



Request for Proposal

Downtown Event Area And Open-Space Park Glen Ellyn, IL 60137

Proposals Due: Tuesday, November 29th, 2022. 4:00 pm

Spring Avenue Recreation Center

185 Spring Avenue, Glen Ellyn, IL 60137

GLEN ELLYN PARK DISTRICT

Table of Contents

Section 1.0 General Information	3
Section 2.0 Project Description and Scope	7
Section 3.0 Proposal Requirements	11
Section 4.0 Profile Questionnaire.....	13

Section 1.0 General Information

The Glen Ellyn Park District (“Park District” or “GEPD”) is seeking to engage a premier design team to create a unique and creative public plaza within the downtown area of the Village of Glen Ellyn (VGE).

Background

The Village of Glen Ellyn and the Glen Ellyn Park District is collaborating on the purchase, development, and operation of the downtown plaza. The property, formally the U.S. Bank site, located at 453 Forest Avenue in downtown Glen Ellyn was purchased recently by the Village. The Park District with Village participation will lead the process of planning and development of the site. Once the park is completed, the Park District will operate, and the Village and Park District develop the area into a multi-use event and Downtown park/open space, to be utilized by the entire Glen Ellyn community.

The Park District’s plan is to transform this site and expand the existing Prairie Path Park into a dynamic open space within the heart of Glen Ellyn’s Downtown. The site will create a “front yard” for commuters, Prairie Path users, Downtown residents, and the entire Glen Ellyn community. The project will also fulfill an initiative driven by the Village’s Downtown Plan and Comprehensive Plans, which call for the addition of green space within the Downtown area. Development of the site will also serve as a catalyst for improvements to adjacent properties and bring new events to the area.

“This investment in the Village’s Central Business District by both the Village and Park District will enhance how and where events are carried out in the Downtown area,” said Village President Mark Senak “This will also drive additional activity and visitors to support our Downtown businesses.”

The Park District’s early conceptual plans for the space include 9,000 square feet of greenspace, the integration of the existing Prairie Path Park, and a potential permanent stage and support facility, among other enhancements.

1.1 Delivery Method and Submittal Requirements

Sealed Proposals for Architectural services will be accepted until

Tuesday, November 29, 2022 at 4:00 p.m. at the Spring Avenue Recreation Center, 185 Spring Avenue, Glen Ellyn, IL 60137. Any submittals received after this time will be considered non-responsive. All proposals are to be enclosed in a sealed opaque envelope, clearly displaying the Consultant’s name and address. The project name, date and time of opening must be located in the lower-left corner of the envelope. Submittals of one (1) digital PDF copy on USB thumb drive and one (1) bound copy marked original. Additionally, (1) ‘Fee Proposal’ in a separate sealed envelope. As described herein. Shall be sent to:

Nathan Troia, PLA

Superintendent of Planning and Natural Resources

Glen Ellyn Park District

185 Spring Avenue

Glen Ellyn, Illinois 60137

630-858-2462
ntroia@gepark.org

If submitting a proposal, please email ntroia@gepark.org to be included on a plan holders list to receive advanced notification of addendum, which will also be posted online.

1.2 Questions and Clarifications

Any explanation desired by a Consultant regarding the meaning or interpretation of the Request for Proposal (RFP) shall be directed to: Nathan Troia, Superintendent of Planning and Natural Resources, 185 Spring Avenue, Glen Ellyn, IL 60137, email: ntroia@gepark.org and must be requested via email by 4:00 p.m., Friday, November 22, 2022. Questions will be addressed in an addendum and issued via email unless advised otherwise by 4:00 p.m., Thursday, November 24, 2022. Any addenda shall become part of the Proposal Documents and will be furnished to all prospective Consultants. All Consultants must acknowledge each addendum in the submittal.

1.3 Site Tour

Access to the site is available at anytime from the public right of way. Firms are strongly encouraged to visit the site and be familiar with existing conditions.

1.4 Withdrawal of Proposals

No proposal may be withdrawn after the submittal deadline. All proposals must be valid for a minimum of ninety (90) days after the opening.

1.5 Responsibility for Timely Delivery of Proposals

The Proposer is solely responsible for ensuring delivery to the submittal location no later than the date and time specified.

