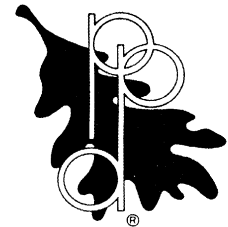


**PEORIA PARK DISTRICT**

**REQUEST FOR PROPOSAL**  
**LEASE OF TRAINING ROOM**  
**LAKEVIEW RECREATION CENTER**

LAKEVIEW RECREATION CENTER  
LAKEVIEW PARK  
1013 W. LAKE AVENUE  
PEORIA, ILLINOIS



PEORIA PARK DISTRICT  
PEORIA, ILLINOIS

PROJECT #19-046

DATE: MARCH 26, 2019

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

REQUEST FOR PROPOSALS FOR:  
**LEASE OF TRAINING ROOM  
LAKEVIEW RECREATION CENTER**

1013 W. LAKE AVE.  
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. RAYFORD  
JOYCE HARANT  
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:** EMILY CAHILL, EXECUTIVE DIRECTOR  
BRENT WHEELER, DEPUTY DIRECTOR  
MATT FREEMAN, SUPERINTENDENT OF PARKS  
KARRIE ROSS, SUPERINTENDENT OF FINANCE AND  
ADMINISTRATIVE SERVICES  
BECKY FREDRICKSON, SUPERINTENDENT OF PLANNING,  
DESIGN AND CONSTRUCTION  
SHALESSE PIE, SUPERINTENDENT OF HUMAN  
RESOURCES

\*\*\*\*\*

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 Training Room  
Lakeview Recreation Center  
Lakeview Park  
1013 W. Lake Avenue  
Peoria, IL 61614

Sealed Proposals will be received until 10:00am, Tuesday, April 9, 2019, 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 informalities.

PLEASURE DRIVEWAY AND PARK DISTRICT  
OF PEORIA, ILLINOIS

BY: TIMOTHY J. CASSIDY, President

BY: CARLEY ALLENSWORTH, Secretary

**PEORIA PARK DISTRICT**  
**REQUEST FOR PROPOSALS**  
**LEASE OF TRAINING ROOM**  
**LAKEVIEW RECREATION CENTER**  
**IN LAKEVIEW PARK**  
**1013 W. LAKE AVENUE**  
**PEORIA, IL**

**Project Description:**

The Peoria Park District (“Park District”) is seeking proposals from interested business organizations or individuals who are interested in leasing a training room in the recently renovated Lakeview Recreation Center. This Request for Proposals (RFP) is intended to identify those businesses or individuals that are interested in managing, maintaining and operating the training room located in Lakeview Recreation Center at 1013 W. Lake Avenue, Peoria, Illinois under a lease term. The training room is approximately 2,797 square feet. See attached floor plan. 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 fitness related. 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 training room in Lakeview Recreation Center
- Description of any modifications that would be made to the room
- Business plan
- Describe your customer service philosophy and means of drawing in patrons
- Proposed rent and term of lease

**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 10:00am, Tuesday, April 9, 2019. 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 Building Information:**

Lakeview Recreation Center was recently renovated with the help of a Park and Recreational Facility Construction Act (PARC) Grant. This grant allowed the Park District to demolish the dilapidated portion of the former YWCA, renovate and create training and program rooms, and convert an indoor swimming pool into a large multipurpose gymnasium. With these new modifications, Lakeview Recreation Center became a potential host for teams, tournaments, clubs, special events, and drop in fitness programs.

**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 proposed improvements and continued maintenance of the training room shall be the responsibility of the successful proposer.

Envelope and building maintenance will remain the responsibility of the Peoria Park District.

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.

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 training room 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. Lessee must comply with Peoria Park District ordinances unless waivers are requested and granted.

**Restrictions:**

Lessee has no preferential right of renewal for the Lease.

**Condition of the Premises:**

Training room will be delivered "As Is with all faults." All improvements, repairs, maintenance, and alterations undertaken by the Lessee must be approved by and coordinated with the Park District.

**Costs:****1. Fair Market Value Rent.**

Applicant's offer must state the amount of rent proposed to be paid to the Park District.

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.

**2. Shared Services & Utilities.**

Lessee and Lessor will negotiate costs associated with shared services and utilities.

