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**Request for Proposals**

**Acquisition and Removal of Improvements and Personal Property  
Thereof from Underlying Real Estate at 603 W. Church St.,  
Champaign, Illinois**

**March 27, 2018**

## I. GENERAL

### A. INTRODUCTION

This Request for Proposals (“RFP”) has been issued by Champaign Community Unit School District #4 (“Unit 4 School District”). The RFP solicits proposals and supporting information (“Proposals” and each a, “Proposal”) from purchasers (“Offerors” and each a, “Offeror”) interested in purchasing, removing and relocating that certain house commonly referred to as the “Burnham Mansion” and all improvements and personal property (collectively, “Improvements”) thereof from the current real estate commonly known as 603 W. Church St., Champaign, Illinois (“Site”) to such location desired by the Offeror (“Acquisition and Removal”). Unit 4 School District will review each Proposal it receives and will seek to negotiate the scope of the Acquisition and Removal, and the terms upon which it will be acquire with the Offeror, if any, whose Proposal best meets Unit 4 School District’s needs. Upon successful conclusion of such negotiations, the terms of the Acquisition and Removal will be submitted to Unit 4 School District’s Board for approval.

### B. PROJECT DESCRIPTION

1. General: The Acquisition and Removal includes the purchase, removal and relocation of the Improvements from the Site to such location desired by the Offeror. Unit 4 School District will negotiate and execute all necessary agreements for the Acquisition and Removal with the selected Offeror. Such agreements may include those typically used for such types of transactions as the Acquisition and Removal (Unit 4 School District retaining ownership of the Site at all times).

2. Requirements for Acquisition and Removal: In addition to any other information and terms which the Offeror may include in the Proposal, the Proposal should address, at a minimum, the following elements; however Unit 4 School District’s evaluation of proposals will not be limited to the criteria listed:

- a. Experience. Offeror’s experience and details on removing and relocating houses from one site to another site. Offeror must provide convincing evidence that Offeror has sufficient understanding and experience with similar projects to be able to remove and relocate the Improvements. Unit 4 School District will evaluate the following:
  - Past working experience related to similar projects as the Acquisition and Removal.
  - Evidence of technical competence and past performance in similar projects as the Acquisition and Removal.
  - Environmental, safety and health records.

- b. **Timeline.** A proposed timeline/schedule for when the Offeror anticipates completion of the Acquisition and Removal of the Improvements from the Site; provided, however such completion must be between June 19 and July 15, 2018.
- c. **Location.** Where the Improvements will be relocated to.
- d. **Insurance.** Written proof of liability and casualty insurance in an amount acceptable to the District based on the specific work identified in Offeror's proposal, which in no case shall be less than \$1,000,000 per occurrence and \$2,000,000 aggregate.
- e. **Description of Process.** Detailed information and description addressing how Offeror anticipates removing the Improvements from the Site and relocating to another site.
- f. **Finances.** What amount Offeror is proposing to pay for the Improvements.
- g. **References.** Contact information for at least two personal references pertaining to Offeror's demonstrated ability to successfully relocate similar structures as the Improvements.

3. **Items To Be Provided By Offeror:** Offeror must comply with all applicable laws and regulations related to the Acquisition and Removal, including obtaining any and all permits required by City of Champaign, Illinois or any other applicable governmental entities at Offeror's sole cost and expense. Offeror will be solely responsible for all costs of removal of the Improvements from the Site and shall indemnify, defend and hold Unit 4 School District harmless from any and all damages resulting from or occasioned in whole or in part by any act or omission of Offeror or any of Offeror's employees, agents, contractors or invitees in, upon, at or from the Site.

**D. MAJOR AGREEMENT TERMS SUMMARY:** The following is a summary of major agreement terms.

**1. Purchase and Sale:** If Unit 4 School District and Offeror agree to the terms of the Acquisition and Removal, the parties shall negotiate and enter into an agreement consistent with the terms set forth under this RPF and Offeror's Proposal.

**2. Additional Proposals:** In addition to the submission of a Proposal consistent with this RFP, Offeror is encouraged to submit as part of its proposal any other relevant terms related to the Acquisition and Removal for Unit 4 School District's consideration. Offeror is also free to submit an alternative Proposal, if desired.

