



## **CITY OF BATAVIA**

**Request for Qualifications  
for the  
Acquisition and Redevelopment of 2.2+/- Acres of Real Property  
Located within the City of Batavia's Downtown Tax Increment  
Financing District (TIF Dist. No. 1)**

<b>Pre-Submittal Conference:</b>	<b>December 12, 2013, 3:00 p.m. City of Batavia, City Hall 100 N. Island Ave., Batavia</b>
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<b>Statement of Qualifications Due:</b>	<b>Friday January 17, 2014 (4:00 p.m.)</b>
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Obtain information from and submit qualifications to:

Jason Bajor  
Assistant City Administrator  
City of Batavia  
100 N. Island Avenue  
Batavia, Illinois 60510  
(630) 454-2075

CITY OF BATAVIA, ILLINOIS  
Acquisition and Redevelopment of 2.2+/- Acres of Real Property  
Located within the City of Batavia's Downtown Tax Increment  
Financing District (TIF Dist. No. 1)

**REQUEST FOR QUALIFICATIONS (RFQ)**

**A. Introduction to the City of Batavia**

Settled in the early 1830's, the City of Batavia (the "City") is located 35 miles due west of downtown Chicago along the banks of the Fox River. The City was incorporated as a village in 1856 and as a city in 1891. Presently, the City's population exceeds 26,000 residents and the current land area of the City is 10.55 square miles. The City operates under an aldermanic form of government with 14 aldermen, two from each ward, elected for overlapping four-year terms. The Mayor is elected on an at-large basis.

The City's downtown, central business district straddles the Fox River and is approximately 175 acres in total area. It is largely characterized by an eclectic mix of historic commercial, office and residential uses and building architectural types. On top of that, Batavia's downtown has, by both natural and man-made forces, become one of Chicagoland's premier settings for its residents and visitors to enjoy open space, bicycle and pedestrian trails and places for public gatherings. Many downtown settings, particularly former industrial buildings and their surrounding properties that date back to the early twentieth century, have been rehabbed and adapted to meet modern requirements for residential and commercial spaces. In fact, the City is nicknamed 'The Windmill City', as a result of its industrial role at the turn of the century as the windmill manufacturing capital of the world and many antique and replicated windmills may be seen throughout the City.

**B. Statements of Qualifications Submittal Due Date**

The City of Batavia's City Administrator's Office will accept sealed Statements of Qualifications until Friday, January 17, 2014 @ 4:00 p.m. for the Acquisition and Redevelopment of 2.25+/- Acres of Real Property Located within the City of Batavia's Downtown Tax Increment Financing District (TIF Dist. No. 1)

**C. Project Description**

In June of 2006, the City purchased the former First Baptist Church property located at the northwest corner of IL Rt. 25 and Wilson Street, just two blocks from the east bank of the Fox River. This property, along with the adjacent City-owned properties currently used for public parking (surface lot and two-tiered deck), comprise the bulk of the subject acquisition and redevelopment site. There are also two additional parcels

immediately adjacent to the City-owned parcels and fronting Wilson Street and current controlled by third-party, private ownership. For the purpose of the instant RFQ, submittals shall consider these privately owned parcels to be part of the overall redevelopment project area, as the City expects to assist in their acquisition.

In 2009, the City, working with professional design and economic development consultants, headed by S.B. Friedman and Company, began to study potential redevelopment land use scenarios, including types and intensity of use, as well as horizontal and vertical land cover. From these scenarios, financial pro forma were completed, all culminating in a report and presentation to the City Council's Community Development Committee on November 30, 2009 (hereafter, "Friedman report" or "report").

It is important to note here that the land use and fiscal analyses culminating in the aforementioned Friedman report were predicated on the incorporation, rehabilitation and adaptive re-use of the First Baptist Church building ("Church building"). Since having reviewed and accepted the Friedman report, the City Council has concluded that the City will not necessarily require that a proposal to acquire and redevelop the subject property include measures to preserve, rehabilitate and incorporate the Church building, all or in part. Therefore interested parties responding with submittals to this instant RFQ need not include such measures in preliminary redevelopment land use planning and economic forecasting.

