

Request for Information

Property Brokerage and Consulting Services
for the Sale or Transfer of the
Rock Island County's Hope Creek
Care Center RFI



Issue Date: July 17, 2019

REQUEST FOR INFORMATION (RFI)
PROPERTY CONSULTING AND BROKERAGE SERVICES

July 17, 2019

Per the direction of the Rock Island County Board, the County of Rock Island invites you to submit information in accordance with the requirements documented within this Request for Information. You must carefully read the attached documents and follow the procedures as outlined in order to be considered for selection as a service provider to the County.

Sealed Proposals: All proposals are to be submitted as outlined; Proposers will deliver one (1) original and one electronic copy (Microsoft Office or PDF format) to the following address:

Jim Snider, County Administrator
Rock Island County Office Building
1504 Third Avenue Rock
Island, Illinois 61201
[E-mail: jsnider@co.rock-island.il.us](mailto:jsnider@co.rock-island.il.us)

Proposals are due by 1:30pm (CT) on Tuesday, August 6, 2019. All proposals shall be delivered in a sealed envelope clearly marked "SEALED PROPOSAL – RFI Property Brokerage and Consulting Services - HCCC.

The proposal shall include the entire response to this Request for Information document and any amendments which may subsequently be issued. Proposals received after the above stated time will be considered as late and will be disqualified from further consideration.

Please direct questions regarding the proposal package to Jim Snider, County Administrator, at jsnider@co.rock-island.il.us and at (309.558.3615).

Sincerely,

Jim Snider
County Administrator

I. INTRODUCTION

The County of Rock Island is requesting information from professional institutional property advisors and brokers with experience in the marketing and sale of long-term care and rehabilitation facilities. The County will be reviewing information to select a licensed qualified Broker (individual or firm) to provide specified services related to the marketing of the County's Hope Creek Care Center (HCCC) including the physical property and business operation, negotiation of a sale transaction, and preparation of related documents and issuance of notifications as required by law.

The Rock Island County's HCCC is a 245-bed long-term care, rehabilitation facility with a secured memory care unit. The facility is an important community asset. The Broker chosen for this project will be required to educate, advise, and perform services on behalf of the County to achieve the objectives established by the County Board for the transfer of HCCC out of County ownership.

II. INSTRUCTIONS TO PROPOSERS

1. All proposals must be submitted to:

Jim Snider, County Administrator
Rock Island County Office Building
1504 Third Avenue
Rock Island, Illinois
61201

All questions regarding the proposal shall be directed in writing to the County Administrator at the above-listed address or via e-mail at:
jsnider@co.rock-island.il.us

All responses to this RFI must be delivered in a sealed envelope clearly labeled "RFI Property Brokerage and Consulting Services - HCCC".

2. All proposals must be received by 1:30pm (CT) on Tuesday, August 6, 2019. One (1) original and one digital/electronic copy of your response to this RFI must be submitted. Proposals arriving after the deadline will not be accepted.
3. Proposals shall provide a concise and accurate description of provider capabilities to satisfy the requirements of the RFI. Emphasis should be on completeness and clarity of content.
4. An authorized representative of the proposer must complete and sign the proposal.
5. The County Administrator or designee will notify appropriate Brokers if the County selects them as a finalist. Finalists will be invited to make a public presentation

before the County Board's Governance, Health and Administration Committee on August 12, 2019 at 10 am (CT) at the County Office Building (Room 210), Rock Island, IL.

6. Failure to comply with any part of the RFI may result in rejection of the proposal as non-responsive.
7. In submitting information, it is understood by the undersigned that the right is reserved by the County of Rock Island to accept any submissions, to reject any and all submissions, and to waive any irregularities or informalities which are in the best interest of the County of Rock Island.

III. MINIMUM QUALIFICATIONS

The County of Rock Island invites submissions from any person or entity meeting the following minimum qualifications: (verification of these qualifications is attested through completion of this RFI.)

1. Licensed to market and/or sell real property in the State of Illinois.
2. Three years of experience working with public and/or not-for-profit entities.
3. Prior experience with the sale and/or transfer of long-term care or rehabilitation facilities.
4. Upon request, provide proof of insurance coverage for General Liability, Employers Liability, Workers' Compensation and Errors and Omissions.

IV. TERMS AND CONDITIONS

1. The County reserves the right, at its sole discretion, to terminate this process at any time, or reject any and all proposals without penalty, prior to the execution of a contract acceptable to the County. Final selection will be based on the proposal which best meets the requirements set forth in the RFI and are in the best interest of Rock Island County.
2. The County reserves the right to request clarification of information submitted and to request additional information of one or more applicants.
3. Any proposal may be withdrawn up until the date and time set above for the opening of proposals. Any proposal not so withdrawn shall constitute an irrevocable offer, for a period of 90 days after August 6, 2019, to provide the County the services set forth in the attached specifications, or until one or more of the proposals have been approved by the County, whichever occurs first.
4. Any agreement or contract resulting from the acceptance of a proposal shall be on forms either supplied by or approved by the County and shall contain, at a minimum, all applicable provisions of the RFI. The County reserves the right to

reject any agreement that does not conform to the RFI and any County requirements for agreements and contracts.

