



Prospect Heights Park District Lions Playground 2016

PROSPECT HEIGHTS PARK DISTRICT

REQUEST FOR PROPOSALS

COMPREHENSIVE MASTER PLAN

The Prospect Heights Park District is accepting proposals for the development of a Comprehensive Master Plan. Proposals are due March 10, 2017. All proposals must be enclosed in sealed envelopes, as specified, to the attention of Christina Ferraro, Executive Director.

All questions regarding this RFP should be sent to:

Christina Ferraro
Executive Director
Prospect Heights Park District
110 West Camp McDonald Rd
Prospect Heights, IL 60070
(847) 394-2848
cferraro@phparks.org

Section 1: Introduction

The Prospect Heights Park District (hereafter, the “District”) requests proposals from qualified and experienced firms with backgrounds in park planning, recreation, architecture and similar professions to provide services related to the development of a Comprehensive Master Plan of the entire parks and facilities in the District.

The Master Plan (hereafter, the “Plan”) will serve the District as the vision, guiding principles, resource allocation and action plan to meet the identified needs of the community and to assist the District in planning for the future.

Each respondent must reply to this RFP by supplying a proposal with all relevant information that meets the requests and standards set forth in this RFP.

Each respondent must submit five (5) hard copies of proposal to:

Christina Ferraro, Executive Director,
Prospect Heights Park District
110 West Camp McDonald Rd. Prospect Heights, IL 60070

A. Response Date

Five (5) printed and bound copies of the proposal must be received on or before March 10, 2017. It is the sole responsibility of the respondent to ensure that the District has received the proposal on time. Electronic or facsimile transmission or submission is not acceptable.

B. Park District Responses to Questions

Questions or requested clarifications or additional information regarding the RFP must be emailed to cferraro@phparks.org no later than March 6, 2017.

Section 2: District Overview

The District is located in Cook County and is 20 miles northwest of downtown Chicago, in an established community consisting primarily of residential property. The District serves most of the City of Prospect Heights, and small portions of the three surrounding Villages of Arlington Heights, Mount Prospect and Wheeling. The population of the District is estimated to be approximately 15,000.

The District, incorporated in 1966, operates under a Board-Director form of government. Policymaking authority is vested in a governing Board of Commissioners (hereafter, the “Board”) consisting of the President and six other members. Board members are elected at large and serve four – year terms, with elections every two years. The Board appoints the Executive Director who is responsible for the day- to-day operations.

The District provides recreation services and opportunities to all residents of the District. To accomplish this, the District follows a written mission statement. It states: “The Prospect Heights Park District’s mission is to enhance the quality of life for all residents of the District through the development and maintenance of park lands and facilities utilizing available resources, as well as to promote community involvement through a variety of recreation programs, educational

opportunities and special events.”

Based on the mission, the District provides recreational programs, park management, capital development and general administration. Facilities operated by the District includes the Gary Morava Recreation Center, 14 park sites totaling 70 acres of park land, the Old Orchard Country Club totaling 100 acres, one outdoor swimming pool, and an assortment of baseball/ softball diamonds, football/soccer fields, tennis courts, playgrounds and picnic areas.¹ The District participates in the Northwest Special Recreation Association (NWSRA) to provide programs for residents with special needs. The District partners with School District 23 and several local organizations and clubs to provide youth and adult programming. Additionally the District maintains intergovernmental / cooperative agreements with Prospect Heights City, Police and Fire Departments, the Village of Mount Prospect and the three surrounding Park Districts: River Trails, Mount Prospect and Wheeling.

Always seeking to ensure its stability, the District is committed to providing all its services and operations in a responsive, efficient and cost-effective manner while retaining a high level of service. During 2012, the District began implementing a five-year master plan. In that time, several trends and economic factors affected the operations of the District to some extent:

- the continuing negative effect of the tax cap on the District’s property tax revenue
- decrease in the Equalized Assessed Value of the property within the district
- economic condition of the state of Illinois
- low interest earnings rates
- increased competition from private industry for participation and users
- continued maintenance and repair of park lands and buildings
- unfunded mandates increasing at a rate that clearly has outpaced inflation²

Despite these factors, the District

- completed an ADA compliance audit
- implemented a new accounting software and program registration software systems, created a new website, upgraded an on-line registration
- continued to maintain and repair park lands and buildings while addressing the ADA compliance issues related to the accessibility of the facilities
- implemented changes to the organizational management structure which included adding a full time marketing coordinator

The Plan will serve as a usable “blueprint” to the Board, committees and staff for the future growth and maintenance of the District’s parks, facilities, programs and services. Facility revitalization and marketing strategies are future priorities for current Board and staff. The development of this Plan will require public engagement, demographic and economic analysis, program analysis, property analysis and financial analysis in order to assist the District in its planning.

