



Request for Proposals

For the Village of Franklin Park, Illinois

Interstate 294 Billboard Lease (11020 King)

Prepared by:

The Village of Franklin Park, IL

9500 Belmont Ave.

Franklin Park, IL 60131

<http://www.villageoffranklinpark.com/>

August 14, 2019

Introduction

Purpose for RFP: The Village of Franklin Park, IL is interested in entering into an agreement with a qualified lessee to acquire, by lease, the rights to erect and obligation to maintain billboards and related supporting structures, illumination facilities and connections, service ladders and other appurtenances on Village-owned property along Interstate 294 in Franklin Park, Illinois. The Village will require the selected lessee to enter into a lease agreement with the Village and adhere to terms in the lease agreement, including, among other things, the payment of rent.

Background information: The Village owns land along Interstate 294 within the Village limits offering a broad visibility zone. The land to the east of the Village property at 11020 King St. currently has a billboard. However, due to Tollway improvements along the Interstate 294 corridor, the billboard is required to be removed. Therefore, due to the location of Village property and the 500 ft. spacing requirement as set forth by the State of Illinois, the Village owned property along Interstate 294 at 11020 King St. is available for lease. The Village is interested in entering into a new lease agreement for outdoor advertising.

The land in question is accessible from King St. and is more fully described within the legal description appended to this RFP as **Exhibit A**. An aerial image of the parcel in question, highlighted in yellow, is appended to this RFP as **Exhibit B**.

Objectives: The Village desires to generate revenue through the lease of land along Interstate 294 at 11020 King St. to be used for outdoor advertising, providing economic benefit to the Village and ensuring safety.

Questions on Proposal; Property Access

Please submit all inquiries regarding the RFP between the dates of August 26th, 2019 and September 27th, 2019. Questions will be answered in the order they are received. For questions regarding this RFP, please contact:

Nicholas Walny, Senior Planner
Village of Franklin Park
9500 Belmont Ave.
Franklin Park, IL
Phone: (847) 671-8278
Email: nwalny@voftp.com

If you communicate by email, please make the subject line “**Question regarding billboard RFP.**”

If the interested party would like to view the property, a showing will take place on the following dates: **September 11, 2019** and **September 18, 2019** at **10:00am**.

The showing of the property will allow for estimates, measurements and/or inspections. If you are interested in attending this viewing, please use the contact above.

Proposal Submission Information

All proposals must be in conformance with the submittal instructions provided in this RFP and received no later than **October 4, 2019**.

Please submit three paper copies of your submittal to the Village Clerk (the “RFP Contact”):

Roberta Johnson, Village Clerk
Village of Franklin Park
9500 Belmont Ave.
Franklin Park, IL 60131

Mark the envelope with the title “**Interstate 294 Billboard Lease Proposal.**”

Please also submit one electronic copy in PDF format as an attachment to an email to jschneider@vofp.com. Make the subject line “**Interstate 294 Billboard Lease Proposal.**”

All proposals received after the deadline will be considered non-responsive. Paper proposals shall be returned to the vendor unopened. No faxed proposals will be accepted.

Proposal Format and Contents

To simplify the evaluation process, the vendor’s proposal shall be submitted in the format outlined below:

1. **Letter of transmittal:** The proposal letter shall be addressed to John P. Schneider, Community Development Director and shall include the complete name of the firm or person submitting the proposal, the main office address, primary contact person’s name, title, telephone number and email address, and the signature of a representative legally authorized to tender the proposal.
2. **Executive summary:** A summary of the proposal stating the proposer’s understanding of the Village’s interests and highlights of the proposed lease agreement.
3. **Vendor profile and qualifications:** Include vendor and executive information, including the management team, résumés and qualifications of any persons able to bind the vendor under a lease agreement and be the primary contact to the Village under the lease.
4. **Term of lease:** Provide a proposal on the term of any lease agreement proposed, including any renewal terms. Your proposal may include multiple alternatives on the term of lease. Please use **Exhibit C** as your term spreadsheet.
5. **Rent:** Provide a proposal regarding rent, including the amount and timing of lump-sum or installment payments. Your proposal should include escalators and cost-of-living increases. Please use **Exhibit C** as your rent spreadsheet.
6. **Number, placement and dimension of advertising facilities:** Provide a proposal on the number of advertising facilities planned for the leased property, their location on the property, and the approximate dimensions of any facilities. Aerial maps and photographs may be used. All proposals must adhere to the sign regulations of the Village of Franklin Park zoning code.

