



Finance Department  
Central Services Division

**REQUEST FOR PROPOSALS  
WATCH FACTORY ADAPTIVE REUSE DEVELOPMENT PROJECT  
RFP NO.: 1215-CD-127**

12/3/15

Name of Proposing Firm: \_\_\_\_\_  
Address \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

**RFP Opening Time and Date 11:00 a.m., Local Time, Tuesday, January 12, 2016**

*Proposals will be accepted until the specified opening time and date. Any bidder attempting to deliver after the opening time and date will be refused.*

Bid Deposit/Bid Bond: NO  
Prevailing Wage YES  
Performance Bond: NO

**PLEASE MARK THE RETURN SEALED ENVELOPE:**

1. RFP Opening Date and Time
2. Title of Job
3. RFP Number

**RETURN PROPOSALS TO:**

City of Rockford  
Central Services Manager  
425 East State Street, 4<sup>th</sup> Floor  
Rockford, Illinois 61104

***PROPOSALS SUBMITTED BY FASCIMILE OR E-MAIL WILL NOT BE ACCEPTED***

**PROPOSAL RESULTS:**

Bid results may be obtained by telephone at (779) 348-7164, by fax at (800) 380-7174. or at [www.rockfordil.gov](http://www.rockfordil.gov)

## CITY OF ROCKFORD, ILLINOIS—BIDDING GENERAL CONDITIONS

1. Pricing. The bidder shall insert price for all bid items and all other information requested in these specifications. The price shall be the *full, delivered cost* to the City of Rockford with no additions.
2. Total versus “Per Item” Awards. The City generally awards contracts based on a lump sum basis to the lowest responsible and responsive bidder. However, the City may choose to award on a per item basis. Therefore, each bidder must submit pricing for each item indicated on the bid forms. Bidders must clearly indicate which items are bid and which are not.
3. Delivery of Merchandise. Delivery terms will always be Freight On Board (FOB)—Destination. The City of Rockford accepts no responsibility for the condition of any merchandise purchased prior to acceptance by City Personnel. Failure to comply with this requirement may constitute rejection of the bid.
4. Acceptance of Merchandise at Delivery. The City of Rockford reserves the right to refuse acceptance of delivered merchandise that differs substantially from the specifications in this invitation to bid or as otherwise permitted by Illinois law.
5. Prompt Payment Act. The City of Rockford intends to comply with the governmental prompt payment act. The awarded vendor will be paid upon submission of invoices to: City of Rockford Accounts Payable, 425 East State Street, Rockford, IL 61104.
6. W-9 Request for Taxpayer Identification Number. Prior to issuance of a purchase order, the successful bidder will be required to supply the City of Rockford with a federal W-9 Request for Taxpayer Identification Number and Certification. Failure to comply with this requirement will be considered a violation of contract terms, for which the City may bar the vendor from bidding for a period of up to three years.
7. Legal Compliance. The vendor awarded this contract will comply with all Federal, State, County, and City laws, ordinances, rules and regulations, which in any manner affect the product or service placed for bid herein. Lack of knowledge on the part of the awarded vendor of applicable law will in no way be cause for release of this obligation. If the City becomes aware of violation of any laws, ordinances, rules and regulations on the part of the awarded vendor, it reserves the right to reject any bid, cancel any contract, and pursue any other legal remedies deemed necessary.
8. Legal Requirements. This contract sets forth the entire final agreement between the City of Rockford and the bidder and shall govern the respective duties and obligations of the parties. The validity of this contract, and any disputes arising from the contract, shall be governed by the laws of the State of Illinois. Any litigation under this agreement shall be resolved in the trial courts of Winnebago County, State of Illinois. Should a provision of this contract be declared invalid by a court of competent jurisdiction, it shall not affect the validity of the remaining provisions of the contract.
9. Safety. Prevention of accidents at any project is the sole responsibility of the awarded vendor and its subcontractors, agents, and employees. The awarded vendor, its subcontractors, agents, and employees shall be fully and solely responsible for the safety of this project. The awarded vendor shall retain exclusive and direct control over the acts or omissions of its subcontractors, agents and employees, and any other persons performing portions of the work and not directly employed by the awarded vendor.

10. Criminal Background Check. When necessary for the protection of citizens and/or City staff, the City may require an awarded vendor to conduct a criminal background check on all of its personnel who will have direct contact with City facilities or residents/businesses served under this contract. Personnel are defined as representatives, agents, employees, subcontractors, or anyone else who will be utilized to fulfill obligations under this contract. Criminal background checks, at a minimum, shall consist of a county level felony and misdemeanor check for each county in which the personnel resided in the last 10 years. The awarded vendor shall notify the City of any of its personnel who have been convicted of a felony or misdemeanor prior to commencing any work under this contract. At the City's discretion, personnel with any felony or misdemeanor convictions which raise a concern about the safety of building, property, or City staff/resident's personal security, or is otherwise job related (as determined by the City) shall not perform work under this contract. Once given notice that a background check(s) will be required, it must be completed within 14 calendar days so as to not delay work to be completed.

11. Control of the Work. With respect to the awarded vendor's own work, the City shall not have contractual, operational, and/or supervisory control over and/or charge of the work and shall not be responsible for construction means, methods, techniques, sequences, procedures, and programs in connection with the awarded vendor's work, since these are solely the vendor's responsibility under the agreement. The City shall not be responsible for the awarded vendor's failure to carry out the work in accordance with the agreement's terms and conditions. The City shall not have control over and/or charge of acts or omissions of the awarded vendor, its subcontractors, and/or their agents or employees, or any other person performing portions of the work not directly employed by the awarded vendor. The awarded vendor shall be considered to be an "independent contractor" pursuant to Illinois law.

12. Bid Bond. When required on the cover sheet, a bid bond for not less than 5 percent of the bid amount must accompany all bids as a guarantee that if the bid is accepted, the bidder will execute and file the proper contract. A bank cashier's check, bank draft, or certified check equal to the amount specified is acceptable in lieu of a bid bond. Bid bonds of the two lowest firms will be retained until the contract is awarded.

13. Performance Bond. When required by the specifications herein, the awarded vendor shall furnish a performance bond equal to the amount of the contract, acceptable to the City, within 14 calendar days after notification of contract award. Failure to furnish the required bond within the time specified may be cause for rejection of the bid and any bid deposit may be retained by the City as liquidated damages and not as a penalty.

14. Taxes. No charge will be allowed for taxes from which the City of Rockford, Illinois is exempt. The City of Rockford, Illinois is not liable for the Illinois Retailers' Occupation Tax, the Service Occupation Tax or the Service Use Tax. The City is exempt from the Federal Excise and Transportation Tax.

15. Withdrawal of Bids. Firms may withdraw or cancel their bids at any time prior to the advertised invitation to bid opening. After the opening time, no bid shall be withdrawn or cancelled. All bids shall be firm and valid for a period of sixty (60) calendar days. If a bidder to whom a contract is awarded refuses to accept the award, the City may, at its discretion, suspend the bidder for a period of time up to three (3) years.

16. Subcontracting. The bidder shall provide information for all subcontractors, leased operators/equipment, and suppliers and all other information requested in the Subcontractor and Supplier Detail Forms attached. Requests for deviations from the completed detail forms submitted must be made in writing, and reviewed and approved by the City's Diversity Procurement Officer and the Central Services Manager or designee. The awarded vendor may not subcontract any portion of the contract after award without written consent of the City of Rockford

Central Services Manager. When subcontractors are used, the awarded vendor is required to pay subcontractors promptly after completion of work. Delay of payment is prohibited.

17. Termination of Contract. The City of Rockford reserves the right to terminate the contract in its entirety or in portions, upon written notice to the awarded vendor, if the Rockford City Council does not appropriate sufficient funds to complete the contract or in the event of default by the awarded vendor. Default is defined as failure of the awarded vendor to perform any of the provisions of this contract or failure to make sufficient progress so as to endanger performance of this contract in accordance with its terms. In the event of default, the City may purchase the product(s) and/or service(s) from other sources and hold the defaulting company responsible for any excess costs occasioned thereby. The City may require payment of liquidated damages for non-performance. Should default be due to failure to perform or because of a request for a price increase, the City reserves the right to remove the firm from the City's bidder list for a period of up to three years.

18. Late Bids and Proposals. Regardless of cause, late bids and proposals will not be accepted and will automatically be disqualified from further consideration. It shall be solely the vendor's risk to ensure delivery at the designated office by the designated time. Late bids and proposals will not be opened and may be returned to the awarded vendor at their request and expense.

19. EEO Forms. Each firm shall be required to submit with its bid information all EEO forms included in the invitation to bid package. Any bid which fails to include the properly completed compliance items will not be read and will not be considered. All subcontractors shall also be required to comply with the same EEO forms as the firm.

20. Restrictive or Ambiguous Specifications. It is the responsibility of the bidding firm to review the invitation to bid specifications and to notify the Central Services Manager if the specifications are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the specifications or invitation to bid procedures must be received by the Central Services Division not less than seventy-two hours prior to the time set for the opening. In the event a contract term is not defined within the contract document, the term will be given its ordinary dictionary definition.

21. Bid Protest. Firms wishing to protest bids or awards shall notify the Central Services Manager in writing within 7 days after the invitation to bid opening. The notification should include the bid number, the name of the firm protesting, and the reason why the firm is protesting the bid. The Central Services Manager will respond to the protest within seven (7) calendar days. A successful protest may result in the reversal of a previously awarded contract.

22. Disputes. In case of disputes as to whether or not an item or service quoted or delivered meets specifications, the decision of the Central Services Manager, or authorized representative shall be final and binding to all parties. The Central Services Manager has the right to waive technicalities as they see fit. The Central Services Manager may request a written recommendation from the head of the department using the equipment or service being procured.

23. Exceptions. Any deviations from these specifications shall be noted and submitted with the bid. Failure to address deviations from specifications may result in bid rejection.

24. Acceptance/Rejection of Bids. The City of Rockford reserves the right to accept or reject any or all bids or proposals at any time, for any reason, including but not limited to the Rockford City Council not appropriating

sufficient funds to purchase equipment or complete the contract. The City may make awards in any manner deemed in the best interest of the City.

25. **Prevailing Wage.** When indicated on the cover page of this document, this contract calls for the construction of a “public work,” within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/.01 *et seq.* (“the Act”). The Act requires awarded vendors and subcontractors to pay laborers, workers, and mechanics performing services on public works projects no less than the “prevailing rate of wages” (hourly cash wages plus fringe benefits) in the county where the work is performed. When required, awarded vendors are responsible for paying current prevailing wage rates, as posted on the Illinois Department of Labor’s website at: <http://www.state.il.us/agency/idol/rates/rates.HTM>. It is the awarded vendor’s responsibility to verify current wage rates, as they are updated monthly. All awarded vendors and subcontractors rendering services under this contract must comply with all requirements of the Act, including but not limited to, all wage, notice, and record keeping duties.

26. **Certified Payroll.** All Certified Payroll reports required to be submitted under the Prevailing Wage Act, 820 ILCS 130, must be submitted monthly via the City’s current Certified Payroll reporting system. No paper copies or non-conforming Certified Payroll reports will be accepted. The City reserves the right to withhold payment due to the awarded vendor until the vendor displays compliance with this provision.

27. **Substance Abuse Prevention.** When required by Illinois State Statutes, awarded vendors must have in place and file with the City a written program for prevention of substance abuse among its employees. This program must include pre-hire, random, reasonable suspicion, and post-accident drug and alcohol testing, as required by the Substance Abuse Prevention on Public Works Projects Act.

28. **Apprenticeship Requirement.** For construction contracts over \$50,000, awarded vendors must participate in apprenticeship and training programs approved and registered with the United States Department of Labor’s Bureau of Apprenticeship and Training for all Trades that will be in the awarded vendor’s (or his subcontractor’s) employment, with each worker receiving the required apprenticeship/training appropriate to his trade. Owners or work performed by owners is not exempt from the apprenticeship and training requirement.

29. **Indemnification.** To the fullest extent permitted by law, the awarded vendor shall indemnify and hold harmless the City, its officers, representatives, elected and appointed officials, agents, and employees from and against all claims, damages, losses and expenses, including but not limited to attorney’s fees, arising out of or resulting from the awarded vendor’s performance of work under this agreement, and indemnifies and agrees to defend and hold harmless the City against any and all losses, claims, damages, and expenses arising from the work performed hereunder of the erection, construction, placement, or operation of any scaffold, hoist, crane, stay, ladder, support, or other mechanical contrivance in connection with such work including but not limited to losses, claims, damages, and expenses arising pursuant to claims asserted against the City pursuant to theories premised upon section 414 of the Restatement (Second) of Torts and section 343 of the Restatement (Second) of Torts.

This indemnification agreement shall not be limited in any way by any limitations on the amount or type of damages, compensation, or benefits payable by or for the awarded vendor under Worker’s Compensation Acts, disability benefit acts, or other employee benefit acts, and serves as an express agreement to waive the protection of *Kotecki v. Cyclops Welding Corp.*, 146 Ill.2d 155, 585 N.E.2d 1023 (1991) in Illinois.

Further, the awarded vendor agrees that it is solely responsible for compliance with all safety laws applicable to the work performed hereunder, including but not limited to the Occupational Safety and Health Act of 1970 and

the Construction Safety Act of 1960 and all standards and regulations which have been or shall be promulgated by the agencies which administer the Acts.

Under no circumstances shall the awarded vendor, its subcontractors, agents, and employees be required to indemnify the City for its own negligence.

30. Officers. Each bidder affirms, by submission of a response to this bid or request for proposals, that no officer of the City of Rockford, Illinois, is directly or indirectly interested in the proposal for any reason of personal gain.

