

PEORIA PARK DISTRICT

LEASE OF CLUBHOUSE BUILDING

DONOVAN PARK

5805 N. KNOXVILLE AVENUE  
PEORIA, ILLINOIS



PEORIA PARK DISTRICT  
PEORIA, ILLINOIS

REQUEST FOR PROPOSALS

PROJECT #15-017

DATE: NOVEMBER 13, 2015

PACKAGE #\_\_\_\_\_

REQUEST FOR PROPOSALS FOR:

**LEASE OF CLUBHOUSE BUILDING  
DONOVAN PARK  
5805 N. KNOXVILLE AVENUE  
PEORIA, ILLINOIS**

**ARCHITECT:** N/A

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**OWNER:** PLEASURE DRIVEWAY AND PARK DISTRICT OF  
PEORIA, PEORIA, ILLINOIS

**TRUSTEES:** TIMOTHY J. CASSIDY, PRESIDENT  
ROBERT L. JOHNSON, SR.  
JACQUELINE J. PETTY  
WARREN E. RAFFORD  
KELLY A. CUMMINGS  
MATTHEW P. RYAN  
NANCY L. SNOWDEN

**OWNER'S PROJECT MANAGER:** BECKY FREDRICKSON  
PLANNING, DESIGN AND CONSTRUCTION  
1314 N. PARK ROAD  
PEORIA, ILLINOIS 61604  
TELEPHONE: (309) 686-3386

**ADMINISTRATIVE STAFF:** BONNIE W. NOBLE, EXECUTIVE DIRECTOR  
BRENT WHEELER, DEPUTY DIRECTOR  
MATT FREEMAN, SUPERINTENDENT OF PARKS  
JANET BUDZYNSKI, SUPERINTENDENT OF FINANCE AND  
ADMINISTRATIVE SERVICES  
BECKY FREDRICKSON, SUPERINTENDENT OF PLANNING,  
DESIGN AND CONSTRUCTION  
CYNDY MCKONE, SUPERINTENDENT OF  
MARKETING/PUBLIC RELATIONS  
DENNIS MANTICK, SUPERINTENDENT OF RECREATION  
AND LEISURE SERVICES  
SHALESSE PIE, SUPERINTENDENT OF HUMAN  
RESOURCES  
NICK CONRAD, INTERIM SUPERINTENDENT OF  
RIVERFRONT DIVISION  
MEREDITH DEVERMAN, SUPERINTENDENT OF GOLF

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Address all communications regarding this work to the Owner's Project Manager listed above.

**REQUEST FOR PROPOSALS - ADVERTISEMENT**

Sealed Proposals will be received by the Peoria Park District, Peoria, Illinois, hereinafter known as the Owner, for the following project:

Lease of Clubhouse Building  
in Donovan Park  
5805 N. Knoxville Avenue  
Peoria, IL

Sealed Proposals will be received until 2:00pm, Tuesday, January 19, 2016, prevailing time, by the Owner, at the Park District Administrative Office, 1125 W. Lake Ave., Peoria, Illinois 61614. (The Board Room clock shall be the official time keeping device in respect to the proposal submission deadline.)

An electronic file including Proposal Documents is available at [www.peoriaparks-planning.org](http://www.peoriaparks-planning.org) at no charge. Plans, Specifications and Interpretations for this project may be examined and/or obtained at the Design and Construction Department, Bradley Park Equipment Service Center, 1314 N. Park Road, Peoria, IL 61604. Telephone (309) 686-3386.

The Peoria Park District reserves the right to reject any or all proposals or to waive any informalities.

PLEASURE DRIVEWAY AND PARK DISTRICT  
OF PEORIA, ILLINOIS

BY: TIMOTHY J. CASSIDY, President

BY: V. JOYCE MCLEMORE, Secretary

**PEORIA PARK DISTRICT**  
**REQUEST FOR PROPOSALS**  
**FOR LEASE OF**  
**CLUBHOUSE BUILDING**  
**IN DONOVAN PARK**

**Project Description:**

The Peoria Park District (“Park District”) is seeking proposals from interested business organizations or individuals who are interested in leasing the former Donovan Golf Course Clubhouse. This Request for Proposals (RFP) is intended to identify those businesses or individuals that are interested in rehabilitating, managing, maintaining and operating the Clubhouse Building located at 5805 N. Knoxville Road in Peoria, Illinois, under a lease term not to exceed 10 years. The facility is approximately 4,000 square feet. The intended use of the building by the Lessee is not specifically limited at the proposal stage. However, the use of the building must not conflict with the mission of the Park District, “To enrich life in our community through stewardship of the environment and the provision of quality recreational and leisure opportunities.” It must also be available and open to the general public. Preferred uses would be retail or food service. Due to restrictions on the use of public property, religious and political uses will not be entertained.

**Proposal Requirements:**

- Give brief description of the proposed business that would utilize the Clubhouse Building in Donovan Park
- Description of renovations that would be made to the building
- Business plan
- Describe your customer service philosophy and means of drawing in patrons
- Provide staffing plan
- Proposals should also include any suggested improvements to areas immediately surrounding the Clubhouse Building, and should identify the corresponding areas that are adjacent to the facility and for which such improvements are proposed.

