



MOKENA COMMUNITY PARK DISTRICT REQUEST FOR PROPOSALS FOR PARK DISTRICT COMPREHENSIVE MASTER PLAN

Purpose

The Mokena Community Park District (MCPD) is requesting statements of interest, qualifications and proposal from qualified planning and design firms that are capable of providing services to develop a Comprehensive Master Plan for the parks and recreation facilities of the MCPD in Mokena, Illinois.

1. Overview

The MCPD, located in the south suburbs of Chicago, was established in 1959 and has actively served the public recreation needs of the Mokena area since founded. It currently owns nearly 256 acres of property with 24 developed parks and facilities, serves a region of over 20 square miles and provides value to a population of nearly 23,000 people.

The MCPD is a separate and distinct public agency created to provide park facilities and recreation programs for its residents. The District's area encompasses all of the Village of Mokena and portions of the Villages of Frankfort, New Lenox and Tinley Park. The majority of the District lies in Will County with a small portion in Cook County.

A MCDP Comprehensive Master Plan was completed in 1995, 2005 and updated in 2010. The vast majority of projects outlined in the 2010 plan have been completed. The District is currently wishing to create a new master plan utilizing citizen input and national standards to evaluate the District's current status of parks, facilities and programming and provide recommendations for the development of acquired spaces, updates to existing parks and facilities as well as development of new recreation programs and services.

Proposals shall indicate specific tasks and members of the design team, along with the identification of the responsible professional persons. Weight for the selection for the award of the study will be given, among other considerations, to the appropriateness of the personnel to the task, similar experience, and proposed tasks which are unique to the study needs. The selection process may also include an interview with prospective consultants to further discuss their proposals. Additional optional tasks which the consultant considers advantageous to the final study should be included. A lump sum fee shall be provided for the scope of service's tasks, along with fees for any optional tasks.

2. RFP Contact and Questions

The RFP Contact, identified below, is the sole point of contact regarding the RFP from the date of issuance until selection of the successful consultant. Please direct all questions to the RFP Contact.

Mokena Community Park District
Michael Selep, Executive Director
10925 W. LaPorte Rd.
Mokena IL 60448
T: 708-390-2401
E-mail: mselep@mokenapark.com

3. Scope of Services

The following services have been identified by the MCPD as essential needs for the Master Plan:

- A. Complete community wide needs assessment to determine recreational needs of the Mokena Community Park District community. Collect and assimilate MCPD information, including demographics of community and trends.
- B. Parks and Amenities Assessment and Recommendations
 1. Complete a comprehensive analysis and evaluation of conditions of all MCPD properties and amenities and other areas necessary for consideration in the study.
 2. Provide prioritized recommendations and phasing for additions, renovations, redevelopments, replacements, decommissioning, maintenance and improvements of existing and proposed parks, playgrounds, shelters, sports courts, fleet, asphalt roads, parking lots, trails, etc. based on research and documented needs.
- C. Recreational Facilities Assessment and Recommendations
 1. Complete a comprehensive analysis and evaluation of conditions of all District facilities and other areas necessary for consideration in the study.
 2. Provide prioritized recommendations and phasing for additions, renovations, redevelopments, replacements, decommissioning, maintenance and improvements of existing facilities, HVAC units, fleet, parking lots, etc. based on research and documented needs.
- D. Recreation Program Assessment and Recommendations
 1. Complete a comprehensive analysis and evaluation of recreation programs and services offered in-house and through partnership agreements including but not limited to:

- a. Strengths, weaknesses, opportunities, threats, service gaps, external providers of recreation, competition, community demographics, community needs, trends, fee analysis, etc.
 2. Provide detailed recommendations on recreation programs to strengthen and align program offerings to effectively meet the needs of the community including new programs, discontinued programs, fee structures, funding and partnership opportunities.
- E. Provide a detailed implementation plan that prioritizes demand and satisfies recommendations of the Master Plan including but not limited to:
 1. Responses to community wide needs assessment
 2. Ten (10) year Capital improvement program with cost estimates to cover the Master Plan
 3. Needed future land uses
- F. Identification of potential alternative funding sources, including grants, foundations, gifts, sponsorships, fees, etc.
- G. Attendance at all necessary planning meetings with the MCPD staff, users and District Commissioners.
- H. Preparation and delivery of final Master Plan suitable for determining phasing, budgeting and implementation by the MCPD.
- I. Establish guidelines for future planning and updates to the Master Plan.
- J. Additional Information
 1. Consultant shall review and incorporate planning documents that impact the District into the final Master Plan. At minimum this review shall include the following:
 - a. Comprehensive Site Plan Yunker Farm Park -Advisory Committee – 2002
 - b. Mokena Community Park District Comprehensive Master Plan 1995 & 2005
 - c. Mokena Community Park District Master Plan Update - 2010
 - d. Mokena Downtown TIF District Plan - December 2008
 - e. Mokena, Illinois Master Plan - August 2002
 2. The consultant shall review existing intergovernmental agreements and working relationships to provide recommendations for improvements. They include:
 - a. Village of Mokena
 - b. Mokena School District 159
 - c. Lincoln-Way Community High School District 210
 - d. Lincolnway Special Recreation Association
 - e. New Lenox School District 122
 - f. Summit Hill School District 161

3. The consultant shall interview other organizations in the community to see what recreational programs and activities they provide and see what gaps in recreational programs they fill within the community. Some of these organizations include:
 - a. New Lenox Park District
 - b. Frankfort Park District
 - c. Frankfort Square Park District
 - d. Tinley Park-Park District
 - e. Mokena Library
 - f. Ivy League Before & After School Program
 - g. Velocity Sports, Roma Sports and Area Health Clubs
- K. The following deliverables are needed at the conclusion of the project:
 1. Key findings and supplementary information supplied in booklet and digital formats
 2. A formal presentation of report findings to the Board of Commissioners
 3. All survey data collected must be supplied in digital format
 4. New land surveys are not needed as aerial photography from the internet is sufficient.

4. Additional Terms and Qualifications

The following additional terms of Respondent qualifications must be met in the firm's preparation of and the MCPD's consideration of each Submittal:

- A. Compliance with Laws:
 - I. All services and any qualifying firm shall comply with all federal and state laws, county and municipal codes, ordinances, rules and regulations that in any manner affect the services to be provided or the operations of the firm, including, but not limited to, the Prevailing Wage Act, the Illinois Procurement Code, and all laws governing employment.
 - II. A qualifying firm shall certify that it shall not discriminate against any worker, job applicant, employee, or member of the public, because of race, creed, color, sex, sexual orientation, age, handicap, or national origin, and shall not otherwise commit any unfair employment practice, and that it shall comply with all requirements of the Illinois Human Rights Act, as amended (775 ILCS 5/101, et. seq.), and all rules and regulations of the Illinois Department of Human Rights and the Equal Opportunity Commission.
 - III. A qualifying firm shall further certify that it has not been barred from being awarded a contract or subcontract under the Illinois Procurement Code (30 ILCS 500/1-1, et. seq.); and further certifies that it has not been barred from contracting with a unit of State or local government as a result of any violation of Sections 33E-3 or 33E-4 of the Illinois Criminal Code (720 ILCS 5/33E-3, 33E-4).
 - IV. A qualifying firm shall also certify that its workplace complies with the Drug Free Workplace Environment Act (30 ILCS 580/1, et. seq.), and that it provides a written program for prevention of substance abuse among employees and

testing of employees for substance abuse, in accordance with the Substance Abuse Prevention Act (820 ILCS 265/1, et. seq.).

- V. A qualifying firm shall have the ability to obtain all necessary licenses, permits and approvals, whenever applicable.

B. Insurance and Indemnification

- I. A qualifying firm shall provide evidence of insurance coverage, when required, as set forth in the Submittal Requirements.
 - i. Commercial General and Umbrella Liability Insurance (CGL): CGL shall be provided and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the occurrence limit.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from pollution, explosion, collapse, or underground property damage.