31. Non-Waiver. The failure by the City to require performance of any provision shall not affect the City's right to require performance at any time thereafter, nor shall a waiver of any breach or default of this contract constitute a waiver of any subsequent breach or default or a waiver of the provision itself.

32. Professional Services Selection Act. The City of Rockford intends to comply with 50 ILCS 510/5 governing the selection of professional services. Any reference in these terms and conditions to supplying pricing or price as a determining factor in selection do not apply for services covered by said act.

33. The City of Rockford reserves the right to accept or reject any and all proposals and to waive technicalities in submitted bids.

**BID REQUIREMENTS FOR  
EQUAL EMPLOYMENT OPPORTUNITY**

All bidders seeking to do business with the City of Rockford are **REQUIRED** to submit with any formal, sealed bid all of the following documents and information, attached herewith, completed and signed:

1. Equal Employment Opportunity Affirmative Action Plan Statement of Policy.
2. The Statement of Non-Compliance and Certificate of Non-Segregated Facilities.
3. The Contractor or Vendor Workforce Data Form listing all current employees, by classification, directly employed by the bidder. All categories of information requested must be supplied.  
*Note: The number of employees must be entered under each category (no check marks)*

Below are the Federal definitions of the following racial groups accepted as minorities by the City of Rockford:

Black: A person having origins in any of the Black racial groups of Africa, not of Hispanic origin.

Hispanic: A person of Spanish or Portuguese culture with origins in Mexico, South or Central America, or the Caribbean Islands, regardless of race.

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes for example, China, Japan, Korea, the Philippine Republic and Samoa.

American Indian or Alaskan Native: A person having origins in any of the original peoples of North America.

4. Your State of Illinois Pre-Qualification Certification Number, issued by the Illinois Department of Human Rights for the Illinois Department of Human Rights Act, **must provide expiration date entered in the place provided therefore.**
5. Certificate of Non-Barred Bidding
6. All executed Subcontractor/Leased Operator and Supplier forms.

**If you have not obtained your State of Illinois Pre-Qualification Number (item #4), by signing these documents you agree to make application for this number within 30 days from the date of bid opening.**

***ANY BID WHICH FAILS TO INCLUDE THE CITY OF ROCKFORD EEO PAGES 2, 4, AND 5, COMPLETED AND SIGNED WITH YOUR SEALED BID WILL NOT BE READ AND WILL NOT BE CONSIDERED – NO EXCEPTIONS.***

Falsification of any required Equal Employment Opportunity or Affirmative Action information on the part of the bidder could result in rejection of the bid submitted or in the case where a contract has already been awarded, in the cancellation of said contract.

Any questions pertaining to E.E.O. requirements should be addressed to Ron Moore, Diversity Procurement Officer, Legal Department, 425 East State Street, Rockford, Illinois 61104, Phone: : (779) 348-7396 or [ron.moore@rockfordil.gov](mailto:ron.moore@rockfordil.gov)

**EQUAL EMPLOYMENT OPPORTUNITY**  
**AFFIRMATIVE ACTION PLAN**  
**STATEMENT OF POLICY**

It is the policy of this company, \_\_\_\_\_  
to provide equal employment opportunity without regard to race, religion, color, national origin, handicap, age or sex through a program of positive action affecting all employees. In this program, our company carries out the requirements of Federal Executive orders 11246 and 11375, Civil Rights Act of 1964, Equal Employment Act of 1972, and all other applicable laws, and indicates its active support of the principle of equal opportunity in employment.

At present, \_\_\_\_\_ % of our work force are minorities and \_\_\_\_\_ % of our work force are females, and we will attempt to utilize minorities and females through a positive, continuing program in all jobs for which we contract in the future. Our company will utilize referrals from the City of Rockford's Diversity Procurement Officer for use of minorities and females regarding any future job vacancies.

It is also our intent to make efforts to purchase supplies or equipment from small business concerns located in the City of Rockford or counties of Winnebago or Boone and owned in substantial part (at least 51 per cent) by minorities or females.

\_\_\_\_\_ is the official who will be responsible for implementing this policy statement.

\_\_\_\_\_ will be designated as the Equal Opportunity Officer in our company, responsible for submission of all required equal employment opportunity documents.

In addition, \_\_\_\_\_ is hereby authorized to sign payroll as well as this company's officers. (NOTE: If only officers will be authorized to sign payrolls, please fill in "No One" in this space.)

## **STATEMENT OF NONCOMPLIANCE**

If the equal employment opportunity hearing committee determines that a contractor, subcontractor/leased operator of equipment or bidder is not in compliance with this chapter, (also known as Chapter 11, Article III the City of Rockford Equal Opportunity Employment Ordinance), the hearing committee shall issue and serve upon such person a written statement of noncompliance setting forth the manner in which it finds such person has violated this chapter, and imposing and/or requiring appropriate sanctions, including, but not limited to any and/or all of the following:

- a. Denying, suspending or revoking qualifications, or declaring the contractor or subcontractor irresponsible and ineligible for future contracts or subcontracts until such time as the contractor or subcontractor shall demonstrate to the equal employment opportunity hearing committee that it is in compliance;
- b. Withholding or delaying payment on the contractor or;
- c. Suspending, avoiding or canceling contract work.

## **CERTIFICATION OF NON-SEGREGATED FACILITIES**

The bidder certifies that he/she does not maintain or provide for his/her employees any segregated facilities at any of his/her establishments, and that he/she does not permit his/her employees to perform their services at any location, under his/her control, where segregated facilities are maintained. The bidder agrees that a breach of this certification will be a violation of the Equal Opportunity clause in any contract resulting from acceptance of this bid.

The bidder agrees that (except where he/she has obtained identical certification from proposed subcontractors/leased operators of equipment for specific time periods) he/she will obtain identical certification from proposed subcontractors/leased operators of equipment from the provisions of the Equal Opportunity clause, and that he/she will retain such certification in his/her files.



**CERTIFICATE OF NON-BARRED BIDDING**

The undersigned certifies that it is not barred from bidding on this contract as a result of a conviction for the violation of State laws prohibiting bid rigging or bid rotating. The undersigned also certifies that current or prospective employees, contractors, and subcontractors/leased operators of equipment are not listed as Excluded Individuals/Entities with the US Government, as maintained by the US General Services Administration.

By signing below, the firm agrees that all information provided in the previous pages is accurate, and that if the firm below does not currently have a Department of Human Rights number they will apply for one within thirty days with the State of Illinois.

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Authorized Signature

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Title

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Firm

Our firm is a:

Minority Business Enterprise \_\_\_\_\_

Women Business Enterprise \_\_\_\_\_

Neither \_\_\_\_\_

City-Certified? Yes \_\_\_ No \_\_\_

City Certified? Yes \_\_\_ No \_\_\_

(Revised 12/21/09)

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

<b>Print or type See Specific Instructions on page 2.</b>	<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.		
	<b>2</b> Business name/disregarded entity name, if different from above		
	<b>3</b> Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____		<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	<b>5</b> Address (number, street, and apt. or suite no.)		<b>Requester's name and address (optional)</b>
	<b>6</b> City, state, and ZIP code		
	<b>7</b> List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

<b>Social security number</b>								
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### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

<b>Sign Here</b>	<b>Signature of U.S. person</b> ▶ _____	<b>Date</b> ▶ _____
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

#### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

**Note.** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

## Backup Withholding

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* above.

## What is FATCA reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the Instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account, list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

**Note. ITIN applicant:** Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C Corporation, or S Corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

**Line 2**

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

**Line 3**

Check the appropriate box in line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box in line 3.

**Limited Liability Company (LLC).** If the name on line 1 is an LLC treated as a partnership for U.S. federal tax purposes, check the "Limited Liability Company" box and enter "P" in the space provided. If the LLC has filed Form 8832 or 2553 to be taxed as a corporation, check the "Limited Liability Company" box and in the space provided enter "C" for C corporation or "S" for S corporation. If it is a single-member LLC that is a disregarded entity, do not check the "Limited Liability Company" box; instead check the first box in line 3 "Individual/sole proprietor or single-member LLC."

**Line 4, Exemptions**

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space in line 4 any code(s) that may apply to you.

**Exempt payee code.**

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for ...	THEN the payment is exempt for ...
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5 <sup>2</sup>
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

**Note.** You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

**Line 5**

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns.

**Line 6**

Enter your city, state, and ZIP code.

**Part I. Taxpayer Identification Number (TIN)**

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on this page), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note.** See the chart on page 4 for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.ssa.gov](http://www.ssa.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/businesses](http://www.irs.gov/businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting [IRS.gov](http://IRS.gov) or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note.** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code* earlier.

**Signature requirements.** Complete the certification as indicated in items 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

## What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee <sup>1</sup>
5. Sole proprietorship or disregarded entity owned by an individual	The actual owner <sup>1</sup>
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The owner <sup>3</sup>
	The grantor <sup>4</sup>
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 2.

**Note.** Grantor also must provide a Form W-9 to trustee of trust.

**Note.** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

## Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.** Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: [spam@uce.gov](mailto:spam@uce.gov) or contact them at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 1-877-IDTHEFT (1-877-438-4338).

Visit [IRS.gov](http://IRS.gov) to learn more about identity theft and how to reduce your risk.

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.



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**Request for Proposals**  
**Adaptive Reuse Development Project**  
**Rockford Watch Factory, 325 S. Madison St.**



RFP NO: 1215-CD-127  
Issue Date: December 3, 2015  
Due Date: January 12, 2016

**Request for Proposals**  
**Downtown Adaptive Reuse Development Project**  
**Rockford Watch Factory, 325 S. Madison Street, Rockford, IL**



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## **Section I: Executive Summary and Intent**

- Redevelopment Opportunity:** The City of Rockford (City) is seeking proposals for the redevelopment of the City-owned historic Rockford Watch Factory building at 325 South Madison Street in downtown Rockford. This structure is located immediately east of the “UW Health Sports Factory” a \$24 million project being developed at the former Ingersoll site on South Water Street. Redevelopment of the “Watch Factory” would complement the major adjacent development. Timing is critical for the needed exterior improvements because the UW Health Sports Factory is scheduled to open in May of 2016 and is currently 65% completed.
- Location:** The redevelopment site is located at 325 S. Madison St. The Watch Factory structure is surrounded by parking provided by the UW Health Sports Factory. Shared parking, with priority given to the Sports Factory is to be negotiated.
- Developer (s):** Qualified developers must have experience in planning and developing high quality mixed-use developments. Developers should also have the financial means to begin construction within one (1) month of signing the Selected Developer Agreement and provide substantial façade improvements prior to May of 2016. The selected Developer will be required to purchase the property for a minimum of \$164,000, which is 80% of the appraised value, to comply with State Law. In addition, the City is prepared to provide assistance in the renovation/redevelopment efforts through River Edge and Tax Increment Finance incentives.
- Developer Selection Process**
1. Pre-submittal Meeting and On Site Inspection.
  2. Submittal of proposals.
  3. Evaluation Process and Selection Criteria.
  4. Recommendation to Council.
  5. Development Agreement negotiated and approved.
- Proposals Due:** **11:00 a.m. on January 12, 2016**

## **Intent.**

The City of Rockford (City), by this Request for Proposal (RFP), sets forth its intent to consider a proposal for the adaptive reuse development of the City-owned property known as the Rockford Watch Factory at 325 S. Madison Street. The City invites interested parties to submit a plan to renovate and adaptively develop this City-owned property which has been a watch factory, other industries and office uses over the past 130 + years.

## **Section IIa. City Property Description.**

The City of Rockford, Illinois has available for sale the Rockford Watch Factory Property which includes a 3 story-L-shaped structure of approximately 15,000 square feet on three floors plus a lower level of approximately 5,000 square feet that includes the Boiler Room. The lower level is below grade at Madison Street on the east but at grade towards the west because of the drop in elevation from east to west.

This structure was originally constructed during 1875-1876 as a factory to construct watches. The City is seeking proposals that include renovation of the exterior of the structure according to IHPA Guidelines as well as the renovation/repurposing of the structure for retail and office use. This historic structure presents several challenges on both the exterior and interior, as noted in the following subsections.

The purchase price of this property is to be a minimum of \$164,000, which is 80% of the Appraised Value, in order to comply with State Law. (See Appendix E). The City is prepared to offer TIF incentives and River Edge Zone Incentives (See Appendix F). In addition, the City has made a commitment of \$180,787 in USEPA RLF funds for asbestos removal. (See Appendix C) The City will be seeking additional funding for asbestos removal in the near future.

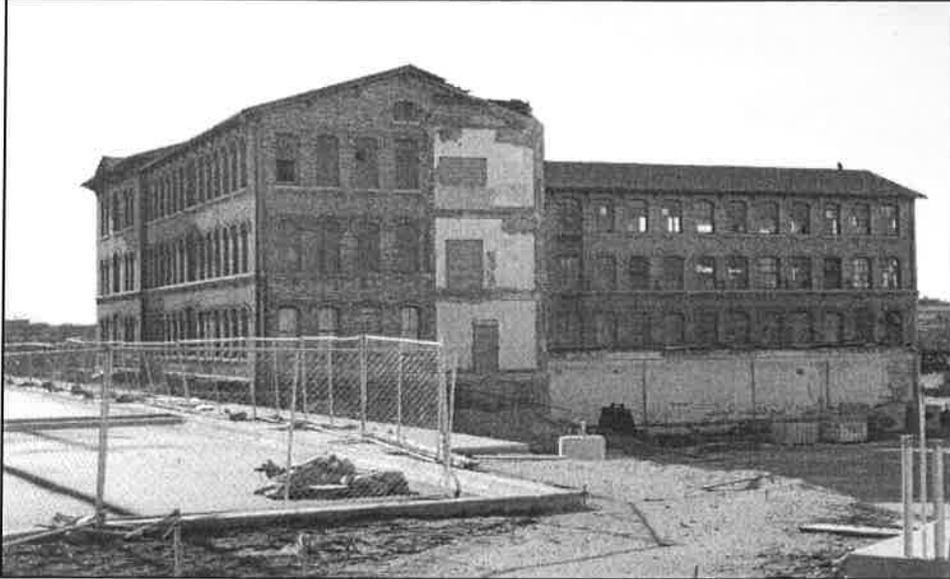
## **Section IIb. Building Renovation Challenges and Issues: Exterior of the Building**

The Rockford Watch Factory Structure today is the original structure completed in 1876. Additions had been constructed on three sides of the structure over a period of many years, but these additions have all recently been removed. Each of the three sides needs restoration, with two sides requiring extensive work. The IHPA requirements for the exterior renovation are found in Appendix C.