## **II. OFFEROR SELECTION**

### **A. GENERAL**

1. Conference: Unit 4 School District, at its sole discretion, may contact one or more Offerors to schedule a meeting or meetings to discuss submitted Proposals following the deadline for Proposal submissions set forth above.

2. Submittals: Offerors shall submit four (4) copies of their Proposals to Thomas Lockman, Chief Financial & Legal Officer, Champaign Community Unit School District #4, 703 S. New St., Champaign, Illinois 61820, by **April 11, 2018**. E-mail: lockmath@u4sd.org or call at (217) 351-3825, if you have any questions. All Proposals must be submitted in 8 1/2" by 11" format. Offerors shall also provide electronic copies of all submittals. Each section of the Proposal shall reference the section of this RFP being addressed. Pages shall be numbered consecutively. Please note that submitted materials will not be returned.

### **B. EVALUATION CRITERIA**

#### **Objective**

The overall objective of Unit 4 School District is to obtain proposals for the Acquisition and Removal described herein.

#### **Features, Attributes and Affordability**

Performance features are the elements that Unit 4 School District believes will contribute to attainment of Unit 4 School District's objectives. Attributes are elements that Unit 4 School District believes will contribute to Offeror's successful performance of the Acquisition and Removal. An Offeror is not solely limited to discussion of the features and attributes listed. An Offeror may propose other features or attributes if the Offeror believes they may be of value to Unit 4 School District; and Unit 4 School District may, at its sole discretion, choose to consider these features or attributes in its evaluation.

#### **Basis for Selection**

Unit 4 School District intends to select the Offeror whose proposal contains the combination of features, attributes and affordability offering the best overall value and objectives to Unit 4 School District. Unit 4 School District will determine the best overall value and objectives by comparing differences in performance features and supplier attributes offered with differences in affordability, striking the most advantageous balance between expected performance features and attributes in enhancing the likelihood of successful performance or otherwise best achieving Unit 4 School District's objectives. Unit 4 School District may select the Offeror whose proposal is considered to offer the best overall value and objectives compared to proposals with either higher or lower values.

Unit 4 School District reserves the right to solicit relevant information from any available sources concerning an Offeror's business operations, past experience and performance, and proposed financial approach, and to use this information in the evaluation of the Proposal.

## **C. PROPOSAL INSTRUCTIONS**

1. In order to expedite the RFP process and assist Unit 4 School District's equitable evaluation of the Proposals, all Offerors shall adhere to the instructions in this section. Failure to follow these instructions may result in disqualification from further consideration.
2. The Proposal shall be concise, specific, complete, and demonstrate a thorough understanding of the RFP requirements. Proposal shall include any documents and information necessary for proper evaluation of the Proposal.
3. The Proposal must be signed by an official authorized to bind Offeror contractually and must be accompanied by a statement to the effect that the offer is firm for a period of not less than 180 calendar days after the closing date for this RFP set forth under Section IIA2 above.

**D. NEGOTIATION OF AGREEMENTS:** The final terms of any agreements necessary to carry out any chosen Proposal will be negotiated with the selected Offeror, if any, whose proposal is deemed to be most advantageous to Unit 4 School District. All Proposals will remain the property of Unit 4 School District.

**E. PROPOSAL EXPENSES:** This request does not commit Unit 4 School District to pay for any costs incurred by any successful or unsuccessful Offeror in the preparation and submission of Proposals or for any other costs incurred.

**F. NO RESTRICTION ON DISCLOSURE AND USE OF DATA:** Each Offeror acknowledges and understands all information included in its Proposal is public and is subject to the Freedom of Information Act.

**G. RIGHT TO REJECT:** Unit 4 School District reserves the right to reject any and all submittals and to change or add to the selection criteria at any time before or after selection of an Offeror. This RFP does not commit Unit 4 School District to enter into any agreement whether or not described herein. Unit 4 School District reserves the right to reject all responses to this RFP, to amend the RFP, or to withdraw it entirely.