In an effort to provide a perspective on the project to those persons or companies interested in submitting a Statement of Qualifications (SOQ) in response to this RFQ (hereafter, "respondents"), the following documents are available for review on the City of Batavia's web page at [www.cityofbatavia.net](http://www.cityofbatavia.net). Additionally, hard copies of the report are available upon request in the Office of the Mayor and City Administrator at the Batavia City Hall.

1. "Update: First Baptist Church Redevelopment Planning" ("Friedman report"), dated November 30, 2009.
2. "City of Batavia Comprehensive Plan".
3. "City of Batavia Historic Preservations Design Guidelines".

#### **D. Project Objective (Generalized)**

The objective of the City's RFQ process in the acquisition and redevelopment of the properties in question is to ascertain the most qualified interest with which the City can establish a public/private partnership in creating an appropriate and sustainable private, mixed-use redevelopment of such properties. The successful respondent to this RFQ will show proven experience in property acquisition, land use planning and entitlement, construction and occupancy of projects in an infill, urban area.

## **E. Proven Experience**

Your SOQ shall include proof of the aforesaid experience by providing no fewer than three examples of projects where the respondent acted as lead/principal development interest. Though not required, in selecting the successful submittal, the City will place added weight to project examples located within the Chicago Metropolitan Area.

Such redevelopment examples shall include, but not necessarily be limited to:

1. Project name, location (Address, City & State) and the dates of the initial, formal application for development approval and of the development's completion.
2. Project Owner and Contact Person of Owner (Name, Address, Telephone, Email).
3. Project Description, to include: total project area; number of buildings, by use and by square feet; if residential component, types of housing and number of units; public open space by size and character of space; description of any elements portraying sustainability (e.g., LEED Certification and Green Building, Connectivity, Healthy Living).
4. Project Costs.
  - a. Property Acquisition
  - b. Construction
  - c. Any Public Participation. Identify and describe any public subsidy used in paying for any project costs (e.g., TIF, Enterprise Zone, Sales Tax Reimbursements, EDGE) and the amount of subsidy.
5. Acquisition/Control of redevelopment parcel(s). If respondent owned the subject property for more than three (3) years prior to obtaining necessary local approval for its development, indicate how and when respondent acquired said property. If the redevelopment property was acquired within three (3) years of having obtained local approval for its development and the acquisition and/or development was financed through a private lending institution, information shall include how and with what financial institution, as well as respondent's equity (as a percentage) of such financing.
6. Land Use Planning and Architectural Design. Information shall include approved site plan and architectural renderings, including building and landscape architecture plans. If not shown on plans, please provide name of professional planning and architecture firms responsible for completing these plans and renderings.
7. Municipal Contact Information. Provide name, address, telephone number and email address for person acting as principal contact for the city or village in which project is located presently and at the time the project was completed.

## **E. Key Respondent Personnel**

The SOQ shall identify key personnel that will be assigned to various critical project phases. Please provide the names and brief professional resumes of the principal/lead contact for the City and other key personal that will be assigned to the

following aspects of the redevelopment project (one person may act as principal contact for the City for more than one phase shown below):

1. Overall Project Direction/Management
2. Acquisition/Assembly of Properties.
3. Land Use Entitlements.
4. Land Use Planning and Site Design.
5. Building Architecture.
6. Site Engineering.
7. Construction.

#### **F. Submittal Information**

1. Machine Readable. Respondent shall send, as an attachment to an email, one copy of the SOQ packet in response to this RFQ to Jason Bajor, Assistant City Administrator at [jbajor@cityofbatavia.net](mailto:jbajor@cityofbatavia.net). Said email shall be received at Mr. Bajor's email box no later than 4:00 p.m. on Friday, January 17, 2014

AND

2. Hard Copy. Respondent shall also provide to the city Eight (8) hard copies of the full SOQ packet in response to this RFQ document, received at the office shown below no later than 4:00 p.m. on Friday, January 17, 2014:

Office of City Administrator  
City of Batavia  
100 N. Island Avenue  
Batavia, IL 60510

#### **G. Respondent Selection Process**

It is anticipated that the City will employ a qualification based selection procedure that involves the review of SOQ's, the evaluation and ranking of submittals, negotiation of property acquisition price with the most qualified firm(s) and the final selection of most qualified respondent. The evaluation of submittals and purchase price negotiations are expected to be performed by a consultant selection committee consisting of City Staff. Formal approval and award will be made by the City Council.