The Detailed Proposal must address the following specific issues concerning the exterior of the Rockford Watch Factory building: (Cost estimates are available for some of these issues, as noted). Photos are provided, as available.

1. Roof repair and/or replacement

2. Façade Repair to the north face of the structure (this is the most extensive area in need of repair/renovation).



3. Façade Repair to the west face of the structure.



4. Façade Repair to the south face of the structure( fairly extensive)



These needed façade repairs/renovations are the result of the removal of several additions that had been made to the original building. Additional Pictures of the Building Exterior are provided in Appendix A.

**Section IIc. Building Renovation Challenges and Issues: Interior of the Building**

1. Asbestos Removal estimated to cost \$196,103. (USEPA funding of up to \$180,787 (80% Federal Share ) is available and committed to this project)
2. Lead Based Paint encapsulation/removal.
3. Interior demolition required to repurpose the structure.
4. HVAC and Plumbing Systems replacement

For each of the above exterior and interior issues, the Proposal must include the following:

- a. A detailed, specific plan to address the issue including timing.
- b. Any request for financial participation by the City must be documented.

Interior Photos can be found in Appendix B.

**Section III. Contact.**

The contact for this bid is Xavier Whitford, Financial Analyst, at 779-348-7472. Any and all questions regarding this proposal can be emailed to [xavier.whitford@rockfordil.gov](mailto:xavier.whitford@rockfordil.gov).

#### **Section IV. Proposal Requirements.**

Proposals must contain the following:

1. Provide a complete description of the Responder's team including names, addresses, individual resumes' and responsibilities of each team member.
2. Include a financial statement, at delivery of proposal, supporting the Responder's financial capability of undertaking this building renovation project.
3. Provide a complete description of the Responder's entity (corporation, partnership, etc.) and identification of all parties, including disclosure of all persons or entities having a beneficial interest in the proposal.
4. Resume of previous experience identifying not less than five (5) years of experience directly related to the proposed redevelopment of the City Property and the Respondent's ability to renovate and repurpose historic structures of similar scale.
5. A detailed description of the concept of how the facility will be used to accomplish the Intent of this RFP.
6. A detailed proposal addressing the specific issues identified in Section IIb and Section IIc.
7. A primary contact name and numbers including phone, fax, and email.
8. Submit one original and three (3) copies of proposal, and an electronic copy of response on flashdrive.
9. Proposal is limited to 15 pages.

#### **Section V. Pre Proposal Inspection of the Premises**

City Staff will conduct an inspection of the premises on December 10, 2015 and December 15, 2015. Each inspection will be at 11AM.

Attendance is recommended at one of these inspections though not required.

Section VI. Due Date: Proposals are Due January 12, 2016 at 11:00 AM in the Finance Department, fourth floor of Rockford City Hall, 425 East State Street. Late proposals will not be accepted.

#### **Section VI. Evaluation of Proposals.**

The City's evaluation team will assess the proposals submitted. The City also reserves the right to interview representatives of firms, request documents as needed, and check references.

An evaluation team will be used to assess each proposal. This evaluation team may consist of the following City representatives: the CED Director, the Legal Director, the Finance Director, and a Financial Analyst.

Once the evaluation team has determined that the Responder meets the minimum qualification standards, four criteria will be used to assess each Responder. Each of these criteria will be

rated by the members of the evaluation team, giving each proposal a total possible score of 100. The criteria include:

- Financial capability of the respondent (25 points).
- Past experience of similar building renovations (30 points).
- Concept for space utilization and how it fits into the existing space. (20 points).
- Specific Responses addressing the exterior and interior issues identified in Section IIb and IIc. (25 points).

Each member of the evaluation team shall independently evaluate each proposal and any other information that is used to evaluate the Responder's ability to renovate this structure. Once these individual evaluations have been completed, the scores will be averaged and the overall average will be the final score of each proposal. The contract will be awarded to the Responder that receives the highest average score.

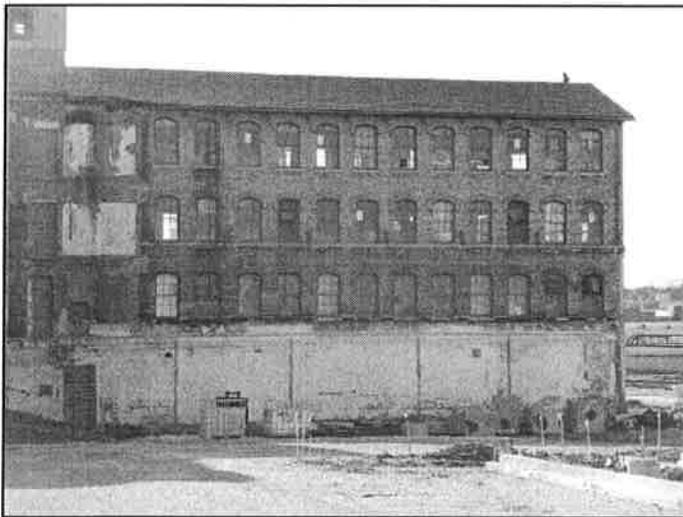
**Appendix A: Exterior Photos**



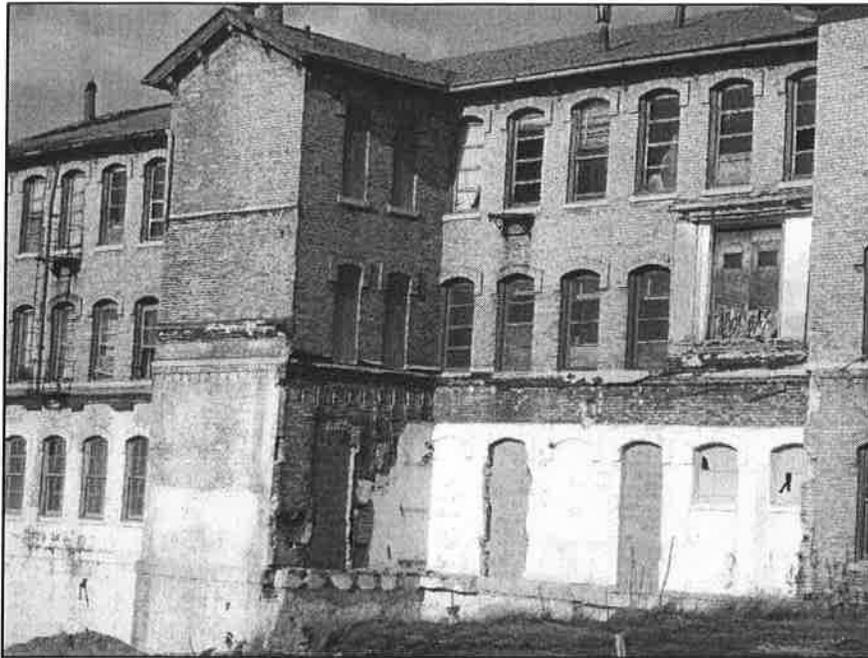
**North Facade**



North Façade



South Façade



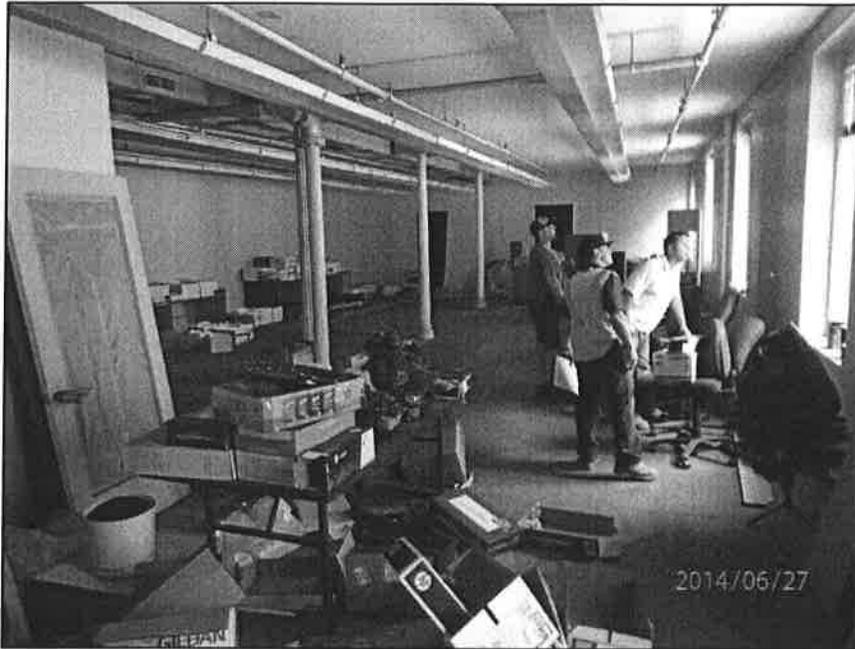
South Facade



South Face, Detail



**Appendix B: Interior Photos**



Finished Area



## Appendix C: Environmental Assessment

### Part I: Phase I Environmental Assessment Summary



**PHASE I  
ENVIRONMENTAL SITE ASSESSMENT**

**Former Rockford Watch Factory  
325 South Madison Street  
Rockford, Illinois 61104**

**Project No.: 14-073**

**July 14, 2014**

**FEHR GRAHAM**  
ENGINEERING & ENVIRONMENTAL

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**200 Prairie Street, Suite 208**

**Rockford, Illinois 61107**

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**Prepared for:**

**City of Rockford**

**425 East State Street**

**Rockford, Illinois 61104**

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Project: Environmental Report

## 8.0 FINDINGS

The intent of this section is to identify environmental conditions that may be known or suspect RECs, Controlled RECs (CRECs), Historical RECs (HRECs), and *de minimis* conditions identified on the Property and surrounding properties. In addition, this section includes any data gaps that affected the ability of the Environmental Professional to identify potential RECs. Data gaps may be a result of a data failure with the historical review or other limitations encountered that prevented the Environmental Professional from evaluating the current and historical uses of the Property, or in some cases the surrounding properties. Please refer to Section 9.0 for the Environmental Professional's opinion of the findings and data gaps and whether or not the findings are deemed RECs in connection with the Property.

### 8.1 Property

#### 8.1.1 Records Review

- The Property is identified in the RCRA-NonGen and FINDS databases by the EDR regulatory report:
  - RCRA-NonGen: Rockford Linear Actuation, Inc.
  - RCRA-NonGen: Barnes WF and John Co.
  - FINDS: Barnes WF and John Company
- The Property was occupied by the Rockford Watch Company from approximately 1876 - 1917. An oil room and machining, plating, polishing, and printing operations are depicted in the structure. An oil house is depicted south of the vacated Grove Street from 1887 - 1897 [city directories, Sanborn maps, historical photographs, online sources].
- A lumber yard is depicted in the northwest section of the Property, along the train tracks, in 1913 [Sanborn maps].
- The Property was occupied by the Rockford High School/Board of Education, with onsite industrial and manufacturing operations, from approximately 1918 - 1952. A Machine shop, foundry, printing, and a pipe shop are depicted [city directories, Sanborn maps, historical photographs].
- The Property was occupied by WF & John Barnes and/or Babcock & Wilcox from approximately 1952 - 1983 ("Babcock & Wilcox nuclear core structurals" is listed in the 1983 directory). Areas depicted include machine shops and foundry [city directories, Sanborn maps, historical photographs, online sources].

- WF & John Barnes, and then Babcock and Wilcox in 1963, moved into the design and manufacture of specialized equipment to meet the requirements of post-war atomic energy installations and medical applications. The company also supplied components and core structurals for nuclear reactors [city directories, Sanborn maps, online sources].
- A boiler room was constructed on the northwest section of the Property, on the west side of the structure in approximately 1976 [historical photographs].
- Past owners of the Property include: Ingersoll Milling Machine Company, Acme Precision Products, Babcock & Wilcox Company, WF & John Barnes Company, South Water Building Corporation, Board of Education for the School District of the City of Rockford, and Rockford Lumber & Fuel Co [Title Records review].
- Historical records from Ingersoll International Rockford, IL (plan dated April 1994) depict an incinerator on the northwest section of the south parking area.
- Historical records from Ingersoll International Rockford, IL (plan dated April 1994) depict two (2) 15,000-gallon fuel oil tanks "in sand-filled concrete covered enclosure" near the northern Property line, in the area of the vacated Oak Street. The tanks are associated with the boiler house located to the north.
- Historical records from Ingersoll International Rockford, IL indicate two (2) 1,000-gallon acetone tanks at the north end of the assembly bay were removed from the Property in December 1997 and two (2) 15,000-gallon fuel oil tanks by the boiler room were removed in December 1997. The OSFM tank numbers are listed as 5, 6, 7, and 9.
- Historical OSFM UST notification and removal forms filed for Ingersoll International identify tanks 5 and 9 (acetone) and tanks 6 and 7 (heating oil) at the Property. Use is estimated to be from approximately 1970 - 1980. An UST Removal log indicates the four (4) USTs were removed on 12/29/1997 and 1/8/1998. The onsite fire marshal indicates that the USTs did not appear to leak. The acetone tanks appeared to have been near the northwest corner of the current building, east of the overhead door.
- The northeast addition to the Property structure was demolished prior to 1998 [aerial photographs].
- A prior Phase I ESA identified numerous RECs related to the historical manufacturing operations at the Property. The Phase I ESA also identified the four (4) removed USTs on the Property and determined they were not RECs based on the review of a report provided by Ingersoll Milling Machine Company documenting the UST removal and soil sample analytical results.
- A hydraulic equipment manufacturer (Abrasive Machining, HLA Inc., Rockford Hydraulic, and Rockford Linear) has occupied the Property from approximately 2001 - 2014 [city directories].

