

**Village of Rantoul
333 S. Tanner
RANTOUL, IL 61866**

6/3/2010

REQUEST FOR Statement of Qualifications (SOQ)

**CHANUTE
Economic Development Conveyance Legal Services**

ATTENTION RESPONDENTS:

Your firm is hereby invited to submit to the Chanute Local Redevelopment Authority (hereinafter "Village") a Statement of Qualifications for the Economic Development Conveyance Legal Services Project. A successful respondent (or respondent team) will be selected by the Village based on a multi-step process, as described below.

THE VILLAGE OF RANTOUL, ILLINOIS, will accept Statements of qualifications from qualified Firms to identify select and engage a qualified and capable firm or firms to provide legal services to the Village that supports an Economic Development Conveyance (EDC) of 470 acres at the former Chanute AFB.

Submittals will be received until closing time of **4:00 P.M.** prevailing time on **July 1, 2010** at the Rantoul Municipal Building, 333 South Tanner Street, Rantoul, Illinois. Submittals received after the closing time will not be accepted and will be returned unopened

The Village will make the final selection of the firm or team of firms to perform the proposed services after July 1, 2010. The Village reserves the right to cancel any and all solicitations and to accept or reject, in whole or in part, any and all proposals when it is in the best interest of the Village.

All questions about process and procedure may be directed to Scot Brandon by e-mail at sbrandon@myrantoul.com by phone at (217) 893-1661. All questions related to the substance of the SOQ shall be submitted Peter Passarelli (ppassar@myrantoul.com) in writing (either by e-mail or U.S. Mail). All such substantive questions shall be answered by email to all recipients of the SOQ.

REQUEST STATEMENT OF QUALIFICATIONS (SOQ)

CHANUTE

Economic Development Conveyance Legal Services

PART I

EXECUTIVE SUMMARY

The former Chanute Air Force Base (CAFB) located in the Village of Rantoul, Illinois was designated in 1988 by Base Realignment and Closure (BRAC) Commission to be closed under the first BRAC round and was formally closed in September 1993 after a five year decommissioning process. Since that time, the Air Force Real Property Agency (AFRPA) has disposed of approximately 1,470 acres to private developers and the Village via public sale, donation, and a Federal Aviation Administration (FAA) sponsored Public Benefit Conveyance. These transferred areas primarily comprise the residential areas, the golf course, and the majority of the airfield and airfield support facilities (the "airport property") at the former base. The Village received deeds to the majority of the airport property under FAA sponsorship, meaning this airport property will remain in use as a public airport or in support for the operations of a public airport. The Village continues to work with the FAA and the Illinois Department of Transportation -Aeronautics Division, through its grant programs, to maintain, improve, and expand the airport.

This grant addresses providing legal services that supports an EDC of approximately 470 acres at the former CAFB. Portions of the 470 acres have been identified for or transferred under different mechanisms and to different entities. Transfer via EDC will assist the Air Force in meeting their property transfer goals. The ensuing EDC application will address these issues using the following transfer strategy, which is supported by the AFRPA as depicted on the attached map:

Withdraw approximately 170 acres from the FAA-PBC in favor of an EDC. This acreage would be transferred under an Air Force FOST.

Withdraw approximately 220 acres from the FAA-PBC in favor of an EDC. This acreage would be transferred early under an Air Force Finding of Suitability for Early Transfer (FOSET).

Withdraw approximately 20 acres of roadways from the FAA-PBC in favor of an EDC

Withdraw approximately 10 acres from a parcel designated for public sale in favor of an EDC. This acreage would be transferred early under an Air Force FOSET.

Withdraw approximately 50 acres from the Department of Education (DoEd) sponsored PBC in favor of an EDC. This acreage would be transferred early under an Air Force FOSET. The Department of Education will not sponsor an early transfer. This transfer

will require an agreement between the Village of Rantoul and the University of Illinois, the intended recipient of the property.

Transfer of all water, wastewater, storm sewer and electric utility infrastructure via an EDC. No acreage is involved.

