

Request for Proposal of Real Estate Broker Services for the County of Champaign

RFP NO. 2024-08

Issue Date:
December 20th, 2024

Closing Location:
Champaign County Executive's Office
Brookens Administrative Center
1776 E Washington St
Urbana, IL 61802

CLOSING DATE AND TIME:
January 17th, 2025, 1PM

Request for Proposal

Real Estate Broker Services for the County of Champaign

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GENERAL INFORMATION

In 2023 the County purchased and began extensive renovations on the Bennett Administrative Center. With renovations expected to be completed in early 2025, all the County government offices in the Brookens Administrative Center will be relocated to the Bennett Center. Once the offices are relocated, the County wishes to dispose of the Brookens Administrative Center and the surrounding land.

Brookens Administrative Center, PIN 92-21-16-200-006, is located at 1776 E Washington Street, Urbana, IL 61802.



SCOPE OF SERVICES

The successful firm or individual shall agree to contract with the County to:

- Perform market and valuation analyses
- Develop strategies for sale of the building
- Develop marketing materials (electronic and/or hard copy) to advertise the building
- Distribute the materials to potential buyers and report results to the County on an agreed upon frequency

- Participate in site tours of the building
- Confirm qualifications of potential buyers
- Analyze offers from potential buyers and advise the County and its representatives with respect to the offer and negotiations
- Represent the County in negotiations with a prospective buyer from the time of offer until closing
- Coordinate real estate transaction closings
- Handle all other customary activities and brokerage services associated with real estate transactions
- Provide the County Executive with monthly activity reports

Services will include consultation with County staff and its representatives to report efforts/strategies to market the building. Presentations at public meetings may be required.

QUALIFICATIONS

Respondents to this RFP shall have the following qualifications:

- Must be licensed real estate broker and in good standing with the State of Illinois
- Must have an excellent reputation in the commercial real estate community
- Must be knowledgeable in the Champaign County real estate market and have experience with small and large commercial properties
- Must be knowledgeable in the use of all public real estate records
- Experience working with other local municipalities is recommended although not required

TIME SCHEDULE

The County will use the following timetable, subject to change, which should result in the selection of a broker and award of contract on or about February 20th, 2025.

Date	Event
December 20 th , 2024	Request for Proposal Posted
January 17 th , 2025	Proposals Due by 1pm CST, names of respondents read aloud
January 21 st , 2025	Proposals Opened at 2PM – County Executive’s Office, Brookens Administration Center, 1776 E Washington St, Urbana, IL
February 4 th , 2025	Facilities Committee Review Recommendation by RFP Review Committee
February 20 th , 2025	County Board Approval of Contract with Awarded Company

INSTRUCTIONS FOR RFP SUBMISSION

By submitting a proposal, the respondent represents that they have:

- Thoroughly examined and become familiar with the scope of services outlined in this RFP; and
- Are capable of performing quality work to achieve the County’s objectives. The Broker shall abide by all State of Illinois standards and practices required of a professional real estate broker at all times.

Please provide a cover letter indicating your interest in serving as the County's real estate agent/firm to market and sell the building. The following information must accompany your proposal:

- Firm profile, including the size of firm, full suite of services offered by the firm, office location(s), years in business, and previous names, if any
- Outline of number and nature of the professional staff to be assigned to the County, including a brief resume for each key person listed, as well as their experience and training
- Narrative detailing the firm's experience in assisting similar size entities, including any and all services for government agencies
- Description of the methods of identifying potential purchasers
- Description of the marketing materials and the strategy for presenting the building to the marketplace
- List of firm's comparable sales over the last five years
- List of at least three (3) references where and when your firm provided similar services. Please provide names, e-mail addresses and telephone numbers of contact persons for each reference.
- List of litigation, outstanding judgments and liens where any member of the firm or firm salesperson was involved over the past five (5) years
- Proposed fee schedule:
 - State your commission rate for listing and selling the building
 - State any other costs to the County relating to the real estate services to be provided

All proposals shall be submitted electronically by email to Michelle Jett, Director of Administration for the County Executive, at mjett@champaigncountyil.gov. All emailed proposals must be clearly marked with "RFP 2024-08" at the beginning of the subject line.

ALL PROPOSALS MUST BE RECEIVED BY January 17th, 2025, 1PM CST.

SELECTION CRITERIA

Selection of a broker/firm will be made based on the following criteria:

- Ability of the respondent(s) to meet or exceed the requirements defined in the RFP
- Experience, qualifications and references
- Knowledge of local real estate market
- Local reputation
- Fee schedule
- Completeness of response to RFP as outlined in this solicitation
- Any other matter that County staff deems to be in the best interest of the County

MBE/WBE/DBE and veteran-owned brokers/firms are encouraged to apply.

RFP CONTRACTUAL AGREEMENT AND RIGHTS

1. Champaign County will be referred to as "County" for the purposes of this document.
2. Proposals will be considered as specified herein or attached hereto under the terms and conditions of this Request for Proposal (hereinafter "RFP").