#### **H. Evaluation Criteria**

1. Statement of Qualifications (SOQ)

Criteria: Are similar and current conditions and resulting projects (within the last 10 years) included to document the respondent's qualifications? Are individual staff members identified to document that the respondent has the staff to perform the work? Does the respondent have appropriate management and support staff with the requisite experience to successfully complete the desired project? Are such staff locally

based? Are staff members identified in the SOQ the same staff that performed the work on the projects submitted? If the respondent has identified areas in which he/she or his or her firm is lacking expertise, does the weakness affect a major component of the project? Is the SOQ clear, concise, complete and devoid of excess promotional material.

## 2. Project Staffing

Criteria: Is the Project Director/Manager qualified to manage all phases of the project? Has the respondent demonstrated ability in studying, designing and constructing projects in similar circumstances, resulting in an appropriate mixed-use, urban infill development? Does the support staff have sufficient experience with related work? Is there an appropriate mix of professional and technical staff? Are all required disciplines identified for this scope of work? If sub-consultants are proposed, have they worked with the consultant before? Have all team members had similar experience regarding project scope and magnitude?

## 3. Project Experience

Criteria: Are similar and current (last 10 years?) projects submitted as examples? Does the reference confirm a "job well done"? Are references current and accessible? Does the State of Illinois regulatory and review agencies have a positive experience with the Consultant.

## 4. Proposal Content

Criteria: Is the SOQ as brief as possible and devoid of excess promotional material? Does the SOQ present all the required material in a professional manner? Does the SOQ address all required information?

## I. Clarification

Questions or requests for clarification regarding this Request for Qualifications shall be directed in writing to Mr. Jason Bajor, Assistant City Administrator, City of Batavia, 100 N. Island Ave., Batavia, Illinois 60510.

## J. Pre-Submittal Conference

**A Pre-submittal Conference will be held on Thursday, December 12, 2013 @ 3:00 pm @ City of Batavia, City Hall, 100 North Island Ave., Batavia, Illinois 60510.** City Staff will be available to answer questions pertaining to the project, SOQ submittal requirements and the selection process. Although not mandatory, the City highly encourages any party intending to submit a formal SOQ in this matter to attend this pre-submittal conference, as doing so, will allow potential respondents to ask questions and benefit from the responses.

Exhibit A  
Aerial Photograph of Subject Redevelopment Area



## Public Notice Request for Qualifications

(Acquisition and Redevelopment of 2.25+/- Acres of Real Property Located within the City of Batavia's Downtown Tax Increment Financing District (TIF Dist. No. 1))

The City of Batavia, Office of the City Administrator will accept sealed Statements of Qualifications until Friday, January 17, 2014 @ 4:00 p.m. for the Acquisition and Redevelopment of 2.25+/- Acres of Real Property Located within the City of Batavia's Downtown Tax Increment Financing District (TIF Dist. No. 1).

RFQ packets are available by contacting Mr. Jason Bajor, Assistant City Administrator, 100 North Island Ave., Batavia, Illinois 60510 or by telephone at (630) 454-2075.

A Pre-Submittal Conference is scheduled for Thursday, December 12, 2013 @ 3:00 p.m. at the Batavia City Hall, 100 North Island Ave., Batavia, IL 60510. City Staff will attend this Pre-Submittal conference and will respond questions and/or requests for clarification associated with the project, the SOQ submittal requirements and selection process.

Eight (8) copies of the consultant's SOQ document (Statement of Qualifications) shall be submitted to the office stated below no later than 4:00 p.m. on Friday, January 17, 2014:

Office of City Administrator

City of Batavia  
100 N. Island Avenue  
Batavia, IL 60510

The City of Batavia reserves the right to reject any or all submittals and waive technicalities.