



River Forest Park District

**REQUEST FOR PROPOSALS:
DESIGN SERVICES & BID PROCESS**

For .

Developing a Splash Pad, Picnic Shelter, and expanding a program room in the
Priory Center at Priory Park

401 Thatcher Avenue • River Forest, IL 60305 • 708.366.6660
www.rfparks.com

RIVER FOREST PARK DISTRICT

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RIVER FOREST PARK DISTRICT

Request for Proposals Design Services & Bid Process

The River Forest Park District is requesting proposals from interested Planning and Design Firms possessing a high degree of professional skill and ability to assist the Park District in designing & drafting the bid specifications, and managing the bid process for a splash pad, picnic shelter, and expand the Priory Center Program Room by approximately 700 SF (to create a 1,000 SF room) at Priory Park (see Exhibit A).

- I. SCOPE OF SERVICES DESIRED: The Park District requires the following scope of services for the project:
 - A. Working with the Park District Board, staff, any individuals the Park District may appoint, and using current public feedback to design a splash pad and picnic shelter for Priory Park.
 - B. Prepare a Probable Construction Cost Budget for the project.
 - C. Design and draft bid specifications to construct an ADA inclusive splash pad and picnic shelter at Priory Park. The splash pad design will include 3 options for consideration.
 - D. Design and draft bid specifications to expand the Priory Center Program Room by 700 SF.
 - E. Present the final Conceptual Design Drawing with Probable Construction Costs Budget to the Park District Board of Commissioners (2 Board Meetings).
 - F. Present the final Conceptual Design Drawing to the Village Development Review Board and the Village Board (2 Board Meetings total).
- II. EVALUATION CONSIDERATIONS: The Planning and Design Firm shall be evaluated based on experience in planning and designing of park space, experience in designing splash pads, experience in facility design, and the ability to attend/present at community meetings.
- III. SCHEDULE: Based upon the work involved, the Planning and Design Firm shall provide a timeline on when the above items will be completed. The Planning and Design Firm shall assume a start date for the timeline beginning July 1, 2024.
- IV. FEES: The Planning and Design Firm shall provide fees for professional and support services. The Planning and Design Firm selected will be reimbursed for blueprinting and duplication of documents. Any reproduction costs to be reimbursed by the River Forest Park District must be authorized in advance by the Executive Director. An estimate for reimbursable expenses should be included as part of the estimated fees. A modified AIA Agreement will be utilized.
- V. PAYMENT: The Planning and Design Firm will begin work in July, 2024. The Planning and Design Firm will submit statements on a monthly basis for work performed.

- VI. ABANDONMENT OF IMPROVEMENTS: If the River Forest Park District finds it necessary to abandon the improvements, the Planning and Design Firm shall be compensated for all work completed or upon which work has been performed, based upon the estimated extent of completion.
- VII. PROPOSAL OF DESIGN FIRM: Planning and design firms who wish to submit their proposals shall do so by June 19, 2024, to Michael Sletten at msletten@rfparks.com, or the following address:

ATTENTION: Mr. Michael Sletten, Executive Director
River Forest Park District
401 Thatcher Avenue
River Forest, IL 60305

Proposals shall include the following information:

A. FIRM BACKGROUND INFORMATION: Provide a firm overview and include the following information:

- a. Firm Name
- b. Address
- c. City, State, Zip
- d. Contact information for two primary representatives from your firm
- e. Type of Firm (Corporation, Partnership, Sole Proprietorship, Joint Venture)
- f. Federal Employer Identification Number