3. A proposal shall be made in the official name of the firm or individual under which business is conducted (showing the official business address) and must be signed in ink or by digital equivalent by a person duly authorized to legally bind the partnership, company, or corporation submitting the proposal.
4. Bidders are to include all applicable requested information and are encouraged to include any additional information they wish to have considered. Additional information shall be a separate section of the proposal and shall be identified as such.
5. An electronic copy of your proposal is required. The proposal must be complete, clear, and concise.
6. Proposals will be received by Champaign County until the time and date shown on the cover page of this RFP, unless modified and announced by the County. Proposals received after the time set for closing will be go unconsidered.
7. Champaign County shall not be responsible for unidentified proposals.
8. Proposals may be withdrawn by bidder prior to, but not after, the time set for closing. Any proposal not so withdrawn shall constitute an irrevocable offer for a period of ninety (90) days.
9. Offers, amendments, or withdrawal requests must be received within the timeframe advertised for RFP closing to be considered timely filed. It is the bidder's sole responsibility to ensure that all documents are received by person (or office) before the time indicated by the County.
10. By submission of an offer, you are guaranteeing that all goods and services meet the requirements of the solicitation during the contract period.
11. The County discourages bidders from submitting as part of their bid any trade secrets or other commercial or financial information bidders would prefer to remain confidential after a final selection is made. Bidders must clearly mark as "Confidential" any part of their submission which they consider to be proprietary information that could be exempt from disclosure under 5 ILCS 140/1 et seq. (the Freedom of Information Act). If any part of a submission is designated as "confidential", the bidder must attach to that part a detailed explanation of how this information fits within one or more exemptions listed at 5 ILCS 140/7. Bidders are reminded that Illinois law presumes that all records in the custody or possession of a public body are presumed to be open to inspection or copying, and exemptions are narrowly construed; however, it is generally the practice of the County to cite the exemption described at 5 ILCS 140/7(h) regarding 'proposals and bids' when a FOIA request is made before the County has made a final selection (including final and formal approval of contract). The County will make its own legal determinations in every instance and owes no duty to bidders to notify, consult with, or obtain the consent of bidders before responding to any FOIA request.
12. The agreement or contract resulting from the acceptance of a proposal shall be on forms prepared by the bidder and approved by the County, and shall incorporate, as the minimum, this entire solicitation, all amendments, and the successful bidder's proposal. The County reserves the right to reject any contract that does not conform to this solicitation and any County requirements for agreements and contracts.
13. This solicitation does not commit Champaign County to award a contract, to pay any cost incurred in the preparation of a proposal or to procure a contract for the articles of goods or services. Champaign County reserves the right to accept or reject any or all proposals received as a result of this solicitation, to negotiate with all qualified bidders, or to cancel in part or in its entirety this solicitation if it is in the best interest of the County to do so. Champaign County reserves the right to

interview any, all, or none of the respondents and to select who it feels is the most responsive consultant.

14. Respondents are discouraged from submitting a proposal if a Respondent is acting as agent for individuals or entities that Respondents believe are potential buyers of the County real estate. In the event a Respondent is selected as a broker by the County and that Respondent becomes aware that an existing client may be a potential buyer of the County real estate, the Broker shall disclose the potential conflict to the County as soon as possible. At such time, the County shall have the option of ending its relationship with the Respondent and terminating this agreement without any further obligation from the County. In the alternative, the County shall have the option, at its sole discretion, of entering into a dual agency agreement. Notwithstanding the foregoing, it is the County's desire and preference in this matter to have its broker only representing its interests in this matter. Respondents shall be prepared to have a provision as herein stated related to conflicts of interest and dual agency in any contract or agreement between Respondent and the County.
15. As stated herein, it is the intent of Champaign County to dispose of the Brookens Administrative Center and the surrounding land. Bidders are advised that Champaign County may ultimately not dispose of the Brookens Administrative Center and/or the surrounding land on a set timetable, or if circumstances change, or if a suitable successor owner for the property cannot be found. Bidders are further advised that a disposition of the Brookens Administration Center and/or the surrounding land will have to be approved by the Champaign County government. Bidders are further advised that Champaign County is interested in a successor owner at the Brookens Administrative Center and/or surrounding land that will be in the best interests of Champaign County and the community and that maximizing a sales price for the property will not necessarily be the deciding factor in selecting a successor owner or purchaser to the land. Bidders must be aware, with their compensation perhaps based on a percentage of a sales price, that maximizing a sales price for the property may not be the only factor Champaign County considers. Any contract between a bidder and Champaign County should reflect the provisions of this paragraph.
16. If awarded, this contract will be awarded to the bidder whose proposal is within the competitive range and determined to be in the best interest of Champaign County. The County reserves the right to reject all proposals received; and, in all cases, the County will be the only judge as to whether the proposal has, or has not, satisfactorily met the requirements of this RFP.
17. NON-APPROPRIATION: The contract shall include a rider that allows cancellation of contract without penalty if funds are not appropriated or otherwise made available to support continuation of performance in any fiscal year. Any contract approved by the County shall be conditioned by a "non-appropriation" clause containing the following or similar language:
18. This contract is approved and funded contingent upon annual appropriations being established by the local governing body of Champaign County to provide funding necessary to meet the requirements of the contract. Such funding is approved on a fiscal year basis with the fiscal year commencing January 1st and terminating December 31st of each year. For the contract to remain in effect, such appropriation must be approved on an annual basis throughout the term of the contract scheme. If an annual appropriation is not approved, the County shall not be held responsible for any liabilities beyond the remaining annual term prior to the new budget year.
19. Failure to submit all required information may be determined as a non-responsive proposal.
20. Notice of Award will be posted on Champaign County's website at www.champaigncountyil.gov.