

REQUEST FOR PROPOSALS
FOR THE PURCHASE, RESTORATION, AND REUSE
OF THE OLD MCHENRY COUNTY COURTHOUSE
AND SHERIFF'S HOUSE

WOODSTOCK, ILLINOIS



Please return RFP registration form as soon as possible.

Proposals must be submitted to the City of Woodstock, Department of Community and Economic Development, no later than 4:30 p.m. on May 1, 2014.

TABLE OF CONTENTS

RFP Registration	page 3
Woodstock	page 4
Overview	page 5
Vision	page 6
Goals	page 7
Zoning	page 7
Parking	page 8
Existing Conditions, Tenants, and Terms	page 8
Historic Preservation	page 9
Incentives	page 10
Property Tours	page 10
Proposals	page 10
Selection Criteria and Process	page 12
Other Terms and Conditions	page 14
Appendices	
Gary W. Anderson conditions report	
Gary W. Anderson floor plans	
Design Guidelines for the Old McHenry County Courthouse and Sheriff's House	
Alta survey	
Parking map	
HVAC report	
Building History and Photographs	
Historic Preservation Tax Credits in Illinois	

RFP REGISTRATION

You are not required to register with us to participate in this RFP process, however, by providing us with your contact information; we will be able to communicate information with respect to questions and addenda as needed. All updated information will also be posted to the city's website: www.woodstockil.gov and to www.woodstockcourthouse.org.

Please provide the information listed below via email to City Planner Nancy Baker at: nbaker@woodstockil.gov. On the subject line, please specify "RFP Registration."

Name of Respondent/Contact Person

Mailing Address

Telephone Number

Email Address

WOODSTOCK

Woodstock, Illinois is known for its town square and historic downtown buildings. The landmark 1857 Old McHenry County Courthouse and 1889 Woodstock Opera House overlook a variety of events in and around the town square including summer band concerts, music festivals, fairs, a farmer's market that spans three seasons, a Ground Hog Days celebration, and the spectacular Lighting of the Square that heralds the start of the December holiday season.

Woodstock was named as one of a Dozen Distinctive Destinations by the National Trust for Historic Preservation in 2007. The National Trust said "Woodstock represents the very best of small-town America, a place where community and quality of life are values that are revealed in every street and sidewalk. . .a real, living, dynamic town, Woodstock appreciates and capitalizes on its rich past while keeping a watchful eye on the future."

The Woodstock City Council understands the unique historic and economic resource potential of the Woodstock Square and takes its role in preserving, restoring and maintaining its historic landmarks very seriously. The City has not only invested in the restoration of the Opera House structure, but also in the facilities and equipment necessary to make the Opera House a viable 21st century destination. The Council recently awarded a contract to restore the dome and roof of the Old McHenry County Courthouse using materials and techniques which should last for many decades.

Woodstock continues to invest in wayfinding and streetscape improvements. A Façade Improvement Program is available to help fund well-planned exterior improvements to properties in the Downtown Tax Increment Financing District. City officials work closely with business owners looking to open or expand a business. Notably, the City worked with the owners of Home State Bank to restore and reuse the Old Post Office and with owners of the Woodstock Movie Theatre to allow the transformation of the downtown theater into a movie multiplex on Main Street while retaining and restoring the original historic theater.

OVERVIEW

The City of Woodstock is seeking proposals for the acquisition, restoration, preservation and reuse of the historic Old McHenry County Courthouse and Sheriff's House, located at 101 N. Johnson Street overlooking the town square in Woodstock, Illinois. The property is offered in "as is" condition.



Old McHenry County
Courthouse and
Sheriff's House

The Old McHenry County Courthouse was constructed in 1857. Chicago's first architect John Mills Van Osdel and his partner Frederick Baumann designed the courthouse. It is one of few remaining pre-Civil War courthouse buildings in Illinois. The Sheriff's House was added in 1887. The property was listed on the National Register of Historic Places in 1974 and is significant for its age and its architecture. The property is located within a National Register historic district and a locally designated historic district.