1.6 Proposer's Cost

Each Proposer acknowledges and agrees that the preparation of all materials for submittal to the Glen Ellyn Park District and all presentations, related costs and travel expenses are at the Proposer's sole expense. The Glen Ellyn Park District is not, under any circumstances, responsible for any cost or expense incurred by the Proposer. In addition, each Proposer acknowledges and agrees that all documentation and materials submitted with their RFP shall remain the property of the Glen Ellyn Park District.

1.7 General Conditions of the Contract

The American Institute of Architects "AIA Document B132-2009 Standard form of Agreement between Owner and Architect, Construction Manager as Adviser Edition," 2009 Edition, as modified by Owner and approved by Council.

1.8 Tax Exemption

The Glen Ellyn Park District is not subject to federal excise or Illinois retailer's occupation tax.

1.9 Qualifications and Selection

It is the intention of the Glen Ellyn Park District to select a consulting firm that furnishes satisfactory evidence, that it has the requisite experience, ability, capital, organization and staffing to enable it to perform the work successfully and promptly, and to perform the services required for the Project set forth in this RFP. The Glen Ellyn Park District shall consider the following factors in addition to Sections 3.0 and 4.0:

- The ability, capacity, and skill of the consulting firm to perform the services required for the Project. (5 Points)
 - Proposer must be able to deliver the project within the indicated timeline parameters at a reasonably competitive cost. (5 Points)
 - The proposal must clearly demonstrate an understanding of the scope of the project and provide a quality solution to the described need. (5 Points)
 - Whether the consulting firm has the requisite experience, ability, capital, organization, and staffing to enable it to perform the work successfully and promptly, and to perform the services required for the Project within the schedule set forth without delay or interference. (25 Points)
 - The character, integrity, reputation, judgment, experience, and efficiency of the consulting firm. The proposer must demonstrate the ability to work in a collaborative team environment that supports the integration of various user groups. (5 Points)
 - The creativity of the consulting firm to identify unique ways to utilize the site and allow the surrounding area to maximize this investment to spur economic growth in the Central Business District (CBD). (5 Points)
 - The quality of the consulting firm's performance on previous contracts. The sufficiency of financial resources and ability of the consulting firm to perform the Contract. The quality and qualifications of the consulting firm's team of sub-consultants assembled to complete the Project. (50 Points)
-

1.10 Estimated Partial Project Schedule

See attached Exhibit C.

The schedule is subject to change as circumstances dictate or as determined necessary by or in the best interests of the Park District.

1.11 Selection Process and Review

All proposals will be evaluated by a review panel consisting of Park District staff and others as determined. The panel will select a maximum of five submitting firms that may be invited to present their proposals during the interview stage. The panel will select the proposal which best meets the District's requirements. The District will then begin negotiations with the selected firm to determine final contract requirements and fees. If the District and selected firm are unable to reach an agreement the District may begin negotiations with the next firm or may choose to reject all proposals.

Glen Ellyn Park District may award Proposals in its best interest, reject proposals or any part of them, award contracts in whole or in part, waive what it concludes in its discretion are minor problems with proposals, including but not limited to formalities and technicalities. The GEPD may consider any alternative proposals which meet its needs.

1.12 Interview Stage

Interviews will be conducted at the Spring Avenue Recreation Center. Firms will have access to a large screen monitor with HDMI input, along with any materials they bring with them. Time allowed 1 hour.

The agenda for the interviews will be:

1. Presentation of the firms' qualifications, performance on previous similar projects, and project approach.
2. Firm comments and questions about Preliminary Concept Plan.
3. Questions from Interview Panel

Interview Panel:

- Executive Director, Glen Ellyn Park District
- Superintendent of Planning and Natural Resources, Glen Ellyn Park District
- Superintendent of Marketing, Glen Ellyn Park District
- Village Manager, Village of Glen Ellyn
- Assistant Village Manager, Village of Glen Ellyn
- Public Works Director, Village of Glen Ellyn

Section 2.0 Project Description and Scope

2.1 Project Description

The Glen Ellyn Park District in partnership with the Village of Glen Ellyn, is planning the construction of a Downtown Event Area and Open Space Park. Located adjacent to major transit, pedestrian pathways, and downtown businesses on a 1.46-acre site.

The design shall emphasize a durable, flexible downtown community space that will be used for various events and generally needed greenspace in the downtown area.