### 8.1.2 Site Reconnaissance

- Rockford Linear Actuation Inc. (RLA), a machine shop with associated offices, currently leases and occupies the southern and western sections of the building.
- An unidentified pipe, resembling a chimney or vent pipe, was observed along the structure's southeast wall near the front, or east section of the building.
- Unidentified circular holes were observed in the driveway/parking pavement along the structure's south wall.
- Piles of fill, consisting of soil and potential construction debris, were observed along the Property's southwestern perimeter, above the adjacent railroad track.
- Oily staining and oily metal debris were observed on the pervious ground surfaces in the exterior waste area and on a storm water drain located partially beneath a hopper.
- Elevated electrical transformers are located directly west of the Property's structure, along the building's west exterior wall.
- An at-grade loading dock area is located at the structure's northwestern corner. Grated drains were observed in the loading dock's exterior. Tracks for a historical railroad spur also enter the loading dock.
- Two (2) passenger elevators and two (2) freight elevators are located in the building. The passenger elevators are cable-driven. The freight elevators may be hydraulic.
- Current and historical manufacturing areas are located mainly in the basement level of the building.
- Much of the wood block floors in the basement appeared to be oil, tar, and/or paint stained, and some areas were buckling away from the floor during the site reconnaissance.
- Significant oil staining on the floor was observed in the eastern region of the basement, in an empty equipment room and near an employee locker room.
- Chemicals used in the basement shop included oil drums and containers; painting equipment, including a spray paint booth, and associated painting chemicals. Superficial floor staining was observed throughout the shop area.
- Small amounts of chemicals, including a spilled container of caustic soda, were observed throughout the basement.

### 8.1.3 Interviews

- Ingersoll Milling Machine Company; Babcock & Wilcox Company; and Acme Precision Products, Inc., are included in the Property's chain of title. [City of Rockford provided information].
- The original section of the building was constructed in approximately 1880. The Property was originally used as a watch factory, then by the school district, then for manufacturing by WF & John Barnes, and then Ingersoll in the 1990s [Owner interview].
- RLA manufactures piston rods and cylinders at the Property. RLA is currently not a RCRA generator [Occupant interview].
- A building permit for a new boiler house was acquired by WF & John Barnes in 1970 [building department records].
- 1970 operations at the facility by W & John Barnes Company included metals lab, nuclear shop, and sheet metals and weld areas [fire department records].
- A temporary diesel AST was permitted for the Property in 1981 for 60 days to fuel a generator; the AST may have been on the west adjacent site [fire department records].

### 8.1.4 Data Gaps

The following limitations and/or were encountered during completion of this report:

- An unidentified pipe was observed along the structure's southeast wall near the front, or east section of the building (as described in the site reconnaissance findings).
- Unidentified circular holes were observed in the driveway/parking pavement along the structure's south wall (as described in the site reconnaissance findings).
- Multiple attempts to re-interview the current owner of the Property were unsuccessful.

## 8.2 Surrounding Properties

### 8.2.1 Records Review

- Numerous sites were identified within the EDR regulatory search radius. The following sites were identified on adjacent sites:

- ♦ RCRA-SQG: Rockford Public Schools District at 201 S. Madison; Ingersoll Milling Machine Company at 301 Water Street.
  - ♦ LUST: Ingersoll Milling Machine Company at 301 Water Street.
  - ♦ UST: Meyer Material Company Rockford Yard at 423 South Madison Street; IL Bell Telephone Company at 416 South Madison Street; Care-a-Van/Winnebago Company Para-transit at 416 South Madison Street; Ingersoll Milling Machine Company at 301 South Water Street.
  - ♦ SRP: Ingersoll Milling Machine Company at 301 Water Street; Ward Pump at 409 South Water Street; Fordam Dam at 505 South Water Street.
  - ♦ US BROWNFIELDS: WF & John Barnes/Ingersoll Milling Machine Company at 301 South Water Street; Ward Pump/Ingersoll Milling Machine at 409 South Water Street.
- The Union Pacific Railroad (formerly the C&NW RR) has been located west and south of the Property since at least 1887 [city directories, Sanborn maps, historical photographs].
  - The north adjacent site was occupied by the Rockford High School and/or the Board of Education from approximately 1887 - 2011 [city directories, Sanborn maps, historical photographs].
  - The south adjacent site was occupied by several milling companies and warehouses from approximately 1887 - 1966 (these include Forest City Aller Mills , JG Chick Milling Co., Rockford Grain & Milling Co., Farmer Whole Company Warehouse, and Barnes WF & John warehouse [city directories, Sanborn maps, historical photographs].
  - A WF & John Barnes Company structure located southwest of the Property is labeled as an "underground structure atomic reactor" in 1966. The structure was constructed between 1939 and 1951 [1966 Sanborn map, historical photographs].
  - The south adjacent site has been occupied by a cement mix plant since approximately 1976 [city directories, historical photographs].
  - The southeast adjacent site at 416 South Madison Street was occupied by IL Bell Telephone Company Plant/warehouse from 1932 - 1986, Care-A-Van/County Para-transit System from 1988 - 1997, and the Salvation Army Social Services from 2001 - 2012 [city directories, Sanborn maps, historical photographs].
  - The west adjacent site was occupied by WF & John Barnes Company and subsidiaries from approximately 1887 - 1966, Midwest Irradiation Center from 1966 - 1971, Ward Pump Company from 1891 - 1927 [city directories, Sanborn maps, historical photographs].

- The northwest adjacent site was occupied by a lumber and fuel company from approximately 1887 - 1966. Coal and lumber sheds are depicted on Sanborn maps, silos are depicted on aerial photographs [Sanborn maps, historical photographs].

#### 8.2.2 Site Reconnaissance

- The active Union Pacific Railroad borders the Property to the west and south.
- Meyer Material Company yard/cement mix plant at 423 South Madison Street is located south of the Property.
- The Former Ingersoll Site at 301 South Water Street is located west of the Property.

#### 8.2.3 Interviews

- Reservations, exceptions, and provisions of "all material determined to be essential to the production of fissionable material to the United States of America..." were recorded on April 8, 1953, within the deed for lots 1 to 5 of Block F (the west and southwest adjacent property). [User provided information].

#### 8.2.4 Data Gaps

- No significant data gaps on adjacent properties were found.

## **9.0 OPINIONS**

The intent of this section of the report is to allow the Environmental Professional to provide the rationale used to formulate opinions as to whether a known or suspect environmental condition identified in Section 8.0, Findings, is a current Recognized Environmental Condition (REC). This section also provides an opinion as to the significance of the previously identified data gaps and if they are to be considered RECs.

Section 8.1.2.1 of ASTM E 1527-05 allows for the reduction of the approximate minimum search distance of all standard environmental record sources, except for Federal NPL and Federal RCRA TSD sites, when considering the following factors:

1. The density (for example, urban, rural, or suburban) of the setting in which the Property is located.
2. The distance that the hazardous substances or petroleum products are likely to migrate based on local, geologic, or hydrogeologic conditions.
3. The Property type.
4. Existing or past uses of surrounding properties.
5. Other reasonable factors.

Based on one or more of the above listed factors, all of the surrounding sites identified in the EDR report may be excluded from further consideration as RECs, with the exception of the UST site addressed at 416 South Madison Street and the RCRA-SQG, LUST, UST, SRP, and US Brownfields sites at 301 South Water Street, which merit further discussion below. Due to the west-southwesterly direction of groundwater flow towards the Rock River, the EDR findings and other findings identified in Section 8.2 of this report on the north, west, and south adjacent sites are not considered RECs. Any potential subsurface contamination from these sites is not anticipated to migrate to the Property, but toward the Rock River.

The EDR report identifies the southeastern adjacent site at 416 South Madison Street as historically using four (4) gasoline USTs while it was operated by IL Bell Telephone Company and Winnebago County Para-transit. At least two (2) of the tanks are listed as removed, the other two (2) are exempt from OSFM registration as they were installed and used prior to 1974. The 416 South Madison Street site is directly east and adjacent to the southeast section of the Property. As a result of the Property being located in the anticipated down-gradient

direction of groundwater flow from 416 South Madison Street, the historical use of USTs at 416 South Madison Street is viewed as a REC to the Property.

The western adjacent site at 301 South Water Street is occupied by the Former Ingersoll Site, consisting of the former Ward Pump and former Ingersoll Milling Machine. The site is enrolled in the IEPA Site Remediation Program (SRP). Comprehensive assessment and cleanup activities are currently underway at the site in order to achieve a No Further Remediation (NFR) letter from the IEPA. Completed remedial activities include soil removal for PCB and lead impacts. Free phase cutting oil under the building was also removed using enhanced fluid recovery methods. Contamination from the Water Street site is moving toward the river, and not up-gradient to the Property. Due to current cleanup activities at the site, there is no evidence of a current material threat of release from the site that would impact the Property. As such, this site should not present a readily apparent environmental concern in connection with the Property; therefore, should not present a REC in connection with the Property.

The Union Pacific Railroad (formerly the Chicago and North Western Railroad) has been located along the Property's southern and western perimeters since the late 1800s. Soil and groundwater contamination may result along railroad tracks from unreported chemical spills, ongoing tie treatments, and herbicide and diesel applications to keep tracks clear of vegetation. Surface soils may be contaminated from diesel spills, emissions, and potential chlorinated solvents used to quickly wash parts and engines. A lumber yard was previously located along the tracks near the northwest boundary of the Property from approximately 1887 - 1966. The likelihood of shallow soil contamination from idling engines and loading/unloading activities on the north section of the Property near the tracks is increased. A rail siding or spur was also observed on the Property. The historical and current location of a railroad line along the Property's southern and western perimeters is considered a REC.

A WF & John Barnes Company structure located southwest of the Property is labeled as an "underground structure atomic reactor" in the 1966 Sanborn map. The structure was constructed between 1939 and 1951. City directories identify Midwest Irradiation Center at 301 South Water Street from approximately 1966 - 1971. Reservations, exceptions, and provisions were recorded on April 8, 1953, within the deed for Lots 1 to 5 of Block F (located

on the south and southwestern adjacent sites) of all "uranium, thorium, and all other material determined to be essential to the production of fissionable material to the United States of America, together with the right of the U.S. of A. to enter upon said land and prospect, mine, and remove the same with further provisions if the property is mined by the owner and relating to the National Security Cause". The reservations, exceptions, and provisions are a result of the adjacent site historically being utilized by the U.S. Government for production of war related products. All reviewed historical information indicates that adjacent Former Ingersoll Site operations and concurrent operations on the Property, were primarily metal machining, the manufacture of only the structural components for the atomic industry, and the production of machines for war-related products during World War II and the post-war era. Furthermore, Kelly Graham, a Radioactive Materials Specialist with the Illinois Emergency Management Agency (IEMA), conducted a survey of the 301 South Water Street site for areas exhibiting elevated levels of radiation during the initial assessment activities at that site. The inspection was a result of a historical electron accelerator located in an underground structure of Building 2 and operated by Midwest Irradiation Center from the late 1950 until the early 1970s. The survey identified no surface areas of the western adjacent site to exhibit significantly elevated levels of radiation. In addition, findings on the Property identified the manufacture of nuclear structure components on the Property. The use of actual radioactive materials did not occur on the Property. Based on the information provided, this site should not present a readily apparent environmental concern in connection with the Property; therefore, this site should not present a REC in connection with the Property.

The Property has been utilized for industrial/manufacturing purposes since approximately 1876, with the initial development of the Rockford Watch Company. Manufacturing has also occurred on the Property during the Board of Education's tenure, and while occupied by WF & John Barnes, Babcock & Wilcox, and Ingersoll Milling Machine Company. Historical records identified machine shop operations, plating, polishing, printing, welding, foundry operations, and oil storage as located on the Property during this time. Manufacturing operations are still conducted in the basement level of the Property building. Current on-site operations include painting, cutting, solvent use, and machining. A spray paint area was observed in the southwest section of the facility. Superficial floor staining was observed throughout the shop area and some basement areas. Oil stained woodblock flooring was observed in several areas

of the basement. It was typical for industrial facilities to install this type of flooring in order to soak up oils and fluids released from machining operations. Concrete floors were located below the wood block; however, the integrity of the concrete could not be verified throughout the basement. Additional chemical storage and small-scale releases that were contained by the building's concrete floor were observed during the site reconnaissance. Industrial operations cause a negative environmental impact to subsurface soil and groundwater. Therefore, the historical and on-going machine shop operations is considered a REC in connection with the Property.

An oil house is depicted on the south section of the Property from approximately 1887 to 1897, on the south side of the vacated Grove Street. An incinerator is also depicted in this area in 1994 while the Property was utilized by Ingersoll International. Both of these types of exterior fuel storage and burning can result in negative environmental impacts to subsoil and groundwater. The historical use of these items presents a REC in connection with the Property.

