



**ILLINOIS CENTRAL COLLEGE  
ILLINOIS COMMUNITY COLLEGE DISTRICT #514**

**REQUEST FOR PROPOSAL FOR REAL ESTATE BROKER SERVICES**

Issue Date: September 15, 2023

Illinois Central College is soliciting interest and invites you to submit a proposal for Real Estate Broker Services. Proposals are due on **Friday, October 6, 2023 by EOB.**

RFP's can be submitted one of three ways:

- 1.) **Via e-mailing;** [purchasing@icc.edu](mailto:purchasing@icc.edu). E-mail subject line: **"Proposal- Real Estate Broker Services"** High importance. A receipt confirmation will be returned.
- 2.) **Via BidNet;** <https://www.bidnetdirect.com/illinois/illinoiscentralcollege>
- 3.) **Via courier:** to **Illinois Central College**  
**Attn: Purchasing Dept**  
**1 College Drive**  
**East Peoria, IL 61635**

If mailed: an electronic version (thumb drive) is required.

**I. INTRODUCTION AND BACKGROUND**

Illinois Central College began classes at the East Peoria location in September of 1967 and serves the residents of all or parts of 10 counties in Central Illinois (Peoria, Tazewell, Woodford, Bureau, Logan, Marshall, Livingston, McLean, Stark, and Mason) encompassing a land area of 2,322 square miles and a population of approximately 365,000. Illinois Central College is a public community college providing a dynamic learning environment that fosters excellence, opportunity, and innovation in meeting the educational needs of our diverse students and community. (You can review or download ICC essential facts at <http://icc.edu/about-icc/institutional-research/essential-facts/>)

Illinois Central College has two campuses: East Peoria and Peoria and one remote location: Pekin. Campus Housing, owned by the ICC Educational Foundation and managed by a third-party housing Management Company, opened in August of 2004. The complex offers 330 bed spaces to students in an on-campus, apartment-style, and living option.

## **II. PURPOSE / OBJECTIVE**

Illinois Central College seeks a real estate firm specializing in commercial real estate to provide services for property owned by the College located at **115 SW Adams Street, Peoria, Illinois, 61602**. It is the intent of this RFP to have the successful broker/firm enter into a Professional Services Contract with the College to provide real estate services as outlined herein.

## **III. GENERAL INFORMATION**

### Public Information

All material submitted is available for public inspection. Every proposer is hereby warned that no part of their proposal or any other material submitted may be marked as confidential information, and that any material so designated by the proposer will be made public information by its inclusion in the proposal.

### Errors and Omissions

All documents shall be completed as requested by the College. No claim for errors or omissions in the bidding will be considered. Should a bidder find during examination of specifications or other contract documents, discrepancies, omissions, ambiguities or conflict among contract documents or be in doubt as to their meaning, it is the responsibility of the bidder to notify Bruce Budde, Executive Vice President of Administration and Finance, who will then issue the necessary clarifications to all prospective bidders by means of addenda.

### Disclaimers

Any Request for Proposal issued may or may not result in an award contract. However, Illinois Central College reserves the right to cancel any request, at any time, for any reason, and to reject all proposals when it is judged to be in the best interest of the College. Receipt of RFP materials from the College or submission of a proposal to the College confers no rights upon the vendor nor obligates the College in any manner.

The determination of whether any proposal submitted by a vendor does or does not conform to the conditions and specification of this Request for Proposal is the responsibility of the College.

Any contract resulting in an award from this Request for Proposal is invalid until properly approved and executed by the College.

The successful vendor must not commence any billable work until a valid contract is executed.

A contract resulting from the Request for Proposal shall not preclude the College from obtaining equipment or services from other vendors if the successful vendor for this Request for Proposal is unable to satisfy the project needs in an acceptable manner.

### Clarification of Proposals

The College reserves the right to obtain clarification of any point in a firm's proposal or to obtain additional information. Failure of a proposer to respond to such a request for additional information or clarification could result in rejection of the proposal.

### Award

The award of the contract, if it is awarded, will be to the firm who in the College's opinion serves the best interest of the College. Illinois Central College reserves the right to reject any or all proposals and to waive minor informalities in any quotation in order to make this award.