7. **Maintenance and security:** Provide a proposal on the obligations of the lessee regarding maintenance and security of the advertising facilities to be erected and/or maintained.
8. **Indemnification and risk management:** Provide proposed language that serves to minimize the Village's property maintenance, litigation and other risk related to the proposed advertising facilities and use of the land.
9. **Advertising guidelines:** Provide a proposal regarding how the lessee will ensure any advertising content adheres to clear standards that maintain neutrality and constitutionality, provide a reasonably safe environment for drivers, protect children, advance aesthetic ideals, protect the environment and serve the industry, among other reasonable outdoor advertising industry standards.
10. **Experience:** Provide a description of experience leasing land from local or other government entities and experience completing similar projects.
11. **References:** Provide at least three references of current lessors of similar scope with the proposal. Local or other government lessors are preferred. Include name, title, address, phone number and email of the contact person.
12. **Additional information:** Please provide any other information you feel is important for consideration in our evaluation of your proposal.

Evaluation and Selection Process

Following the submission deadline, members of the administration of the Village of Franklin Park will evaluate all responses. Responders will be notified and may be invited to present additional information to Village staff if necessary. After all information is received, Village staff will then make a recommendation regarding the selection and request authorization from the Board of Trustees to enter into a contract with the approved lessee. The Village reserves the right to accept or reject any or all proposals. Submission of a proposal indicates acceptance of the conditions contained in this RFP and an agreement to negotiate a lease agreement in good faith on commercially reasonable terms.

Any award will be made on the basis of the greatest benefit to the Village of Franklin Park, taking into account the following criteria, listed in no particular order:

- Economic benefit to the Village of Franklin Park
- Lease term
- Experience of the vendor
- Project scope
- Satisfaction of government lessors
- Risk avoidance

Additional Information

Right to cancel: The Village of Franklin Park reserves the right to change any aspect of, terminate or delay this RFP and the RFP process at any time, and notice will be given in a timely manner thereafter if the Village exercises its right to do so.

Responsibility for permitting: Recipients of this RFP are advised that the lessee selected will be fully responsible for all applications to and appearances before any regulatory agencies governing the placement of billboards on the subject property, including but not limited to the Illinois Department of Transportation.

No award: Recipients of this RFP are advised that nothing stated herein, or any part thereof, or any communication during the evaluation and selection process, shall be construed as constituting, offering or awarding a contract, representation or agreement of any kind.

Not liable for costs: The Village is not liable and will not be responsible for any costs incurred by any vendors for the preparation and delivery of the RFP responses, nor will we be liable for any costs incurred prior to the execution of an agreement, including but not limited to, presentations by RFP finalists.

Property of the Village: Responses to this RFP will become the property of the Village and will form the basis of negotiations of an agreement with the apparent successful lessee. Unless an exception applies under the Illinois Public Records Act, any responding vendor identifies that exception in its response and the Village agrees with that exception, all responses will be treated as public records.

Waiver of irregularities: The Village reserves the right, at its sole discretion, to waive minor administrative regularities contained in any proposal.

No obligation to lease: The Village reserves the right to reject any or all proposals at any time without penalty and from contracting with any vendor. The release of this RFP does not convey the initiation of a purchase. The Village is, to the best of its knowledge, the sole owner of the property described in this RFP and is under no obligation to lease the property unless the proposed use fits the established plans and goals of the Village, and unless the Board of Trustees approves of the lease.

Withdrawal of proposals: Vendors may withdraw a proposal that has been submitted at any time up to the proposal closing date and time. To accomplish this, a written request signed by an authorized representative of the vendor must be submitted to the RFP Contact. The vendor may submit another proposal at any time up to the proposal closing date and time.

Errors in proposal: The Village will not be liable for any errors in vendor proposals. Vendors will not be allowed to alter proposal documents after the deadline for proposal submission.

Corrections or amendments due to errors identified in the vendor's proposal may be accepted if this type of correction or amendment is due to typing, transposition or any other obvious errors. Vendors are liable for all errors or omissions contained in their proposals.

After opening and reading proposals, they will be checked for correctness. If, after the opening and tabulation of proposals, a vendor claims error and requests to be relieved of an award, the vendor may be required to promptly present certified worksheets. The RFP Contact may review the worksheets and if the RFP Contact is convinced, by clear and convincing evidence, that an honest, mathematically excusable error or critical omission of costs has been made, the vendor may be relieved the vendor's proposal.

