

# Request for Information

Brokerage and Consulting Services  
Related to the  
DeKalb County Rehab & Nursing Center



Issue Date: December 9, 2021

REQUEST FOR INFORMATION BROKERAGE AND CONSULTING SERVICES  
RELATED TO THE DEKALB COUNTY REHAB & NURSING CENTER

December 9, 2021

Per the direction of the DeKalb County Board, the County of DeKalb 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 nine (9) hard copies, and one electronic copy (Microsoft Office or PDF format) to the following address:

Brian Gregory, County Administrator  
Administration Office  
DeKalb County Legislative Center  
200 N. Main Street  
Sycamore, Illinois 60178  
E-mail: [bgregory@dekalbcounty.org](mailto:bgregory@dekalbcounty.org)

Proposals are due by 5:00pm on Wednesday, January 5, 2022. All proposals shall be delivered in a sealed envelope clearly marked "SEALED PROPOSAL – Brokerage and Consulting Services".

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 a late and will be disqualified from further consideration.

Please direct questions regarding the proposal package to Brian Gregory, County Administrator, at [bgregory@dekalbcounty.org](mailto:bgregory@dekalbcounty.org) or by phone at (815) 895-1638.

Sincerely,

A handwritten signature in black ink, appearing to read 'B. Gregory', written over a light grey circular stamp.

Brian Gregory  
County Administrator

## I. INTRODUCTION

The County of DeKalb 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 DeKalb County Rehab & Nursing Center 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 DeKalb County Rehab & Nursing Center is a 190-bed state-of-the-art building located just north of Northern Illinois University 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 the DeKalb County Rehab & Nursing Center out of County ownership.

## II. INSTRUCTIONS TO PROPOSERS

1. All proposals must be submitted to:

Brian Gregory, County Administrator  
Administration Office  
DeKalb County Legislative Center  
200 N. Main Street  
Sycamore, Illinois 60178

All questions regarding the proposal shall be directed in writing to the County Administrator at the above-listed address or via e-mail at: [bgregory@dekalbcounty.org](mailto:bgregory@dekalbcounty.org).

2. All responses to this RFI must be delivered in a sealed envelope clearly labeled "RFI- Property Consulting and Brokerage Services". All proposals must be received by 5:00 pm on Wednesday, January 5, 2022. One (1) original and nine (9) hard copies of your response, 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 should 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 at the January 12, 2022 Committee of the Whole Meeting at the Legislative Center, 200 N. Main Street, Sycamore, 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 DeKalb 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 DeKalb.

### III. MINIMUM QUALIFICATIONS

The County of DeKalb 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 DeKalb 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, 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 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

What is now called the DeKalb County Nursing Home was begun as a "poor farm" in 1853. Prior to that time when persons were in need of public assistance, due to financial or health reasons, they were referred to the township overseers of the poor. The overseers would allocate available county resources to assist these people. The County Board of Supervisors felt that the poor of DeKalb County would better be served by a centrally located facility which ultimately led to the creation of the County Home in 1945.

The nineteen sixties were the beginning of many new concepts in health care for the elderly and chronically ill. Along with these new concepts came many new rules and regulations for the licensing of all health care facilities. Plans for an addition to the County Home was presented to the architect in 1966. The groundbreaking ceremony was held at 1:00 p.m. on May 8, 1968. The new structure consisted of a ground floor and three stories above that. A total bed capacity of 194 beds were available on three patient units.

The current facility construction started in 1998 and was occupied in March 2000. The County sold \$13,000,000 in bonds in August, 2020 to pay for the Rehab & Nursing Center Expansion project. Construction activity in 2019 and 2020 was funded with Rehab & Nursing Center cash reserves and internal borrowing. The bonds were issued for 30 years at an average interest cost of 2.23% and with all debt to be retired by operating revenues of the Rehab & Nursing Center. Annual debt service payments will range from a low of about \$624,000 to a high of about \$683,000. The bonds will not be fully retired until December 15, 2050, subject to a call provision beginning December 15, 2030.

Over the past few years, the County has experienced financial and management challenges associated with the operation of the nursing home. The County is seeking a consultant/broker to assist in gathering additional information needed to assist the Board in determining whether it is in the best interest of the County and our residents to continue to operate the facility. This includes assessing the facility to determine an estimated valuation, identify a timeline and any challenges the Board should consider.

## VII. SCOPE OF SERVICES DESIRED

The County of DeKalb 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.

If the County Board determines it is in the best interest of DeKalb County residents to no longer operate a county home the following services would be needed:

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 DeKalb 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 DeKalb County Rehab & Nursing Center. 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 DeKalb 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 DeKalb County Rehab & Nursing Center.
7. A draft contract including the proposal for fees to be charged to DeKalb County for provision of services requested in numbers 1-3 of "VII. Scope of Services Desired" with an alternative proposal for number 4-10 of the same section.
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 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 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

December 10, 2021	RFI issued
January 5, 2022	Submission deadline
January 12, 2022	Presentation by Finalists
January 19, 2022	Contract Approved by County Board