gov or 815-987-5636)

After the proposal deadline, staff of the City's Community and Economic Development Department and the Finance Department will review all submitted proposals to ensure they meet with the Proposal Submission Requirements outlined in this Request for Proposal. Failure to meet with the Submission Requirements may constitute a basis to eliminate that proposal from further consideration. However, the City of Rockford may at its discretion, waive any non-conformity or take any other action or fail to take any action, as contemplated by the Disclosure and Disclaimer.


Following this review process, all proposals that meet the Submission Requirements will be forwarded to a Proposal Review Panel which will include representatives of the City, Friends of Ziock and other stakeholders. The Panel will then

review the proposals based upon degree of compliance with Goals and Selection Criteria above, creativity and positive impact on downtown/riverfront redevelopment.

Review may also involve staff of the Illinois Historic Preservation Agency. If necessary, a short list of submittals will be developed by the Proposal Review Panel. Interviews may be conducted with each developer submitting a proposal. During these interviews, the technical and financial aspects of the proposal will be explored. Developers will have an opportunity to clarify their proposals, as well as advise the Proposal Review Panel of additional factors they deem relevant. Developers may also be asked to present their proposals at a public meeting, hosted by the City and Friends of Ziock. In this event, there will be a time limit imposed on each developer (to be determined).

Following this review process, the Proposal Review Panel shall submit recommendations to the City Council in the form of a Memorandum which will be read in and referred to the Planning and Development Committee. Following Committee Recommendation, the City Council shall make the final decision concerning the proposal(s).

The Development Agreement terms and conditions will be negotiated with the selected developer. The terms and conditions of any Development Agreement will require City Council approval. Approval of



any Development Agreement is also contingent upon complying with applicable deed restrictions or securing any necessary waivers or consents.

Upon completion of the review (and, if required, interview process), the City will negotiate contract terms with its first choice. If terms are not agreed upon by the City and the selected firm, the City may discontinue negotiations and proceed with its second choice. The final proposal will be approved by Rockford City Council.

Development Agreements are not binding until they are approved by the City Council and executed by all parties involved. Development teams excluded by further consideration at any time in the evaluation and selection process will be notified in writing.

Issued by:

City of Rockford

Lawrence J Morrissey, Mayor

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