Exhibit A

(Legal Description of Leased Land)

PARCEL 1:

THE WESTERLY 250.0 FEET, AS MEASURED AT RIGHT ANGLES AND ALONG THE SOUTHERLY LINE, OF THE FOLLOWING DESCRIBED TRACT: THAT PART OF THE SOUTH WEST 1/4 OF SECTION 20, TOWNSHIP 40 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS:
COMMENCING AT THE POINT OF INTERSECTION OF THE WEST LINE OF SAID SOUTH WEST 1/4 WITH THE NORTHERLY LINE OF A TRACT OF LAND CONVEYED BY THE CHICAGO TITLE AND TRUST COMPANY, AS TRUSTEE UNDER TRUST AGREEMENT KNOWN AS TRUST NUMBER 34900, TO THE ILLINOIS STATE TOLL HIGHWAY COMMISSION AND RECORDED IN THE RECORDER'S OFFICE OF COOK COUNTY, ILLINOIS, AS DOCUMENT NUMBER 16913782, IN BOOK 54903, PAGE 331, SAID POINT BEING 1107.10 FEET NORTH OF THE SOUTH WEST CORNER OF SAID SOUTH WEST 1/4; THENCE EASTERLY IN THE NORTHERLY LINE OF SAID TOLL HIGHWAY TRACT (SAID LINE FORMING AN ANGLE OF 79 DEGREES 23 MINUTES 10 SECONDS, MEASURED IN THE NORTH EAST QUADRANT, WITH THE WEST LINE OF SAID SOUTH WEST 1/4), FOR A DISTANCE OF 163.26 FEET; THENCE NORTHERLY IN A LINE WHICH INTERSECTS THE NORTH LINE OF SAID SOUTH WEST 1/4 AT A POINT 85.26 FEET EAST OF THE NORTH WEST CORNER OF SAID SOUTH WEST 1/4 FOR A DISTANCE OF 50.46 FEET TO THE POINT OF INTERSECTION OF SAID LAST