### Payment

Payment will be made in accordance with the policies and procedures of the Board of Trustees of Illinois Central College, District #514. The College will make payment in approximately thirty (30) days following completion and acceptance of contract work.

### Acknowledgment of Addenda

Original signature of company official on an addendum document shall be construed as acknowledgement of receipt of any and all addenda pertaining to any specific bid. Identification of addenda by number should be noted on the proposal form, as provided. Addenda, if any, can be viewed at [icc.edu/purchasing](http://icc.edu/purchasing) under "Current Solicitations."

### Equal Opportunity and Affirmative Action

It is the policy of Illinois Central College that no person shall, on the grounds of race, color, religion, sex, age, national origin, ancestry, disability, sexual orientation, or veteran status, be excluded from consideration for employment, denied employment with or be subject to discrimination of any kind by the College.

In accordance with this policy, we support and encourage minority and female participation in all aspects of our institution, as well as with those individuals who interact with us.

### Business Enterprise Program

Illinois Central College recognizes the importance of increasing the participation of businesses owned by minorities, females, and persons with disabilities in public contracts. It is the College's policy to promote the economic development of businesses owned by minorities, females, and persons with disabilities as outlined by the Business Enterprise for Minorities, Females, and Persons with Disabilities Act, 30ILCS 575/0.01 et seq.

Illinois Central College has set an aspirational participation goal of 20% minorities, females, or persons with disabilities perform or provide the anticipated services and/or supplies required by this solicitation. The College has an expectation that the successful bidder of this project will reach

this goal. For applicable projects, vendors may be asked to submit a utilization plan and letter of intent that meets or exceeds the identified goal. If a vendor cannot meet the goal, documentation and explanation of good faith efforts to meet the specified goal may be required within the utilization plan.

### Insurance

The Contractor shall not commence work under the Contract until he has obtained all insurance required by this Article and until insurance has been approved by the College. All specified insurance shall be provided by the Contractor and at the Contractor's own expense. Said insurance shall remain in full force and effect until the term of the Contract is completed.

### Indemnity Agreement and Liability Insurance

The Contractor shall indemnify and hold harmless the College, its trustees, and employees against all loss, damage and expense which they may sustain or become liable for on account of injury to or death of persons, or on account of damage to or destruction of property resulting from the performance of work under the contract by the Contractor or Subcontractors or due to or arising in any manner from the wrongful act of negligence of the Contractor or Subcontractor or any employee of any of them, or due to the condition of the premises or other property of the College, upon, about or in connection with which any work incident to the performance of the Contract is carried on.

The Contractor shall cause a Certificate of Insurance to be issued. The Certificate of Insurance shall be provided by an insurance company with the rate of B+: VI or better in the current edition of Best's Key Rating Guide. This Certificate of Insurance must be received and approved before commencement of operations. The Certificate must evidence the following coverage in at least the limits stipulated. The Contract must agree to maintain such insurance for the duration of the project or the term for which services will be rendered.

- A. Worker's Compensation (including Occupational Disease) under the terms of the Illinois Workmen's Compensation Act.
- B. Employer's Liability: \$500,000
- C. Public Liability:  
Bodily Injury: \$1,000,000 Combined Single Limit  
OR  
Bodily Injury: \$1,000,000 per occurrence  
Property Damage: \$500,000 per occurrence
- D. Automotive Liability:  
Bodily Injury: \$1,000,000 Combined Single Limit  
OR  
Bodily Injury: \$1,000,000 per occurrence  
Property Damage: \$500,000 per occurrence

## **IV. PROJECT SCOPE**

### **A. SCOPE OF SERVICES**

The successful Real Estate Agent will evaluate, provide support and consultation, and assist the College in the sale of real estate property located at 115 SW Adams Street, Peoria, Illinois, 61602. The Real Estate Agent shall work under the supervision of the Executive Vice President of Administration and Finance.

