



Memorandum

To: Honorable Mayor and Members of the City Council
Human Services Committee

From: Wally Bobkiewicz, City Manager
Joe McRae, Deputy City Manager

Subject: Harley Clarke Mansion Next Steps – Request for Proposal (RFP)

Date: August 7, 2012

Recommended Action:

The Human Services Committee and staff recommend the City Council authorize the City Manager to distribute the Harley Clarke Mansion Request for Proposal to the 4 respondents of the Request for Interest (RFI) for the potential purchase or lease of the Harley Clarke Mansion and Coach House facilities.

Funding Source:

N/A

Summary:

On May 15, 2012 the City Manager's Office (CMO) staff, with the approval of City Council, distributed a Request for Interest to seek statements of interests from parties interested in either purchasing or leasing the Harley Clarke Mansion and coach house. Please note that per the direction of the City Council, staff is soliciting proposals that contemplate the purchase of the buildings and land occupied by the buildings; the purchase of the buildings only; or the long term lease of the buildings. On June 5, 2012 over 10 interested individuals attended an optional walk through of the property.

On June 22, 2012, the deadline to respond to the RFI, staff received four Statements of Interests (listed in no particular order):

Name/Entity	Address	Intent	Potential Use
Carrie King	508 Barton Ave Evanston, IL 60202	Purchase	Event Center/Hotel/B&B
Colonel J.N. Pritzker Tawani Enterprises, Inc.	104 S. Michigan Ave., Suite 500 Chicago, IL 60603	Purchase	Boutique hotel/ Event Center
Tom G. Omundson TOCO, LLC	900 N. Michigan Ave., Suite 1400 Chicago, IL 60611	Purchase	Inn
Sarah Harding The Beacon Academy	1024 Judson Ave Evanston, IL 6020	Lease or Purchase	School

Next Steps

Staff is requesting authorization from the City Council to distribute a formal Request for Proposal (RFP) to the four (4) respondents that submitted Statements of Interests.

The Request for Proposal (see attached) would require the respondents to provide a Formal Proposal which would include the following information:

- Background information of the respondent as well as other entities that would use or occupy the facilities.
- Proposed bid amount to purchase of the property. Proposed bid amount to lease the property.
- Details on proposed use of the property including anticipated renovations.
- Financial information regarding respondents/entity.
- Experience with similar properties or proposed uses.

Timeframe for RFP Process:

ACTIVITY

Request for Proposal Distribution
Optional Walk Through of Property
Deadline for Submission of Written Questions
Response to Written Questions
Deadline for Receipt of Proposals

DATE

August 15, 2012
August 29, 2012
September 10, 2012
September 17, 2012
November 1, 2012

The Human Services Committee recommended that the formal RFP responses be reviewed and evaluated by the full Human Services Committee. The final recommendations of the committee would be provided to the City Council at the November 12, 2012 City Council meeting for consideration.

Legislative History:

The Human Services Committee approved distribution of the Request for Proposal (RFP) at the August 6, 2012 committee meeting.

Attachments:

Draft Harley Clarke Mansion RFP