

# REQUEST FOR PROPOSALS

Professional Landscape Architect and Park Planning Services

For

Site Plan for Central Park and Field



**Proposals Due: Wednesday, April 1, 2014 at 2:00p.m.**

**Sealed Proposals Must Be Returned To:**

Board of Park Commissioners  
c/o Lisa Sheppard, Executive Director  
Glencoe Park District  
999 Green Bay Road  
Glencoe, IL 60031  
847-835-3030

*Enriching lives and creating memorable experiences by providing  
exceptional services, parks, programs, and facilities.*

**Glencoe Park District  
Request for Proposals (RFP)  
To Provide Landscape Architect Services for  
Central Park**

This RFP is organized as follows:

1. Introduction
2. Scope of Work and Deliverables
3. General Evaluation Criteria
4. Signatures
5. Attachments

**Section 1: Introduction**

The Glencoe Park District (the “Park District”) is seeking statements of interest, qualifications and performance data from interested Landscape Architects (the “Respondents”), that are capable of providing professional services in connection with the design of a baseball field and site Master Plan (the “Services”) for the Park District’s Central Park excluding the facility, but including all exterior areas. Central Park field is located on the corner of Greenwood and Park Avenue in Glencoe, IL.

The Landscape Architect would work with Roger Bossard in the planning of the youth baseball field component of the park. The goal is to improve on the use of the space in regards to layout, playability, drainage, landscaping, amenities, walkways, and other features. The goal is to also help limit the impact on surrounding neighbors by users of the park.

The Park District has determined that meetings will be held with representatives from the neighbors, Glencoe Little League, and School District to develop the plan. Once the design is complete, a meeting will be held with users and neighbors to hear their concerns and work to address them. Additional meetings will be required to make a presentation to the Park Board.

The Park District is looking to have items such as landscaping, surfaces, dugouts, fencing, lighting, seating, drainage, irrigation and security addressed in the design. The firm selected will work with the Park District through design, meetings, and through developing priorities. The firm will develop all plans and drawings and will provide them in electronic form.

If the respondent is interested in providing the services, reply by supplying information that meets the requests and standards set forth in this Request for Proposals (RFP).

The Park District reserves the right to reject any and all responses at its sole discretion and to waive any formalities in accordance with law and with the best interests of the Park District.

Submit one (1) original unbound and five (5) bound copies of your proposal to:

Board of Park Commissioners  
c/o Lisa Sheppard, Executive Director  
Glencoe Park District  
999 Green Bay Road  
Glencoe, IL 60031  
847-835-3030

- A. **Response Date.** One (1) original unbound copy and five (5) bound copies of your proposal must be received at the above address by **2:00pm on Wednesday, April 1**. It is the sole responsibility of the respondent to ensure that the Park District receives its response by the time and date noted above. Electronic or facsimile transmission of the response is not acceptable.
- B. **Park District Responses to Questions from Respondents.** Questions or requested clarifications regarding the requirements of this RFP must be addressed to the Executive Director, Lisa Sheppard, no later than 12:00pm (Noon) on Monday, March 30. The Executive Director will provide a written response that identifies every question submitted along with the Park District's answer. Respondents should submit questions to the Executive Director, Lisa Sheppard ([lsheppard@glencoeParkDistrict.com](mailto:lsheppard@glencoeParkDistrict.com)) prior to the Monday, March 30 deadline. The intent of this procedure is to ensure that every respondent knows each question and the Park District's answer. The Park District will not respond to any question received after the established deadline of 12:00pm (Noon), Monday, March 30, 2015. Answers to submitted questions will be posted on the Park District's website where the RFP was obtained to ensure all interested vendors have access to this information.
- C. **Interviews of selected vendors.** Upon evaluation of proposals from interested firms, the Park District will identify and interview not less than the top three firms. The Park District plans to hold interviews on Tuesday, April 7 in the late morning and early afternoon. The interviews will be held at the Takiff Community Center. Firms will be notified if they are invited.
- D. **Estimate for cost of services, negotiation and contract award.** The Glencoe Park District reserves the right to waive any and all requirements of this RFP if it determines that such waiver is in the interest of the Park District. The Park District will follow the requirements of the Local Government Professional Services Act. Upon evaluation of proposals from interested firms the Park District will identify not less than three firms. The Park District will then attempt to negotiate a contract with the highest ranked firm. If that negotiation is not successful, the Park District will move to negotiate with the second firm and so on. A Proposal for Costs to Provide Design Firm Services and a Project Cost Estimate Worksheet has been included as an attachment for your information, but you should not submit it as part of your proposal. Upon notice to proceed into contract negotiations, this form must be forwarded to the Executive Director of the Park District within 72 hours.