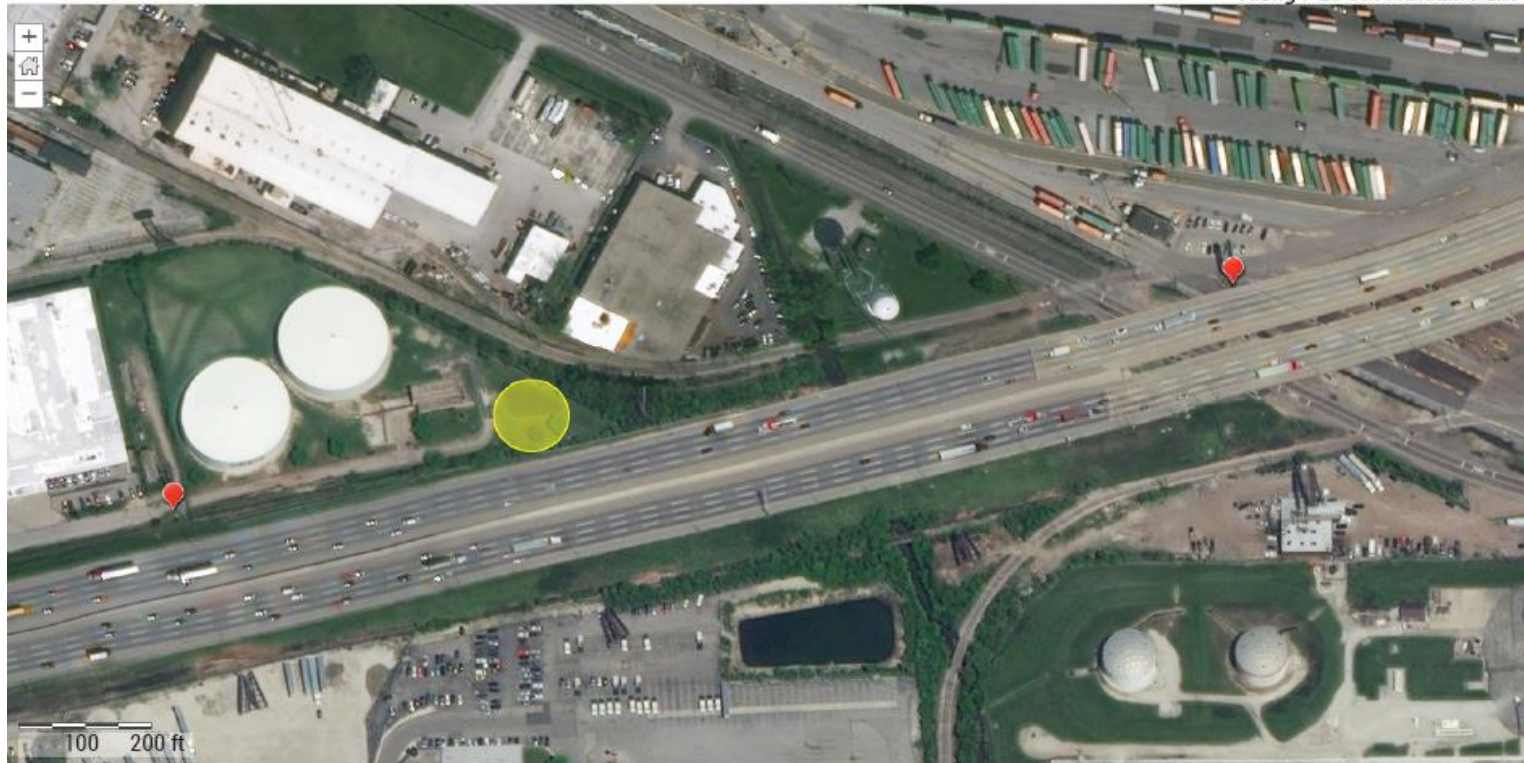
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DESCRIBED LINE WITH A LINE 50 FEET NORTHERLY OF (RIGHT ANGLES MEASUREMENT) AND PARALLEL WITH THE NORTHERLY LINE OF SAID TOLL HIGHWAY TRACT; THENCE EASTERLY IN SAID PARALLEL LINE, HAVING A BEARING OF NORTH 79 DEGREES 22 MINUTES 23 SECONDS EAST, A DISTANCE OF 1321.0 FEET TO THE POINT OF BEGINNING OF THE TRACT OF LAND TO BE DESCRIBED; THENCE NORTH 10 DEGREES 37 MINUTES 37 SECONDS WEST IN A LINE DRAWN AT RIGHT ANGLES TO SAID PARALLEL LINE, 350.0 FEET; THENCE NORTH 79 DEGREES 22 MINUTES 23 SECONDS EAST IN A LINE PARALLEL WITH SAID TOLL HIGHWAY TRACT, 30.00 FEET; THENCE NORTHEASTERLY IN A STRAIGHT LINE, A DISTANCE OF 120.99 FEET TO A POINT IN A CURVED LINE; THENCE EASTERLY ALONG A CURVE, CONVEX NORTHERLY, HAVING A RADIUS OF 374.06 FEET, FOR A DISTANCE OF 128.50 FEET TO A POINT IN THE RAILROAD RIGHT OF WAY; THENCE SOUTH 61 DEGREES 16 MINUTES 08 SECONDS EAST ALONG SAID RAILROAD RIGHT OF WAY LINE, AND ITS EXTENSION, A DISTANCE OF 622.80 FEET TO ITS INTERSECTION WITH THE NORTHERLY LINE OF ILLINOIS TOLL HIGHWAY; THENCE SOUTH 79 DEGREES 22 MINUTES 23 SECONDS WEST ALONG SAID NORTHERLY LINE A DISTANCE OF 756.30 FEET; THENCE NORTH 10 DEGREES 37 MINUTES 37 SECONDS WEST A DISTANCE OF 50.0 FEET TO THE POINT OF BEGINNING, IN COOK COUNTY, ILLINOIS

Exhibit B

(Aerial Image of Leased Parcel)

Potential Billboard Location
Along I-294 in Franklin Park



Legend

-  Existing Billboard
-  Potential Billboard Location*

Exhibit C

(Term and Rent Spreadsheet)

Billboard Company and Address

Patient Information	
First Name	
Last Name	
Address	
City	
State	
Zip	
Phone	
Age	
Gender	
Marital Status	
Occupation	
Referral Source	
History of Present Illness	
Chief Complaint	
History of Present Illness	
Past Medical History	
Past Surgical History	
Medications	
Allergies	
Social History	
Family History	
Review of Systems	
Physical Examination	
Vital Signs	
Laboratory Tests	
Imaging Studies	
Diagnosis	
Treatment Plan	
Follow-up	