

Lyons Township High School District #204

Request for Proposal (RFP) - Real Estate Consulting Services

For Marketing and Valuation of District-Owned Property (Willow Springs Property)

Issue Date: November 5, 2025

Proposal Deadline: Friday, November 21, 2025



I. Introduction

The Lyons Township High School District 204 Board of Education (“the Board”) invites qualified, licensed real estate brokers firms, specifically including, but not limited to commercial real estate brokers and land specialist brokers, to submit proposals to provide professional real estate marketing and valuation services related to the District’s approximately 71-acre undeveloped property located near 79th Street and Willow Springs Road in the Village of Willow Springs, Illinois (“Property”). Specifically, the Board seeks to engage a licensed real estate broker to: (1) assist with marketing the Property to potential buyers; (2) provide input to the Board as it seeks to identify a potential minimum sale price; and (3) serve as a resource to the Board through the sales process. Kindly note the Board is not seeking a licensed real estate broker to list and sell the Property for commission.

II. Background

District 204 has owned the Property for more than 65 years. Originally acquired for potential future school expansion, the land has remained undeveloped. The Property is currently zoned by the Village of Willow Springs as North Willow Springs Road Corridor – Planned Development District, which only allows uses for public or private secondary schools, but further states that certain commercial and residential uses may be permitted subject to approval as part of an approved planned development in

accordance with the Village of Willow Springs Zoning Code. The Board is exploring the potential sale of this Property in a manner consistent with Board policy, community interests, and applicable state statutes.

For more information related to the Property, including recent Board discussions and community communications, please visit the [LTHS Willow Springs Property Website](#).

III. Scope of Services

The selected consultant will be expected to provide the following services:

Valuation and Analysis

- Provide an independent valuation of the Property based on market analysis.
- Identify potential factors affecting value, including land use regulations, infrastructure, and surrounding development activity.
- Advise the District on options for optimizing sale proceeds.

Marketing Plan

- Develop a professional marketing strategy to generate interest among qualified developers and buyers on a local, state, regional, and national basis.
- Identify and target potential purchasers and invite them to submit a qualified bid, per the specifications outlined in the Illinois School Code and in the terms and conditions approved by the Board.
- Prepare marketing materials describing the Property and its attributes.
- Advise the District on effective methods for promoting the Property while maintaining transparency and compliance with public-sector requirements.

Advisory Services

- Work with the Board and Board's legal counsel throughout the sales process, as outlined in Illinois School Code (105 ILCS 5/5-22).
- Provide recommendations on next steps, timelines, and documentation necessary to proceed with a sale.
- Attend meetings with District administration and/or the Board of Education, as requested.

IV. Proposal Requirements

Proposals must include the following components:

- Brokerage/Team Information

- Project Approach
- Fee Proposal (commission on the sale of the Property is prohibited)
- Minimum of three references with full contact information of similar scope of services and scale of project.

V. Submission Instructions

All proposals must be submitted electronically in PDF format to:

Dr. Brian Waterman, Superintendent
Lyons Township High School District 204
Email: bwaterman@d204.lths.net
Subject Line: RFP – Real Estate Consulting Services (Willow Springs Property)

Proposals must be received no later than 11:59pm CST on Friday, November 21, 2025. Please note that all proposals submitted will be made publicly available via the LTHS website after November 21, 2025.

VI. Evaluation Criteria

Proposals will be evaluated based on experience, understanding of the project, quality of approach, proposed fees, and references. The award of any contract shall be at the discretion of the Board based on the above noted criteria as determined by the Board, with no single criteria determinative of award.

This RFP may be cancelled at any time prior to the execution of a written agreement if deemed in the best interests of the Board. This includes cancellation of the RFP after an award has been made, but prior to the execution of a written contract. Proposer is not entitled to recover any costs related to the preparation of the proposal due to cancellation of the RFP or withdrawal of an award prior to the execution of a written agreement.

VII. Anticipated Timeline

RFP Issued – November 5, 2025
Proposal Deadline – November 21, 2025
Review of Proposals – Late November/Early December 2025
Board Selection – December 15, 2025
Anticipated Start of Work – January 2026

VIII. Additional Information

Questions regarding this RFP may be directed via email to:

Dr. Brian Waterman, Superintendent – bwaterman@d204.lths.net