



# COMMERCIAL REAL ESTATE BROKER REQUEST FOR PROPOSAL (RFP)



**RFP RELEASE DATE:** April 26, 2021

**RFP RESPONSES DUE:** June 4, 2021

## **DU-COMM**

DuPage Public Safety  
Communications  
420 N County Farm Road  
Wheaton, IL 60187  
(630) 260-7500

**Executive Director**  
Brian Tegtmeyer, ENP

# DU-COMM

DuPage Public Safety Communications  
420 N. County Farm Road, Wheaton, IL 60187  
(630) 260-7500 Main  
www.ducomm.org



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### TABLE OF CONTENTS

SECTION I - INTRODUCTION .....	1
SECTION II – PROJECT OVERVIEW .....	1
SECTION III – INSTRUCTIONS TO PROPOSERS.....	1
3.1 RFP Schedule & Selection Process.....	2
3.2 Proposal Copies.....	2
3.3 Submission Deadline & Guidelines .....	2
3.4 Proposal Evaluation and Award .....	2
3.5 Minimum Qualifications.....	2
SECTION IV – PROPOSAL CONTENT.....	3
4.1 Proposer Overview & Qualifications.....	3
4.1.1 Firm information .....	3
4.1.2 Team .....	3
4.1.3 Experience .....	3
4.1.4 Other Information .....	3
4.1.5 Scope of Services .....	4
SECTION V – VENDOR REQUIREMENTS.....	4
5.1 Conflicts of Interest .....	4

## COMMERCIAL REAL ESTATE BROKER REQUEST FOR PROPOSAL (RFP)

### **SECTION I - INTRODUCTION**

DuPage Public Safety Communications (DU-COMM) is an intergovernmental agency formed in 1975 by our member departments to provide emergency communications services to police, fire, and emergency medical services (EMS). DU-COMM receives requests for service on 9-1-1 and other emergency lines and dispatches the appropriate emergency services. DU-COMM performs this service while operating and maintaining a variety of critical systems, technologies and infrastructures.

DU-COMM is an intergovernmental public agency voluntarily established by its members pursuant to Article VII, Section 10, of the Constitution of the State of Illinois (1970) and the Intergovernmental Cooperation Act, 5 ILCS 220/1.

DU-COMM is governed by the Executive Director who reports to a Board of Directors, Executive Committee, and Chiefs Operations Committee. Members share the authorized development cost, capital equipment, capital assets, and operating cost of DU-COMM's common systems. Each member's contribution is established by DU-COMM's annual budget according to the method outlined in DU-COMM bylaws, policies, and procedures. DU-COMM's combined budgets total over \$18 million dollars annually.

### **SECTION II – PROJECT OVERVIEW**

DU-COMM seeks proposals for Commercial Real Estate Brokers to list For Sale property at 600 Wall Street, Glendale Heights, IL 60139. This facility was built by DU-COMM in 1991 and operated as the organization's 9-1-1 communications center for over 25 years. The facility was designed as a critical infrastructure property and has many unique features. As DU-COMM relocated to a new facility, the 600 Wall Street property is no longer needed by the organization and the Board of Directors provided direction to sell the property. The 600 Wall Street facility is owned by DU-COMM and no mortgage exists on the property. This property is no longer operational and staff continues to remove equipment and fixtures from the building.

This RFP seeks proposals from interested and qualified State of Illinois licensed Commercial Real Estate Brokers, herein referred to as "Proposer" and their designated agent(s) to provide Commercial Real Estate Brokerage services for the sale, or lease, of real property located in DuPage County, Illinois. The selected Proposer shall provide advice regarding the commercial real estate market in DuPage County, preparation of the property for sale, represent DU-COMM in selling, or leasing the property, and offer various options or approaches to achieve the desired results.

DU-COMM and the selected Proposer will execute an exclusive listing for sale or lease contract with the scope of work as defined in this RFP. The initial term of the contract will be one (1) year, renewable in six (6) month increments up to two additional years.

### **SECTION III – INSTRUCTIONS TO PROPOSER**

DU-COMM is using the Request for Proposal (RFP) process to identify and select the best Proposer to contract with for the sale or lease of property. This process will assist the Board of Directors, or its designee, to select a firm to best represent DU-COMM and its interests.

## 3.1 RFP Schedule & Selection Process

The following is the RFP schedule. DU-COMM wants to provide the Proposers ample time to review the RFP and respond.

Interested Proposer must register their intent to respond via email to: [RFP@ducomm.org](mailto:RFP@ducomm.org) by May 13, 2021.

Any questions or requests for clarification must be submitted via email to the same address prior to June 4<sup>th</sup>, and answers will be provided to all registered Proposer(s).

RFP release:	April 26, 2021
Property tour:	May 14, 2021
Responses due:	June 4, 2021
Proposer interviews:	June 16, 2021*
Proposer selection:	June 23, 2021*

The tour is optional and specific details will be provided to registered Proposers.

