



**ADAPTIVE REUSE OR OTHER PRODUCTIVE USE
OF HISTORICAL VILLAGE HALL SITE (CITIZENS ACTIVITY
CENTER) IN DOWNTOWN WAUCONDA ILLINOIS**

ISSUE DATE: DECEMBER 21, 2023

HISTORIC VILLAGE HALL – CITIZENS ACTIVITY CENTER



Wauconda Village Hall 1907



Citizens Activity Center 2023

Issue Date: **December 21, 2023**

Deadline for Questions and Clarifications: **January 24, 2024, at 4:30 p.m.**

Responses Due: **February 15, 2024, at 4:30 p.m.**

Non-Mandatory Information Session and Tour: **January 17, 2024, at 2 p.m. at 100 N. Main Street, Wauconda, IL 60084**

PUBLIC NOTICE

**ADAPTIVE REUSE OR OTHER PRODUCTIVE USE OF HISTORIC VILLAGE HALL SITE (CITIZEN ACTIVITY CENTER)
IN DOWNTOWN WAUCONDA ILLINOIS**

The Village of Wauconda (Village) is seeking proposals from qualified parties interested in purchasing the historic village hall building, commonly known as Citizen Activity Center (CAC), located at 100 N. Main St. with the intent of establishing a new use for this central downtown location. This property is currently owned by the Village. The Village is open to adaptive reuse of the building or to demolition and reuse of the site, depending on the proposal. Potential applicants/buyers are invited to submit a proposal outlining their proposed use and programming for the property, as well as their renovation and maintenance experience with similar historic buildings or their experience incorporating new construction into a historic area. This solicitation is anticipated to lead to direct negotiations for the sale of the property with the selected applicant, as provided by law. Solicitation packet and submittal requirements are below.

Proposals will be received until 4:30 pm on February 15, 2024, and should be emailed to Village Administrator Allison Matson (amatson@wauconda-il.gov). **It is the applicant's responsibility to verify that the proposal was received by the Village before the deadline. Delays due to email delivery, including, but not limited to delays within the Village's internal distribution systems, do not excuse the applicant's responsibility for submitting the proposal to the correct location (and confirming receipt) by the deadline.** There will be no formal opening. Proposals received after the stated deadline date and time will not be considered.

The Village reserves the right (1) to reject any or all proposals, (2) to waive informalities in the proposals, (3) to select the proposal which appears to be in the best interest of the Village, and (4) secure in the contract for the sale of the property, if any, that the purchaser's adaptive reuse proposal(s) be performed.

There will be a non-mandatory informational meeting and tour of the building on January 17, 2024, at 2 p.m. at 100 N Main Street, Wauconda, IL 60084. Additional information can be found on the Village website at www.wauconda-il.gov.

PUBLISHED: Daily Herald

DATE: December 21, 2023

VILLAGE OF WAUCONDA – REQUEST FOR PROPOSALS

THE OPPORTUNITY

Applicants are invited to submit a proposal to the Village to purchase the historic Citizen Activity Center (CAC), which was built as Wauconda's village hall in 1907. The CAC is located in the Village's thriving downtown at 100 N. Main Street. The Village is seeking a high-quality, productive use that will contribute to the vitality of the downtown commercial district.