The successful Real Estate Agent shall agree to contract with the College for the following services:

- Evaluate the property and make recommendations for building repairs/improvements in order to maximize the sale price of the property.
- Provide information such as statistics, market analysis, pricing and valuations, financial evaluations.
- Determine a course of action to sell identified real estate property.
- Provide advice on pricing of properties for sale.
- Provide advertising to market the property at the Real Estate Agent's expense.
- Provide timeline for the sale process once the College has accepted an offer.
- Communicate, negotiate and advise with Purchasers, Developers, or Investors in the real estate transactions on behalf of the College.
- The Real Estate Agent must be a member of local Multiple Listings Services (MLS.)
- Sell the identified real estate property owned by the College.

### **B. OPPORTUNITY FOR VIEWING THE PROPERTY**

College staff will be present at the property (115 SW Adams Street, Peoria, IL 61602) on **Wednesday, September 27, 2023 from 8 a.m. to 10 a.m.** to permit walkthroughs for prospective RFP responders. Questions related to the building/facilities may be e-mailed to Tracy Humphrey [thumphrey@icc.edu](mailto:thumphrey@icc.edu).

### **C. INSURANCE REQUIREMENTS**

For proposal purposes, proposers must submit copies of certificates of insurance for general liability and workers compensation. The successful contractor must provide original certificates prior to commencing services.

### **D. TERM OF CONTRACT**

The contract period for the successful broker/firm will be from date of award until either party choose to discontinue the contract. The contract may be terminated by either party with 60 (sixty) days prior notice.

### **E. ORAL PRESENTATION/INTERVIEWS**

Firms submitting a proposal in response to this RFP may be required to give an oral presentation of their proposal. Additional technical and/or cost information may be requested for clarification purposes, but in no way will change the original proposal submitted. Oral presentations and/or interviews may or may not be conducted.

## **F. EVALUATION AND AWARD PROCESS**

The RFP Selection Committee will evaluate and score all proposals using the Evaluation Criteria identified below and make an award recommendation to be presented at the Board of Trustees meeting on Thursday, October 19, 2023. Successful proposer will be notified upon Board approval.

## **G. APPROACH**

Prepare a detailed approach to the Scope of Services, which specifically describes the methodology to be used for Real Estate Services. This section should confirm Proposer's understanding of the RFP. Proposals should clearly address each topic outlined in the "Required Information" herein.

Proposer shall clearly distinguish tasks that Proposer will undertake as distinguished from those which are the responsibility of the College. Absence of this distinction shall mean Proposer is fully assuming responsibility for all tasks.

## **H. REQUIRED INFORMATION**

- Cover letter indicating the submission of a formal response and short introduction which includes proposer's physical address and contact information.
- List years in business, previous names of the firm, if any.
- Description of firm including size, location, number and nature of the professional staff to be assigned to the College. Please include a brief resume for each key person listed with staff experience and training.
- Describe experience (minimum five years previous experience with proven effectiveness.)
- Pertinent real estate experience.
- Experience in assisting similar size entities, including any and all services for government agencies.
- List of at least three references where and when firm provided similar services. Please provide names and telephone numbers of contact persons for each reference. Community College references are preferred.
- Additional services offered through your firm.
- Listing of current litigation, outstanding judgments and liens.
- Fee schedule; commission rate, other costs the College may anticipate relating to the real estate services to be provided, a schedule of reimbursable expenses that are to be paid directly by the College (if any) is to be included as a part of the proposed fee schedule. Proposers should consider alternate service levels and associated costs with their proposal responses that they would deem appropriate.

| Evaluation Criteria  | Rating | Weight |
|--|--------|--------|
| Completeness & quality of the response as outlined in the RFP: <ul style="list-style-type: none"> <li>• The response adequately addresses all elements outlined in the Project Scope.</li> <li>• The response includes all items outlined in “Required Information.”</li> <li>• The response is professionally and aesthetically presented with appropriate formatting.</li> </ul> |        | 20%    |
| Experience demonstrating the requirements outlined in the RFP: <ul style="list-style-type: none"> <li>• The response demonstrates experience that adequately meets the needs of Illinois Central College.</li> </ul>   |        | 40%    |
| Quality and depth of references of the vendor(s): <ul style="list-style-type: none"> <li>• The applicant’s references adequately substantiate the ability to deliver what has been proposed.</li> <li>• References from other community colleges are preferred.</li> </ul>   |        | 15%    |
| Applicant characteristics <ul style="list-style-type: none"> <li>• Additional consideration is given to Minority-owned Business Enterprise, Female-owned Business Enterprise, Person with Disability-owned Business Enterprise, or Veteran-owned Business Enterprise as per ICC college procedures.</li> </ul>   |        | 5%     |
| Price/Cost Proposal <ul style="list-style-type: none"> <li>• The applicant’s proposed fee is competitive.</li> <li>• The applicant’s proposed fee is all-inclusive and itemized in detail.</li> </ul>  |        | 20%    |