Site improvements shall include a stage and shelter, lawn area for approximately 750 people, restroom and storage building, small play/playground area, picnic grove, placemaking archways and features, seat walls, lighting, hardscape, site amenities and signage.

The design may include some potential retail components for small restaurants or temporary food trucks that could be incorporated into the concept to complement the use of the park.

As part of the process, a construction management firm has been retained directly with the owner to monitor costs and schedule as project develops. The current estimate for the Preliminary Concept Plan is approximately \$4.7 million, for hard costs and soft costs.

Enclosed please find the following Exhibits as reference materials for your use in preparation of your proposal:

- Exhibit A. Site Location Map
- Exhibit B. Preliminary Concept Plan
- Exhibit C. Project Schedule Milestones

Related materials for reference to the project, located at <https://www.glenellyn.org/255/Plans-Studies>

- Downtown Strategic Plan
- Downtown Streetscape Plan
- Metra Train Station Improvements

2.2 Scope of Services

For purposes of this RFP, we request that you propose complete services for the following:

A. Schematic Design Phase

The design Firm shall develop the landscape design of the Project as the Schematic Design (SD) Documents. This effort shall incorporate any design measures directed by the Owner which result from the Preliminary Concept Plan. The consulting Firm shall

provide, and coordinate SD Documents as follows:

- a. Plans and details characterizing the landscaping and hardscaping of the project, including supplemental imagery and graphics.
- b. Planting material plans including but not limited to trees, shrubs, turf, ground covers.
- c. Supplements for the Project including a descriptive narrative of the design and a quantity summary of all planting and hard and softscape materials.
- d. Outline specifications for all related work
- e. Coordination with the Owner's Construction Manager, who will prepare a Schematic Cost Estimate.
- f. Participate in Value Engineering (if required) to ensure that the Schematic Cost Estimate is in line with the Owner's construction cost objectives for the Project.
- g. Assume (5) in-person meetings.
- h. Provide written meeting notes within three days

B. Public Engagement

Following Schematic Design a public engagement phase will commence, seeking input from the public and key stakeholders. Up to three separate meetings are anticipated. The design Firm shall provide and coordinate public engagement as follows:

- a. Lead engagement sessions along with the District.
- b. Document and analyze all feedback.
- c. Coordinate marketing efforts to announce and promote meetings
- d. Provide all presentation materials as needed, including but not limited to rendered site plans, supporting images and graphics.
- e. Assume (3) Public Meetings, and (2) preparation meetings
- f. Provide written meeting notes within three days

C. Design Development

The design Firm shall further develop the design of the Project as the Design Development (DD) Documents. This effort shall incorporate any Value Engineering measures directed by the Owner which result in the SD pricing effort. The design Firm shall provide and coordinate Design Development Documents as follows:

- a. The design Firm shall work to develop the design of the project for all structures, trees, shrubs, turf, ground covers and hardscape areas to a level of 60% completion of detailing.
- b. Develop detailed specifications for all related work.
- c. Coordination with the Owner's Construction Manager, who will prepare a Design Development Cost Estimate.

- d. Participate if Value Engineering (if required) to ensure that the Design Development Cost Estimate is in line with the Owner's construction cost objectives for the Project.
- e. Assume (5) In-person meetings.
- f. Provide written meeting notes within three days

D. Construction Documents

The design Firm shall prepare drawings, specifications and other documents required for permitting, competitive bidding, fabrication, and installation of all components of the landscape design, including but not limited to planting, hardscape, softscape and retaining walls for the Project as the Construction Documents (CDs). This effort shall include any Value Engineering measures directed by the Owner which result from the DD pricing effort. The design Firm shall provide, and coordinate Construction Documents as follows:

- a. The design Firm shall work to develop the design of the project for all structures, trees, shrubs, turf, ground covers and hardscape areas to a level of 100% completion of detailing.
- b. Final specifications for all related work.
- c. Coordination with the Owner's Construction Manager, who will prepare a Final Cost Estimate.
- d. Participate if Value Engineering (if required) to ensure that the Construction Cost Estimate is in line with the Owner's construction cost objectives for the Project.
- e. Construction phase services to be determined, likely as Time and Material services. Construction administration will be led by the Owner and the Construction Manager
- f. Assume (5) In-person meetings.
- g. Provide written meeting notes within three days

E. T&M Services

The design Firm shall provide additional services as needed based on hours expended multiplied by a provided Billing Rate Schedule.