PART II

THE CONSULTING TASK

The purpose of this Request for Statement of Qualifications (SOQ) is to identify, select and engage a qualified and capable firm or firms to provide legal services to the Chanute LRA.

The selected respondent will demonstrate the ability to complete the attached Scope of Work in a manner acceptable to the Village. The Village will attempt to negotiate a binding contract for the Scope of Work with the selected respondent promptly after the proposal submittal date. It is anticipated that the contract will require the selected respondent to complete the Consulting Assignment including all required deliverables no later than **4:00 p.m. on December 31, 2010**.

PART III

INFORMATION AND INSTRUCTIONS TO RESPONDENTS

OBJECTIVES: This assistance will address the complex legal issues involving the property transfer related to the approximately 470 acres of property, including 117 acres west of the Century Boulevard and 350 acres located in the southeast corner of the former base and also includes the electric, wastewater, water and storm utility systems, located on the former Chanute Air Force Base which make up the proposed EDC (see attached map). Specifically, the scope of work will include:

1. Provide the necessary legal counsel to the Village of Rantoul during the EDC and early transfer process to assure that issues of conveyance, environmental indemnity, potential liability and financial planning are fully integrated.

2. Detailed review of long term and interim environmental use restrictions/ institutional controls of each encumbered parcel as well as utility easements.

3. The review and development of Uniform Environmental Covenants for encumbered parcels as required by the State of Illinois Uniform Environmental Covenants Act in coordination with Illinois Environmental Protection Agency and the Air Force Real Property Agency.

4. Review and preparation of associated deeds for the EDC parcels.
5. Provide advice concerning the impact of subsequent Illinois Environmental Protection Agency regulatory enforcement at a former military installation.
6. Advise the Village of Rantoul on the legal and environmental implications of early transfer and assist in developing strategies to address potential issues.

Deliverables:

- 1) A presentation to the Village of Rantoul Board of Trustees and Staff that addresses the legal and environmental implications of early transfer and potential strategies to address potential issues.
- 2) A PowerPoint presentation to be used by the Village and staff for presentations to the public, elected officials and other stakeholders.
- 3) Written summary of the potential legal issues and environmental implications of the early transfer and potential strategies to be included as an appendix to the Business Plan.

The following disclaimer statement will appear on the title page of the Operations and Infrastructure Analysis and the Business and Operations Plan:

“This study was prepared under contract with the Village of Rantoul/Chanute Local Redevelopment Authority and is conditioned upon the Village obtaining federal funding. The content reflects the views of the Village of Rantoul/Chanute Local Redevelopment Authority and does not reflect the views of the Office of Economic Adjustment Department of Defense.”

COST OF SERVICES: Respondents should provide a separate breakdown of rates for individuals or firms performing services and reimbursement of expenses.

PRE-Submittal CONFERENCE: A pre-submittal conference will be held for all potential consultant respondents on **June 23 or 24 2010 at 11:00 AM at 333 S Tanner Street, Rantoul Illinois**. The purpose of this important pre-submittal conference is to provide qualifying respondents with detailed background information regarding the project, site tour and to address questions and concerns. A preliminary agenda will be available online at the Village’s Website, www.myrantoul.com on June 18 2010.

PROPOSAL DEADLINE: Responses to this Statement of Qualifications must be received by the Village at its offices located at 333 S Tanner Street Rantoul Illinois no later than **4:00 PM on July 1, 2010**. Any SOQs received after the time stipulated will not be considered and may be rejected and returned to the respondent. SOQs must be responsive to all requirements outlined herein. The delivery of the proposal to the Village prior to the proposal deadline is solely and strictly the responsibility of the respondent.

The Village will in no way be responsible for delays caused by the United States Postal Service, Federal Express or other couriers or delays caused by any other occurrence. Fax proposals are not acceptable. The Village may, for good and sufficient reason, extend the response deadline, in which case all respondents that have attended the mandatory pre-proposal conference shall be sent notification of the new date and time.