The Courthouse and Sheriff's House were used by McHenry County until the County relocated its facilities to the north edge of Woodstock in 1972. The property was purchased and managed by private investors from 1973 until the City of Woodstock acquired it in December of 2011.

The property is located in the Woodstock Downtown TIF District.



A baseline conditions report was prepared by Gary W. Anderson Architects in 2012. A copy of the report is included as an appendix. In addition to the projects listed in the report, the ceiling of the Circuit Court Room requires major restoration. The City has completed or implemented several of the projects listed in the report and plans and specifications have been prepared for restoration of the dome, courthouse roof, and front limestone steps.

Floor plans for the buildings were also prepared by Gary W. Anderson Architects and are included as an appendix.

VISION

The City of Woodstock envisions the Old McHenry County Courthouse and Sheriff's House as a destination and attractive anchor for downtown Woodstock, combining a

unique mix of uses appealing to residents and visitors alike, with the buildings fully rehabilitated and significant original features restored to last another 150 years.

GOALS

The following goals have been established for the property:

- To maintain and preserve the structures, for present and future generations.
- To operate, develop, enhance, and preserve the buildings in such a way that the public can continue to visit—as customers, patrons, clients, etc.
- To establish future uses that will maintain the integrity of the exterior and the significant interior spaces.
- To operate, develop, enhance, and preserve the buildings with uses that are tax generating.
- To rehabilitate the property as a catalyst for other activities in the downtown.
- To beautify and rehabilitate the west side of the building and site, and to establish aesthetically pleasing pedestrian access to the Throop Street (west side of the property) and if feasible to allow a pass-thru to the public square.
- To sell the property to an owner that can demonstrate the experience, expertise, and financial ability to fulfill their proposed reuse and preservation as soon as reasonably possible, and to maintain the properties well into the future.

ZONING

The Old McHenry County Courthouse and Sheriff's House are located in the B2C (Central Business) zoning district. The B2C zoning district is intended to provide the widest variety of goods, services, and mercantile uses in the area typically identified as Woodstock's "downtown," while providing this variety in such a way that land uses are easily accessible by walking and compatible with both public and private parking

facilities. The B2C district seeks to protect, preserve, and enhance historic and architectural character, conserve the value of buildings, and encourage appropriate use of land in the downtown.

Chapter 7A of the Woodstock Unified Development Ordinance (UDO) includes a table of permitted uses in the B2C zoning district. A copy of this Chapter can be obtained from the City's website.

<http://www.woodstockil.gov/vertical/Sites/%7B7B45EC48-D164-43E3-ACA3-4CC6ED948AFB%7D/uploads/%7B4973373D-2D62-4C07-B3DB-485ED934183E%7D.PDF>.

The Woodstock Unified Development Ordinance also includes an *Adaptive Reuse Overlay District* which may allow additional uses based on the granting of a special-use permit. The Overlay District recognizes the uniqueness of former public buildings and provides a process to allow for additional uses provided the petitioner can demonstrate that the reuse is compatible with the surrounding area.

PARKING

The Old Courthouse and Sheriff's House property is exempt from parking requirements because it is located in a previous special service area that paid for construction of public parking lots and other improvements in the downtown. Four public parking lots are located within a block of the property. A public parking lot map is available on the City's website ([http://woodstockil.gov/vertical/Sites/%7B7B45EC48-D164-43E3-ACA3-4CC6ED948AFB%7D/uploads/DOWNTOWN_PARKING_MAP\(1\).pdf](http://woodstockil.gov/vertical/Sites/%7B7B45EC48-D164-43E3-ACA3-4CC6ED948AFB%7D/uploads/DOWNTOWN_PARKING_MAP(1).pdf)) and is included as an appendix.

EXISTING CONDITIONS, TENANTS, AND TERMS

Each building has separate water, electric and natural gas services. A water line has been extended to the Old Courthouse for future fire suppression purposes. A report summarizing the status of HVAC equipment is included in the appendix.

With the exception of the ground floor (restaurant) in the courthouse, neither building is handicapped accessible. A possible elevator location has been identified by Gary W. Anderson Architects and is described in the baseline conditions report.