The MCPD, its officers, agents, employees and volunteers shall be named as additional insured under the CGL, using ISO additional insured endorsement CG 20 10, or a substitute form providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respects to any other insurance or self-insurance afforded to the MCPD.

- ii. Professional Liability Insurance: Professional liability coverage shall be provided and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 for each wrongful act arising out of the performance or failure to perform the professional services required hereunder.
- iii. Business Auto and Umbrella Liability Insurance: Business Auto Liability Coverage shall be provided and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto, including owned, hired and non-owned autos.

- iv. Workers Compensation Insurance: Worker's compensation and employers' liability insurance shall be provided as statutorily required items
 - II. To the fullest extent permitted by law, the qualifying firm shall, if awarded a contract with the MCPD, agree to indemnify and hold harmless the MCPD, its officers, employees, agents and volunteers from and against all claims, damages, losses and expenses, including but not limited to legal fees (attorneys' and paralegals' fees and court costs), arising out of or resulting from the performance of the services to be provided; provided that any such claim, damage, loss or expense
 - a. is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, and including the loss of use resulting therefrom; and
 - b. is caused in whole or in part by any wrongful or negligent act or omission of the firm or anyone directly or indirectly employed by the firm or anyone for whose acts it may be liable, except to the extent it is caused in whole or in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described herein. A qualifying firm shall similarly agree to protect, indemnify and hold and save harmless the MCPD, its officers, employees, agents and volunteers against and from any and all claims, costs, causes, actions, and expenses, including but not limited to legal fees incurred by reason of such firm's breach of any of its obligations under, or default of, any provision of any contract entered with the MCPD for such services.

5. Submittal Requirements / General Evaluation Criteria

The following criteria will be used to evaluate the written submittal of the firm's qualifications along with possible interviews and such other information as the MCPD deems necessary in order to responsibly evaluate the qualifications.

The firm shall be required to comply with all federal, state and local laws, rules and regulations applicable to the performance of its services or to the performance of any portion of the Work which it performs.

- A. Firm Information
 - I. Statement of Interest
 - II. Firm Name, Business Address, Telephone Number, Contact Name and Email Address for principal place of business as well as the office managing this Project.
 - III. Type of Organization; Partnership, Individual, Corporation, other.
 - IV. Year in which firm was established and number of years the firm has provided relevant services.

- V. The names and education, training and qualifications of the proposed Principal-in-Charge for this project and other personnel of the firm. Also include the same information for associated consultants that would be involved in the project. Describe their experience with similar projects.
 - VI. Provide the MCPD with evidence of insurance coverage: General Liability, Errors and Omissions, Automobile Liability, and Worker's Compensation for the general acceptable limits of the MCPD.
- B. Project Experience
- I. Describe firm's experience in working with park and recreation organizations to develop comprehensive master plans.
 - II. Provide a list of three (3) of your completed master plan projects within the last five (5) years. Include project names and locations, a brief description of project scope, year completed, owner's names and addresses, phone numbers and contacts.
 - III. Provide any information regarding your firm's involvement in litigation, arbitration, or mediation with a project similar in size and scope.
- C. Project Approach
- I. Describe your firm's general approach and philosophy to comprehensive master plan projects. What is a typical sequence of work for a project of this nature? Typical milestones, key dates and number of meetings?
 - II. What role does the MCPD play in this process?
 - III. What is your firm's approach to identifying projects and tasks that can be performed by the MCDP staff versus outside contractors?
 - IV. Describe communication methods that your firm will use to insure project timelines, milestones and overall expectations are met.
 - V. Provide a brief description or list of current projects and associated workload of your firm.
 - VI. Explain what you feel distinguishes your firm from others in the field and what makes your firm a good candidate to work with the MCPD.
- D. Proposal of Fees and Charges
- I. Provide a preliminary proposal of fees for services associated with this project. Fees shall be subject to negotiation between the firm that best meets the requirement of the RFP and the MCPD, with regards to the final scope of services.
 - II. Provide a list of possible reimbursable expenses for services requested in this document.