If fewer than three (3) submissions are received and the Park District determines that the firm(s) which did submit letters of interest, is (are) qualified, it may negotiate a contract with any such firm(s) in accordance with the requirements of the Act. The Committee will select and make a recommendation to the Park Board of Commissioners for their approval.

- E. **Review of Request Documents and Site Visits.** All interested designers are encouraged to carefully evaluate the project description, the evaluation criteria and other relevant data contained in the request and to visit the project site to enhance their understanding of the existing conditions and requirements for the project services.

## **Section 2: Scope of Work and Deliverables**

### **A. Our preliminary schedule shows starting work on Central Park in August 2015.**

1. Assess the current conditions of the park; review background materials and reports; review applicable federal, state and local laws, regulations, codes, ordinances, and other requirements pertaining to the project. The scope does not include a physical assessment of buildings.
2. Review and verify the accuracy of base map/plan survey for the park that shows existing conditions with special attention to topography, utility infrastructure, trees, baseball field, adjoining School District property, passive space and other significant underground and above ground structures.
3. Provide materials and visual aids for the Park District to facilitate discussions at meetings and then attend meetings with groups identified by the Park District and scheduled by the Park District. The Park District is committed to an open planning process that includes community group meetings. For budgeting purposes, assume 3 community group meetings at 1.5 hours each and 2 public Board meetings at 2 hours each.
4. Prepare at least two Schematic Designs for the field that illustrate a range of design possibilities.
5. After the Parks District's authorization to proceed based on a recommended Schematic Design(s), prepare Design Development Drawings for the park. The Design Development Drawings will include, without limitations, the proposed layout of site improvement elements, tree preservation efforts, ball field surfacing, dugouts, spectator seating, surfacing, drainage, electrical, water, fencing, walls, irrigation and an outline of any critical matters for future consideration and bidding. A 30" x 42" color rendered drawing of the park to include equipment and amenities will be required.
6. Prepare estimates of probable costs for the park allowing for limited revisions as plans progress and with final plan and with phasing plan options.
7. Meet with Park District staff as necessary.

8. Work with Roger Bossard on design of the baseball field.
9. Prepare a color rendering of the park for Final Site and Final Working Drawings and Specifications.

**B. Deliverables.** The final deliverables shall be:

1. Base Map.
2. Notes/Minutes of all community meetings and focus groups.
3. Schematic Designs.
4. Recommended Schematic Design and sketches demonstrating the recommendations for the Site Plans with cost estimates where applicable.
5. Two copies (black and white) of the Final Schematic and Design Development Drawings Plans at a size of 30" x 42" or other size as approved by the Park District.
6. Final Master 30" x 42" (or other size as agreed to by the Park District) laminated final Park Plan presentation boards in color as well as 6 black and white reductions in 11" x 17" format; a 30" x 42" color rendered laminated drawing of the park.
7. Disk Files (such as JPEG or GIF) for the recommended plan and sketches in format suitable for inclusion on the Park District's website.
8. Final Working Drawings and Specifications.

**Section 3: General Evaluation Criteria**

The following general criteria will be used to evaluate the written submissions of Design Firm qualifications along with interview with previous clients, the responses of Design Firm during the final selection process, and such other information as the Park District deems necessary or desirable in order to responsibly evaluate the Design Firm qualifications for this project. (These are not ranked in order of importance.)

**A. All of the criteria listed above and:**

1. Clear assignment of responsibilities for various project tasks to specific individuals. All individuals with major responsibilities for the project's design bidding specification and follow through should be identified.
2. Ability to oversee construction, design, field changes and emergencies effectively if needed.

3. Comprehensiveness of management, design and monitoring services provided.
4. Timeliness in review and response to Park District requests for clarification or decisions with respect to Contract Documents and review and approvals of shop drawings, etc.
5. Ability to complete the project on schedule.
6. Responsiveness to specific user goals identified in the request.
7. Quality of communication skills and effectiveness of the onsite construction representative from your firm if needed.
8. Ability to coordinate project construction, if needed with contractors, equipment suppliers and Park District personnel.
9. Post-project completion follow-up and responsiveness to problems.
10. Attitude and approach to discovered design defects or inconsistent or incomplete Contract Documents.
11. Insurance coverages.

**B. Technical Approach.**

1. Understanding of the existing conditions, systems, operations and schedules.
2. Qualifications and experience of the design, engineering and supervision professionals, consultants and testing laboratories proposed for use on this project.
3. The number of past projects that include similar amenities proposed for inclusion in this project and completed by the person(s) responsible for project design and implementation.
4. Reliability of performance of Design Firm on past projects. The establishment application and interpretation of the above and other criteria shall be solely within the discretion of the Glencoe Park District.