The City Council recently awarded a contract to fully restore the Old Courthouse dome and roof including the installation of copper on both the dome and roof.

An environmental assessment of the property has not been conducted.

The Woodstock City Council is expected to consider a lease for the restaurant space on the ground floor of the Old Courthouse in February 2014.

The Old Courthouse Arts Center occupies the first floor. It operates on a year-to-year basis and as of January 1, 2014 is operated by the Northwest Area Arts Council. There are currently three artists who lease studio space on the second floor. The studios are leased on a year-to-year basis.

The La Petite Creperie restaurant utilizes the first and second floor of the Sheriff's house and also has access to the basement.

Copies of the above referenced leases are available upon request.

HISTORIC PRESERVATION

All plans and specifications for restoration, modification, alteration, and new construction must be in compliance with protective covenants which will be established prior to sale and will run with the property. The Woodstock Historic Preservation Commission will recommend covenants for City Council consideration.

A Certificate of Appropriateness (COA) is required for all exterior improvements/changes including window and door replacements. This process is coordinated by the Community and Economic Development Department which will determine whether the COA must be approved by the Woodstock Historic Preservation Commission or if it can be approved administratively.

The developer shall comply with certain technical requirements regarding the development of the site and renovation of the structure. The City has determined that the decisions regarding exterior restoration should be based on the buildings' appearance in 1905. Exterior work must conform to the Secretary of the Interior's Standards for Rehabilitation. Interior work should conform to the Standards for Rehabilitation as much as possible.

The Community and Economic Development Department will determine whether or not interior changes comply with the design guidelines for the property and may require that the property owner obtain approval from the Woodstock Historic Preservation Commission if there are significant differences between proposed interior work and the design guidelines for the property.

Design guidelines specific to the property are attached as an appendix.

INCENTIVES

The City of Woodstock will consider incentive requests. Because the property is already listed on the National Register of Historic Places, a private developer may be eligible for the Federal Historic Rehabilitation Investment Tax Credit (a 20% income tax credit). Prospective purchasers should contact their tax advisor about this and other possible tax credits.

PROPERTY TOURS

Interested parties are encouraged to tour the Courthouse, Sheriff's House and grounds prior to the development of a proposal. Arrangements to do so can be made by contacting:

Nancy Baker, City Planner

nbaker@woodstockil.gov

PROPOSALS

Deadline

Proposals must be received by 4:30 P.M on Thursday, May 1, 2014 at

**Dept. of Community and Economic Development
Woodstock City Hall
121 West Calhoun Street
Woodstock, IL 60098**

Proposals should be in a sealed envelope, marked “Old Courthouse Proposal.”

Respondent Experience and Ability

Careful consideration will be given to each Respondent’s demonstrated ability to fulfill the stated goals in a quality and timely manner. Respondents are encouraged to provide evidence of their respective ability to undertake a significant restoration effort. Such evidence should include prior real estate development, business, and/or restoration experience, financial capabilities, and commitment to the proposed task. Respondents are encouraged to include detailed resumes, descriptions of prior projects, financial statements, and other background information that supports their intended reuse of the courthouse and sheriff’s house.

Timeline

It is important that the Old Courthouse and Sheriff’s House are restored and returned to full use in a timely manner. Proposals must include a realistic timeline in sufficient detail to demonstrate the Respondent’s commitment to the project.

Proposal Content and Submission Guidelines

Proposals should be detailed enough to clearly present the Respondent’s vision for the property.

Five printed copies of the proposal, and one disk or flash drive containing the proposal in pdf format should be submitted.

The disk/flash drive should contain two files—the overall proposal should be contained in one file and any supplementary financial information should be contained in a separate file.