Wauconda Village Hall 1967

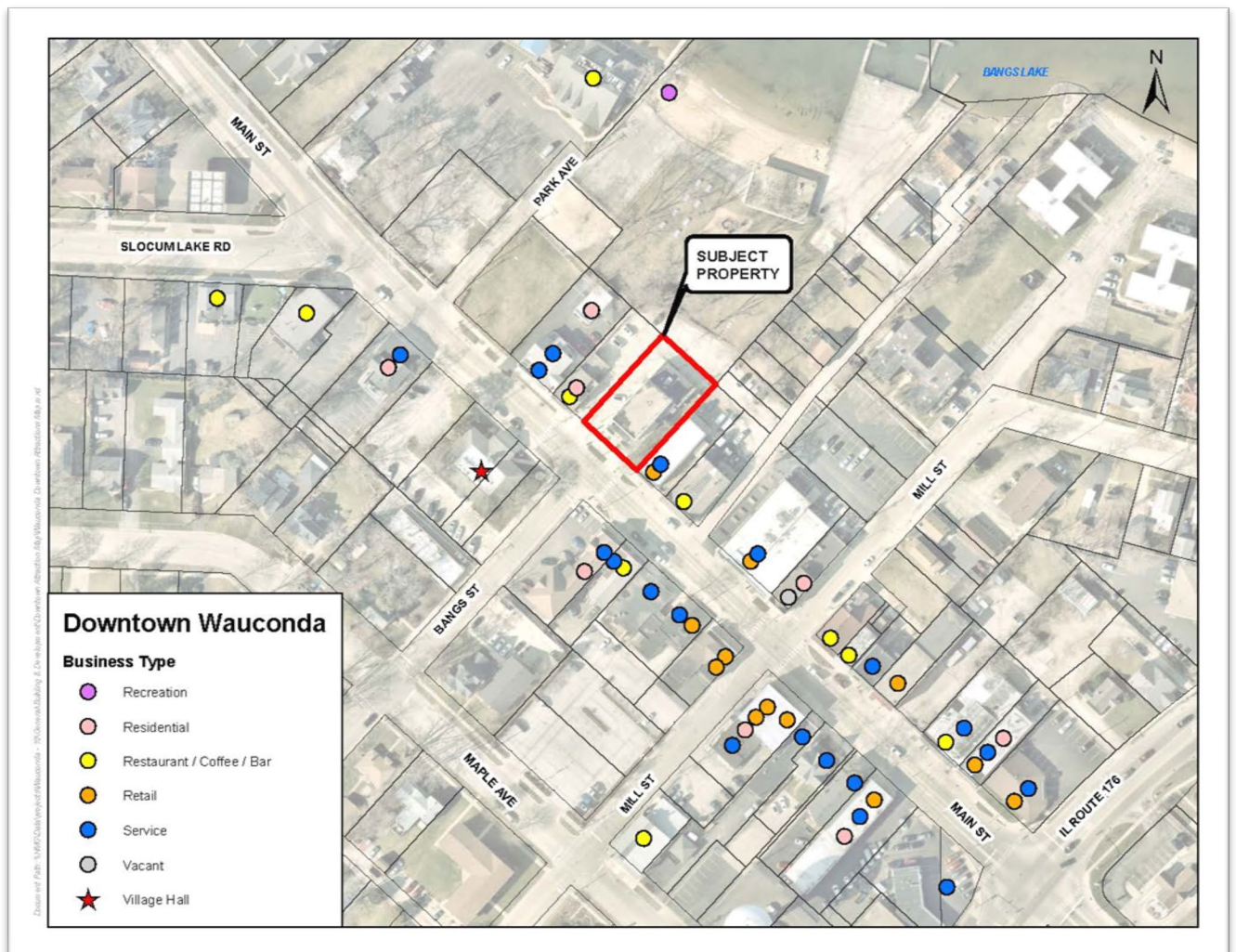
Property Description: The property is approximately 10,620 square feet in size and consists of a two-story stone building that is approximately 5,800 square feet. There are two stories of equal size and a one-story addition that serves as a garage. The building served as Wauconda's Village Hall until the 1970s when a new Village Hall was constructed across the street. It then served as the Wauconda Police Department until a new police department was built further south on Main St. Most recently, it was a community center and office of the Wauconda Area Chamber of Commerce. The parcel is located approximately 200 feet from the Wauconda Park District boat marina, which serves Bangs Lake.