E. Voluntary Alternate – Logo Design

As a voluntary alternate project, the MCPD is looking to develop a new MCPD logo, usage guide and corresponding marketing campaign to launch such logo. As a voluntary alternate project, any submittal would have no bearing on the awarding of the MCPD Master Plan. If a company would like to bid on this voluntary alternate, the company should attach a separate proposal for this service (labeled accordingly).

Information to be considered for this alternate project includes the following:

- Name and qualifications of the Principal-in-Charge of this project.
- Samples of at least three previous similar marketing projects.
- Describe a general approach of philosophy of how this project would be completed.
- Provide a preliminary proposal of fees for services associated with this project.

6. Project Timeline

The following tentative schedule identifies the approach the MCPD will take in selecting a firm. The Schedule is subject to change as circumstances dictate or as determined necessary by or in the best interest of the MCPD.

RFP is Released	March 6, 2018
Request for Proposals due	March 23, 2018
Interviews	April 10, 2018
Contract Awarded at Park Board Mtg.	April 24, 2018
P&R Master Plan Study	May 2018 – September 2018
Final Plan Presented to the Board	October 9, 2018

7. Submission Process & Required Documents

- A. All portions of the submission must be completed to be considered valid.
- B. Responses must be received no later than March 23, 2018 at 5:00 PM (CST). Responses received later than the date indicated may be subject to rejection.
- C. All submittals become the property of the MCPD and will not be returned to the firm.
- D. All costs associated with submission preparation will be the sole responsibility of the firm and no reimbursements will be provided by the Owner.

8. Selection Procedure

The MCPD intends to conduct a comprehensive, fair and impartial evaluation of qualifications received in the response to this RFP. The selection of the firm will be made using the following evaluation criteria.

- A. Written Submission Evaluations
 - I. A selection team from the MCPD will review and evaluate all written submissions properly made in response to this RFP in accordance with the submittal requirements set forth in Section 5 and based on such other information and matters as they deem necessary or desirable to determine the qualifications, responsibility, and suitability of each firm submitting a proposal in response.

- II. The Selection Team will consist of no less than three (3) individuals. The Selection Team will be responsible for reviewing and rating the Written Submissions.
- III. Written submissions will be subject to the Written Submission Rating System set forth in Section 9 of this RFP.

B. Oral Interview & Presentations

- I. Following the Written Submission Criteria, the MCPD may select up to three qualified firms to proceed to the oral interview stage of the selection process, or may reject all proposals.
- II. If one or more finalists are selected from the Written Submission Criteria, oral interviews will be conducted by the MCPD.
- III. Finalists will be contacted and an interview time will be established. Details such as location, order and interview team attendees will be determined at the sole discretion of the MCPD. Finalists will be provided this information, as necessary.
- IV. At the oral interview & presentation, each finalist shall be required to explain its submission in detail, including, full discussion of how its approach to the project satisfies the MCPD's needs and shall be required to answer questions posed by the interview team. Presentations may be up to 15 minutes, including slides, graphics, and other media selected by the firm to illustrate qualifications and ability. The presentation will not materially change the information contained in the Written Submission. Each finalist must have principal members of its proposed Project Team present, unless for good reason other arrangements are made in advance with the MCPD.
- V. Upon completion, review and consideration of the oral interviews based on the Interview Rating Criteria set forth in Section 9 of this RFP, the interview team may request additional information from one or more of the finalists or their references, if deemed necessary or desirable by the interview team to assist in evaluations.

C. Selection

- I. Based upon the Written Submission Criteria and Interview Criteria and any supplementary information submitted in response to the MCPD's request, and such independent investigation as the MCPD determines necessary or desirable to assist it in evaluating a finalist's qualifications, the MCPD will rank the finalists in the order of their qualifications for the project.
- II. Following such ranking, the MCPD will contact the highest-ranking firm and attempt to negotiate a contract for the services at a fair and reasonable compensation taking into consideration the project budget and the estimated value, scope, complexity and nature of the services to be rendered.
- III. If fewer than three submissions are received and the MCPD determines the firm(s) which did submit statements of interest is/are qualified, it may negotiate a contract with any such firm(s) as provided by the Local Government Professional Services Selection Act.