5. The County shall not be responsible for any costs incurred by the firm in preparing, submitting, or presenting its response to the request for qualifications.
6. The successful Proposer will be required to provide evidence of insurance for General Liability, Employers Liability, and Errors and Omissions Insurance. The firm will also be required to provide workers' compensation insurance in accordance with Illinois State Law.
7. *This invitation to submit a response to the Request for Information is not an authorization to solicit sales offers on behalf of The County. The County specifically directs that no contact or solicitation of sales proposals or bids be made on behalf of the County. Failure to comply with this condition will be grounds for disqualification.*

V. SELECTION CRITERIA

A committee of County representatives will review each submission and rate it using several evaluation criteria.

1. Responsiveness: The County will consider the material submitted by the proposer to determine whether the proposer is in compliance with the RFI.
2. Responsibility: The County will consider the material submitted by the proposer and other evidence it may obtain to determine the firm's demonstrated ability to market and negotiate a transaction for the disposition of a long-term care facility.
3. The qualifications, experience, and familiarity with local government risk management issues.
4. Satisfactory local government experience and references.
5. The fee proposal for providing the requested services.
6. The availability of other related support services.
7. Any other information provided that the County deems valuable.

VI. BACKGROUND INFORMATION

The County of Rock Island has a population of 147,647 according to the 2010 U.S. Census. The City of Rock Island is the county seat and is part of the Quad Cities Metropolitan Statistical Area

that includes Rock Island and Henry Counties in Illinois, and Scott County, Iowa. The MSA population is 383,681 as of the 2010 U.S. Census.

Since 1839, the people of Rock Island County have supported facilities to provide social services for the elderly and indigent. Today, the County operates a 140,000-square foot long-term care and rehabilitation facility located in East Moline, Illinois on county-owned property. The current facility was constructed in 2007, the Hope Creek Care Center Nursing Home has approximately 150 residents as of July, 2019, and is configured to serve up to 245 patients with a maximum certification of 245 Medicare/Medicaid-eligible beds. The facility offers adult day care, rehabilitation-to-home services, and long-term care services. It has approximately 215 employees.

Over the past 10 years, the County has experienced financial and management challenges associated with the operation of the nursing home. The County lacks the financial and management capacity to continue operating the home in its current model and will be seeking qualified operators of long-term care facilities to submit proposals for disposition of the home. Prospective entities to take over the home include but are not limited to for-profit, not-for-profit, and/or consortia. A successful proposer to this Request for Information will be expected to seek alternatives within these categories or others with the intent to continue the mission of service offered by the home to the residents of Rock Island County.

VII. SCOPE OF SERVICES DESIRED

The County of Rock Island desires the following services:

1. Collection of necessary data and information for potential buyers.
2. Development of marketing collateral that accurately describes the home and property to potential buyers. Said collateral shall include but is not limited to the following information:
 - a. Pricing and financial analysis information;
 - b. Property description;
 - c. A listing of recent comparable sales of similar homes;
 - d. A market survey of competitive properties showing resident rates by payer category (i.e. private pay, Medicaid, Medicare, VA, etc.); and
 - e. Demographic information relevant to the nursing home.
3. Develop strategies in cooperation with the County Board for the sale or transfer or other disposition of the subject property and business to a for-profit, not-for-profit, consortium, or other qualified entity. Strategies shall include a proposed timeline with milestones indicated to provide guidance for operational considerations of the nursing home.
4. Solicitation of proposals that meet the qualifications as established by the County in consultation with the Broker.

5. Qualification of bidders submitting proposals for the offering of the subject property and business.
6. Evaluation of submissions in accordance with criteria established by the County in consultation with the Broker.
7. Negotiation of the transaction, including all necessary communication and coordination with the Rock Island County State's Attorney's Office.
8. Provision to the County of market data that will support the decision-making process with respect to the disposition of the HCCC Nursing Home. This may include presentation at public meetings of the County Board or other venues.
9. Provide all necessary assistance in closing the transaction upon approval of the County Board.
10. Handling all other customary activities and services associated with long-term care or rehab facilities real estate transactions, including consultation with County officials and staff.

VIII. PROPOSAL FORMAT

1. The proposal must be presented in the order as described below. To be considered substantive, the proposal must respond to all requirements of this part of the RFI. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal.
2. Provide a brief company history and description including size and number of employees.
3. A response to each item as set forth in the "Scope of Services Desired" in Section VII and a description of how your firm will approach delivery of those services.
4. Resumes of all principals that would be assigned to provide services to Rock Island County.
5. At least three references from current public sector clients, including contact names, addresses and telephone numbers.
6. Information on the firm's experience in marketing and executing transactions of long-term care facilities similar to the Rock Island County Nursing Home.
7. A draft contract including the proposal for fees to be charged to Rock Island County for provision of services requested.

8. A description of any other services to be provided without additional compensation beyond negotiated fee to be paid by the County for services provided pursuant to the terms of this RFI.
9. An explanation of what distinguishes the services the submitting firm can provide from other firms.
10. Responses to the following interrogatories:
 - a. How many transactions (sales, transfers, etc.) for any long-term care and/or rehabilitation facilities have you completed or been involved with in the last three years? In firm's history?
 - b. Have you worked with facilities that have significant Medicaid patient census (>40%)? If so, please provide details.
 - c. Please discuss in detail any transactions or experience you have had in working with not-for-profit or public entities to market or close a sale or transfer transaction of a nursing home.

IX. TIMELINE

July 17	RFI issued
August 6	1:30 pm (CT) Submission deadline
August 6-9	Review all qualified RFI's by Board Chairman, GHA Committee Chair and County Administrator of Top Three Finalists
August 12	Presentation of Top Three Finalists - GHA Committee
August 14	CoW Review and Recommendation of choice to County Board
August 20	Contract Approved by County Board