Historical 1994 records from Ingersoll International Rockford, IL (Ingersoll) depicted two (2) 15,000-gallon fuel oil tanks near the north section of the Property, in the area of the vacated Oak Street. The tanks are associated with a boiler house constructed in approximately 1976 and demolished in 1998. The tanks were removed in December 1997 and listed as OSFM tanks 6 and 7. Historical records from Ingersoll International Rockford, IL also indicate two (2) 1,000-gallon acetone tanks at the north end of the assembly bay, near the northwest loading dock as removed in December 1997. The OSFM tank numbers are listed as 5 and 9. All of the tanks are estimated to have been used from approximately 1970 - 1980. An UST Removal log indicates four (4) USTs were removed while an OSFM fire marshal was on-site. The removal log indicates that the USTs did not leak. A tank removal report with confirmation soil sampling was prepared for Ingersoll and reviewed by a prior consultant. No elevated levels of contaminants were found. As a result, the use of the four (4) on-site USTs is considered a Historical REC (HREC) and not a current REC in connection with the Property.

Piles of soil mixed with general demolition debris are present and intermixed with overgrown vegetation on the southwestern perimeter of the Property. As the fill piles are adjacent to the railroad track, they may originate from the retaining wall construction that runs along the

Property's southwest perimeter along the rail track. No information was obtained as to what material(s) were used for the filling activities. The fill may originate from off-site and/or contaminated sources. The unknown fill materials used on the southwest section of the Property presents a REC in connection with the Property.

Oily staining and oily metal debris were observed on the permeable soil ground surface in the exterior waste storage area, located south of the building's southwest corner. Scrap metal generated from machining operations contains residual amounts of oils, coolants, and solvents. The direct contact of these contaminants to the Property's subsoil and storm water presents a REC in connection with the Property.

Several large, overhead-mounted electrical transformers were observed along the west exterior wall of the Property building. The transformers appeared in fair condition. The mineral oil within historical electrical transformers had the potential to contain polychlorinated biphenyls (PCBs). It is unknown if the current transformers, or any predecessors, contain PCBs. However, the potential long-term use of large industrial transformers at this location presents a REC in connection with the Property.

A total of four (4) elevators were historically used within the Property building. Two (2) passenger elevators are cable-driven; the freight elevators are reportedly hydraulic. Based on the age of the freight elevator systems, the hydraulic oil may contain PCBs and, if an in-ground cylinder is utilized, the elevator may be a direct route of leaking hydraulic fluid to the Property subsurface. The long-term use of hydraulic elevators within the building presents a REC in connection with the Property.

A grated exterior storm water drain was observed at the exterior at-grade loading dock on the northwest corner of the Property building during site reconnaissance activities. It is unknown where the storm water drained. The drain was in good condition during site reconnaissance. The drain is considered a *de minimis condition* and not considered a REC.

Fire records indicated a temporary diesel AST was permitted at the property for 60 days in 1981 to fuel a generator during temporary construction activities. The location of the AST is

unknown; it may have been actually located down-gradient of the Property, on the west adjacent site. As the duration of AST use was short, the temporary use of the diesel AST is considered a *de minimis condition* and is not a REC.

Several limitations were encountered during the completion of the Phase I ESA. These limitations, with the exception of the one detailed below, are not considered significant data gaps as they did not impede the identification of additional RECs to the Property. The following significant data gap was encountered during the completion of this Phase I ESA: an unidentified pipe, resembling a chimney or possible UST system vent pipe, was observed along the structure's southeast wall near the front, or east section of the building. The data gap is deemed significant as it has the potential to lead to the identification of additional RECs on the Property. Further investigation may be prudent to determine the origin of this pipe.

Multiple attempts were made to re-interview the owner of the Property. At the time of this report, a response has not been provided. However, as a previous questionnaire was provided by the owner several months prior and as there has been no changes in tenants or building features, based on the historical use of the Property, as determined from the historical information obtained, it is unlikely that additional RECs would be identified if made available. As a result, this data gap is not considered significant.

In the opinion of Fehr Graham, confirmation sampling of soils, soil gas and/or groundwater are recommended to confirm or refute the presence of hazardous substances and/or petroleum products associated with the aforementioned RECs.

## Appendix C: Environmental Assessment

### Part II: Asbestos Inspection and Cost Estimate

# Anderson

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Asbestos Inspection  
Original Building of the  
Rockford Watch Factory

325 South Madison  
Rockford, Illinois 61104

AEE Job # 133.106

January 27, 2015

Prepared for:  
Mr. Austin Crull  
City of Rockford  
425 E. State Street  
Rockford, IL 61101

Prepared By:



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Stephanie K. Jury  
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Appendix A - Table 1: ACM Material Table

Appendix B - ACM Material Maps

Appendix C – Photographs

Appendix D – Laboratory Results

## EXECUTIVE SUMMARY

December 22 and 23, 2014, Anderson Environmental & Engineering Company (AEE) conducted a pre-renovation inspection limited to the original central portion of the Rockford Watch Company 325 South Madison Street in Rockford, Illinois. Mr. Austin Crull with the City of Rockford (City) requested this inspection to identify the asbestos-containing materials (ACM) that need to be addressed before the renovation of the facility.

The original 1937 structure of the Rockford Watch Factory was inspected as outlined in Appendix B. The building foundation is stone, brick and mortar construction with a shingle-felt roofing system with an elevator penthouse.

### ACM:

#### Interior:

- ◆ 9"x9" Orange Speckled Floor Tile Only
- ◆ 9"x9" Beige w/ Maroon Streaks Floor Tile Only
- ◆ 12"x12" White Marble Floor Tile Only
- ◆ 12"x12" Beige Floor Tile & Black Mastic
- ◆ Plaster Skim Coat
- ◆ 1'x1' Ceiling Tile Brown Mastic
- ◆ Pipe Elbow Insulation Throughout
- ◆ Pipe Runs (Air cell) Throughout
- ◆ Large Valve Insulation
- ◆ Brown Wall Mastic Brown
- ◆ Black Sink Undercoating
- ◆ Interior Window Caulk
- ◆ Window Glazing

#### Exterior:

- ◆ Shingles & Felt Roof
- ◆ Brown/Gray Roof Penetration Mastic
- ◆ Rolled Roof over Shingles & Felt
- ◆ Exterior Cement board (Transite)
- ◆ Dark Gray Perimeter Mastic on Penthouse
- ◆ Exterior Window Glazing on Penthouse
- ◆ White/ Gray Perimeter Caulk on Penthouse

## **1.0 Introduction**

December 22 & 23 2014, Anderson Environmental & Engineering (AEE) performed a pre-renovation asbestos inspection at 325 South Madison in Rockford Illinois. Mr. Austin Crull with the City of Rockford requested this inspection to identify the asbestos-containing materials (ACM) that need to be addressed before renovating of the facility.

## **2.0 Inspection Procedures**

### **2.1 Building Inspection**

The purpose of this inspection was to identify the existence, extent, and condition of friable and non-friable ACM in the building prior to renovation. Bulk samples were collected from suspect materials and analyzed for asbestos content and materials were assessed and categorized for damage and friability based on homogeneous areas and accessibility of the material.

### **2.2 Bulk Sampling**

Suspect ACM was identified and assessed by homogeneous area. A homogeneous area is defined as a single material, uniform in texture and appearance, installed at one time and unlikely to consist of more than one type or formulation of material. In cases where joint compound and/or tape has been applied to wallboard (gypsum board) materials were sampled separately to determine which component could be asbestos containing. The same applies to plaster wall systems with skim coat over the plaster. During renovation or demolition the wall becomes and integrated "system" and if one or both materials are positive the whole wall system should be treated as such.

Each homogeneous area was given a unique material identification number. Each ID number begins with a number 1 through 8. 1=floors; 2=walls; 3=ceilings; 4=HVAC; 5=TSI; 6=Fireproofing; 7=Other/misc; 8=roofing. This number is followed by a letter specific to the set of that material sampled, followed by number specific to how many samples taken within the set. The last number is the sequential number of how many individual samples were taken.

The number of samples collected from each homogeneous area generally are followed by the US Environmental Protection Agency (EPA) and Asbestos Hazard Emergency Response Act (AHERA) regulations (40CFR 763.86). At a minimum three (3) samples were taken for each material. Friable and surfacing materials were sampled based on square footage of the material as listed below.

- < 1,000 sf = 3 samples
- 1,000 -5,000 sf = 5 samples
- > 5,000 sf = 7 samples

### 2.3 Bulk Sample Analysis

Samples taken were placed in a six-millimeter polyethylene bag, labeled, mapped and shipped via FedEx to MicroAnalytical in Milwaukee, WI. MicroAnalytical is accredited under the National Voluntary Laboratory Accreditation Program (NIST-NVLAP) and is accredited by the American Industrial Hygiene Association (AIHA) Proficiency Analytical Testing (PAT) program. Samples were analyzed by Polarized Light Microscopy (PLM).

EPA's National Emissions Standards for Hazardous Air Pollutants (NESHAP) regulations define ACM as material containing greater than 1% asbestos by weight; materials containing 1% or less are not considered regulated ACM by the EPA. Further NESHAP regulations state that any sample found to contain less than ten percent asbestos but greater than "non-detect" by visual estimation method using PLM analysis must be assumed to contained over 1% asbestos unless confirmed by NESHAP point count analysis.

### 3.0 Inspection Results

#### 3.1 Asbestos Containing Materials

Table 1, Appendix A lists the asbestos containing materials are categorized by material, friability and visual appearance as defined on the following page.

Friability determinations listed below are defined by EPA's NESHAP regulations.

- **FRIABLE/ REGULATED ACM-** is any material containing more than 1% (as determined by PLM) asbestos as determined using Polarized Light Microscopy, that, when dry, can be crumbled, pulverized, or reduced to powder by hand pressure. The following friable asbestos containing materials were found:
  - \* Skim coat on plaster
  - \*Skim coat sample found positive in one sample on the 2<sup>nd</sup> floor. Additional samples were taken- pending results.
  - Thermal system pipe elbows, pipe runs and large valves (throughout)
  - Interior Window Caulk (very poor condition)
  - Interior / Exterior Window Glazing (poor condition)
  - Exterior Window Glazing on Penthouse
  
- **CATEGORY 1 NON-FRIABLE** – material is pliable (not brittle), breaks by tearing rather than fracturing and does not easily release asbestos fibers upon breaking. Category I Non-Friable materials include resilient floor coverings, asphalt roofing materials, gaskets, and packing. The following types of Category I Non-Friable asbestos were identified:
  - 9"x9" Orange Speckled Floor Tile
  - 9"x9" Beige w/ Maroon Streaks

- 12"x12" White Marble Floor Tile
- 12"x12" Beige Floor Tile & Black Mastic
- Shingles & Felt Roofing System
- Brown/Gray Roof Penetration Mastic
- Rolled Roof over Shingles & Felt
- Dark Gray Perimeter Mastic on Penthouse
- White/Gray Perimeter Caulk on Penthouse

EPA guidance recommends analysis of non-friable materials by PLM with gravimetric reduction due to the high number of false negative PLM analyses for these types of materials. Asbestos fibers in these materials are often below the detection capabilities of the optical PLM microscope and cannot be detected. Gravimetric reduction includes high temperature ashing and acid digestion and is normally performed prior to Transmission Electron Microscopy (TEM) analysis. Gravimetric reduction of non-friable samples prior to PLM analysis enhances the detection of fibers. If no asbestos is detected by this method, TEM is recommended for definitive analysis.

- **CATEGORY II NON-FRIABLE** – material is not pliable, breaks by fracturing rather than tearing, and does release some asbestos fibers upon breaking; these materials should be addressed during renovation activities that would disturb the material and are removed prior to demolition activities since they are normally rendered friable during demolition and/or handling, transporting and disposal. Category II Non-Friable materials include any non-friable asbestos containing material that is not in Category I (i.e. transite siding). The following types of Category II Non-Friable asbestos were identified:

- Exterior Cement board (Transite)
- Wall Mastic Brown (Basement)

### 3.2 Non-Asbestos Containing Materials

The following materials were tested and found to contain *no* asbestos (or less than 1%):

- 9"x9" Beige w. Brown Waves Floor Tile & Black Mastic
- Green Ceramic Tile & Grout
- 6"x6" Red Clay Floor Tile & Grout
- 12"x12" Beige Checkered Floor Tile & Glue
- Brown Stone Ceramic Tile & Grout
- 12"x12" Green Checkered Floor Tile & Mastic
- White Ceramic Tile & Grout
- Carpet Mastic
- Sheet Vinyl
- 12"x12" Black Floor Tile & Mastic
- Drywall and Joint Compound (point counted 0.25%)
- Plaster Drywall Wallboard
- Stair Tread Mastic
- 4"x4" White Ceramic Tile & Grout w/ Brown Mastic
- Lightweight Concrete

- Shower Wallboard
- Exterior Orange Brick & Mortar
- Yellow Brick & Mortar
- 2'x2' Fissured Ceiling Tile
- Plaster Ceiling
- 2'x4' Fissured Ceiling Tile
- 2'x2' Small Fissured Ceiling Tile
- 1'x1' Fiberboard Ceiling Tile w/ Brown Mastic
- 1'x1' Fissured Ceiling Tile w/ Brown Mastic
- 2'x2' Texture Ceiling Tile
- Covebase Mastic (2 types) (<0.25% point counted)

### **3.3 Bulk Sample Analytical Results**

Table 1, Appendix A of this report, lists all the asbestos containing materials with location, type of asbestos, condition and amount. Analytical results are located in Appendix D.

### **3.4 Damage and Hazard Assessment**

Each homogeneous area of ACM was assessed for existing damage and accessibility.

- ◆ Plaster is in deteriorating condition

### **3.5 Assumed Asbestos-Containing Materials**

Due to factors of accessibility, weather, condition of the material, or non-destructive methods or requests, some materials are assumed in-place to contain asbestos. Listed in this section are materials assumed to contain asbestos and should be treated as such.