**C. Cost of services.** The Park District will follow the requirements of the Local Government Professional Services Act, 50 ILCS which governs the selections for the design professional the Park District is requesting your firm's proposal on the basis of "demonstrated competence and qualifications for Park Planning and Landscape Architect services at a fair and reasonable compensation". Upon evaluation of proposals from interested firms, the Park District will identify and interview not less than the top three firms. The Park District will then attempt to negotiate a contract with the highest ranked firm. If that negotiation is not successful, the Park District will move to negotiate with the second firm and so on. A

Project Cost Estimate Worksheet has been included as an attachment for your information, but should not be included in your proposal. Upon notice to proceed into contract negotiations this form and hourly billing rates and cost for additional meetings beyond the Scope of Work must be forwarded to the Executive Director of the Park District within 72 hours. Reimbursable expenses are to be limited to travel, plotting, printing and delivery. The Park District will not reimburse for electronic communication. The District will pay cost only, for any subcontracts.

- D. Glencoe Park District reserves the right to waive any and all requirements of the RFP if it determines that such waiver is in the interest of the Park District.**

**Section 4: Signatures**

All Responses must be signed by a partner, principle or proper corporate officer of the Respondent and all signatures must be notarized.

**Section 5: Attachments**

- A. Glencoe Park District Mission Vision and Values
- B. Central Park Survey and Photo of Park
- C. Design Firm Profile Form: Qualifications, Performance Data and Requested Project/Approach
- D. Proposal for Costs to Provide Design Firm Services
- E. Central Park – Project Estimate Worksheet



## MISSION

Enriching lives and creating memorable experiences by providing exceptional services, parks, programs, and facilities.

## VISION

We are committed to become the most innovative, customer-driven, and fiscally-responsible park district for current and future generations.

## VALUES

**Safety:** We work toward reducing or eliminating risk from injury or harm, and creating a safe environment for our customers and staff.

**Passionate:** Our passion for what we do makes our parks, services, and recreational programs the best in the industry.

