

**VILLAGE OF  
GLEN ELLYN**



**REQUEST FOR  
REALTOR PROPOSALS**

**725 RIFORD ROAD  
GLEN ELLYN, ILLINOIS**

**February 1, 2017**

## **Introduction**

The Village of Glen Ellyn, Illinois is seeking proposals from interested real estate firms and brokers to enter a contract for the marketing and sale of property with a single family home located adjacent to Perry's Pond at 725 Riford Road.

The purpose of this RFP is to obtain proposals in order to select a broker that the Village determines to be the best suited to market and sell the property based on the objectives of this request. However, the Village is not obligated to accept any proposal and has the option to reject all proposals.

## **Area Characteristics**

The Village of Glen Ellyn is located approximately 25 miles west of Chicago and has a population of 27,400. Glen Ellyn is an attractive and desirable suburban community noted for its quality residential neighborhoods, "small-town" atmosphere, historic downtown, and variety of public and institutional amenities. Glen Ellyn is primarily a single-family residential community. There are 3 main commercial areas in the Village including the Historic Stacy's Corners intersection, the Central Business District and the Roosevelt Road corridor. The average household income within a 1-mile radius of the Village is \$108,430 and the median household income is \$83,027.

## **Site Conditions/Zoning**

The property at 725 Riford Road is located in the northeastern area of the Village in the Lake Ellyn area. The home is comprised of one lot totaling 13,789.09 Square Feet. The lot is zoned R2 Single Family Residential district. The Village of Glen Ellyn is the current owner of the property and purchased the land for \$695,000 on July 29, 2015 and resubdivided the following winter to separate a drainage ditch along the south border of the property which will remain in Village ownership.

A Plat of Survey is attached as exhibit "A". The map identifies the location of the property as well as the property to the north and south.

The property was previously occupied but is currently vacant.

## **Submission Requirements**

Interested consultants should submit 6 hard copies and 1 digital copy of proposal(s) that include a proposed marketing plan and the amount of commission, by percent, required from sale proceeds. The following information should be included in the proposals.

### **A. General Information**

1. Name, address and telephone number of developer or development agency.
2. Information about marketing and sales experience, including examples of any public-private partnerships.
3. Information about the proposed on-going management team for the project.
4. References from at least 3 different individuals or entities that the individual broker or entity has done work in, preferably located in the Glen Ellyn area.
5. Written plan for long-term holding/selling of the land.
6. Proposed Listing Date and rationale for the time frame proposed.

## B. Financial Information

Proposed sale price of land and single family home.

## Evaluation Criteria

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The proposal will be reviewed based on the following criteria:

1. Responsiveness to criteria of this RFP.
2. Reputation of the broker based on references.
3. Experience of the broker in completing similar projects.

The Village is open to considering a variety of potential purchase agreements and options and will review each proposal based on the overall benefit to the Village.

## Review Process

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Proposals will be reviewed in two phases. The timing for the review is flexible and can be adjusted as necessary to develop and reach agreement on the proposal(s). In Phase 1, to last approximately 14 days, the Village intends to make the home and property available for inspection to prospective brokers who request the opportunity in writing. In Phase 2, interested proposal submitters will provide responses to the Request for Proposals. Phase 2 will last 7 days. The Village may choose to conduct interviews prior to selecting the finalists.

## RFP Timeline

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The estimated timeline for review of submitted proposals and the selection of a final Plan is provided below. This timeline is subject to change.

February 1, 2017 - RFP Released.

February 7, 2017 - Requests for property walk through and questions regarding RFP are due by 4:00 pm.

February 14, 2017 - House walk-throughs to be completed if requested and scheduled.

February 21, 2017 - Proposals due by 4:00 pm.

February 28, 2017 - Selection and notification of Preferred Broker.

Immediate- Listing of Property for Sale

## Disclosure

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The reply requested from applicants to this Request for Proposal will be considered by the Village to determine whether it wishes to enter into an arrangement without the formal bidding process. When a Request for Proposal is sought, the Corporate Authorities may discuss the application with any party which submits a response and the nature of the proposal may be

modified and alternative financial arrangements may be sought and agreed to with any applicant. These Requests for Proposals are sought by a governmental body which is seriously interested in entering into a contractual relationship.

### **Inquiries**

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Prospective proposers may only direct questions by email to the Village contact person:

Caroline Conlon  
Deputy Village Clerk  
Village of Glen Ellyn  
535 Duane Street  
Glen Ellyn, IL 60137

All RFP questions are due no later than 4:00 pm on ***February 17, 2017***.

The Village contact person is the only individual who can be contacted about the RFP before the proposal deadline. The Village contact cannot vary the terms of the RFP.

### **Deadline**

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All proposals should be submitted to the attention of Caroline Conlon, Deputy Clerk, no later than **4:00 pm on February 21, 2017**. Late submissions will not be considered.