SELECTION PROCESS AND NEGOTIATION: Selection will take place as follows. (1) Proposals: The Village will select one SOQ from among those submitted by the qualified respondents. Point scoring system and selection criteria for proposals are listed in the section marked "Proposal Selection Criteria." Further evaluation may include an oral interview with the most responsible and responsive respondents. (2) Negotiations: The Village and the successful Respondent will negotiate a contract promptly after selection. The contract will provide for the selected respondent to complete the Scope of Work described above in final form by December 31, 2010. If a mutually satisfactory contract cannot be reached with the selected respondent, the Village will enter into negotiations with the second-place respondent as determined under the selection criteria. Any award and contract with the selected respondent will be subject to and contingent upon funding from the Office of Economic Adjustment, on behalf of the Department of Defense.

SCHEDULE: It is anticipated that the solicitation and proposal process shall be conducted in accordance with the following schedule; provided, however, that the Village reserves the right to modify this schedule in its discretion or subject to grant award.

Advertisement of SOQ June, 2010
Request for SOQ Available June, 2010
Pre-Submittal Conference: 11:00 AM 23 or 24 June, 2010
SOQ Due July 1, 2010
Contractor selected: early July, 2010
Contract for services awarded: mid July, 2010
All services and deliverables submitted: December 31, 2010

FORMAT OF RESPONSE: To be considered, respondents must submit a complete response to this Request for Statement of Qualifications. The format provided in this section is not negotiable. Each proposal must be submitted in seven (7) copies; the original copy must be submitted unbound and suitable for copying. The envelope containing the proposals must be sealed and labeled with the project name and delivered to:

Scot Brandon
Comptroller
Village of Rantoul
333 S Tanner
Rantoul, Il 61866

Failure of any respondent to receive an addendum or email interpretation of this SOQ

shall not relieve the respondent from any obligation under the SOQ. All addenda will become an integral part of this SOQ. The selected respondent shall comply with all Federal, State and local laws applicable to its activities including, but not limited to, 32 C.F.R. Part 33 and 32 C.F.R. Part 28.

CHANGES IN SCOPE OF SERVICES. After OEA approval, the Village may, from time to time, request changes in the Scope of Work to be performed by the selected respondent. No such change shall increase or decrease the amount of compensation to be paid to the selected respondent unless and until the parties enter into a written amendment to the contract for the Scope of Work.

CONFLICT OF INTEREST. The selected respondent shall be a firm or team of firms that has no conflict of interest concerning its entry into a formal contract with Village requiring execution of the Scope of Work described in this request for qualifications. Any potential conflicts of interest must be explained in your proposal.

REQUIRED SUBMITTALS: Each section of your proposal should include tabs that clearly and distinctly label and separate the following required sections.

a. COVER LETTER: Include a cover letter indicating the full name and address of your organization and the branch office or other subordinate element that will perform or assist in performing the services described. Please indicate the name of the senior contract person for your firm or team on this engagement, the office location from which the Village will be served, appropriate telephone and facsimile numbers, email addresses and acknowledgment of the ability to commit your firm or your team to the contents of this proposal and any other information you feel to be relevant. Please limit your letter to two pages. Indicate whether you operate as an individual, partnership or corporation or team of any of the foregoing. Include the state in which you are incorporated or licensed to operate. If the respondent is a corporation, then a completed corporate disclosure statement must be submitted with this proposal.

b. BACKGROUND AND EXPERIENCE OF RESPONDENT: Through a response to the specific requests below, the respondent should clearly state its skills and experience in a manner that demonstrates its capability to complete the Consulting Task as contained in Part II herein. If applicable, please highlight projects in which members of your proposed development team have worked together.