2.3 Collaboration

The Consultant shall work in collaboration and cooperation with the Park District staff and Board of Commissioners and others as determined by the Glen Ellyn Park District

2.4 Project Process

The project will be completed, generally, as follows:

1. Meet with GEPD to review project program, existing information, and coordinate tasks between GEPD and Consultant(s).
2. Conduct site and site analysis as necessary to provide specified results.
3. Produce Improvement Plan based on existing conditions

Resources that will be made available to the Consultant:

1. Plat maps and any existing documents of record. A topography and boundary survey is anticipated at the beginning schematic design
2. Meeting minutes and notes as appropriate to this project
3. Any relative document to Park development that the Park District has in its possession

The Consultant shall:

1. Prepare Improvement Plan with related narrative text, maps and visuals aids.
2. Furnish all labor, materials and equipment to perform all necessary services in connection with the project in accordance with the requirements, criteria and instructions contained in this document.
3. Furnish sufficient professional, technical, supervisory and administrative personnel to ensure the execution of the services, including, but not limited to, the disciplines of Planning, Architecture, Engineering and Landscape Architecture, as needed.
4. Commence services promptly after issuance of a contract agreement with the Park District to complete Improvement Plan as outlined in the attached schedule.
5. Make site visits as necessary for analysis, observation, data collection and documentation of existing conditions.
6. Review available existing information, plans and data provided by the client.
7. Receive input from various stakeholders and the general public, as deemed necessary by GEPD. The Consultant shall notify the client in advance of any meetings scheduled with other agencies, so that client representatives may attend as determined necessary by GEPD. Copies of correspondence between the Consultant and other agencies shall be furnished to GEPD as the work progresses.
8. Coordinate input from other relevant government agencies if applicable.

Additionally, the Consultant will be expected to meet as needed with appropriate staff of the Park District and other relevant sources.

Submittal of Work

Final submittal documents for the proposed improvements shall include:

- Two (2) bound color copies, including site plans, drawings and text of final plans of every stage of the project (SD, DD, CDs)
- Presentation boards
- All proposed plans and documents in a digital PDF copy on (2) USB Thumb Drives

Section 3.0 Proposal Requirements

Submissions should be submitted as hard copy and electronically PDF (USB thumb drive) and should include the following:

3.1 Letter of Interest

Provide a cover letter indicating your firm's understanding of the requirements of this specific job proposal. The letter should be a brief formal letter from the prospective consultant that provides information regarding the firm's interest in and ability to perform the requirements of this RFP. A person who is authorized to commit the Proposer's organization to perform the work included in the proposal must sign the letter. The cover letter should be on letterhead and state the legal name of the firm, phone number, fax number, mailing address and e-mail address.

3.2 Acceptance of Conditions

Indicate any exceptions to the terms and conditions of the RFP, including the Scope of Services. Include a copy of all addendums issued to the RFP.

Note: Any prospective consultant's listing of exceptions in its proposal in no way obligates the Park District at any time to change the conditions of its RFP. Exceptions may be unacceptable to the Park District and be cause for rejection of a prospective consultant's proposal.

3.3 Profile Questionnaire

The profile questionnaire included with this RFP must be completed in full by all firms and sub-contractors.

3.4 Project Approach

Describe your firm's detailed plan for approaching this project, sequence of work to be performed and by whom. Include a timeline detailing the schedule for completion and a list of deliverables.

3.5 Firm Profile

- Professional history of the firm and other team members and principals including their professional resumes.
- List the firms current work load including the scope, size, estimated cost and current schedule of work.
- Include additional firm information to support your qualifications.
- List and provide examples of specific projects that are similar in size and scope.