X:\Apps\EDC Shared\825 N. Main Street Marathon Property\RFP 02171214 draft2.docx

# Exhibits

Exhibit A - Plat of Subdivision

P.I.N. 05-11-209-019

# Plat of Subdivision Riford Springs Estates

Being a Subdivision of Lots 4 and 5 in Apollo Springs Amended Subdivision, a subdivision in Sections 11 and 12, Township 39 North, Range 10 East of the Third Principal Meridian according to the Plat thereof recorded August 8, 1924 as Document 181125, in DuPage County, Illinois.

**FRED BUCHOLZ**  
DUPAGE COUNTY RECORDER  
DEC 08 2015 10:40 AM  
PLAT 169.00 05-11-209-019  
000 PAGES R2015-133255

### LEGEND

- ===== CENTERLINE OF R.O.W.
  - ===== LOT LINES
  - ===== BOUNDARY
  - ===== ADJACENT PROPERTY LINES
  - ===== BUILDING LINES
  - ===== BASEMENT LINES
- 
- AC. ACRES
  - L = ASC LENGTH
  - R = RADIUS LENGTH
  - C = CHORD LENGTH
  - CB = CHORD BEARING
  - D = CURVE DELTA
  - FOUND IRON PIPE
  - SET CONCRETE MONUMENT
  - 1/2 SECTION CORNER

### Drainage & Natural Area Easement:

A NON EXCLUSIVE EASEMENT IS HEREBY RESERVED OVER ALL OF OUTLOT A FOR THE PURPOSE OF INSTALLING AND MAINTAINING ADEQUATE STORMWATER CONVEYANCE FACILITIES AND PROTECTING THE NATURAL FLORA AND FAUNA ON THE PROPERTY. NO GRADING, SHAPING OR FILLING OF THE LAND SHALL BE DONE WITHOUT PRIOR APPROVAL BY THE VILLAGE OF GLEN ELLYN. APPLICATION OF HERBICIDES OR PESTICIDES AND THE REMOVAL OF FLORA OR FAUNA SHALL ALSO REQUIRE THE PRIOR APPROVAL BY THE VILLAGE OF GLEN ELLYN. NO PERMANENT BUILDING OR STRUCTURES SHALL BE PLACED ON THE PROPERTY UNLESS SAID STRUCTURES ARE DIRECTLY RELATED TO INSURING THE FREE FLOWING OF WATER THROUGH THE PROPERTY AND/OR PREVENTING EROSION.

### PUBLIC UTILITY AND DRAINAGE EASEMENT PROVISIONS:

EASEMENTS ARE RESERVED AS SHOWN HEREON FOR THE VILLAGE OF GLEN ELLYN AND THOSE PUBLIC UTILITY COMPANIES OPERATING UNDER FRANCHISE FROM THE VILLAGE OF GLEN ELLYN, INCLUDING, BUT NOT LIMITED TO, SBC AMERITECH TELEPHONE COMPANY, NICOR GAS COMPANY, COMMONWEALTH EDISON COMPANY, THE CABLE COMMUNICATION FRANCHISE OPERATING WITHIN THE VILLAGE AND THEIR SUCCESSORS AND ASSIGNS FOR THE PERPETUAL RIGHT, PRIVILEGE AND AUTHORITY TO CONSTRUCT, RECONSTRUCT, REPAIR, INSPECT MAINTAIN AND OPERATE VARIOUS UTILITY, TRANSMISSION AND DISTRIBUTION SYSTEMS, AS MAY BE DEEMED NECESSARY BY THE SAID VILLAGE OF GLEN ELLYN, OVER, UPON, ALONG, UNDER AND THROUGH SAID INDICATED EASEMENT, TOGETHER WITH RIGHT OF ACCESS TO THE PROPERTY FOR NECESSARY MEN AND EQUIPMENT TO DO ANY OF THE ABOVE WORK. THE RIGHT IS ALSO GRANTED TO CUT DOWN, TRIM OR REMOVE TREES, SHRUBS OR OTHER PLANTS ON THE EASEMENT THAT INTERFERE WITH THE OPERATION OF THE SEWERS OR OTHER UTILITIES. NO PERMANENT BUILDINGS OR TREES SHALL BE PLACED ON SAID EASEMENT, BUT SAME MAY BE USED FOR GARDENS, SHRUBS, LANDSCAPING AND OTHER PURPOSES THAT DO NOT INTERFERE WITH THE AFORESAID USES OR RIGHTS. WHERE AN EASEMENT IS USED FOR BOTH SEWER AND FOR/OR WATER MAINS AND OTHER UTILITIES, THE OTHER UTILITY INSTALLATION LOCATION SHALL BE SUBJECT TO APPROVAL BY THE VILLAGE OF GLEN ELLYN.