B. PROJECT TEAM

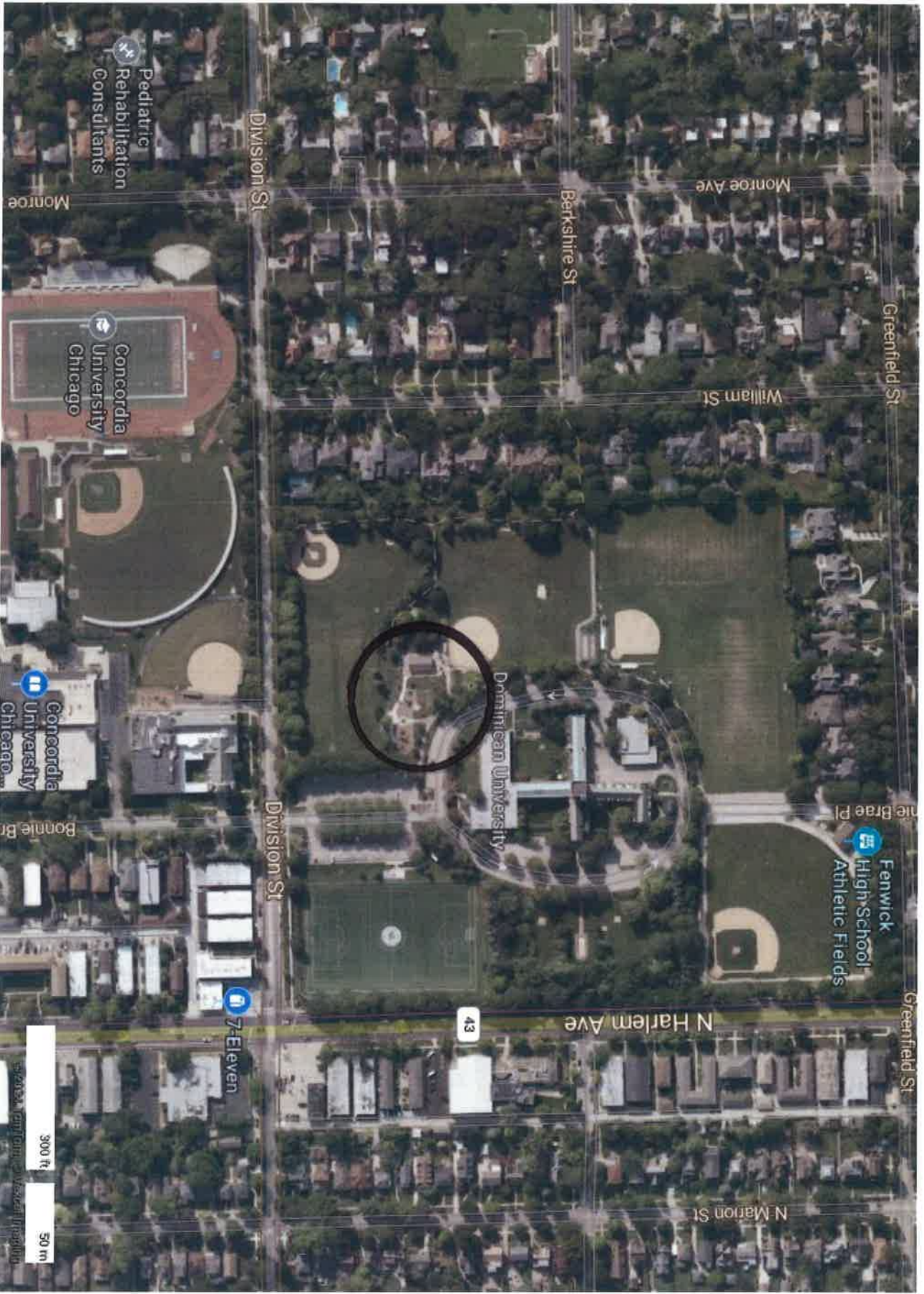
- a. Provide resumes of the principal individuals who will be directly responsible for this project. Please indicate the specific role each individual will play for the duration of the contract. Please provide the number of years of experience for each of the principal team members and describe all supervisory responsibilities. Please include a full list of relevant project experience. Please provide three references for each principal team member.
- b. Identify what disciplines your firm provides in-house and which disciplines will be provided by a consultant. Please provide a firm overview and experience list for each consultant, as well as the number of years your firm has worked with each consultant.
- c. Provide a detailed overview of at least two (2), and not more than three (3) recent projects similar in scope to the River Forest Park District project. Provide the following information for each project:
 1. Project name
 2. Location with address

3. Client name (complete with agency name, contact person, address and phone). This should be the person whom you have done business with on each of the projects listed. Please confirm their willingness to provide a reference.
 4. Estimated project cost
 5. Actual project cost
 6. Estimated completion date
 7. Actual completion date
 8. Project description
 9. Photos/renderings of the project.
- d. By submitting an RFQ, you are authorizing the River Forest Park District to contact the references submitted.

All submissions must be presented on 8 1/2" x 11" paper. All submissions become the property of the Park District and will not be returned to the Planning and Design Firm. All costs associated with submission preparation shall be borne by the Planning and Design Firm.

The Park District reserves the right to reject any or all submissions and to waive informalities and minor irregularities in submissions received and to accept any submissions if deemed in the best interest of the Park District to do so.

Any questions regarding this project shall be directed to Michael Sletten at 708-366-6660 x101 or to msletten@rfparks.com. Please note that Michael Sletten will be unavailable May 19-31.



Greenfield St

Monroe Ave

Berkshire St

William St

Division St

Monroe

Pediatric
Rehabilitation
Consultants

Concordia
University
Chicago

Dominican University

Fenwick
High School
Athletic Fields

Greenfield St

N Harlem Ave

43

Division St

Bonnie Br

Concordia
University
Chicago

7-Eleven

N Marion St

300 ft

50 m

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Priority Park - Concept Plan