3.6 Staff Profile

Identify the personnel, including the principal in charge, from your firm who will be performing this project and their responsibilities. At minimum, include the following:

- A. Project Organization – Provide an organizational chart that defines the project management and staffing plan and key personnel for both the preconstruction and construction portion of the project and include:
 - 1. A narrative of how the staff will function during each of the respective phases.
 - 2. Each position within the project organization and the role and responsibilities of the individual.
 - 3. The individual team members/position within the organization that will be on the project for the entire duration of the delivery or whether a specific position will not be required for the entire project delivery.
- B. Personnel Experience – Each proposer shall submit resumes demonstrating the qualifications of the key personnel defined on the organization chart for this project. Resumes shall include but not be limited to:
 - 1. Experience on projects of similar size, scope, complexity and budget.
 - 2. Experience with alternative project delivery methods where collaboration during the design phase with a Construction Manager is demonstrated.
 - 3. Professional certifications and technical expertise.
- C. Include any sub-contractors who will be working with your firm on this project and indicate their responsibilities and a brief firm history and qualifications.

3.7 References

Provide a minimum of five (5) references, including appropriate contact person, for whom all the firms and sub-contractors have completed similar projects. Include at a minimum the following:

- A. A project description in summary form showing key data for each project submitted.
- B. A narrative project description and include the processes that were used.

3.8 Appendixes

The content of this tab is left to the prospective consultant's discretion. However, the prospective consultant should limit materials included here to those that will clarify the services to be provided for this specific job.

3.9 Fee Proposal

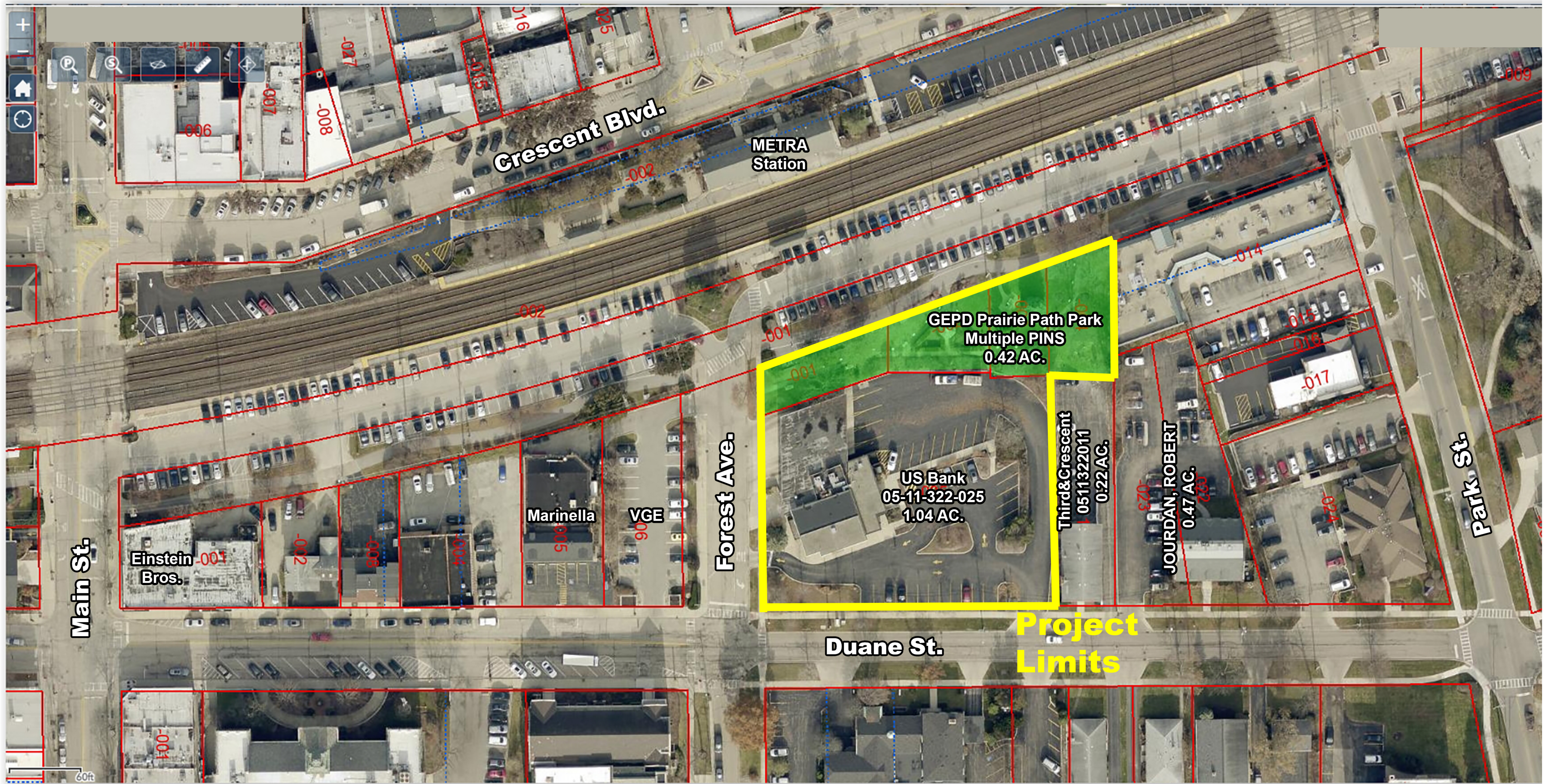
This part of the proposal shall be sealed, separate from the proposal, and labeled '**FEE PROPOSAL**'. It will include the professional consultant's detailed cost estimate and hourly rates to furnish the services outlined in the proposal for the work outlined in Section 2.0, Project Description and Scope, including an estimate of expected reimbursables. The Fee proposal will not be opened until negotiations for the final contract begin.