- a. A description of experience within the past ten (10) years related to :
 - i. Former military base reuse and redevelopment issues.
 - ii. Economic Development Conveyances and early transfers
 - iii Environmental Law
- b. Resumes of personnel (or, if a team, team members) to be involved in the proposed project, including: education and professional licensing, specific relevant experience and specific role in proposed project.

c. A description of the team structure, inclusive of professional background, experience and percentage of time proposed to be devoted to this project.

d. list of 3-5 similar projects worked within the last ten years, including reference names and telephone numbers and

e. Short description of the consultant's approach to the needs of the project.

c. ABILITY TO COMPLETE DESCRIBED SCOPE OF WORK: Your response to this section should demonstrate your ability to fulfill the Scope of Work listed in Attachment A.

d. REFERENCES AND ADDITIONAL INFORMATION & COMMENTS: Include any other information that you feel is pertinent but not specifically asked for herein. Please also provide personal and professional references that would allow the Village to further qualify the respondent's ability to accomplish the proposed services.

e. CERTIFICATIONS FROM 32 C.F.R PART 25 – CODE OF FEDERAL REGULATIONS

Respondents are required to submit the required certifications from 32 C.F.R. Part 25, Appendix A: (1) a Certification Regarding Debarment, Suspension, and Other Responsibility Matters and (2) a Certification Regarding Workplace Drug free Requirements. These certifications may be inserted into the body of the proposal. A separate attached government form is not required.

f. COST OF SERVICES: Respondents should provide a separate breakdown of rates for individuals or firms performing services and reimbursement of expenses.

PROPOSAL SELECTION CRITERIA: The Village will use a numbered point system (0-5) to grade each selection criteria. The Village shall select a qualified firm from among those submitted pursuant to the following criteria:

1. Amount of experience of the team with similar projects.
2. Breadth of expertise on the team.
3. Demonstrated understanding of the challenges and opportunities involved with a former military base with potential market, environmental and infrastructure constraints.
4. The written presentation skills of the project team as demonstrated in the response to the SOQ.

CONTACT PERSONS: All questions about process and procedure may be directed to Scot Brandon by e-mail at sbrandon@myrantoul.com by phone at (217) 893-1661. All questions related to the substance of the SOQ shall be submitted Peter Passarelli (ppassar@myrantoul.com) in writing (either by e-mail or U.S. Mail). All such

substantive questions shall be answered by email to all recipients of the SOQ.

RIGHT TO SUBMITTED MATERIALS. All proposals, responses, inquiries, or correspondence relating to or in reference to this SOQ and all reports, charts, displays, schedules, exhibits, graph, maps and other documents provided by the respondents will become the property of the Village when received. The Village shall have the right to use any ideas presented in the proposals, whether the proposals are selected or rejected.

DISCLAIMER. The information contained herein is provided solely for the convenience of respondents. It is the responsibility of all respondents to assure themselves that information contained herein is accurate and complete. The Village does not provide any assurance as to the accuracy of any information in this proposal. Any reliance on the contents of this SOQ or any communications with the Village shall be at the respondent's own risk. The Village shall have no liability or obligation with respect to this SOQ, or the selection and award process contemplated hereunder. All costs incurred by a respondent in preparing and responding to this SOQ are the sole responsibility of the respondent. All respondents to this SOQ fully acknowledge all provisions of this Disclaimer and agree to be bound by its terms. The award of this contract is subject to Federal funding.

Attachment A

SCOPE OF WORK CHANUTE

Economic Development Conveyance Legal Services

The scope of work is focused on providing the necessary legal assistance and counsel to address the complex legal issues involving the property transfer related to the approximately 470 acres of property, including 117 acres west of the Century Boulevard and 350 acres located in the southeast corner of the former base and also includes the electric, wastewater, water and storm utility systems, located on the former Chanute Air Force Base which make up the proposed EDC.

Specifically, the scope of work will include:

1. Provide the necessary legal counsel to the Village of Rantoul during the EDC and early transfer process to assure that issues of conveyance, environmental indemnity, potential liability and financial planning are fully integrated.
2. Detailed review of long term and interim environmental use restrictions/ institutional controls of each encumbered parcel as well as utility easements.
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of the early transfer and potential strategies to be included as an appendix to the Business Plan.

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