

**WAUKEGAN**  
**PORT DISTRICT**  
**AIRPORT . MARINA . PORT**

**REQUEST FOR PROPOSALS**

**Rental Property**

**Located at 199 Harbor Place, Waukegan IL 60085**

**PROPOSALS MUST BE RECEIVED BY**

**1:00 PM on July 6, 2021**

**Waukegan Port District  
55 S. Harbor Place  
Waukegan IL 60085**

# WAUKEGAN PORT DISTRICT REQUEST FOR PROPOSALS

## I. INTRODUCTION

### A. General Information

The Waukegan Port District is soliciting proposals for the lease and development of a lakefront building and surrounding lot. Publicly accessible food options are preferred but the port is open to all concepts for use of the space.

### B. Term of Engagement

Lease terms will be decided based on proposal and use of space. All proposals and lease terms are subject to Waukegan Port District board approval.

### C. Sublease

Subleasing of the property is permitted with required WPD board approval.

### D. Proposal Reimbursement

There is no expressed or implied obligation for the Waukegan Port District to reimburse responding parties for any expenses incurred in preparing proposals in response to this request. During the evaluation process, the Waukegan Port District reserves the right, where it may serve the Waukegan Port District's best interest, to request additional information or clarification from proposers, or to allow corrections of errors or omissions. At the discretion of the Waukegan Port District, persons submitting proposals may be requested to make oral presentations as part of the evaluation process.

## II. DESCRIPTION OF THE GOVERNMENT

### A. Background Information

Formed in 1955 by IL Statute 70 ILCS 1865, the Waukegan Port District governs the Waukegan National Airport, the Waukegan Commercial Port, and the Waukegan Marina. The District has limited bonding authority within its boundary, which is generally the City of Waukegan. Since 1955, the WPD has been self-sufficient because user fees pay for its operating costs and capital improvements supplemented by Federal grants. The District has never levied a tax upon its district residents or businesses but does hold two Bonds, a Series 2015 and Series 2019 ARS Bonds. District Board Members are volunteers and not paid.

### **III. MINIMUM REQUIREMENTS OF PROPOSAL**

#### **A. BACKGROUND OF PROPERTY**

##### **Waukegan Harbor & Marina**

This outstanding waterfront development offers one of the best boating experiences on Lake Michigan. There are 678 boat slips ranging in size from 26 to 65 feet and the ability to accommodate recreational vessels up to 100' or more. The south basin of the marina was originally constructed in 1984 of steel and concrete and represented the latest in marina design. The south pier underwent major renovation in 2008 converting from fixed docks to state-of-the-art floating docks. All slips offer water, electric and digital satellite TV service. The marina also offers a fuel dock, showers, and fish cleaning stations, laundromat, free pump-out service, a public launch ramp and a level of customer service that is famous throughout the Great Lakes. Over 20 fishing charter captains operate out of Waukegan Harbor & Marina and onto some of the most productive fishing grounds around the Great Lakes.

#### **B. USE OF PROPERTY**

1. The Waukegan Port District desires a best use of property that will align with the goal of providing amenities and service to its customers and the public. The property is an 8,000 square foot, one story building constructed in 1964. The area consists of a 43,650 square foot lot including dedicated parking and outdoor patio areas. The layout consists of a Bar/Dining room, Main dining room, Full commercial kitchen, Office, Coat room and both Men's and Women's restroom and shower facilities. Currently the building does not meet minimum ADA requirements for public access. Entrances and bathrooms require updates to comply with regulations.
2. Proposals must contain at minimum:
  - A. A Business plan to outline goals for property
  - B. A Description of the business type
  - C. Planned hours of operation
  - D. Financial information including credit references to ensure project viability.
  - E. Payment schedule including proposed monthly payment and term of agreement desired. (Provide all financial information in a separate sealed envelope)
  - F. Building requires improvements to meet ADA compliance
  - G. Minimum dates of operation May 1 through September 30 annually

### **IV. ACCESS TO LOCATION**

The Waukegan Port District will provide access to the space by appointment.

For appointment contact: Joe Seidelmann General Manager (847) 244-3133

**V. RFP TIME REQUIREMENTS**

A. Proposal Calendar

The following is a list of key dates up to and including the date proposals are due to be submitted:

Request for proposal issued.....	May 21 <sup>st</sup> , 2021
RFP Notice Published in Paper & Website.....	May 21 <sup>st</sup> , 2021
Due date for proposals.....	1 PM July 6, 2021
Committee Review of proposals.....	July 9, 2021
Recommendation to the board.....	July 21, 2021

B. Notification and Lease Drafting

Proposals and recommendation will be presented to the Board and lease negotiations will follow Board approved recommendation.

**VI. PROPOSAL REQUIREMENTS**

A. Your proposal must be prepared simply and economically in accordance with the format and instructional requirements of the RFP. Your proposal should provide a concise delineation of your organization's capabilities to satisfy the requirements of the RFP, with emphasis on completeness and clarity of content. **INCOMPLETE PROPOSALS OR PROPOSALS THAT ARE NOT PREPARED IN ACCORDANCE WITH THIS RFP WILL BE ELIMINATED FROM THE EVALUATION PROCESS.** The Waukegan Port District reserves the right to reject any or all proposals that fail to conform to the RFP requirements and request additional information from any firm submitting a proposal.

B. Inquiries

Inquiries concerning the Request for Proposals and the subject of the Request for Proposals must be made to:

Joe Seidelmann, General Manager  
Waukegan Port District  
55 S. Harbor Place  
Waukegan, IL 60085  
(847) 244-3133  
[jseidelmann@waukeganport.com](mailto:jseidelmann@waukeganport.com)

C. Submission of Proposals

The following material is required to be received by July 6, 2021, for a proposal form to be considered:

1. Title Page  
State the RFP subject.
2. Table of Contents  
Clearly identify the material by section and page number.
3. Letter of Transmittal (limited to three pages)  
Briefly outline and summarize the key elements of the proposal as to experience, qualifications, references, business plan.
4. Business Experience
  - a. Describe the types of services provided.
  - b. Describe experience similar to the proposed use of property. Provide names, contact persons and telephone numbers of all references.
  - c. Discuss industry experience in terms of years of service, training, community involvement, etc.

## **VII. SUBMISSION OF PROPOSALS**

- A. All proposals should be addressed to:

Joe Seidelmann  
General Manager  
Waukegan Port District  
55 South Harbor Place, Waukegan IL 60085

Office (847) 244-3133  
Mobile (847) 404-1970  
jseidelmann@waukeganport.com

You must submit five (5) hard copies of your proposal, one of which must be unbound to facilitate copying, marked "199 Harbor Place Proposal". Place your financial references and Payment Schedule in a separate sealed envelope and clearly mark it as "Financial Proposal" Please ensure no financial information is included in proposal and is separately sealed.

- B. Proposals are due no later than 1:00 PM on Tuesday, July 6, 2021

## **IX. EVALUATION OF PROPOSALS**

- A. Proposals will be evaluated based on which proposer best meets the Waukegan Port District requirements.

B. Critical factors will be use of property, Revenue to the District, Terms, and Benefit to the harbor and surrounding community.

C. Oral Interviews

The Waukegan Port District reserves the right to interview proposing firms.