**3. Taxes and Assessments.**

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

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

**Selection Criteria:**

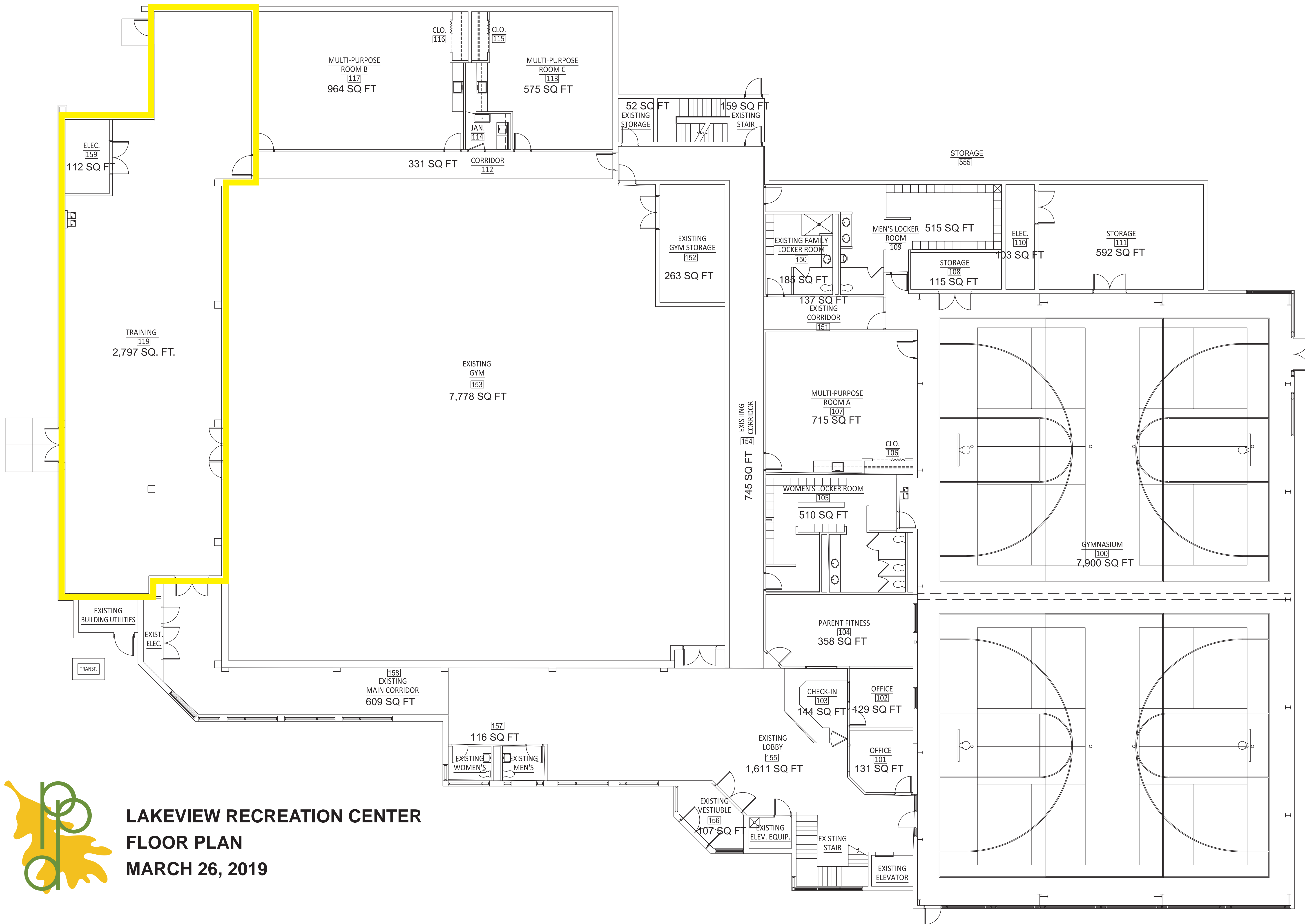
Sealed Proposals will be received until 10:00am, Tuesday, April 9, 2019, prevailing time, by the Owner, at the Park District Administrative Office, 1125 W. Lake Ave., Peoria, Illinois 61614. (The Board Room clock shall be the official time keeping device in respect to the proposal submission deadline.)

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 training room.

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.

The Park District's Project Review Team will conduct interviews of those qualified proposers submitting the most promising proposals. After the interviews, the preferred proposer will be selected and the Project Review Team will enter into negotiations with that proposer.

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.



**LAKEVIEW RECREATION CENTER  
FLOOR PLAN  
MARCH 26, 2019**