

Request for Proposals

University Park, SIUE, Inc.

www.siu.edu/universitypark

RFP for Real Estate Consulting, Development, Marketing and Brokerage Services for University Park Properties

Proposal Announcement: December 8, 2017

Proposal Deadline: January 18, 2018

Submit To: University Park, SIUE, Inc.
Office of the Vice Chancellor for Administration
SIUE Campus Box 1158
70 Hairpin Drive
Edwardsville, Illinois 62026

Contact: Rich Walker
Vice Chancellor for Administration

Telephone: 618-650-2536
Email: rwalker@siue.edu

University Park SIUE, Inc. seeks a real estate firm specializing in commercial real estate to provide consulting, development, brokerage and marketing services for property owned by Southern Illinois University. It is the intent of this RFP to have the successful developer/broker/firm enter into a consulting, development, and brokerage and marketing services contract with University Park SIUE, Inc., a not for profit University Related Organization that is responsible for the administration of University Park.

Background:

University Park is a 330 acre research and technology park on the 2600 acre SIUE campus in Edwardsville Illinois. Approximately fifty percent (50%) of the Park is fully developed with access roads and underground utilities including water, sewer, electric and natural gas to lot lines). Telecommunications and data transmission capabilities are provided by AT&T and Charter Communications. Police and fire protection in University Park are provided by the City of Edwardsville. Property in University Park is covenanted regarding permitted use, site design and building requirements.

Property Owner:

The Board of Trustees of Southern Illinois University, governing Southern Illinois University Edwardsville, a body politic and corporate of the State of Illinois is the current legal owner of all property in University Park. University Park SIUE, Inc., a not-for-profit 501 (c) 3 organization, acts as agent of the Board of Trustees with respect to the University Park Facility. As such, University Park, SIUE, Inc. acts on behalf of the Board of Trustees in the management, of property included in University Park.

University Park Mission:

University Park's mission is to mobilize the vast intellectual, applied research and business capabilities of SIUE and facilitate interaction with leading-edge research and technology based businesses. University Park offers emerging industries and businesses the resources to gain a competitive edge, benefits the economic development of the region by attracting new business and investment dollars to the area, and offers students and faculty the opportunity to conduct applied research.

Ground Leases

This RFP is specific to vacant sites within University Park and specifically excludes existing buildings and existing ground lease tenants. Available properties with approximate acreage are outlined in Exhibit 1. Property in University Park is available through long term ground leases. A typical ground lease term is sixty nine (69) years with three (3) ten (10) year options to renew. Ground leases may be paid in full at the beginning of the lease term or annualized.

Zoning Information

Pursuant to the Annexation Agreement between the Board of Trustees of Southern Illinois University, a body politic and corporate of the State of Illinois governing Southern Illinois University Edwardsville, and the City of Edwardsville, Madison County, Illinois, a municipal corporation; page 2 Section C: the City agrees and acknowledges that under Illinois law the city is without regulatory jurisdiction , e.g. zoning, construction permits, and inspections over SIU and Southern Illinois University Edwardsville, in any event. The Annexation Agreement was signed on July 26, 1995.

Permitted Use—Covenants

A. INTENT FOR FACILITIES:

It is the intent of the provisions of this Article to establish a research and office park in which research, education, training and corporate facilities, corporate and divisional headquarters, and prototype production facilities requiring a high degree of scientific input will be developed.

It is further the intent of this Article that permitted prototype production operations shall be those requiring the application of continuous or recurrent research rather than the production process for mass commercial operations.

B. USES PERMITTED:

1. Laboratories, offices, and other facilities for research, basic and applied, testing and consulting, conducted by or for any individual, organization, or concern, whether public or private.
2. Production or assembly of prototype products and processes but only on the scale necessary for full investigation of the merits of a product or process. In no case shall any such product(s) be produced in such quantity as would reasonably be considered inventory that is primarily or customarily held for commercial sale.
3. Conference centers.
4. Corporate and divisional headquarters.
5. Professional, recreational, and retail services incidental to and in support of any uses permitted in paragraphs 1 through 4 above, such as conference/hotel centers, food services, banking facilities, venture capital corporations, personal services, post office, mailing centers, training institutes, and like uses.

6. Incidental operations required to maintain or support any use permitted in paragraphs 1 through 7 above, such as maintenance shops, power plants, waste water treatment facilities, the keeping of animals and machine shops.

7. Any other uses reasonably related to the intended character of University Park provided same are first fully authorized in writing by the Administrator.