**Integrity:** We do what we say we are going to do. We are trustworthy and demonstrate strong moral values.

**Responsiveness:** We respond and follow through in a timely manner to our internal and external customers.

**Innovative:** We continuously find better ways doing things.

**Team Oriented:** We are an empowered staff, communicating effectively in a collaborative and fun working environment.



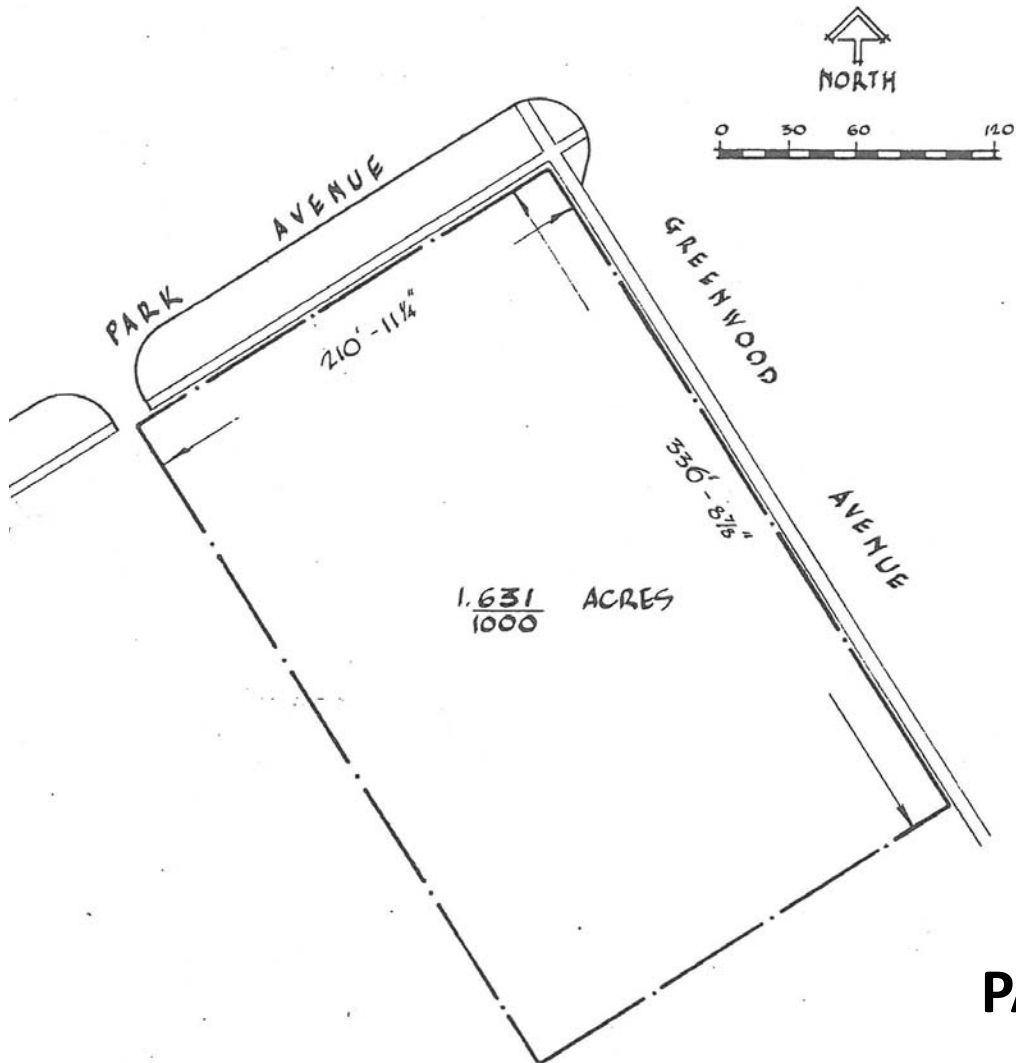


School District Property

Park District Property



Google earth



**PARK 17-S**

**GLENCOE PARK DISTRICT  
ATHLETIC FIELD / PARK DESIGN SERVICES  
SCHEDULE C**

Design Firm Profile Form

Qualifications, Performance Data and Requested Project/Approach

NOTE: All questions must be addressed and information supplied by the design firm in order for this submission to be properly completed. Failure of the design firm to answer any questions, provide any requested information or otherwise comply with any directive contained in this form may disqualify the submission. If any question or directive does not pertain to your firm in any way, indicate that fact with an "N/A". For additional space attach 8 1/2" x 11" sheets and indicate reference number (i.e.: 12a, 12b, etc.) to correspond with each question.

AN ORIGINAL AND THREE (3) COPIES OF EACH PROPOSAL MUST BE SENT TO:

Attn: Board of Commissioners  
c/o: Lisa Sheppard, Executive Director  
Glencoe Park District  
999 Green Bay Rd.  
Glencoe, IL 60022

RE: Response to Request - ATHLETIC FIELD / PARK DESIGN SERVICES

1.a. Firm Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

County: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

1.b. Name and Title of Two Contacts

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

1.c. Submittal is for Parent Company; List of Division or Branch Offices

Which division(s) is/are to be included in this submission? \_\_\_\_\_

Subsidiary (attach separate list if more than one branch office is to be included):

Name of Entity: \_\_\_\_\_ Address: \_\_\_\_\_

2. Date Prepared: \_\_\_\_\_

3. Type of Firm (circle one): Corporation Partnership Sole Ownership Joint Venture

4. Federal Employer Identification Number (FEIN): \_\_\_\_\_

5.a. Indicate if your firm is a recognized Minority business Enterprise or Women's Business Enterprise (circle one): Yes No

5.b. If yes, choose the appropriate category (circle one):

American Indian Spanish Surname Asian-American Female Owned Black Other

6. Corporate Background / Historical Data

a. How many years has your firm been in business under its present name? \_\_\_\_\_

b. Indicate all other names by which your organization has been known and the length of time known by each name:

\_\_\_\_\_  
\_\_\_\_\_

c. Identify all states in which your firm is legally qualified to do business: \_\_\_\_\_

\_\_\_\_\_

7. Personnel Information

a. Attach the resumes of the principal individuals who will be directly responsible for this project. Indicate the specific role each individual will play for the duration of the contract. Indicate the number, type and size of other projects each such individual will be involved with at the same time as this project. Provide Illinois professional registration/license numbers for each such individual.

- b. Give the number of years of experience for each of the above individuals and describe all supervisory responsibilities. Provide a list of all projects each individual has been associated with during the last three (3) years including type of project and dollar size.

8. Project History Reference

Briefly describe not less than four (4), but not more than six (6) projects similar in scope to this project which your firm has completed in the last eight (8) years. Projects done for park districts, clubs and recreation agencies are most desirable. You may give a composite, condensed or supplementary listing of other projects if desired in addition to the four-six projects stated above.

- a. Project: \_\_\_\_\_
- b. Location and address: \_\_\_\_\_
- c. Client name, contact person, principal client representative, address, phone  
Note: This should be the person(s) whom you have done business with on each of the projects listed.  
  
