

Thank you for registering. You are invited to respond to the following Request:

City of Urbana

Request for Proposals #2223-25 Parking Lot 1

The following is sought: The City is seeking proposals to activate City-owned parking lot spaces through an agreement or agreements for activities that generate sales tax and/or provide public accommodations for art and culture. Interested parties should understand that any use of the parking lot spaces shall be temporary.

Requesting Department: Community Development

Contact Person: Stepheny McMahon

Address: 400 S. Vine Street. Urbana, IL 61801

Telephone No.: (217) 328-8274

E-Mail Address: slmcmahon@urbanaininois.us

Date of Request Posted on City's website: 02/17/2023

Questions to this RFP are due to slmcmahon@urbanainilos.us **by 03/07/2023**

Proposal Submission Date: March 16, 2023 Time: 12:00 PM Noon Central Time

Allowable Means for Transmitting Proposals: Hardcopy or email to slmcmahon@urbanaininois.us

Location for above: 400 S. Vine, Urbana, IL 61801

Summary and Specifications: The City is seeking proposals to activate public spaces in downtown Urbana through an agreement of a City-owned parking lot for activities that generate sales tax and/or provide public accommodations for art and culture activities. Interested parties should understand that any use of this real estate is temporary.

The City specifies the following:

1. The real estate subject to this Request for Proposal (RFP) is City of Urbana Public Parking Lot 1 (see attached map).
2. The proposed term may be between three (3) months and one (1) year with optional renewals by mutual consent.
3. Proposers may submit proposals for use of the entire lot or for smaller sections of the lot.
4. If Proposers wish to use the lot for particular times of the calendar year, proposers should stipulate as such in their Proposals. Multiple proposals for different times of the year from the same or from different proposers may be accepted. Property uses for less than three (3) months should utilize a Special Event Permit rather than a formal agreement.
5. The City may reject any and all proposals.
6. Final terms will be negotiated with the selected proposer(s).
7. Proposers should provide license payments to the City for the term they propose.
8. The scope of this RFP and any subsequent agreement does not include any City streets or sidewalks.

Acceptable activities on the site include:

1. Music or theater performances.
2. Art performances or presentations
3. Food and drink sales, other commercial activities
4. Establishment of utilities pursuant to City codes and with prior authorization of the City.
5. Establishment of seating, staging, canopies, and decoration in good working order/condition comprised of materials intended for that purpose.

Unacceptable activities on the site include:

1. Any activity constituting a nuisance according to the City code.
2. Punctures, damage, removal, or installation of hardscaping without prior authorization of the City.
3. Construction of permanent buildings.
4. Addition or removal of curb cuts.
5. Using the leased space for storage of materials.
6. Assignment of the use agreement without expressed written consent of the City.
7. Noise/Music amplification beyond the hours allowed by City ordinances and/or Emergency Orders.

Selected Vendor's Duties and Limitations During the Term of the Lease:

1. The selected vendor shall at all times observe and comply with all laws, ordinances, building safety regulations, zoning regulations, or any other regulations of the federal, state, county, and local governments which may in any manner affect the property.
2. The selected vendor shall keep the property free of litter or debris including landscaped spaces on the parcel.
3. The selected vendor shall notify the City within 24 hours of the occurrence of an accident, fire, or damage to the property.
4. At the termination of the agreement, the site shall be returned to its pre-existing condition, unless otherwise authorized by the City.
5. The selected vendor may control access to the portion of the lot being used by such vendor, unless otherwise ordered by the City.
6. The selected vendor may charge entrance fees to the activities they program.
7. The selected vendor shall not engage in any discriminatory conduct in violation of the City's Human Rights Ordinance.
8. The selected vendor shall provide restroom facilities pursuant to any City ordinances and/or State statues.

City's Duties and Limitations During the Term of the Lease:

1. The City will not collect litter or remove snow on the area of the lot subject to an agreement.
2. The City will conduct pruning of trees, mulching of landscape beds, and other customary landscaping activities at locations landscaped pursuant to the City's normal operations unless otherwise provided for in an agreement.
3. The City will repair cracks and other hardscape failures that the City deems are the result of normal wear and tear. Damage or failure caused by the licensee will be repaired at the licensee's expense.

Proposals must include:

1. Description of the proposer's experience operating the types of activities proposed.

2. Description of knowledge, skills, abilities, and experience of personnel expected to implement the proposal.
3. Description of the proposed activities including type and frequency.
4. Description of the community benefit from the proposal.
5. Description of the ability to acquire necessary resources to implement proposal.
6. Sketch, drawing, or illustration of proposed site plan including which portions of Lot 1 are desired for use. Proposers may request to use all or some portion of the Lot.
7. Proposals should not exceed five (5) pages.
8. Payments licensee would remit to the City for use of City of Urbana Public Parking Lot 1.

Average Monthly Meter income per month for Urbana City Lot 1 FOR INFORMATIONAL PURPOSES ONLY

2019	\$1325.00/month
*2020	\$912.69/month
*2021	\$497.30/month

*half of Lot 1 was out of service due to private use.