- ◆ Green Terrazzo (Basement; Room 43)
- ◆ Ceramic Tile 1<sup>st</sup> Floor Vault

### **3.6 Inaccessible areas**

- ◆ Elevator Penthouse

Suspect materials that were hidden or inaccessible may not have been characterized during this inspection. Therefore, when conducting a renovation or demolition activities any material not identified in this report as having been tested should be treated as suspect ACM until sampling confirms otherwise.

Due to the distinct possibility that conditions may exist which could not be identified within the scope of this preliminary inspection or which were not apparent during the site visit, any additional material discovered that has not been listed above must be assumed to be asbestos containing; or, if non-friable material becomes damaged or rendered friable during the renovation/demolition activities, proper abatement procedures must immediately be instituted.

#### **4.0 Cost Estimate**

Cost removal estimate can be found in Appendix A, Table 1. These estimates are provided for budgeting and planning only and do not have a level of accuracy sufficient to be used as a construction design cost estimate. The actual cost of asbestos removal is dependent on factors such as the contractor, size of the job, required time frame for removal, time of year and economic factors. Contractors should field verify quantities for accurate price bidding. These estimates do not include replacement costs or the cost for asbestos abatement design and management consulting services.

#### **5.0 Project Limitations**

This project was performed using, as a minimum, practices consistent with standards acceptable within the industry at this time, and a level of diligence typically exercised by environmental consultants performing similar services. AEE assumes no responsibility for omissions or errors resulting from inaccurate information, or data provided by sources outside of AEE or from public records.

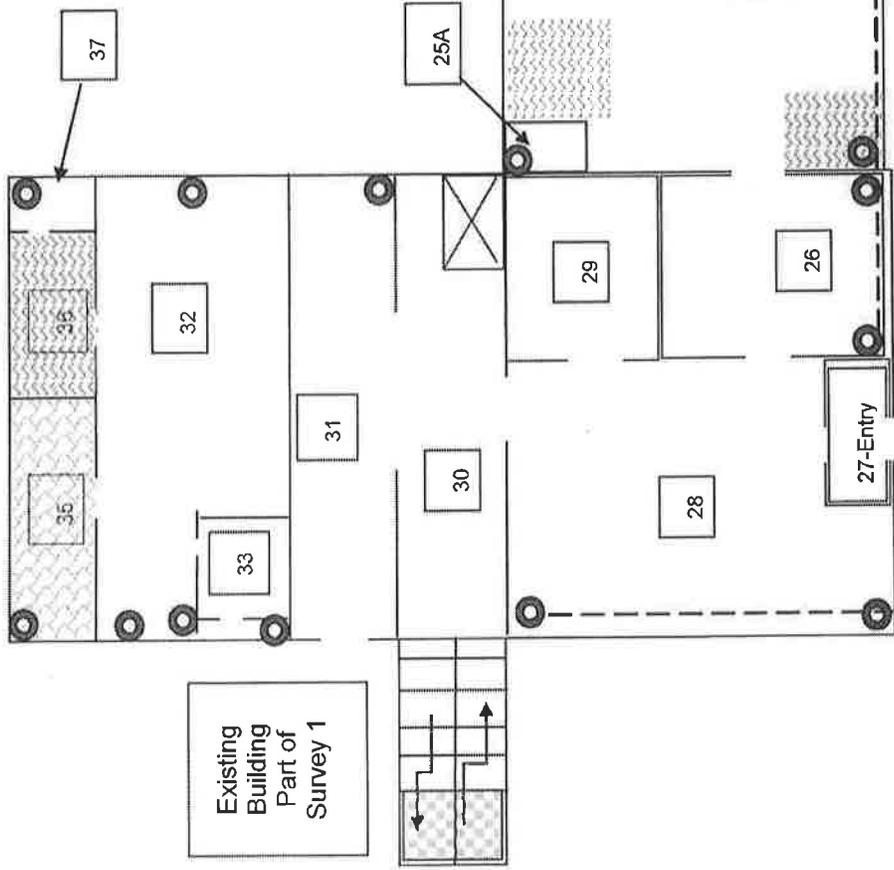
It is emphasized that the final decision on how much risk to accept always remains with the client since AEE is not in a position to fully understand all of the client's needs. Clients with a greater aversion to risk may want to take additional actions while others, with less aversion to risk, may want to take no further action.

Table 1: ACM Material Table						
Sample #	Material Description	Location	Asbestos Type & %	Condition	Amount sf (square feet) lf (linear feet)	Removal Cost Unit
1F1-16	9"x9" Orange Speckled Floor Tile Only	2 <sup>nd</sup> Floor Room: 23 & 1 <sup>st</sup> Floor Rooms: 31, 31A, 33	Floor Tile-2% Chrysotile	Good	40 sf	\$2-3/sf
1H1-22	9"x9" Beige w/ Maroon Streaks Floor Tile Only	2 <sup>nd</sup> Floor Room: 20	Floor Tile- 8% Chrysotile	Good	580 sf	\$2-3/sf
1I1-25	12"x12" White Marble Floor Tile Only	1 <sup>st</sup> Floor: Room 35	Floor Tile- 2% Chrysotile	Good	156 sf	\$2-3/sf
1J1-28	12"x12" Beige Floor Tile & Black Mastic	1 <sup>st</sup> Floor: Rooms: 40-44	Floor Tile- 2% Chrysotile Black Mastic – 10% Chrysotile	Good	1,512 sf	\$2-3/sf
2A3-48	Plaster Skim Coat	Throughout	Point Counted – 1.5% Chrysotile	Good	500 sf	\$2-3 sf
3A1-84	1'x1' Fiberglass Ceiling Tile Mastic	Throughout 3 <sup>rd</sup> & 2 <sup>nd</sup> Floor	2% Chrysotile	Good	10,000 sf	\$4-5/sf
5A1-109	Pipe Run Insulation Air Cell	Throughout Including Penthouses	45% Chrysotile	Good	2,000 lf	\$25-30/ elbow
5B1-116	Pipe Elbow Insulation	Throughout Including Penthouses	15% Amosite 5% Crocidolite	Good	100 elbows	\$16-20/lf
5C1-123	Large Valve Insulation w/ Fiberglass	Boiler	15% Amosite 5% Crocidolite	Good	50 sf	\$2-3/sf
7D1-138	Black Sink Undercoating	3 <sup>rd</sup> Floor-Room 5C	5% Chrysotile	Good	1 sink	\$2-3/sf
7E1-141	Wall Mastic Brown	Basement	10% -Chrysotile	Good	25 sf	\$2-3/sf
7F1-144	Interior Window Caulking	Throughout	3%- Chrysotile	Poor	300 lf	
7G2-148	Window Glaze	Throughout	2%- Chrysotile	Slightly Damaged	5 sf	\$2-3/sf
8A1-150	Roof Shingle & Felt	Roof	10%- Chrysotile	Good	7,000 sf	\$5-6/sf
8B1-153	Roof Penetration Mastic	Roof	15% Chrysotile	Good	80 sf	\$ 2-3/sf
8C1-156	Rolled Roof over Shingle & Felt	Roof	2% Chrysotile	Good	214 sf	\$2-3/sf
8D1-159	Cement Board "Transite"	Roof Penthouse	20% Chrysotile	Good	250 sf	\$4-5/sf
8E1-162	Dark Gray/ Black Roof Penetration Mastic	Roof Penthouse	10% Chrysotile	Good	15 sf	\$2-3/sf
8F1-165	Exterior Window Glaze Penthouse	Roof Penthouse	2% Chrysotile	Good	2 sf	\$2-3/sf
8G1-168	White/Gray Perimeter Caulk	Roof Penthouse	15% Chrysotile	Good	2 sf	\$2-3/sf

**ACM Legend**

-  9"x9" Beige w/ Maroon Streaks Floor Tile Only
-  12"x12" White Marble Floor Tile Only
-  9"x9" Orange Speckled Floor Tile & Black Mastic
-  Pipe Elbow
-  Pipe Runs (AirCell)

(\*Note- Pipe runs and elbows run through walls and ceilings-not all are shown on the map)  
 \* All Interior / Exterior Window Caulking & Glaze Positive for Asbestos



<b>ACM Material Location Map</b>	
City of Rockford Original Rockford Watch Factory 325 S. Madison Street Rockford, Illinois	
Project Number 133.106	<b>1st Floor</b>

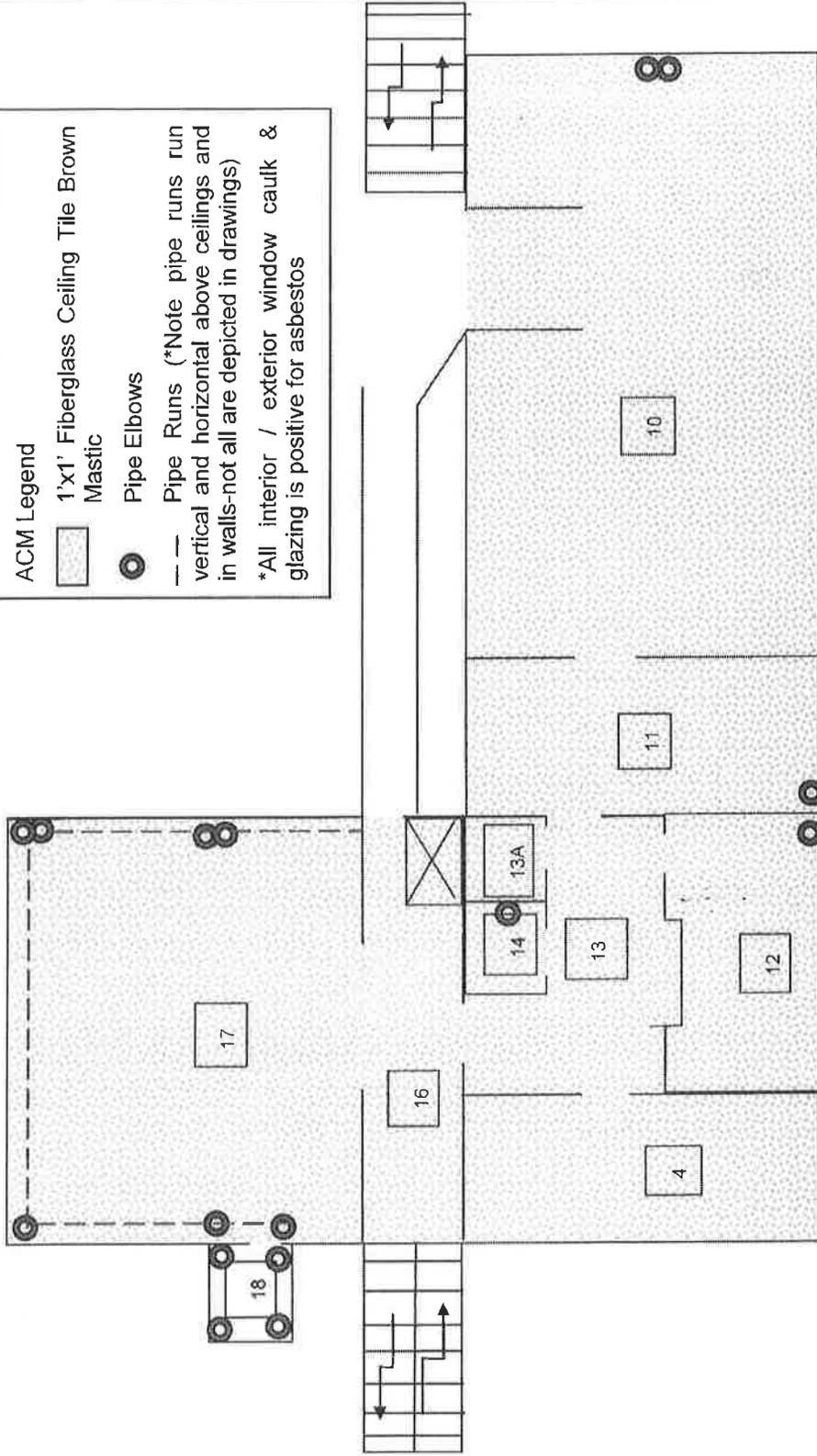
Anderson

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environmental & engineering

ACM Legend

-  1'x1' Fiberglass Ceiling Tile Brown
-  Mastic
-  Pipe Elbows
-  Pipe Runs (\*Note pipe runs run vertical and horizontal above ceilings and in walls-not all are depicted in drawings)
- \*All interior / exterior window caulk & glazing is positive for asbestos



