

DEVELOPMENT SERVICES
Joliet Junior College City Center Campus
Request for Qualifications

March, 2010

Request for Proposals

Joliet Junior College, Illinois Community College District 525 (JJC) is soliciting proposals from developers for the renovation and expansion of the historic Louis Joliet Renaissance Center located at 214 N. Ottawa Street, Joliet, IL 60432. Proposal forms are included with this package. A pre-proposal meeting will be held on March 31, 2010 at 2:00 PM Central Standard Time at the Renaissance Center, Amerifed Room. Proposals will be received until 2:00 PM CST on April 23, 2010 at the Joliet Junior College Main Campus, 1215 Houbolt Road, Joliet, IL. The criteria for evaluating Proposals will be based on the items set forth in this Request for Qualifications. An award will be made to the most responsive and responsible proposal, which in the judgment of JJC, best meets the current needs and long-term goals of JJC. JJC reserves the right to reject any Proposals and/or waive any informality in the solicitation process.

Joliet Junior College, Illinois Community College District 525

Judy Mitchell
Director, Business & Auxiliary Services

I. INTRODUCTION

Joliet Junior College is a two year community college serving seven Illinois counties with full and part-time enrollment exceeding 15,000 students. Total college facilities total approximately 750,000 square feet located on 463 acres across 5 sites. A master plan is in implementation which will add 300,000 square feet to the campus. The Joliet Junior College [City Center Campus](#) is based adjacent to the [Renaissance Center](#), a building designed by Chicago architect Daniel Burnham and originally constructed by the Chamber of Commerce as a center for community events. The Joliet Junior College Foundation acquired the building in 1980 as a downtown conference and educational center. The Renaissance Center provides hands-on experience for JJC Culinary Arts, Restaurant, and Food Service Management students who assist in the operations of the restaurant and banquet facility on a daily basis. The former hotel portion of the building provides office space for several college departments including the Institute of Economic Technology and the Department of Adult and Family Services.

JJC is soliciting developer proposals, inclusive of architecture and engineering services, for the development of the Renaissance Center and adjacent property as a culinary arts/hospitality institution for higher education, with additional leased space for uses related to the college's educational mission. JJC is using the Qualification Based Selection (QBS) procedure in a process that will culminate in a negotiated agreement between JJC and a qualified developer. The developer will construct and renovate a state of the art urban campus center that showcases the College's culinary and hospitality programs.

II. PROJECT SUMMARY

JJC recently passed an \$89 million building referendum which includes \$15 million to build a state of the art culinary/hospitality building and renovate the historic Louis Joliet Renaissance Center.

JJC is working with the City of Joliet to acquire an adjacent building located on Chicago Street, Joliet, IL as a site to be incorporated into the project.

III. PRIMARY OBJECTIVES

1. JJC contemplates the addition of a sleeping room hotel. The hotel will be operated by a hotel operator to be determined jointly by the developer and JJC. JJC students will assist in operating the hotel to support hospitality and culinary instruction for JJC's academic programs. The developer will be responsible for evaluating the adequacy of existing parking and developing the program to provide any augmentation required. Existing ballroom, kitchen, meeting rooms and other public areas will be renovated as necessary to support these needs for the hotel and academic program. Contemplated meeting and function space is configured along the following lines:

- Ballroom renovation
- 300 seat auditorium style demonstration/presentation theater
- 125 seat full service restaurant
- Supplemental meeting space
- Athletic club serving hotel guests, students, faculty and area residents.

The developer shall provide a feasibility study recommending the optimal configuration and size of the hotel facilities, including a proforma development cost budget, an operating proforma budget for the first five years of operation, an implementation schedule, and a cost and schedule impact analysis of any functional options to be considered.

2. The project will include a retail outlet for daily product sales, culinary gift items and seasonal and holiday specialty retail items.
3. The project will include space for JJC departments currently sited at City Center, including Workforce Development, Extended Campuses/High School Relations, Community and Economic Development, Institute of Economic Technology, Three Rivers Education for Education, and Adult and Family Services. These departments employ approximately 40 staff members. JJC has a five-year lease with the Workforce Investment Board utilizing 9,060 square feet and providing \$106,248 in annual revenue.
4. The project will include general purpose and specialty classrooms for use by JJC educational programs, incorporating state of the art educational technology.
5. The project will include other uses and tenants, recommended by the developer and agreed to by JJC, which are consonant with the mission of JJC and/or improve the level of services to downtown Joliet.
6. Maximize, to the extent possible, the utilization of businesses based in Illinois Community College District 525 in designing, constructing, financing and otherwise implementing the project.

7. JJC has the following finance objectives: .Limit financial participation and financial risk for JJC.
8. Complete a deal structure that results in the successful development of the project without risk of postponement, or substantial delays due to developer financing issues.