\_\_\_\_\_  
\_\_\_\_\_
- d. Project dollar amount: \_\_\_\_\_
- e. Lead staff member on the project: \_\_\_\_\_
- f. Project start and end dates: \_\_\_\_\_
- g. Was the project completed within budget? \_\_\_\_\_
- h. Was the project completed on time? \_\_\_\_\_
- i. Number of change orders submitted: \_\_\_\_\_
- j. Were there any disputes on the project? If yes, describe, in detail and state, how the dispute was resolved.  
  
\_\_\_\_\_  
\_\_\_\_\_

***By your submission of the requested information, you are authorizing Glencoe Park District to contact references submitted.***

9. Claims / Litigation History

Summarize all claims which have been made against your firm or any of its principals (with respect to design firm services) within the last five (5) years. The summary should include claims whether or not a lawsuit was filed or if they were settle “out-of-court”. The summary should include the nature of the claim, the amount of the claim, the type of project and services involved and the resolution of the claim.

10. Project Summary

Summarize the scope of services (management, supervision, scheduling, etc.) that would be offered by your firm for this project. In order to give a feel for your perspective, please describe a preliminary assessment of this project.

11. Supervision Approach

Summarize your firm’s philosophy and commitment with respect to supervision of project implementation offered by your firm. Describe your anticipated frequency of site visits, frequency of contact with contractors, payment and the Park District certification procedure and other pertinent project supervision factors. Describe post-construction services rendered, if any and whether such services are included as part of basic services.

12. Dispute Resolution Approach

Summarize your firm’s philosophy and commitment with respect to resolution of disputes between the Park District and contractors.

13. Errors and Omissions Approach

Summarize your firm’s philosophy and commitment with respect to claimed errors, omissions and inconsistencies discovered in contract documents prepared by the architect and how you respond to such claims.

14. Fees / Charges

- a. Describe amount (see Schedule D) that your firm will charge for this project for “pre-construction services” as outlined in the Request for Proposal.
- b. Describe the amounts (see Schedule D) that your firm will charge for “design firm services” as outlined in the Request for Proposal.
- c. Describe charges (see Schedule D) that your firm will charge for all labor, materials, services, and incidentals to perform all work as outlined in the attached General Conditions portion of the Request for Proposal.
- d. Describe other fees as outlined in Schedule D

- e. If needed, any work to be provided under this contract for investigatory work or testing will be bound by the Prevailing Wage Act by the State of Illinois. The wages to be paid will be based on the schedule as posted by the State of Illinois Department of Labor on a monthly basis.

15. Insurance Coverage

Describe the insurance coverages which will be maintained by your firm during the period of the performance of the project services.

16. Contract Form

Attach a copy of your firm's standard contract form for the provision of its design firm services. If modification of that form is contemplated for this project, indicate the nature of such modification.

**GLENCOE PARK DISTRICT  
ATHLETIC FIELD / PARK DESIGN SERVICES  
SCHEDULE D  
Proposal for Costs to Provide Design Firm Services**

Date: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Having read the Request for Proposal dated March 19, 2015, and the attached documents for Glencoe Park District Athletic Field Design Services, we propose the following:

1. **SURVEY SERVICES:** To provide all labor, equipment, and materials to provide a site survey including topographic information.

\_\_\_\_\_ **DOLLARS**

(\$ \_\_\_\_\_)

2. **DESIGN SERVICES FEE:** To furnish services as outlined in the referenced portion of the documents, the lump sum of:

\_\_\_\_\_ **DOLLARS**

(\$ \_\_\_\_\_)

3. **CONSTRUCTION SUPERVISION FEE:** To furnish professional design firm services covering the coordination, administration, and management as outlined in the referenced portion of the documents, state how you would determine that fee if required.

4. **INSURANCE COSTS:** The Undersigned agrees to provide design and contractual liability insurance, naming the Owner as additional insured as part of the above fees.

5. **RATES AND CHARGES:** Include a breakdown of hourly costs for all facets of your staff in case extra services are required above and beyond what the Request for Proposal includes.

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Firm Name

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Name

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Signature

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Title

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Date





### Central Park – Project Estimate Worksheet

Labor Category	Hourly Rates	# of Hours Pre-design/ Materials Prep	Programming	Schematic Design / Design Development	Total Hours
Principal					
Assoc./Design/Tech					
Production/Drafting					
Administrative/Clerical					
		\$	\$	\$	\$
Estimated Fee					\$
Estimated Reimbursables					\$
Estimated Cost of Survey					\$
Total Estimated Fees and Reimbursables					\$

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date