ACM Material Location Map



**Anderson**  
 environmental & engineering

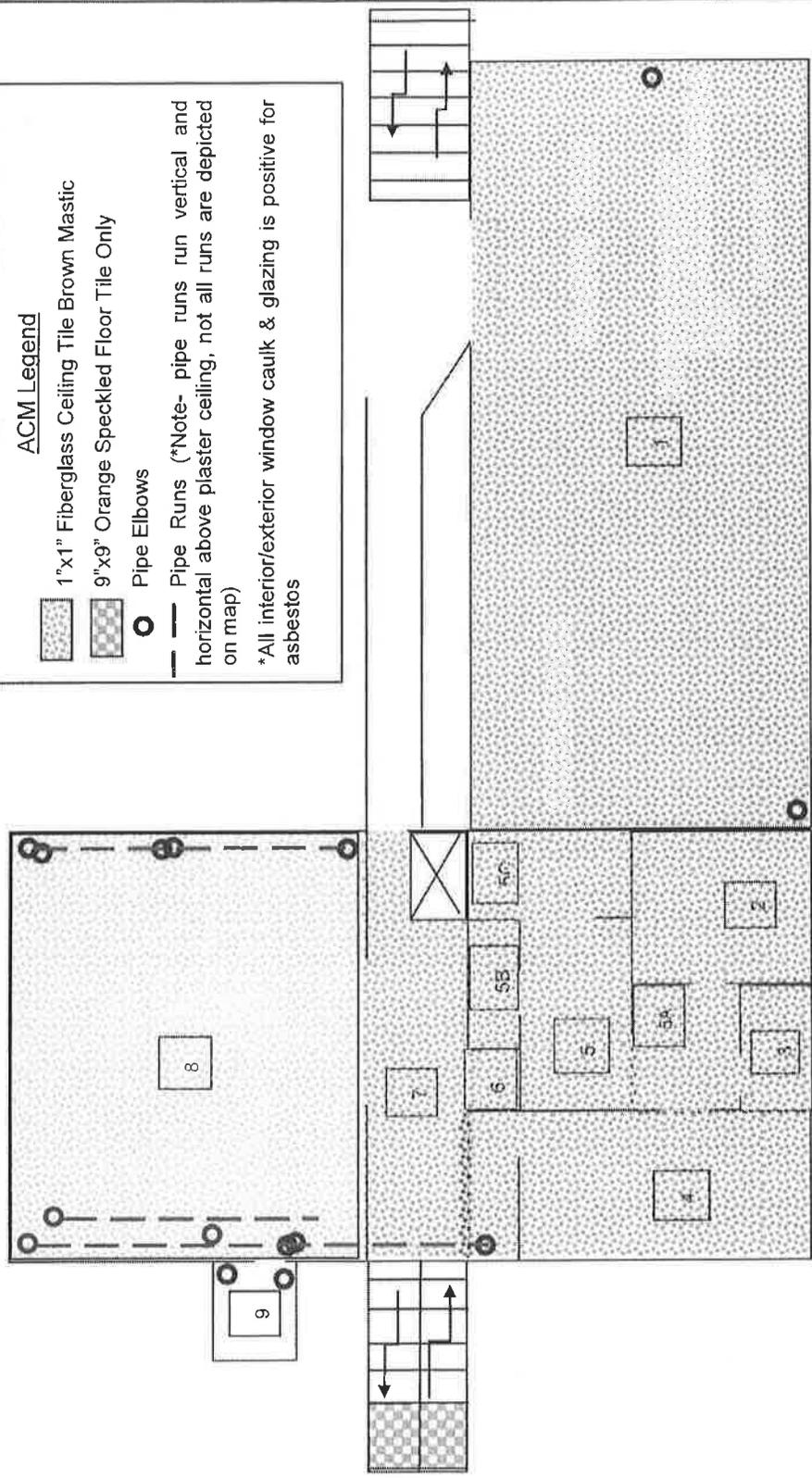
City of Rockford  
 Original Rockford Watch Factory  
 325 S. Madison Street  
 Rockford, Illinois

Project Number  
 133.106

**2nd Floor**

**ACM Legend**

-  1"x1" Fiberglass Ceiling Tile Brown Mastic
-  9'x9" Orange Speckled Floor Tile Only
-  Pipe Elbows
-  Pipe Runs (\*Note- pipe runs run vertical and horizontal above plaster ceiling, not all runs are depicted on map)
-  \*All interior/exterior window caulk & glazing is positive for asbestos

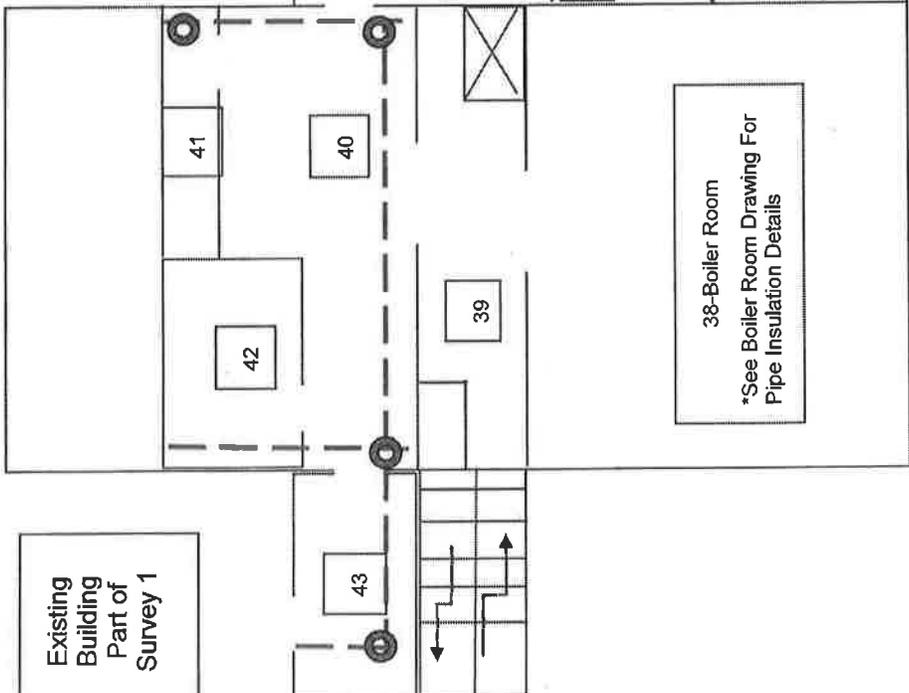


<b>ACM Material Location Map</b>		<b>N</b> ↑
City of Rockford Original Rockford Watch Factory 325 S. Madison Street Rockford, Illinois		
Project Number 133.106	<b>3rd Floor</b>	

**Anderson**  
 environmental & engineering

**ACM Legend**

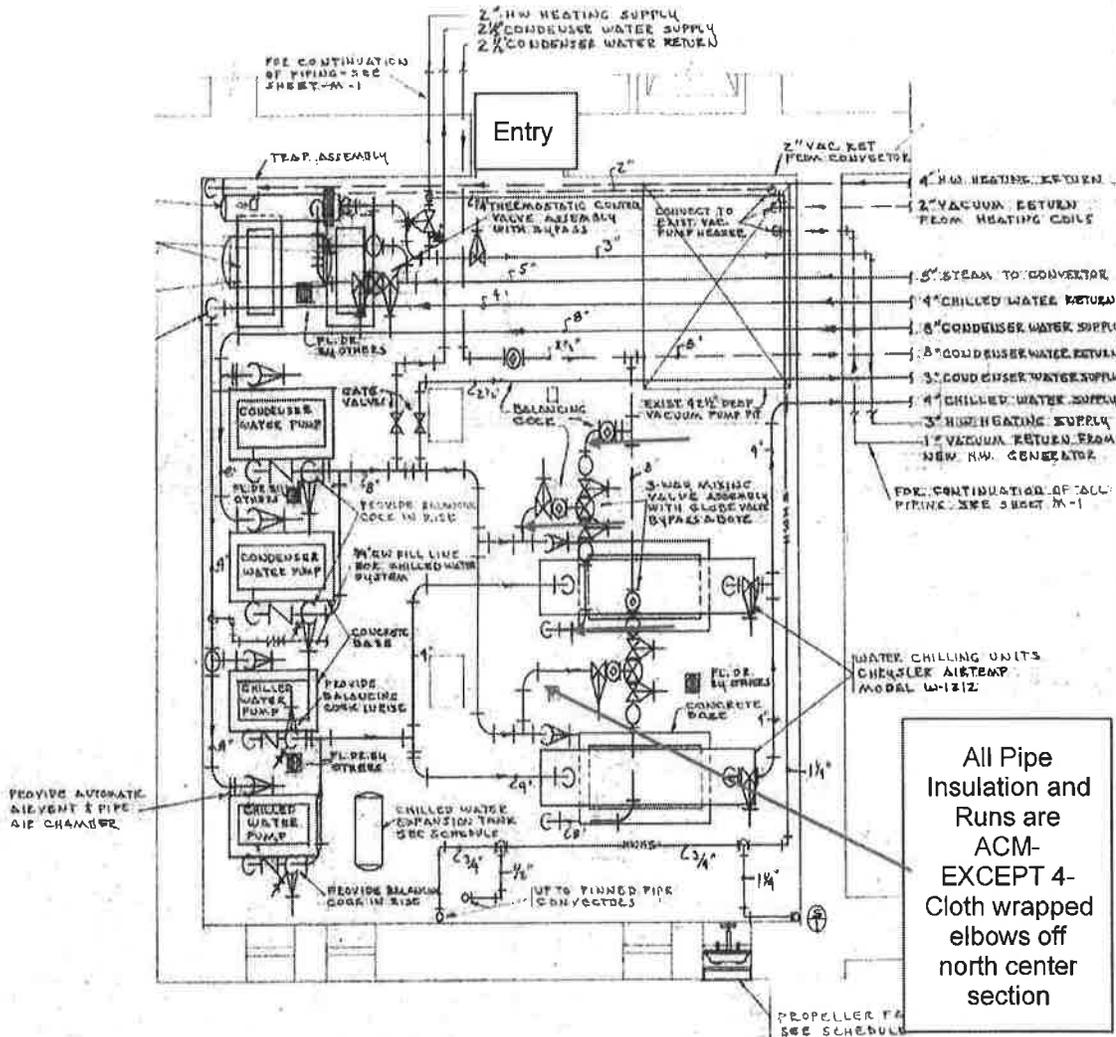
- ◆ Wall Mastic
- Pipe Elbows
- Pipe Runs (\*Note- pipe runs run vertical and horizontal above plaster ceiling, not all runs are depicted on map)



<b>ACM Material Location Map</b>	
City of Rockford Original Rockford Watch Factory 325 S. Madison Street Rockford, Illinois	
Project Number 133.106	<b>Basement</b>

Anderson

environmental & engineering



**BASEMENT EQUIPMENT ROOM  
MECHANICAL PLAN**

SCALE 1/4" = 1'-0"

All Pipe  
Insulation and  
Runs are  
ACM-  
EXCEPT 4-  
Cloth wrapped  
elbows off  
north center  
section

**Anderson**  
environmental & engineering

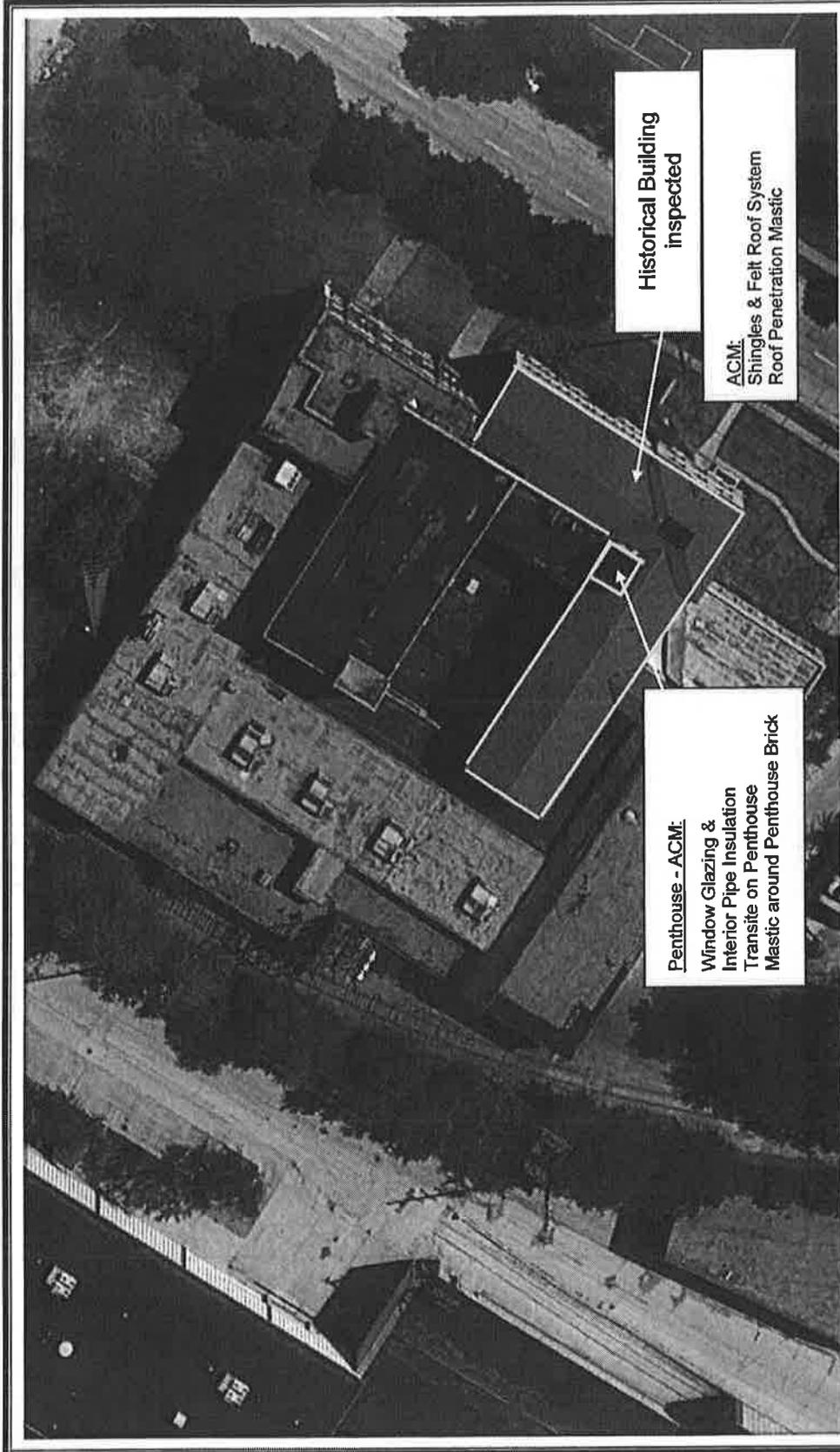
**Material Location Map**



Original Rockford Watch Company  
325 South Madison Street  
Rockford, Illinois

**Project Number**  
#133.106

**Boiler Room**



Historical Building  
Inspected

ACM:  
Shingles & Felt Roof System  
Roof Penetration Mastic

Penthouse - ACM:  
Window Glazing &  
Interior Pipe Insulation  
Transite on Penthouse  
Mastic around Penthouse Brick

