

**THE CITY OF CHICAGO DEPARTMENTS OF
FAMILY AND SUPPORT SERVICES AND PUBLIC HEALTH
REQUEST FOR CONCEPT PAPER
FOR NORTH PARK VILLAGE CENTER**

The Chicago Departments of Family and Support Services (DFSS) and Public Health (CDPH) are seeking concept papers from qualified primary care and/or behavioral health providers (Respondent) to offer services onsite at the City's North Park Village Center located at 5801 N. Pulaski Ave. This project offers the potential to create a state of the art, environmentally-friendly building that serves the needs of the area and provide health services reimbursable by public/private insurers to the community.

The building is a 24,500 sq. ft. one-story building and is available to be used as a Health Center as well as any other type of center providing services to the community at large. Given its proximity to senior housing, it can be anticipated that senior citizens will comprise a large percentage of the potential clientele. Interested parties should anticipate the needs of this population and propose a programmatic response that recognizes and addresses this.

Unoccupied for several years, it is estimated that the Respondent will need to invest significantly in the rehabilitation of the building. The City of Chicago has \$2.4 million reserved to offset the costs of such rehabilitation but the funds will not cover all the building's construction costs. It has been estimated that the building will need an additional \$2.6 million investment in order to accomplish this goal. Given the source of the city's funds, the funds must be spent by the city and not provided to the Respondent. The City will however work closely with the successful Respondent to assure that the City's funds are applied in a manner that will advance the Respondent's proposed uses for the facility. In return for investing in the rehabilitation of City of Chicago property, the City will consider a long term lease, i.e., 10-15 years and/or a credit on the rent.

It is expected that the Respondent will enter into a Lease with the City of Chicago. The Lease will govern the property management and facilities issues. The Lease must be approved by City Council. For-profit Respondents will be charged a market rental rate and be responsible for covering all operating costs for the facility. Non-profit Respondents will be charged \$1 rental rate and be responsible for covering all operating costs for the facility. Operating costs include utilities, telecommunications costs, custodial, security, and engineering services, landscaping, pest control, and other costs associated with the facility and physical operation. It is anticipated that the associated annual operating costs will be approximately \$9.50 to \$10.50 per square foot for the first full year of the agreement. These figures shall be adjusted each year.

Respondent shall be responsible for payment of any leasehold taxes, if any, which are applicable to the selected Respondent's space (property is presently not taxed).

Those submitting a response to this opportunity may submit an original and one copy by May 19, 2016, 12:00 noon to:

Joyce Gallagher
Executive Director of Senior Services
Chicago Department of Family and Support Services
1615 W. Chicago Ave. 5th Fl.
Chicago, IL 60622

Additionally, please e-mail one file copy to jtalbot@cityofchicago.org.

All responses will be reviewed and evaluated by DFSS, CDPH, and the Department of Fleet and Facility Management (2FM). DFSS and CDPH will then arrange for individual meetings with a minimum of two agencies that submitted applications most aligned with the following evaluation criteria:

Evaluation Criteria:

- Experience in providing the services and programs proposed in the application.
- Experience engaging and providing services and programming to senior citizens.
- Experience managing construction projects.
- Demonstrated strong administrative and fiscal capacity.

If more than five responses are received the City of Chicago may move to re-issue this opportunity as a Request for Proposal.

Application

Instructions:

Please use the Agency and Contact Information section as a cover sheet to your application. No cover letter is necessary for this application process.

Applicant Organization Information:

- Organization Name
- Organization Mailing Address
- Organization Website

Contact Information:

- Executive Director/Chief Executive Officer's Name
- Executive Director's/Chief Executive Officer's Phone Number
- Executive Director's/Chief Executive Officer's Email Address

- Point of Contact's Name
- Point of Contact's Phone Number
- Point of Contact's Email Address

Requested Information:

Organizational Overview

1. Describe the mission of your organization.
2. Provide a summary of the programs and services your organization operates.
3. Provide brief biographies for your organization's executive leadership.

Construction Build Out

1. What is your organization's experience implementing similarly sized construction projects?
2. The City intends to contribute up to \$2.4 million to the renovation and build-out of the facility. The City anticipates an additional \$2.6 million in funds will be needed to complete the project. How does your agency intend to fund the difference between the City's contribution and total estimated cost?
3. What is your organization's experience in building-out space in leased facilities?
4. Please submit a narrative description of your prior experience(s) managing a construction project and/or team.
5. Please outline your track record of completing similar construction projects in a timely manner and within budget.
6. What would your organization's approach to programming and planning the interior build-out be?
7. Please provide a brief description of how you would build-out the proposed facility and include an estimated cost for build-out.

Organizational Infrastructure

1. Describe your organization's fiscal capacity and operations, including a summary of roles and duties within your fiscal area. Also describe the extent to which fiscal policies and procedures are documented.
2. What is your organization's annual operating budget for the last three years? Please detail your revenue sources for each of these years. You may attach an existing summary.

3. Describe your organization's human resources capacity and operations, including a summary of role and duties within your human resources area. Also describe the extent to which HR policies and procedures are documented.

Programmatic Plan

1. Please describe the number and types of services, programs and activities you intend to offer at the North Park site. Be sure to include discussion around anticipated targeted audiences, recruitment and promotion plans, how many languages services will be provided in, and anticipated hours of operation.
2. Please specifically discuss how you will engage or welcome area seniors to your site.
3. Please discuss any unique services or programs you plan to offer at the North Park site.