Section 4.0 Profile Questionnaire

Profile Questionnaire

Each firm shall answer each of the following questions in full in order for the application to be considered by the Glen Ellyn Park District.

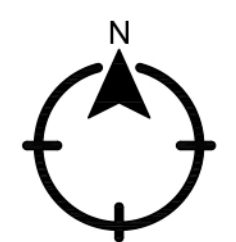
- A. Firm Name:** _____
- Business Address:** _____
- City:** _____ **State:** _____ **Zip:** _____
- Phone:** _____ **Fax:** _____ **E-mail:** _____
- B. Name and title of primary contact person:**
- _____
- C. Parent company (if any) and address:** _____
- _____
- D. Submitting company is a (corporation, partnership, sole proprietorship, limited liability company, other):** _____
- E. Federal employer identification number:** _____
- F. Year firm was established under its present form of ownership:** _____
- G. Personnel information:**
1. Give the name and title of the person in your firm who will be the project coordinator or project manager for the duration of the project. (If more than one person for different aspects of the project, state responsibilities of each). Attach professional resumes of each.
 2. Give the name and title of anticipated support staff that will be involved in the project and state responsibilities of each. Attach professional resumes of each.
- H. Firm project history and references:**
- Provide project fact sheets or briefly describe at least five similar projects, their duration and a contact person for each project.
- I. Each firm and sub-contractor working on the project must complete this questionnaire.**



Prairie Path Park

Site Location Map

Exhibit A



SITE PLAN CONCEPT PLAN



Preliminary Project Schedule

Task name	Assignee	Due date	Stage	
-----------	----------	----------	-------	--

A/E Team

✓ GEPD				
Add task...				

To do

✓ Topographic Survey				
Add task...				

Design Schedule

✓ Request For Proposals (RFP)		Nov 1 – 29	Design	
✓ RFP Interviews		Dec 5 – 16	Design	
◇ RFP Board Approval		Jan 10, 2023	Milestone	
✓ Schematic Design		Jan 16, 2023 – Mar 3, 2023	Design	
✓ Public Engagement (3 meetings)		Mar 3, 2023 – Mar 14, 2023	Design	
✓ SD Cost Estimate and Schedule		Mar 6, 2023 – Apr 10, 2023	Design	
✓ Fundraising by VGE/GEPD		Mar 28, 2023 – Jun 9, 2023	Design	
✓ Design Development		Apr 12, 2023 – Jun 7, 2023	Design	
✓ P&Z/AAC		Apr 19, 2023 – Jun 14, 2023	Design	
✓ Construction Documents		Jun 8, 2023 – Jul 26, 2023	Design	
✓ Building Permits		Jul 27, 2023 – Sep 21, 2023	Design	

Add task...

Construction Schedule

✓ Bidding		Sep 13, 2023 – Sep 28, 2023	Construc...	
✓ Submittals & Procure Materials		Oct 10, 2023 – Mar 26, 2024	Construc...	
✓ Overall Construction		Feb 26, 2024 – Oct 4, 2024	Construc...	
◇ Open to Public		Oct 7, 2024	Milestone	

Add task...

+ Add section