

**REQUEST FOR PROPOSALS (“RFP”) FOR
INDUSTRIAL REAL ESTATE BROKER SERVICES
AND/OR CONSULTING SERVICES**

Required for use by:

**Illinois International Port District
(IIPD)**



All proposals and other communications must be addressed and returned to:

Mr. Clayton Harris III
Executive Director
Illinois International Port District
3600 E. 95th Street
95th and the Lakefront
Chicago, Illinois 60617-5193
director@IIPD.com

PROPOSALS MUST BE RECEIVED NO LATER THAN 4:00 P.M., ON AUGUST 8, 2016

**MICHAEL K. FORDE
CHAIRMAN**

**CLAYTON HARRIS III
EXECUTIVE DIRECTOR**

REQUEST FOR PROPOSAL FOR INDUSTRIAL REAL ESTATE BROKER SERVICES AND/OR CONSULTING SERVICES

I. Background

The Illinois International Port District (IIPD) is an Illinois municipal corporation created to promote the shipment of cargoes and commerce through its facilities. IIPD is the owner and master landlord controlling two land areas in South Chicago: Iroquois Landing, an open paved terminal with 3,000 linear feet of ship and barge berthing space located at the mouth of the Calumet River in the southwest corner of Lake Michigan; and Senator Dan Dougherty Harbor (Lake Calumet) which currently is home to various harbor operations and terminals located at the junction of the Grand Calumet and Little Calumet Rivers, situated six miles inland from Lake Michigan. IIPD's harbor facilities are served by rail facilities and are adjacent to three interstate highways and feature an abundance of warehouse facilities. IIPD currently leases facilities within its harbor areas to freight forwarders, export packaging, customs brokers, consolidators, shippers' associations, forwarders and expeditors, specialists in fragile and perishable cargoes, and many other users.

II. General Information

IIPD is currently seeking proposals for individuals or firms to perform either or both of the following services:

- A. **BROKER SERVICES**: Industrial Real Estate Broker Services to assist, from time to time, with listing and/or marketing services for lease of property owned or controlled by IIPD;

and/or
- B. **CONSULTING SERVICES**: Consulting Services to provide market information and surveys of market rents for comparable industrial property and to assist, from time to time, with creation and implementation of marketing strategy and decision-making for leasing of property owned or controlled by IIPD.

IIPD will consider proposals from national, regional and local Real Estate firms and/or individuals that have the experience, nation-wide network reach, infrastructure and personnel to market and secure leases for property owned or controlled by IIPD.

IIPD reserves the right to award multiple contracts if deemed in its best interest to do so. Respondents are expected to use their own initiative in formulating a response to this RFP.

III. Requested Information

1. Provide an overview of your firm including size, corporate headquarters and types of services offered. Within the overview, provide details regarding respondent's business organization, the state in which incorporated and/or organized. If the Respondent is a team of multiple entities or organizations, provide a

description of the structure of the team including responsive information for each team member, including the role and/or portion of services proposed to be performed by each member.

2. Provide a statement of qualifications concerning your experience and capabilities in providing similar services, therein identifying respondent's specific experience with industrial real estate broker services and/or consulting services concerning industrial real estate. Please provide details on or examples of any recent brokerage services or consulting work performed in relation to industrial real estate within the South Chicago Industrial Market, including therein any relevant experience or familiarity with services relating to industrial wharf and docking facilities.

3. Provide a proposal for pricing and/or commission fees for each portion of the services for which you are responding. IIPD expects that the pricing for each portion of the services may be different and/or divergent. Any pricing proposal for either portion of the services should include all commissions, fees, costs, hourly rates, charges and other amounts, associated directly or indirectly, with providing all things necessary to perform such services. If there are any services that would not be included in such compensation, so state specifically, along with an indication of any proposed additional charges.

4. Disclose all enforcement actions by professional licensing boards, courts or other bodies or other matters which may reflect on respondent's professional qualifications. Describe any pending litigation or other factors that could affect respondent's ability to perform the services.

IV. Questions

Questions regarding this RFP must be submitted in writing or by email to:

Mr. Clayton Harris III
Executive Director
Illinois International Port District
3600 E. 95th Street
95th and the Lakefront
Chicago, Illinois 60617-5193
Email: director@IIPD.com

V. Deadline and Procedures for Submitting Proposals

To be assured of consideration, proposals must be received by the Executive Director, at the immediately above-listed address, no later than 4:00 p.m. Central Standard Time on August 8, 2016.

Respondent must submit one (1) hard copy original, five (5) duplicate hardcopies and five (5) electronic copies in .pdf format on a CD-ROM, of the respondent's proposal(s). The original documents must be clearly marked as "ORIGINAL", and must bear the original signature of an authorized corporate agent on all documents requiring a signature. Respondent must enclose all documents in sealed envelopes or boxes.

VI. Hiring Practices

IIPD seeks to reach goals of (26%) Minority Business Enterprise ("MBE") participation and (6%) Women Business Enterprise ("WBE") participation in goods and/or services relating to its contracting matters. Respondent shall indicate its plan to address the IIPD's MBE and WBE goals.

The Respondent shall agree to comply with the constitution of the United States, the Civil Rights Act of 1964 (42 U.S.C. sec. 1971 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. sec. 794), the Americans With Disabilities Act of 1990 (42 U.S.C.1210 et seq.) the Constitution of the State of Illinois, the Illinois Human Rights Act (Ill. Comp. Stat. 1992, Ch. 775, Sec. 5/1-101 et seq.), the Cook County Human Rights Ordinance.

VII. IIPD's Rights to Reject Proposals

IIPD, acting through its Executive Director, reserves the right to reject any and all Proposals. If no Respondent is selected through this RFP process, then the IIPD may utilize any other procurement method available to obtain the Services described here.