IV. SCOPE OF SERVICES

1. Determine and secure the optimal funding for the project. JJC intends to leverage the \$15 million bond funding with additional funds provided through several sources such as Tax Increment Financing, lease revenues, Historic Tax Credits, institutional partnerships and other mechanisms to support development costs.
2. Determine program and space needs at the site. Confirm current space utilization and future requirements for each area. Work collaboratively with college faculty and staff to determine total project requirements and budget.
3. Provide a feasibility study recommending the optimal configuration and size of the hotel and other facilities, including a proforma development cost budget, an operating proforma budget for the first five years of operation, an implementation schedule, and a cost and schedule impact analysis of any functional options to be considered.
4. Provide schematic design, design development and construction documents for JJC approval. If JJC owns the project and holds the contracts for construction, the contracts will be publicly bid. Provide construction estimates and development pro forma budgets at the start of construction and at each phase of design.
5. Manage construction of the new facility and renovation of the Renaissance Center. Provide a development plan that includes but is not limited to all construction processes such as estimating, schedule, procurement and contract management.
6. JJC anticipates entering into a development agreement ("Agreement") with a firm to serve as the developer of the Renaissance Center and associated development. Under the Agreement, the developer will be expected to commit to the development of a hotel, classroom and office property that meets the required specifications and opening schedule. The developer will either perform the development at risk, or if publicly financed, as an at risk service provider to JJC.
7. JJC also anticipates entering into an agreement with the selected firm to operate or cause the operation of the proposed hotel to the benefit of JJC. It will be the responsibility of the Developer to negotiate an agreement with a hotel brand. JJC will reserve the right to approve or reject the hotel brand selection.
8. The terms and conditions of the scope of services will be established through the proposal and negotiation activities occurring during the QBS selection process.

V. SITE VISITS

A pre-proposal meeting will be held on March 31, 2010 at 2:00 PM Central Standard Time at the Renaissance Center in the Amerified Room.

VI. BLACK-OUT PERIOD

After JJC has the advertisement out for the RFQ, no firm shall contact any JJC officers or employees involved in the solicitation process, except for interpretation or clarification of request. Such firms making such request shall be made in writing as stated in the RFQ document and shall direct all correspondence to Judy Mitchell, Director of Business and Auxiliary Services jmitchel@jjc.edu or 815-280-6640. No firm shall visit or contact any JJC officer or employee until after the RFQ is awarded, except when a site inspection is required for the submission of a response. During this black-out period, any such visitation, solicitation or sales call by any representative of a prospective vendor in violation of this provision shall cause the disqualification of such a firm's proposal.

VII. EVALUATION CRITERIA

1. Development teams are to be composed of the developer and an architect with hotel experience.
2. The team must demonstrate the ability to design, acquire permits and other approvals, construct and deliver the project for a guaranteed maximum price ("GMP") or a fixed price.
3. The team must demonstrate ability to operate or cause the hotel property to be operated in a professional manner consistent with the standards of boutique hotel properties in the US.
4. JJC may use a Public-private partnership (PPP) or a publicly owned format (Tax Exempt, or TE) for development. Under the PPP development format, the development team must prove capability to source at least \$15,000,000 in equity and/or Mezzanine financing under reasonable return on equity and Mezz loan financing terms.

The development team may opt out of a PPP approach, upon discussions with JJC and compete for only the public finance approach. It is JJC's wish to be able to consider both finance options regarding the development.

5. Provide a COVER LETTER, which shall serve as a Certificate of Authority. The letter shall identify the construction and design entities within the development team and provide the name, title, address, and telephone number of the contact person(s) for the development team. The letter must also state that the provisions provided in the agreement shall remain in force for ninety (90) days. At least one copy of the requested copies must include an original signature of a partner, principal, or officer of the Respondent, with a statement that the signatory is authorized to submit the proposal
6. EXECUTIVE SUMMARY. Provide highlights of the submittal materials and reasons your team is most qualified.
7. DEVELOPER AND ARCHITECT INFORMATION
 - a. Describe the role of each firm on the development team and the composition, legal form and organizational structure of development team. Joint ventures should provide all requested information for each member.
 - b. Legal name and officers, directors or partners of each member of the Development Team, at a minimum, including the developer and architect. Provide the names,

addresses and telephone numbers of persons within the firms who may be contacted for further information.