**Qualifications & Experience:**

- Provide name and address of legal entity submitting the proposal as well as principal officers and all owners of proposing organization
- Provide legal status of proposing organization (e.g. corporation, partnership, sole proprietorship, limited liability corporation, etc.)
- Provide experience and education of the individuals owning and/or associated with proposed business
- Provide pertinent financial information concerning the proposer, including bank references. Additional information may be requested.
- Provide a minimum of 3 references with whom you have done business with in the last 5 years

**Schedule:**

Proposals are due no later than 2:00pm, Tuesday, January 19, 2016. They shall be delivered in a clearly marked envelope to:

Peoria Park District  
Noble Center  
1125 W. Lake Ave.  
Peoria, IL 61614

**Questions or Inquiries:**

Questions and requests for site visits should be directed to Becky Fredrickson.

Phone: (309) 686-3386

Email: rfredrickson@peoriaparks.org

**General Information:**

The Peoria Park District is not liable for any costs incurred by proposers prior to issuance of an agreement or contract. All costs associated with the development of the proposals, oral presentation, or any other such expenses incurred by the proposers in responding to the RFP are entirely the responsibility of the proposer, and shall not be reimbursed in any manner by the Peoria Park District.

All expenses associated with the renovation and continued maintenance and repair of the building shall be the responsibility of the successful proposer.

Note: With this facility being owned by the Peoria Park District, all construction, renovation, maintenance or repair work shall be paid at prevailing wage rates.

The Park District is prepared to award a long-term Lease for a term of up to 10 years. The minimum term for any Lease issued pursuant to this RFP is 5 years. The Lease does not convey ownership of the Clubhouse Building or the real estate on which the facility is located. Applicants should indicate their preferred Lease term length. The Park District will negotiate the length of Lease terms individually with the successful RFP applicant. Neither land nor buildings will be sold and other than the proposed Lease, no other real property interest will be conveyed, nor will any additional lands or facility-related transaction be considered.

Lease Term highlights include:

1. Payment of Fair Market Value Rent based upon building's condition, required level of investment, and length of term proposed.
2. Lease termination clause included for cause or default.
3. Facilities and premises must be appropriately insured. Certificates of Insurance must be provided to the Peoria Park District upon Lease execution. All policies must name the Park District as an Additionally Insured.
4. Property Insurance coverage must be provided in amounts equivalent to the selected applicant's level of investment.
5. The Park District reserves the right to reject or cancel any event utilizing the Clubhouse Building or other adjacent facilities included in the Lease where the Park District, in its discretion, deems the event or activity a threat to visitors, or otherwise conflicts with the Park District's mission and values.
6. Alcohol may be consumed within the Leased Premises. However, Lessee must comply with all applicable laws and maintain any required licenses, permits or certificates, including liquor licenses and corresponding insurance.
7. Lessee must comply with Peoria Park District ordinances unless waivers are requested and granted.

**Restrictions:**

1. Lessee has no preferential right of renewal for the Lease.
2. Construction of new or additional facilities is prohibited. However, the Park District may consider proposals that request appurtenances or minor additions.

**Condition of the Premises:**

1. All buildings will be delivered "As Is with all faults." All renovation, rehabilitation, repairs, maintenance, and alterations undertaken by the Lessee must be approved by and coordinated with the Park District.

## **Costs:**

### **Fair Market Value Rent.**

Applicant's offer must state the amount of rent proposed to be paid to the Park District. When proposing rent payments, the Applicant should take into account restrictions on use of the Leased Premises and any requirements under the Lease for the Lessee to renovate, rehabilitate, or otherwise improve the property.

The Lessee will be required to pay at least Fair Market Value Rent to the Peoria Park District. Fair Market Value Rent will be determined by the Park District after selection of the best proposal and determined by an appraisal or other study conducted by or at the request of the Park District. The Peoria Park District may provide rental offsets for capital improvements in determining the Fair Market Value Rent.

### **Utilities.**

Lessee is responsible for all utility costs whether or not these are supplied by the Park District, as well as any pass through charges.

### **Taxes and Assessments.**

Lessee is responsible for all applicable taxes and assessments on the leased facilities imposed by federal, state, or local agencies.

The restrooms must remain open to the general public/park users from the outside of the building during construction renovation work and the term of the Lease.

Successful proposer shall complete/and or provide all required paperwork as a vendor of the Park District. This shall include, but is not limited to the following:

- Insurance certificates and endorsements
- EEO certification
- Sexual Harassment Policy
- W-9
- Substance Abuse Prevention Program Certification
- Certification of Safety Compliance
- Illinois Drug Free Workplace Certification

### **Award of Lease:**

#### **A. Award Criteria**

In determining the successful Lessee, the Park District will consider the ability, capacity or skill of the Prospective Lessee to perform the terms of the Lease and provide the service required; the character, integrity, reputation, judgment, experience, efficiency, and financial capacity of the Prospective Lessee and its employees/agents; the quality of performance of previous contracts and services; and the level of benefit to the general public of the proposed use of the Clubhouse Building.

The Park District shall make whatever investigation it deems necessary in the evaluation of the proposals. Prospective Lessees are to respond to all Park District requests for clarification of proposal information or additional information within five (5) calendar days of notification.

#### **B. Reservations and Stipulations**

The Peoria Park District reserves the right to award a Lease only if the best interests of the Park District can be achieved. The Park District reserves the right to accept a proposal in whole or in part, to reject any and all proposals and to negotiate separately with proposers to serve its best interests.