At a minimum, proposals should include the following elements in the order listed:

- I. Executive Summary
- II. Developer or Developer Team Experience
- III. Proposed Preservation/ Restoration including any plans or renderings the Respondents want to include.
- IV. Proposed Reuse of the property—a synopsis of the intended use(s) proposed for the property and marketing strategies to accomplish these uses, once restoration is complete.
- V. Budget Estimates
- VI. Business Plan summary, if applicable
- VII. Financial Ability—financial documentation and other relevant proof of the Respondent’s ability to complete the task at hand.
- VIII. Timeline—proposed timeline for acquisition, restoration, and occupancy
- IX. Terms of Proposal—proposed purchase price, terms, contingencies or options
- X. Other information—Respondent may include other information as appendices

All questions regarding this Request for Proposals must be submitted via electronic mail to Nancy Baker, City Planner at: nbaker@woodstockil.gov. The subject line for the questions should be: “Questions—Old Courthouse RFP.”

SELECTION CRITERIA AND PROCESS

A committee including representatives of the City Administration, City Council, Historic Preservation Commission, Plan Commission, and Economic Development Commission will review and evaluate all responses and may meet with any or all of the development teams, conduct site visits, and check references as appropriate. The City Council will be the final approving authority. One or more teams may be asked to make presentations to the public and to the City Council.

If a developer is approved, the City and the developer will enter into negotiations to draft a mutually acceptable development agreement. A developer deposit will be required to cover project-related expenses incurred by the City for legal, financial, and/or design services. The amount will be determined upon approval by the City Council and prior to development agreement negotiations.

The criteria that will be utilized to review proposals include, but are not limited to:

- Quality of information;
- Experience in developing projects (historic landmark or similar);
- Evaluation of past projects and performance;
- Compatibility of proposal with City goals for the property;
- Overall demonstration that developer is ready, willing and able to implement the project;
- Demonstrated ability to secure project funding including current relationships with major lenders and past funding experience with adaptive reuse projects;
- Experience with financial-incentive programs and resources available for sustainable or historic reuse projects;
- Experience in providing effective marketing, leasing, and property management;
- The proposed purchase price;
- The expected impact of the project to further enhance the downtown's vitality;
- Expected long-term financial return to the community, which includes but is not limited to the following factors:
 - Tax-generating ability (sales, property);
 - Direct return on municipal investments; and
 - The ability of the propose use or mix of uses in the project to reinforce each other and existing viable uses in the downtown area.
- Overall benefit to the community; and

- Improvements such as pedestrian access on the west side, handicapped access to the building, and the overall exterior appearance of the site.

RFP Schedule

RFP Issued:	January 15, 2014
Deadline for Proposals:	May, 1, 2014
Review Committee Recommendation:	TBD
Public Presentation(s):	TBD
Consideration by City Council	TBD

OTHER TERMS AND CONDITIONS

The City of Woodstock reserves the right to amend the Request for Proposals, to modify aspects of the selection process and to waive any defects of form or content.

By responding to this RFP the Respondent signifies agreement with and is bound by the following Terms and Conditions:

The City of Woodstock reserves the right to accept or reject any and all proposals.

Property is being sold in “as is” condition. Buyers will have the opportunity to perform their own respective reasonable due diligence and investigations.

This Request for Proposals does not and shall not commit the City to enter into any agreement, or pay any costs incurred in preparation of the submittals. The developer or development team shall be responsible for all expenses incurred during the preparation and submission of proposals and related documentation, presentations, and negotiations.

The City of Woodstock will reserve a right of first refusal in the event the successful purchaser decides to sell the real property and improvements currently owned by the City of Woodstock.

Proposals must be valid for 120 days from the RFP due date.

All reports, responses, other data, or materials shall ultimately become the property of the City of Woodstock and a matter of public record. After the submittal deadline has passed, information contained within a proposal may be subject to disclosure by the City of Woodstock under the Freedom of Information Act (ILCS 140). However, if the Applicant makes the following certification, all applicable commercial and financial information provided in the proposal shall be deemed by the City to be exempt from disclosure under Section 7 of the Act. In addition, if the Respondent considers information contained within its application to be confidential business or proprietary information, which could result in competitive harm to the Respondent, it should clearly mark the information as "CONFIDENTIAL." The City shall exert that such information is subject to exemption from disclosure to the extent allowable by law.

The Respondent hereby certifies that the commercial and financial information contained in this application is proprietary, privileged, and confidential or is of a nature that its disclosure may cause competitive harm to the Respondent.