## V. INSTRUCTIONS TO PROPOSERS

**PROPOSALS are due by EOB on Friday, October 6, 2023.** Late proposals will not be considered.

RFP’s can be submitted one of three ways:

- 1.) **Via e-mailing;** [purchasing@icc.edu](mailto:purchasing@icc.edu). E-mail subject line: “**Proposal- Real Estate Broker Services**” High importance. A receipt confirmation will be returned.
- 2.) **Via BidNet;** <https://www.bidnetdirect.com/illinois/illinoiscentralcollege>
- 3.) **Via courier:** to **Illinois Central College**  
**Attn: Purchasing Dept**  
**1 College Drive**  
**East Peoria, IL 61635**

If mailed: an electronic version (thumb drive) is required.

**Questions regarding the RFP may be directed to Bruce Budde, Executive Vice President of Administration and Finance via e-mail [bbudde@icc.edu](mailto:bbudde@icc.edu).**

**Questions related to the building/facilities may be e-mailed to Tracy Humphrey [thumphrey@icc.edu](mailto:thumphrey@icc.edu).**

The Board reserves the right to waive technicalities and information in the proposal process, to reject any or all proposals, or any part of any proposal, for any reason. The College also reserves the right to obtain clarification of any point in a firm's proposal or to obtain additional information. The determination of whether any proposal by a firm does or does not conform to the conditions and specifications of this Request for Proposal is the responsibility of the College.

This contract is subject to the provisions of the "EQUAL EMPLOYMENT OPPORTUNITY CLAUSE" as provided by the Illinois Fair Employment Practices Commission and the Illinois Compiled Statutes.

It is the policy of the College that no person, on the basis of race, color, religion, sex, national origin, age, handicap, or veteran's status, shall be discriminated against in employment, in educational programs and activities or in admissions. The College stands committed to diversity in all of its dimensions and embraces, values, and encourages diversity at all levels of its operation. The College stands for tolerance, non-discrimination, and cultural sensitivity.



**ILLINOIS CENTRAL COLLEGE  
ONE COLLEGE DRIVE  
EAST PEORIA, IL 61635**

**VENDOR'S CERTIFICATION FORM**  
(Must be returned with bid proposal.)

By signing this required form, the undersigned agrees that said contractor/vendor is responsible as defined below. This information may be used as criteria in the evaluation of vendors. Failure to comply with any of the below may result in disqualification of your proposal.

- Contractor/vendor certifies that it is not barred from bidding on this or any other contract due to any violation of either Section 5/33E-3 or 5/33E-4 of Article 33E, Public Contracts, of the Illinois Criminal Code of 1961, as amended. This certification is required by Public Act 85-1295. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks and bribery.

NO \_\_\_\_\_ YES \_\_\_\_\_

- Contractor/vendor is a certified Minority-owned Business Enterprise, Female-owned Business Enterprise, Person with Disability-owned Business Enterprise, or Veteran-owned Business Enterprise. If yes, please specify your certifying agency.

NO \_\_\_\_\_ YES \_\_\_\_\_ Certifying Agency \_\_\_\_\_

- Contractor/vendor, having 25 or more employees, does hereby certify pursuant to Section 3 of the Illinois Drug-Free Workplace Act (Chapter 30 ICLS 580) that (he, she, it) shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and, further certifies, that (he, she, it) is not ineligible for award of the contract by reason of debarment or a violation of the Illinois Drug-Free Workplace Act.

NO \_\_\_\_\_ YES \_\_\_\_\_ N/A \_\_\_\_\_

The Undersigned states that the signature of the person is authorized to sign the proposal.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature of Company Official)

\_\_\_\_\_  
(Title of Company Official)