### Planning and Development Certificate

State of Illinois )  
                          )SS  
County of DuPage )  
  
I, Staci Hulmeberg, Director of Planning and Development for the Village of Glen Ellyn, do hereby certify that this Plat conforms to the requirements of Section 508 of the Village of Glen Ellyn Subdivision Regulations Code.  
  
Dated at Glen Ellyn, Illinois, this 1<sup>st</sup> day of September, 2015.  
  
Staci Hulmeberg  
Director of Planning and Development

### Certificate as to Special Assessments

State of Illinois )  
                          )SS  
County of DuPage )  
  
I, Catherine Colton, Village Collector of the Village of Glen Ellyn, do hereby certify that there are no delinquent or unpaid current or deferred Special Assessments or any delinquent or unpaid taxes that have been apportioned against the tract of land included in this plat.  
  
Dated at Glen Ellyn, DuPage County, Illinois, this 1<sup>st</sup> day of September, 2015.  
  
Catherine Colton  
Village Collector

### DuPage County Clerk's Certificate

State of Illinois )  
                          )SS  
County of DuPage )  
  
I, PAUL HINDS, County Clerk of DuPage County, Illinois, do hereby certify that there are no delinquent general taxes, no unpaid current general taxes, no unpaid special taxes, no unpaid forfeited taxes and no redeemable tax sales against any of the land included in the annexed plat.  
  
I further certify that I have received all statutory fees in connection with the annexed plat.  
  
Given under my hand and seal of the County Clerk at Wheaton, Illinois this 8<sup>TH</sup> day of DECEMBER, 2015.  
  
Paul Hinds  
DuPage County Clerk

### Surveyor's Authorization to Record

State of Illinois )  
                          )SS  
County of DuPage )  
  
I, Raymond G. Ulreich, Registered Land Surveyor No. 2674 do hereby authorize the Village of Glen Ellyn to record this plat.  
  
Raymond G. Ulreich  
Registered Illinois Land Surveyor

### DuPage County Recorder's Certificate

State of Illinois )  
                          )SS  
County of DuPage )  
  
This instrument No. R2015-133255 was filed for record in the Recorder's Office of DuPage County, Illinois, on the 8<sup>TH</sup> day of DECEMBER, A.D., 2015, at 10:40 A.M., and recorded as Document Number R2015-133255.  
  
Fred Bucholz  
DuPage County Recorder

### Owner's Certificate

State of Illinois )  
                          )SS  
County of DuPage )  
  
This is to certify that the Village of Glen Ellyn is the owner of the land described in the annexed plat, and has caused the same to be surveyed and subdivided, as indicated thereon, for the uses and purposes therein set forth, and does hereby acknowledge and adopt the same under the style and title therein indicated.  
  
This is to further certify that to the best of the owner's knowledge, the school district in which the tract parcel or block of the proposed subdivision lies within the boundaries of High School District 87 and Elementary School District 85, in DuPage County.

Dated at Glen Ellyn, Illinois this 1<sup>st</sup> day of September, A.D., 2015.

By: Alex Demos  
Name: Alex Demos  
Title: Village President  
  
By: Catherine Colton  
Name: Catherine Colton  
Title: Village Clerk

### Notary Certificate

State of Illinois )  
                          )SS  
County of DuPage )  
  
I, Caroline Conlon, a Notary Public in and for said County of DuPage, Illinois, do hereby certify that Alex Demos and Catherine Colton personally known to me to be the same persons whose names are subscribed to the foregoing instrument, as Village President and Village Clerk of the Village of Glen Ellyn, appeared before me this day in person and acknowledged that they signed and delivered the said instrument not personally but in behalf of the Village as their own free and voluntary act and as the free and voluntary act of said Village, as given under my hand and material seal.  
  
This 1<sup>st</sup> day of September, A.D., 2015.