**Roof Layout-ACM Map**

**Anderson**  
environmental & engineering

Rockford Watch Factory  
325 S. Madison Street  
Rockford, Illinois

Project Number  
133.106

Roof

City of Rockford

Original Watch Factory

Rough Cost Estimate \* Estimates should be gathered by abatement contractors to verify total cost

	sf/ unit	\$ per unit	Total
Floor Tile	2,288	\$2.50	\$5,720.00
Plaster Skim coat	300	\$5.00	\$1,500.00
Ceiling Mastic	10,000	\$3.00	\$30,000.00
Pipe Run	2,000	\$14.00	\$28,000.00
Pipe Elbow	150	\$35.00	\$5,250.00
Sink Undercoat	1	\$50.00	\$50.00
Wall Mastic	25	\$15.00	\$375.00
Window glaze/caulk	215	\$15.00	\$3,225.00
Roof Shingle & Felt	10,000	\$12.00	\$120,000.00
Roof Penetration Mastic	97	\$14.00	\$1,358.00
Transite	250	\$2.50	\$625.00
	<b>Total</b>		<b>\$196,103.00</b>

**Appendix D:**

**IHPA Letter and E-Mail regarding Exterior Renovation of the Rockford Watch  
Factory**



FAX (217) 524-7525

Winnebago County  
Rockford  
River Edge Redevelopment Zone  
IHPA Log #018110810

December 23, 2014

Larry Morrissey, Mayor  
City of Rockford, Illinois  
425 E. State St.  
Rockford, IL 61104

Dear Mayor Morrissey:

Thank you for your letter of December 19, 2014 detailing compliance with the Memorandum of Agreement (MOA) for the above referenced project. Thank you for bringing me up to date on this project. Congratulations on initiation of construction activities at the Ingersoll Building and the Watch Factory. Once the additions are removed from the Watch Factory, it will be acceptable to close temporarily with concrete block until matching brick can be found for permanent exterior infill.

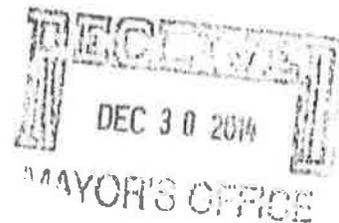
The redevelopment agreement for this site stipulates that the Watch Factory will be rehabilitated in accordance with the Secretary of the Interior's "Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings". This agreement will be awarded in the Spring of 2015.

The six month demolition delay for the School Administration Building began April 23, 2014 and is now ended. Illinois Historic American Building Survey (IL HABS) documentation was submitted in draft form on October 9, 2014 and meets applicable IL HABS Standards and Guidelines. Furthermore, comments from the local Historic Preservation Commission were provided to our office wherein they understood reasons for the demolition of the property. We therefore have no objections to the commencement of demolition activities.

In our opinion, the terms of the MOA have been satisfied and the City is in compliance with Section 106 of the National Historic Preservation Act of 1966, as amended.

Sincerely,

Anne E. Haaker  
Deputy State Historic  
Preservation Officer



c: Melanie Haywood, U.S. Department of Housing and Urban Development  
Jaime Loichinger, Advisory Council on Historic Preservation  
Emily Ramsey, MacRostie Historic Advisors LLC  
ILINOISHISTORY.GOV

## Wayne Dust

---

**From:** Bryjka, Darius <Darius.Bryjka@illinois.gov>  
**Sent:** Thursday, October 23, 2014 9:45 AM  
**To:** Haaker, Anne  
**Cc:** Austin Crull  
**Subject:** RE: Watch Factory - City of Rockford

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Austin,

The re-exposed exterior walls of the watch factory should be repaired with an appropriate brick, mortar, and if applicable, windows. Historic openings can have windows reinstalled or can be infilled with brick of similar size, color, and texture as the historic; an exact match is not necessary if it comes reasonably close. In these historic window and door openings, the brick infill should be recessed one wythe of brick to preserve the appearance of a former opening. If windows are reinstalled, they should match the dimensions, profiles, and configurations of the historic windows and should be either wood or aluminum-clad wood windows. Other openings, such as hallways which were created to connect with subsequent additions, should be infilled in the same manner but flush with the exterior wall (ie, not recessed as in the historic openings). Concrete block or other materials can be used on the interior but they should not be visible from the exterior; that outermost visible exterior layer should be brick, again providing a reasonable match to the historic brick.

Please don't hesitate to contact me with any questions. I will be in and out of the office today and tomorrow for various meetings but if you leave me a message I will return the call as soon as I can.

Regards,

**Darius Bryjka**  
Project Reviewer  
Preservation Services Division  
Illinois Historic Preservation Agency  
1 Old State Capitol Plaza  
Springfield, IL 62701  
217-558-8918  
[darius.bryjka@illinois.gov](mailto:darius.bryjka@illinois.gov)

**From:** Haaker, Anne  
**Sent:** Tuesday, October 21, 2014 4:56 PM  
**To:** Bryjka, Darius  
**Cc:** [Austin.Crull@rockfordil.gov](mailto:Austin.Crull@rockfordil.gov)  
**Subject:** FW: Watch Factory - City of Rockford

Darius, can you answer Austin's questions? Thanks. Anne

**From:** Austin Crull [<mailto:Austin.Crull@rockfordil.gov>]  
**Sent:** Tuesday, October 21, 2014 4:16 PM  
**To:** Haaker, Anne  
**Subject:** Watch Factory - City of Rockford

Anne,

I have a few questions regarding the partial demolition of the former watch factory. As you are probably aware, the watch factory is part of the new Downtown Sports Center Project that will be commencing in the next month or so. The current plans call for the "L" shaped building (former watch factory – yellow brick building) to be preserved, while the adjacent buildings are to be demolished. The proposed upper tier parking lot will incorporate the existing "L" shaped building into the layout plans. The parking lot pavement will complement the building with new areas to park.

During the many renovations and additions throughout the years, the watch factory building has experienced a lot of construction weariness. The outside brick walls that are to be exposed have many holes, half way openings, missing windows, etc. What are the requirements for the outside of the building after the adjacent buildings are demolished? Can we install block walls to help structurally stabilize the outside walls or do we have fix with matching yellow brick? Finding this type of brick that is still usable for repair will be very difficult.

Please let me know what is required by the IHPA after the demolition is completed. I am available the rest today and tomorrow via email or phone.

Thanks

Austin Crull  
Senior Project Manager  
City of Rockford  
(815) 987-5637 Office  
(815) 967-7058 Fax  
(815) 209-7437 Cell

**Appendix E:**

**Summary of the Appraisal for the Rockford Watch Factory, 325 S. Madison Street**



**APPRAISAL REPORT**

**OF THE**

Commercial Property

**LOCATED AT**

325 South Madison Street  
Rockford, Illinois 61104

**EFFECTIVE DATE OF VALUE**

May 1, 2015

**DATE OF REPORT**

July 28, 2015

**PREPARED FOR**

Mark Rose  
City of Rockford  
Land Acquisition Officer  
425 East State Street  
Rockford, Illinois 61104

**PREPARED BY**

Real Property Consultants  
1658 N. Milwaukee Avenue #100-5200  
Chicago, Illinois 60647

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July 28, 2015

Mr. Mark Rose  
City of Rockford  
Land Acquisition Officer  
425 East State Street  
Rockford, Illinois 61104



Re: File No. 2015-083  
Commercial Property  
325 South Madison Street  
Rockford, Illinois 61104

Dear Mr. Rose:

At your request, I have made the necessary observation and analysis to appraise the above referenced property. The attached Appraisal Report and addenda containing 59 pages provides essential data and detailed reasoning employed in reaching my opinion of value. The purpose of the appraisal is to develop an opinion of the Current Market Value of the Fee Simple Interest as of May 1, 2015. City of Rockford is the client of this report. This appraisal was prepared for use by my Client to aid in determining a listing price. No additional Intended Users or Intended Uses are identified or intended by the appraiser.

The subject property is a four-story commercial building that is commonly known as the Watch Company Factory and located at 325 South Madison Street, in Rockford, Illinois. The building was constructed in 1875, is of average construction quality and contains approximately 25,400 square feet of gross building area. The improvements are situated on a 0.57-acre (25,000-square foot) site. This property is currently vacant and will require complete renovation prior to being tenantable.

The value estimate(s) are qualified by the definitions, limiting conditions and assumptions, *extraordinary assumptions*, and the certifications in the attached Appraisal Report. After analysis the opinion of Current Market Value of the Fee Simple Interest as of May 1, 2015 as set forth and documented in the attached Appraisal Report is:

**TWO HUNDRED FIVE THOUSAND DOLLARS - (\$205,000)**

Based on sales data and conversations with brokers active in this market, the estimated market exposure time preceding May 1, 2015 would have been 12 months, and the estimated marketing period as of the same date is 18 Months.

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This letter is invalid as an opinion of value if detached from the appraisal report and exhibits. The report contains a description of the procedures, methodologies and conclusions. This letter and the accompanying report are solely intended for the Client for the purpose stated herein, and are not to be referred to or distributed, in whole or in part, without prior written consent. The reported value estimate(s) are applicable for the stated date and purpose only, and may not be appropriate for any other date or purpose.

Respectfully submitted,



Matthew Magdziarz  
Certified General Appraiser  
Illinois License No. 553.001438  
Exp. Date - September 30, 2015

## Appendix F: Available Incentives

## 325 SOUTH MADISON STREET AVIALABLE INCENTIVES

### INCENTIVES AVAILABLE FOR YOUR COMPANY ARE IN THE FOLLOWING FORMS:

- Tax Credits
- Tax Exemptions
- Workforce development training and reimbursement
- Low-interest financing
- Programs that offer a combination of the above mentioned benefits

### TAX CREDITS, EXEMPTIONS AND ABATMENTS

#### ROCKFORD RIVER EDGE REDEVELOPMENT ZONE

1. **Investment Tax Credit** – River Edge Zone businesses may claim an extra 0.5% of the cost (“basis”) of qualified depreciable property placed in service in the River Edge Zone as a credit on their state income taxes. This credit is in addition to existing 0.5% investment tax credit allowed all manufacturers in Illinois on state income taxes.
2. **Sales Tax Exemption** – Any building materials used in new construction or rehabilitation of properties located within Rockford’s River Edge Zone and permanently attached to the real estate may be sales tax exempt (8.25%) if a retailer is provided with a Certificate of Eligibility issued by the Illinois Department of Revenue. If materials are purchased outside the State of Illinois, they must be delivered to the address of the property located in the River Edge Zone boundary for the certificate of eligibility to be valid.
3. **Dividends Deductions** -- Individuals, corporations, partnerships, trusts or estates receiving dividends declared by corporations which are located exclusively in Illinois River Edge Zone and which conduct essentially all of their business in the River Edge Redevelopment Zone, may deduct such dividends on state income tax.
4. **Interest Income Deduction** -- A financial institution may deduct from its state income taxes, an amount equal to the interest received from business loans for development in the River Edge Zone. But, for the financial institution to receive this deduction, the borrower must have already claimed an investment tax credit for property he/she purchased with the loan.
5. **Environmental Remediation Tax Credit** -- Allows for a credit against state income taxes for some non-reimbursed eligible costs for remediation work done on a site in the Zone resulting in a "No Further Remediation Letter" being issued and recorded. This requires a joint review by the Illinois Environmental Protection Agency (IEPA) and the IL DCEO. The property must be in IEPA's Site Remediation Program to receive the NFR letter. The credit is 0.25 for each dollar spent for non-reimbursed remediation expenses. The credit can be transferred with the property and carried forward for 5 years.
6. **State Historic Tax Credit** - Historic Tax Credits (HTC) based on age of structure – Federal (20% HTC) and State (25% HTC). Tax credits are sold to investors as a source of funds for the project. A big benefit of these tax credit programs is that permanently affixed furniture, fixtures, and equipment are also eligible for the tax credits, further reducing the upfront capital costs for your Company.

### **TAX INCREMENT FINANCING (TIF)**

The site is located in the East River TIF, and as such, the redevelopment is eligible for tax increment financing. TIF increment is the increase in property taxes paid above the base assessed value of the property when the TIF was created. The City will negotiate a percentage of TIF increment to be reimbursed for TIF eligible expenses on a pay-as-you-go basis. The term of the reimbursement will be negotiated. The East River TIF will expire on December 31, 2032.

### **NEW MARKET TAX CREDITS**

New Market Tax Credits (NMTC) based on the location of the facility in a classified "distressed" census tract and eligible for New Market Tax Credits. Your Company is a great candidate for NMTC and appears to be eligible. The New Markets Tax Credit program is designed to attract investment for economic development projects in low income areas. Investors contribute to a community development entity which then makes an investment in a qualified active low income community business. The investor receives a 5% tax credit in each of first three years and a 6% credit in each of the remaining four years for a total of a 39% tax credit over seven years. Tax credits are sold to investors as a source of funds for the project. A big benefit of this tax credit programs is that permanently affixed furniture, fixtures, and equipment are also eligible for the tax credits, further reducing the upfront capital costs for Your Company

### **LOAN PROGRAMS**

#### **CDBG/HUD Section 108 Loan Program.**

The site is located in a CDBG Eligible Area and thus could be eligible for HUD Section 108 Loan for Job Creation Projects. Eligibility will be based on the type of project and financial review and approval by US Department of Housing and Urban Development and the Rockford City Council.