Request for Proposal

Scope of Services

- Perform market analysis
- Develop lead strategies
- Consult on future changes to the University Park Land Use Plan
- Generate prospects
- Assist in creation of the individual projects, including debt acquisition, development team, and ownership structure
- Work with Vice Chancellor for Administration to negotiate ground leases
- Act as Lead Developer for the University Park property
- Generate reports to the Executive Director summarizing all activity. At a minimum, reports are required every two (2) months.
- Handle all other customary activities and services associated with real estate transactions
- Upon request attend and present at meetings of the University Park Board of Directors

Broker Qualifications

- Must be licensed in Illinois and in good standing with the Illinois Department of Financial and Professional Regulation Real Estate Division
- Must have an excellent reputation in the real estate community.
- Must have extensive knowledge and experience in the bi-state St. Louis metropolitan area real estate market.
- Must have access to national and international marketplace.
- Must have comprehensive knowledge of the commercial real estate process.
- Must have a reputation for delivering quality customer service.

Insurance Requirements

For proposal purposes, respondents must submit copies of certificates of insurance for errors and omissions, general liability and workers compensation.

Proposal Submission Requirements

Deadline for submission

Proposals must be submitted at the address listed below no later than 4:30 p.m. CST, on January 18, 2018. Proposals received after that time will not be considered.

Place of Delivery

All proposals should be delivered to: University Park SIUE, Inc.
c/o Vice Chancellor for Administration
SIUE Campus Box 1158
70 Hairpin Drive
Edwardsville, Illinois, 62026

Attention: Rich Walker
Vice Chancellor for Administration

Number of Copies

Respondents are required to submit a total of six (6) complete hard copies of their proposals and one (1) complete electronic copy. All materials submitted by respondents become the property of University Park, SIUE Inc. and may not be returned.

Format and Content of Proposals

Each proposal must contain the following information using the following format.

1. Provide a letter of interest on letterhead of the commercial real estate broker. Include current Illinois real estate license number(s) for all individuals who will be involved in leasing University Park properties.
2. Provide a description and general history of the individual(s) who will be representing University Park.
3. Provide specific examples of successful projects in the St Louis area in which your firm played a significant role.
4. Describe your firm's access to the national and international market place.

5. Provide three (3) references of current or past clients for which your firm provided similar services. Please provide names and contact numbers for each reference.
6. Describe development, lead generation and marketing activities which you would perform on behalf of University Park.
7. State your proposed compensation, commission rate, and calculation for both annualized leases and fully paid leases.
8. Provide copies of certificates of insurance for errors and omissions, general liability and workers compensation.
9. Provide a description of any past, current or pending litigation against your firm.

Selection Process Schedule

Deadline for receipt of proposals	January 18, 2018
Review of proposals	January – February 2018
Notification of selection	March 2018

Selection Committee

All proposals will be reviewed by a selection committee appointed by the University Park, SIUE, Inc. Board of Directors. All proposals will be evaluated based upon the information presented and the responsiveness of that information to the selection criteria outlined below.

Selection Criteria

- Knowledge of the Metro East and St Louis metropolitan area real estate market
- National and Global reach for marketing University Park
- Commercial real estate experience , qualifications and references
- Proven commercial real estate track record
- Ability to meet or exceed the requirements defined in the RFP
- Commission rates

Terms and Conditions

Responses to this Request for Proposal will be kept confidential to the extent allowed by law.

The successful bidder will be required to comply with all laws, statutes, regulations, ordinances, rulings or enactments of any governmental authority which are applicable to the work or to the project.

This Request for Proposal (RFP) is not an offer to contract, but represents an interest by University Park SIUE, Inc. to enter into an agreement for commercial real estate services in University Park. The preparation and submission of a proposal does not commit University Park, SIUE, Inc. to accept a proposal or enter into further negotiations.

University Park, SIUE, Inc. reserves the unconditional right to:

- Reject any and all proposals
- Modify or withdraw this RFP
- Revise RFP requirements
- Require additional information from RFP respondents
- Amend the RFP schedule including extension of deadline for submissions
- Hold discussions with any respondent
- Waive any nonconformity with this RFP
- Cancel or amend this RFP, in whole or in part

University Park, SIUE, Inc. may exercise these unconditional rights at any time at its sole discretion without notice and without liability to the respondent or any other party for any and all expenses incurred in the preparation of responses. Responses to this RFP will be prepared at the sole cost and expense of the respondent or any other party.

This RFP does not commit University Park, SIUE, Inc. to select a commercial real estate broker or to pay any and all costs associated with the preparation and submittal of responses to this RFP.