- c. A description of the type of entities that will develop and operate the Project (e.g., corporation, LLC, joint venture, etc.) and a list of other owners of interest that may provide equity to the ownership entities and the estimated percentage of ownership of each.
 - d. For each firm, provide the following information:
 - i) A sworn certification by an authorized representative of the firm attesting to the fact that the firm is not currently debarred or suspended by any federal, state or local government entity.
 - ii) A statement including mandatory disclosure by the firm for the past three years of any of the following conduct:
 - a. Bankruptcy filings
 - b. Liquidated damages
 - c. Fines, assessments or penalties
 - d. Judgments or awards in contract disputes
 - e. Contract defaults, contract determinations
 - f. License revocations, suspensions, other disciplinary actions
 - g. Prior debarments or suspensions by a government entity
 - h. Denials of prequalification, findings of non-responsibility
 - i. Violations of any federal, state or local criminal or civil law
 - j. Criminal indictments or investigations
 - k. Legal claims files by or against the firm
 - e. Describe the experience of the firms making the proposal and the key principals involved in the proposed project including experience with projects of comparable size and complexity. Describe the length of time in business, business experience, public sector experience and other engagements of the firms.
 - f. Most recently available financial statements for the developer.
8. **CONCEPT DESCRIPTION** - Respondents should provide a narrative statement, not to exceed 2,000 words, describing their preliminary concept for the development, describing the proposed occupancies and physical development requirements and other information that the Respondent believes would be helpful in understanding the presentation. Identify and fully describe any work to be performed by JJC. State assumptions related to ownership, legal liability, law enforcement and operation of the project and the existence of any restrictions on JJC's use of the project. List any contingencies that must occur for the project to be successful.
9. **PROJECT SCHEDULE** - Respondents shall provide a project schedule that should run from authorization through negotiation, and to opening of the facilities, assuming that a Development Agreement is consummated with JJC by September 1, 2010.
10. **PROJECT FINANCING** – Describe the financing structure, or alternative structures that you believe would provide the most benefit to JJC, and the reasons you would propose them. Identify any local, state or federal resources that the respondent contemplates requesting for the project. Describe the total commitment, if any, expected from government sources and the timing of any anticipated commitment. Such disclosure should include any direct or indirect guarantees or pledges of JJC's credit or revenue.

11. CLARIFICATIONS—JJC reserves the right to cancel, alter or amend this RFP. JJC reserves the right to request clarifications from any or all members of submitting development teams, however, they shall not be required to request missing information from the submittals that may cause them to be considered as non-responsive.
12. RELEASE OF PUBLIC INFORMATION—JJC shall control the release of all public information concerning the project, including selection announcements and contract awards. Those desiring to release information to the public must receive prior written approval from an authorized representative of JJC.
13. COST INCURRED IN RESPONDING— All costs directly or indirectly related to preparation of a response to the Request For Proposals or any oral presentation required to supplement and/or clarify the submittal which may be required by JJC shall be the sole responsibility of and shall be borne by Offeror(s).
14. Each firm by submitting its proposal waives any claim for liability against JJC as to loss, injury and costs or expenses, which may be incurred as a consequence of its response to this document.
15. REJECTION--JJC reserves the right to reject any and all submittals and/or to waive any informality in the solicitation process or parts thereof and to re-solicit. JJC does not guarantee that a contract will be awarded as a result of this Request for Qualifications.
16. The proposer must demonstrate that the proposal meets all applicable rules, regulations, zoning, permitting, registration and licensing requirements, whether Local, State or Federal. It is the responsibility of the potential Development firm to determine the applicability of any rule, regulation or other requirement.

VIII. FINAL DOCUMENTATION

The requested statements of qualifications (include three (3) originals and seven (7) copies) must be submitted to Joliet Junior College with the envelope clearly marked: “City Center Campus RFQ” to the attention of:

Ms. Judy Mitchell, Director Business & Auxiliary Services
 Joliet Junior College
 H1018
 1215 Houbolt Road
 Joliet, IL 60431-8938

IX. SCHEDULE OF EVENTS

- | | | |
|---|--|--------------|
| • Distribution of QBS/RFQ | March 17, 2010 | |
| • Pre-proposal conference | March 31, 2010 | 2:00 PM CST |
| • Deadline for Receipt of Written Questions | April 6, 2010 | 10:00 AM CST |
| ○ Submit questions via email to Judy Mitchell | jmitchel@jjc.edu | |
| • Issuance of written response to questions | April 9, 2010 | |
| • RFQ Submission Deadline | April 23, 2010 | 2:00 PM CST |
| • Evaluation of Responses | April 26 - 30, 2010 | |
| • Presentations by Short Listed Firms | May 17 - 21, 2010 | |
| • Recommendation to Board of Trustees | June 15, 2010 | |

Taxpayer Identification Number

I certify that:

The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**

I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, **and**

I am a U.S. person (including a U.S. resident alien).

Name: _____

Taxpayer Identification Number:

Social security number

or

Employer identification number

(If you are an individual, enter your name and SSN as it appears on your Social Security Card. If completing this certification for a sole proprietorship, enter the owner's name followed by the name to the business and the owner's SSN or EIN. For all other entities, enter the name of the entity as used to apply for the entity's EIN and the EIN.)