The Village of Wauconda commissioned a study on the condition of the building. The study indicates the presence of asbestos and lead paint and a need for a new roof, among other repairs. In addition, a structural engineer evaluated the one-story addition on the back of the building and determined that the foundation under the addition is heaving to the point that the addition cannot be salvaged. Understanding the condition of the building, the Village would consider writing down the value of the building in order to incentivize preservation and reuse or to meet other public benefits through demolition. The Village is open to proposals that bring new, productive residential and/or commercial use to the site.

ABOUT THE VILLAGE OF WAUCONDA

Wauconda is home to more than 14,000 residents and located on the shores of beautiful Bangs Lake in southwest Lake County, Illinois. Wauconda offers an active small-town feel with a charming downtown, a wealth of parks and natural resources, and easy access to the regional activities and services of Lake and McHenry Counties, the Chicago region and Wisconsin. The Village boasts a dynamic economy, with a thriving downtown, business parks and commercial corridors.

Downtown Wauconda is a destination for residents and visitors alike. With a mix of locally owned restaurants, bars and stores, Wauconda offers something for everyone. Wauconda is home to more than 20 special events throughout the year, which bring thousands of visitors to Main Street. Opportunity awaits applicants who recognize this extraordinary potential to serve Wauconda’s growing residential, business and entertainment needs.



PROPOSAL SUBMISSION REQUIREMENTS

Proposals must be type-written and delivered electronically in PDF format. Delays due to email delivery, including, but not limited to delays within the Village’s internal distribution systems, do not excuse the applicant’s responsibility for submitting the proposal to the correct location (and confirming receipt) by the due date/time. A person who has been authorized to make such a commitment on behalf of the proposing firm must sign the proposal. Phone, facsimile and in-person proposals will not be accepted.

The following items are a minimum content requirement of a proposal submitted in response to this solicitation:

1. A signed letter stating that the offer is valid for 90 days and that, if selected, the buyer will negotiate in good faith with the Village. The cover letter should also include contact information for the buyer (name, email address, phone number, and mailing address).
2. Provide the overall development concept, including but not limited to:
 - The type of reuse or new use (e.g., office, arts/culture, restaurant, retail, mix of uses)
 - Estimated amount of space designated for each use
 - Outline of how the proposal fits with the historic downtown
 - Description of the structural improvements and tenant improvements to be completed and the ability of the applicant to oversee and perform those improvements
 - Anticipated number of full-time equivalent livable wage jobs to be created
 - Synergy with surrounding development and uses
3. Describe the applicant’s qualifications and acquisition roles as well as other relevant experience in conducting successful historic or complex building renovations, stabilizing occupancy, and contributing to long-term economic vitality to the community.
 - Preference may be given to applicants seeking to preserve the historic building
4. Explain the proposed capital investment and financing plan, including sources of funds. Financial references may be requested if selected to proceed further.
 - Responses should include preferred/assumed transaction structure. Include the following assumptions:
 - Applicant’s statement of qualifications and financial capability importance
 - Minimum sales price of the appraised value or higher
 - Consider property-value write down for specific Public Benefits*
5. Describe preliminary deal terms that are important, such as purchase price, due diligence period, types of inspections and/or

VILLAGE OF WAUCONDA – REQUEST FOR PROPOSALS

contingencies, closing period, and similar stipulations.

6. Outline the anticipated schedule of key milestones, such as securing financing, acquiring the property, procuring entitlements, beginning and completing restoration and obtaining a certificate of occupancy.

*Public Benefits – Examples of potential public benefits are described below. The Village may consider a write down of the value of the property in exchange for applicant’s commitment to these Public Benefits:

- Historic Preservation – Propose appropriate renovations to preserve the historic integrity of the façade and/or propose to utilize a deed restriction or covenant that would further preserve the building façade.
- Productive New Use – In the case of a proposed demolition, provide a new use that adds to the long-term viability of Downtown Wauconda, including but not limited to, increased visitors, new sales tax revenue, increased residential density
- Other public benefits agreed on by the Village.