9. Rating System

Each firm will be evaluated to determine the ability to provide the required services and have the proper fit with the MCPD. The following weighted criteria will be used to evaluate written submissions and finalist interviews.

<u>Written Submission Criteria</u>	<u>Weight</u>
Complete Submission	05
Statement of Qualifications, General Understanding of Project Objectives	25
Similar Project Experience	25
Proposed Approach to the Project	25
General Capabilities, Employee Experience and Resources of the Firm	25
Willingness to Meet Time Requirements	25
Workload of the Firm	20
Maximum Number of Points	150

<u>Interview & References Criteria</u>	<u>Weight</u>
Statement of Qualifications, General Understanding of Project Objectives	25
Proposed Approach to the Project	25
General Capabilities, Employee Experience and Resources of the Firm	25
Overall Presentation	25
Proposed Fees	25
References	25
Maximum Number of Points	150



**MCPD MASTER PLAN PROJECT
PROPOSAL FORM**

Name of Proposer: _____

Business Address: _____

Telephone Number: _____ Date of Proposal: _____

The Proposer above mentioned declares and certifies:

- First That the said proposer is of lawful age and that no other said proposer has any interest herein.
- Second That this proposal is made without any previous understanding, agreement or connection with any other person, firm or corporation making a proposal for the same purpose; and, is in all respects, fair and without collusion or fraud.
- Third That no officer, employee or person whose salary is payable in whole or in part from the MCPD is directly or indirectly interested in this proposal or in the supplies, materials, equipment or services to which it relates or is any portion of the profits thereof.
- Fourth That said proposer has carefully examined the Request for Proposals and will, if successful in this, furnish and deliver at the prices stated, all the materials, supplies, apparatus, goods, wares and services for which this proposal is made.
- Fifth That the prices quoted herein are net and exclusive of all taxes from which the MCPD is exempt.
- Sixth That the said proposer will agree to follow all additional terms of qualification (compliance with laws and meeting insurance and indemnification requirements) as outlined in section 4 of the Request for Proposal.

By: _____

Title: _____

Subscribed and sworn to before me this _____ day of _____ 2018.

Notary Public



**MCPD MASTER PLAN PROJECT
PROJECT INFORMATION SHEET**

If adequate space is not provided for a complete response, please attach additional pages as necessary and identify by number. Proposals will not be considered complete unless all requests for information are provided. Please use such terms as none, not applicable, unknown, etc., if requested information does not pertain or cannot be provided.

1. Please indicate the response that best describes your business
___ Individual/Sole Proprietor ___ Partnership ___ Corporation
___ Limited Liability Company ___ Other, please explain _____

2. Full legal name of firm _____
Address _____
Telephone _____
Date of establishment _____

3. Is your firm involved in any proceedings that may affect the ability of the firm to continue under the current firm name for the duration of the project?
___ Yes ___ No
If yes, please explain _____

4. Is the firm up for sale? ___ Yes ___ No
If yes, please explain _____

5. Primary staff to be assigned to the project.
Owner/Partner _____
Project Supervisor _____
Principal Professional (s) _____

Other significant technicians and employees to be assigned

Include resumes or curriculum vitae of each such staff member listed above, including name, position, telephone number, email address, education, and years and type of experience. Describe, for each such person, the relevant planning projects on which they have worked.

6. List prior engagements in which proposer's firm assisted a governmental entity in a project directly involving comprehensive plan preparation similar to work requested. Please list the top three that you feel are most comparable to the scope of work being requested. Do not list projects over 5 years old.