My commission expires 04/10/2017

Caroline Conlon  
Notary



### Surface Water Drainage Certificate

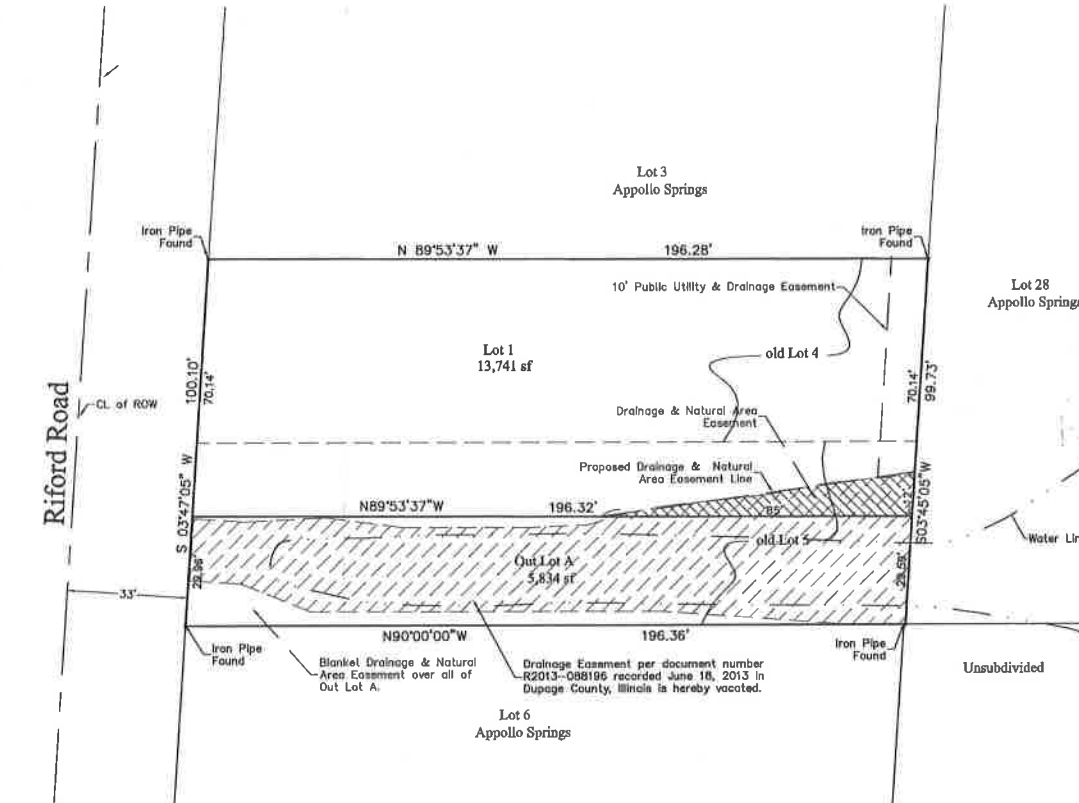
State of Illinois )  
                          )SS  
County of DuPage )  
  
The Village of Glen Ellyn as owner, and I, Raymond G. Ulreich, Professional Engineer of the State of Illinois, do hereby certify that to the best of our knowledge and belief the drainage of surface waters will not be changed by the construction of this subdivision or any part thereof, or, that if such surface water drainage will be changed, adequate provision has been made for collection and diversion of such surface waters into public areas, or drains which the subdivisor has the right to use, and that such surface waters will not be deposited on the property of adjoining land owners in such concentrations as may cause damage to the adjoining property because of the construction of the subdivision.  
  
Dated this 28<sup>th</sup> day of August, 2015.  
  
Raymond G. Ulreich  
Engineer/Professional Engineer  
  
Village of Glen Ellyn

### Surveyor's Certificate

State of Illinois )  
                          )SS  
County of DuPage )  
  
This is to certify that I, Raymond G. Ulreich, Registered Illinois Land Surveyor No. 2674 have surveyed and subdivided the following described property, consisting of 0.449 acres:  
  
Lots 4 and 5 in Apollo Springs Amended Subdivision, a subdivision in Sections 11 and 12, Township 39 North, Range 10 East of the Third Principal Meridian according to the Plat thereof recorded August 8, 1924 as Document 181125, in DuPage County, Illinois as shown by the annexed plat which is a correct representation of said survey and subdivision. Permanent measurements and iron pipes have been set in accordance with the Village of Glen Ellyn Subdivision Ordinance and all distances are shown in feet and decimals thereof. I further certify that all regulations enacted by the Board of Trustees relative to plats and subdivisions have been complied with in the preparation of this plat.  
  
I further certify that the property shown on the plat hereto drawn is situated within the corporate limits of the Village of Glen Ellyn which has adopted a comprehensive plan and which is exercising the special powers authorized by Division 12 of Article II of the Illinois Municipal Code as heretofore amended.  
  
I further certify that no portion of the property covered by this plat is located within Zone AE which is a special flood hazard area identified by the Federal Management Agency per flood insurance rate map number 17043-03031H with an effective date of December 16, 2004.  
  
This Professional Service conforms to the current Illinois Minimum Standards for a Boundary Survey.

Given under my hand and seal in Glen Ellyn, Illinois, this 28<sup>th</sup> day of August, A.D., 2015.

Raymond G. Ulreich  
Illinois Professional Land Surveyor Number 2674



Village of Glen Ellyn

Planning & Development Department  
535 Duane Street  
Glen Ellyn, IL 60137  
630-547-5250

Prepared For:	Property Address:	Date:	Scale: 1"=20'
Village of Glen Ellyn	735 Ridgely Road Glen Ellyn, IL 60137		Date

SUBMITTED BY:  
  
Prepared by and returned to:  
Village of Glen Ellyn  
Planning & Development Department  
535 Duane Street  
Glen Ellyn, IL