PROPOSAL EVALUATION CRITERIA

1. PROPOSED ADAPTIVE REUSE AND GOALS (60 total points)

- a) Provides for the long-term preservation of the historic Village hall building (1-20 points)
- b) Creates a distinct and special downtown destination that attracts both local and regional visitors (1-20 points)
- c) Any construction or development employs sustainable practices and utilizes energy efficient design and construction methods (1-10 points)
- d) Compatible with surrounding neighborhood, zoning, and land uses (1-5 points)
- e) Development schedule promptness (1-5 points)

-OR-

DEMOLITION AND NEW CONSTRUCTION (60 total points)

- a) Creates a distinct and special downtown destination that attracts both local and regional visitors (1-30 points)
- b) Any construction or development employs sustainable practices and utilizes energy efficient design and construction methods (1-20 points)
- c) Compatible with surrounding neighborhood, zoning, and land uses (1-5 points)
- d) Development schedule promptness (1-5 points)

VILLAGE OF WAUCONDA – REQUEST FOR PROPOSALS

2. EXPERIENCE AND QUALIFICATIONS (20 total points)

- a) Specialized skills and experience in historic preservation (1-10 points)
- b) Experience and qualification to undertake, implement and manage the rehabilitation, reuse, and maintenance of the property (1-5 points)
- c) Examples of pertinent previous work or acquisitions (1-5 points)

3. REHABILITATION/MAINTENANCE/MANAGEMENT PLAN (20 total points)

- a) Quality and feasibility of the rehabilitation plan (1-10 points)
- b) Feasibility and efficiency of proposed timeline for rehabilitation tasks (1-5 points)
- c) Quality of maintenance and management plan (1-5 points)

4. FINANCIAL CAPABILITY (30 total points)

- a) Purchase price is the most competitive (1-10 points)
- b) Sources and methods of funding for the rehabilitation of the property, show that the development budget can adequately support the proposal (1-10 points)
- c) Sources and methods of funding for continued upkeep and maintenance throughout the proposed lease term or throughout the next phase of ownership (1-10 points)

5. PUBLIC BENEFIT (15 total points)

- a) Strength of public benefit component (1-10 points)
- b) Feasibility of long-term continuation of proposed public benefit component (1-5 points)

6. PROPOSAL PRESENTATION AND ORGANIZATION (5 total points)

VILLAGE OF WAUCONDA – REQUEST FOR PROPOSALS

SELECTION PROCESS

All complete and responsive proposals that are received prior to the deadline will be reviewed by the Village. Each proposal will be judged on its completeness and the quality of its content. All proposals will become part of the public file, without obligation to the Village.

Upon completion of the evaluations, the Village intends to negotiate a sale agreement with the applicant whose proposal is the highest scored and deemed to be most advantageous to the Village, all in the sole judgment of the Village.

GENERAL INFORMATION

A proposal may not be modified, withdrawn, or canceled by the applicant for 90 calendar days following the time and date designated for the receipt of proposals. Proposals submitted early may be modified or withdrawn only by notice to the Village prior to the proposal due date. Such notice shall be in writing on the signature of the applicant and submitted to Allison Matson. All such communication will be worded as not to reveal material contents of the original proposal. Withdrawn proposals may be resubmitted up to the proposal due date and time, provided that they are then fully in conformance with this solicitation.

The Village reserves the right to obtain clarification of any point in a proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of an applicant to respond to such a request for additional information or clarification may result in a finding that the applicant is non-responsive and consequent rejection of the proposal or result in the Village scoring the proposal based only on the known information.

The Village reserves the right to reject any or all proposals received upon a finding that it is in the public interest to do so.

The Village reserves the right, in its sole discretion, to cancel this solicitation at any time for any reason.

All Proposals submitted become and remain the property of the Village and, as such, are considered public information and subject to public disclosure within the context of FOIA laws.

ATTACHMENTS

- I. Property Survey
- II. Village Hall Facility Condition Assessment
- III. Lead and Asbestos Survey Report
- IV. Structural Engineer's Report
- V. Appraisal