\* Indicates dates are tentative.

## 3.2 Proposal Copies

Proposers shall submit two (2) paper (hard) copies and one (1) electronic copy (on a flash drive) of their response to this RFP.

## 3.3 Submission Deadline & Guidelines

RFP responses are due on June 4, 2021. The responses must be received at the DU-COMM offices by 4:00 PM. No late entries will be accepted.

DU-COMM  
Attn: Real Estate Broker RFP  
420 N. County Farm Road  
Wheaton, IL 60187

## 3.4 Proposal Evaluation and Award

DU-COMM Staff and the designated review committee will evaluate the Proposer based on the team qualifications, past experience, references, costs and fees, and following the procedures of this RFP. The award of a contract will be based on the lowest qualified and responsible proposal. DU-COMM reserves the right to reject any and all bids and not award a contract to any Proposer.

## 3.5 Minimum Qualifications

3.5.1. The Firm must have been in business for a minimum of five (5) years.

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- 3.5.2 All Real Estate Professionals assigned to the DU-COMM account must be Real Estate Brokers (“Brokers”) licensed pursuant to Illinois Real Estate License Act of 2000 (225 ILCS 454/) and in good standing in the State of Illinois, and throughout the term of the agreement.
- 3.5.3 The firm must provide real estate brokerage services to DuPage County area commercial clients and have an excellent reputation in the real estate community.
- 3.5.4 The firm must be knowledgeable in the local real estate market and have experience dealing with large and unique commercial properties. Experience in the sale or lease of governmental buildings is preferred.
- 3.5.5 The Broker(s) assigned to DU-COMM’s account must each have a minimum of five (5) years of experience providing commercial real estate brokerage services to clients. Within the last three (3) years, these Brokers must have represented parties in at least three (3) completed purchase or sale transactions in the DuPage area, valued at a minimum of \$1 million each.

## **SECTION IV – PROPOSAL CONTENT**

The following information shall be included in the Proposer response to this RFP.

### 4.1 Proposer Overview & Qualifications

#### 4.1.1 Firm information

1. Firm overview & history
2. Organizational chart
3. Firm ownership information

#### 4.1.2 Team

1. List of specific team members that will work on project
  - Individual experience & resumes
  - Proof of Real Estate Brokers license for all team members
  - List any outside Specialists or Consultants that will be on the project
  - Define a specific point of contact

#### 4.1.3 Experience

1. List of similar projects with relevant details (size, location, price, etc.)
2. Three (3) references.
3. Identify any other units of government projects.

#### 4.1.4 Other Information

1. Proof of financial stability
2. Disclosure of any current or recent lawsuits
3. Insurance coverage and policy amounts
4. Compliance with all applicable federal, state, and local laws regarding the sale or lease of property.
5. Provide a sample Exclusive Listing Agreement

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## 4.1.5 Scope of Services

1. Describe the work the firm will provide
  - Include details about methodology
  - Explain the process behind each service the firm will provide
  - Understanding and ability to meet Scope of Services defined in RFP
  - Describe (and include samples) reports that will be provided throughout the process (optional)
  - DU-COMM may require the successful Proposer to attend Board of Director or Executive Committee meetings. Provide your philosophy on meeting presentations.
2. Cost Proposals
  - Include commission and applicable fee schedule for both the sale and/or lease of the property.
  - Identify any additional costs to DU-COMM, including and not limited to marketing of the property, appraisals, or other costs/fees, associated with the sale or lease of the property

## **SECTION V – VENDOR REQUIREMENTS**

### 5.1 Conflicts of Interest

DU-COMM will not engage an individual or firm that has a conflict of interest or potential conflict of interest, and may not engage an individual or firm that has the appearance of a conflict of interest. All Proposers shall disclose any potential conflicts of interest or relationships between themselves and DU-COMM, its agents, or its member agencies, listed below:

Village of Bartlett  
Village of Burr Ridge  
Village of Carol Stream  
Village of Clarendon Hills  
City of Darien  
Village of Downers Grove  
City of Elmhurst  
Village of Glen Ellyn  
Village of Hanover Park  
Village of Hinsdale  
Village of Lisle  
Village of Lombard  
Village of Oak Brook  
Village of Oakbrook Terrace  
Village of Roselle  
Village of Villa Park  
City of Warrenville

City of West Chicago  
City of Wheaton  
Village of Willowbrook  
Village of Winfield  
Village of Woodridge  
Bartlett Fire Protection District  
Bloomingdale Fire Protection District  
Carol Stream Fire Protection District  
Darien-Woodridge Fire Protection District  
Glenside Fire Protection District  
Lisle-Woodridge Fire District  
Oakbrook Terrace Fire Protection District  
Warrenville Fire Protection District  
West Chicago Fire Protection District  
Winfield Fire Protection District  
York Center Fire Protection District

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