



410 Kenilworth Ave. Kenilworth, IL 60043

**Kenilworth Park District  
Request for Proposal (RFP) for Investment Management Services**

The Kenilworth Park District is considering hiring an investment manager for a restricted endowment gift, received in 1998 entitled the “Marguerite L. Storch Memorial Garden Fund”. The gift was donated to support the beautification of Kenilworth Park District owned properties and the current fund balances equal approximately \$1,187,020.00.

The restricted gift agreement indicates that the fund should be “invested in a diversified portfolio of financial assets which have the highest possible rating for quality and which pay a relatively high current income but produce sufficient appreciation to keep pace with inflation.”

The “Principle of the Gift” defined as the Gift, including any realized or unrealized appreciation resulting from investing the Gift should be kept in one account while the income from the Principle of the Gift may be moved to a separate account and used for beautification projects or allowed to accumulate for future use.

We would like to invite you to indicate your interest by responding to the following questions and to meet with us during our next Board Meeting on Thursday February 15, 2018 at 5:30pm at the Kenilworth Assembly Hall, 410 Kenilworth Ave. Kenilworth Illinois.

Please provide the following information to be shared with our Board members prior to the meeting and prepare a short presentation for the meeting.

**Background**

1. What is your experience and that of the individual portfolio/relationship managers?
2. What is your firm’s client type mix (i.e. Corporate, Foundation/Endowment, Individuals, Retirement Funds, Public Funds)?
3. Are you a Fiduciary, Broker, etc.?
4. Do you have experience dealing with public entities?
5. Do you have insurance? Omissions insurance? Fiduciary liability Insurance? Who is your carrier?
6. How do you work with a client’s objectives, restrictions, etc.?
7. What are your fees? Do you charge commissions? What other costs would your client’s experienced? Do you receive soft dollars from brokerage business of your clients?

**Relationship Management**

8. Who would be specifically assigned to our account as our relationship/investment manager? What is their experience?

9. What is the continuity plan should the primary contact be unavailable or decides to leave the firm?
10. How do you work with your customers and report periodic updates to your clients

**Investment approach/references**

11. Describe your investment approach/style. How long has this been your approach?  
What would be a typical portfolio for a client like us?
12. Please provide 3 professional references in regards to fund management portfolios in excess of \$1 million.

**Proposal Due Date**

A copy of your answers and presentation shall be delivered to the Kenilworth Park District by Friday, January 26, 2018 at 5:00PM by one of the following methods:

1. Electronic email submission to Executive Director Johnathan Kiwala at [jkwala@kpdistrict.org](mailto:jkwala@kpdistrict.org)
2. USPS certified mail to:
  - a. Kenilworth Park District, 410 Kenilworth Ave, Kenilworth, IL 60043 ATTN: Johnathan Kiwala
3. Dropped off in person at the Park District main office at 410 Kenilworth Ave. Kenilworth IL 60043.

**Presentation Date for Invited Parties**

1. Successful parties will be notified by the Kenilworth Park District by February 1, 2018.
2. Presentation Date: February 15, 2018 at 5:30PM
3. Final decision shall be made by the end of February.