<u>Name of Unit</u>	<u>Project contact person</u>	<u>Phone #</u>	<u>Total fee</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

7. If it becomes necessary to perform extra work (above the intended scope of the project), the following hourly rates will apply:

- A. Owner/Partner: \$_____ /Hour
 - B. Professionals: \$_____ /Hour
 - C. Technicians: \$_____ /Hour
 - D. Clericals: \$_____ /Hour
 - E. Other (Please identify)
- _____ \$_____ /Hour
- _____ \$_____ /Hour

Rates quoted should be inclusive of all expenses including, but not limited to, personnel services, fringe benefits, overhead and profit required by the firm.

Please list any expense rates that may apply to extra work. If no expense rates are indicated, no expenses will be allowed.

8. Do you propose to use any subcontractors to perform work in accordance with this proposal?

_____ Yes _____ No If yes, please provide information below

<u>Name of Firm</u>	<u>Primary work to be performed</u>
_____	_____
_____	_____
_____	_____

Prior professional services in which subcontractor firms assisted a governmental entity in a project directly involving comprehensive plan preparation similar to work requested in this request for proposal shall be identified. If more than three projects have been performed, please list the top three that you feel are most comparable to the scope of work being requested. Do not list projects over 5 years old.

<u>Name of Firm</u>	<u>Name of Unit</u>	<u>Project contact person</u>	<u>Phone #</u>	<u>Total fee</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

9. If one or more subcontractors are proposed, is all compensation for fees of the subcontractor included in the fee reflected in the Proposal Cost Summary?
 ____ Yes ____ No If no, please explain.

10. Have all items requested been included with your proposal?
 ____ Yes ____ No If no, please explain.

11. Please provide a tentative timeline for the project. Utilize appropriate benchmarks in developing the timeline.

I certify that all information provided is complete, accurate and, to the best of my knowledge, true. I further certify that I am fully authorized by the firm identified in Item 2 of this form to execute this information sheet on behalf of that firm. I hereby state that I have read, understand, and agree to be bound by all terms of this Request for Proposal document.

Firm: _____

By: _____
 (Signature)

Name: _____
 (Please type/print)

Position: _____

Telephone: _____

Email: _____

**MCPD MASTER PLAN PROJECT
PROPOSED FEES WORKSHEET**

Provide a proposal containing the items below. It is not necessary to use this exact worksheet.

Data Collection/Initial Meetings	\$ _____
Site Review & Analysis	\$ _____
Concept Planning & Refinement	\$ _____
Preliminary Master Plan Preparation	\$ _____
Final Master Plan Presentation/Delivery	\$ _____
Estimated Reimbursable Expenses	\$ _____
Total	\$ _____
Sub Consultant Fee _____	\$ _____
Sub Consultant Fee _____	\$ _____
Sub Consultant Fee _____	\$ _____
Total Sub Consultant Fees	\$ _____
Grand Total	\$ _____

Voluntary Alternate – Logo Design – Proposal Attached Yes _____ No _____

As a voluntary alternate project, any submittal would have no bearing on the awarding of the MCPD Master Plan. If a company would like to bid on this voluntary alternate, the company should attach a separate proposal for this service (labeled accordingly). See Section 5E for further details.



MCPD COMPREHENSIVE PLAN PROJECT

PROPOSAL COST SUMMARY

I, the undersigned, certify that I have read and fully understand all of the specifications supplied by the Mokena Community Park District in this Request for Proposals.

I propose to provide professional services as specified in the Request for Proposals for the total sum of:

_____ \$ _____
(in words)

I agree to accept payments based on the agreed percentage of work completed with the Mokena Community Park District.

If you do not agree with the payment terms, please attach a schedule of total compensation that will cover any and all expenses and services related to the project.

I hereby state that I have the authority to submit this proposal which will become a binding contract if accepted by the Mokena Community Park District. I further state that I have not communicated with nor otherwise colluded with any other person or firm, nor have I made any agreement with nor offered or accepted anything of value from an official or employee of the Mokena Community Park District that would tend to destroy or hinder free competition.

I hereby state that I have read, understand, and agree to be bound by all terms of this Request for Proposal document.

Signed: _____ Name: _____

Title: _____ Date: _____

Firm Name: _____

Address: _____

Telephone: _____