Legal Status (check one):

Individual Government

Sole Proprietor Nonresident Alien

Partnership/Legal Corporation Estate or Trust

Tax-exempt Pharmacy (Non-Corp.)

Corporation providing or Pharmacy/Funeral Home/Cemetery (Corp)

billing medical and/or

health care services

Corporation NOT providing Other:

or billing medical an/or

DISCLOSURES

FINANCIAL INFORMATION AND

POTENTIAL CONFLICTS OF INTEREST

(Disclosure Form A)

Disclosure of the information contained in this form is required by Public Act 90-572 (Section 50-35 a-b). Entities desiring to enter into a contract with the State of Illinois must disclose the financial information and potential conflict of interest information, as specified in this Disclosure Form, as a condition of receiving an award or contract.

A publicly traded entity may submit its 10K disclosure in satisfaction of the disclosure requirements set forth in both sections 1 and 2 below.

Section 1

Disclosure of Financial Information

Individual/s named below have/has an interest in the firm (or its parent) that meets one or more of the following criteria: Make copies of this form, as necessary, and attach a separate Disclosure Form A for each individual meeting any of these requirements.

Please place check mark/s everywhere applicable.

- Ownership exceeding 5%
- Ownership value exceeding \$90,420.00
- Distributive income share exceeding 5%
- Distributive income share exceeding \$90,420.00

(Distributive income is, for these purposes, any type of distribution of profits. Annual salary is not distributive income.)

Name of Individual: _____

Address: _____

Type of ownership/distributive income share:

- Stock
- Sole Proprietorship
- Partnership
- Other (attach explanation)

List: Percent (%) of Ownership: _____ OR Value (\$) of Ownership Interest: _____

Section 2

Disclosures of Potential Conflicts of Interest

For each of the individuals having the level of financial interest identified in Section 1, check Yes or No to indicate which, if any, of the following potential conflicts of interest relationships apply. If yes, please provide a brief explanation on a separate page.

- | | | | | |
|---|-----|--------------------------|----|--------------------------|
| a. State employment, currently or in the previous 3 years, including contractual employment of Services. | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| b. State employment of spouse, father, mother, son or daughter, including contractual employment for services in the previous 2 years. | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| c. Elective status; the holding of elective office of the State of Illinois, the government of the United States, any unit of local government authorized by the Constitution of the State of Illinois or the statutes of the State of Illinois currently or in the previous 3 years. | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| d. Relationship to anyone holding elective office currently or in the previous 2 years; spouse, father, mother, son or daughter. | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| e. Appointive office; the holding of any appointive government office of the State of Illinois, the United States of America, or any unit of local government authorized by the Constitution of the State of Illinois or the statutes of the State of Illinois, which office entitles the holder to compensation in excess of expenses incurred in the discharge of that office currently or in the previous 3 years. | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| f. Relationship to anyone holding appointive office currently or in the previous 2 years; spouse, father, mother, son or daughter. | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| g. Employment, currently or in the previous 3 years, as or by any registered lobbyist of the State government. | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| h. Relationship to anyone who is or was a registered lobbyist in the previous 2 years; spouse, father, mother, son or daughter. | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| i. Compensated employment, currently or in the previous 3 years, by any registered election or re-election committee registered with the Secretary of State or any county clerk in the State of Illinois, or any political action committee registered with either the Secretary of State or the Federal Board of Elections. | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| j. Relationship to anyone; spouse, father, mother, son or daughter, who is or was a compensated employee in the last 2 years of any registered election or re-election committee registered with the Secretary of State or any county clerk in the State of Illinois, or any political action committee registered with either the Secretary of State or the Federal Board of Elections. | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

Disclosure submitted on behalf of (Firm Name): _____

Official authorized to sign on behalf of firm:

Printed Name: _____ **Title:** _____

Signature: _____ **Date:** _____

DISCLOSURES

OTHER CONTRACT AND PROCUREMENT RELATED INFORMATION

(Disclosure Form B)

This form need only be submitted once for all individuals indicated in Section 1.

Public Act 90-572 (section 50-35 h) requires that entities desiring to enter into certain contracts with the State of Illinois must disclose the information as specified below.

- a. Firm shall identify whether it has current contracts (including leases) with other units of State of Illinois government. Yes No

If a Yes is checked, identify each contract by showing agency name and other descriptive information, such as purchase order or contract reference number (attach additional pages as necessary).

- b. Firm shall identify whether it has pending contracts (including leases), bids, proposals or other ongoing procurement relationships with other units of State of Illinois government. Yes No

If a Yes is checked, identify each such relationship by showing agency name and other descriptive information, such as bid or project number (attach additional pages as necessary).

Disclosure submitted on behalf of (Firm Name): _____

Official authorized to sign on behalf of firm:

Printed Name: _____ Title: _____

Signature: _____ Date: _____