For more information, go to the Prospect Heights Park District website: www.phparks.org

Section 3: Scope of Services

A. Comprehensive Master Plan

- 1 The Contractor will schedule and conduct several meetings:

¹ <https://www.prospectheightsparkdistrict.org/Publications/Maps/PHPD-map.pdf>

²

<https://www.illinois.gov/lrg/issuues/localgovernments/Documents/Local%20Government%20Consolidation%20and%20Unfunded%20Mandates%20Task%20Force%20Final%20Report.pdf>

- A. Kickoff meeting with District staff to discuss the goals of the project, timeline and parameters.
- B. Initial meeting with Board to discuss the goals of the project, timeline and parameters and again midway through the process to provide an update and get feedback.
- C. Individual meetings with various staff from all levels of the agency.
- D. Progress meetings with staff as needed to review recommendations and plan; written recap of meetings will be the responsibility of the contractor.

2 The contractor will:

- A. conduct a community-wide needs assessment to determine recreational needs of the community
- B. collect and assimilate District information including demographics of community and trends and prioritized recommendations and phasing for Additions, renovations, redevelopments, replacements, maintenance and improvements of existing and proposed parks, playgrounds, shelters, courts, parking lots, etc. based on research and documented needs.

3 The Plan should include at the very least:

- A. Review overall philosophy of parks and recreations service delivery
- B. Review the demographics of the District’s residents to include District boundary map showing park locations and service standards
- C. Review and revise, if necessary, capital replacement schedules with costs, program information, and current Plan.
- D. Review the District’s systems in place: administrative, financial, parks and recreation
- E. Present goals and objectives for the next five years (with timeline) for
 - a. Administration
 - b. Parks and facilities
 - c. Recreation programs to include golf program
 - d. Marketing strategies
- F. Ensure needs of District residents are represented while understanding the Board and staff
- G. Strategies and funding sources for implementing the goals and objectives

4. The final Plan document will be presented to the Board. Fifteen (15) hard copies of plan are required, along with an electronic copy. This document will be accessible to both District residents and staff.

Section 4: Project Schedule

Date/Timeframe Project Task

Timeline	2017
Feb 10	RFP is released
March 6	Questions or requested clarifications or additional information due
March 10	proposals are due to District
March 14-15-16	Finalists interviewed by staff
March 21	Contract Awarded at Park Board Meeting
September 13	Plan delivered to staff
September 19	Final Draft of Plan Presented to Board

Section 5: Evaluation and Selection Process

- A. All respondents who submit a valid and complete response will be evaluated and rated based on the following criteria:

1. Capability and history of applicant in the facilitation, leadership and development of a comprehensive master plan for other agencies of similar size, scope, and population served.
2. Ability to demonstrate, at minimum, the technical competence of the proposed project team to perform the work.
3. Past record of performance as determined from available information, including direct communication by the District with applicants' former clients.
4. Demonstrate capability under current workload and resources available to perform the work within the project schedule.
5. Diversity of project team and the qualifications and experience each member will bring to the project.

A selection team from the District will review and evaluate all written submissions properly made in response to the RFP in accordance with the submittal requirements set forth in this document. An oral interview and presentation will be required if selected as a finalist. A lump sum fee shall be provided for the scope of service's tasks, along with fees for any optional tasks. The following services are essential needs for the Plan:

Section 6: Statement of Qualifications Information

Each respondent submitting a proposal must include a statement providing the following information:

A. Firm's Profile

1. Name, Address, Contact Person, Phone, Email & Web Address
2. General Background
3. Service Offerings
4. Provide evidence of insurance coverage: general liability, automobile liability, workers compensation for the general acceptable limits of the District (See *F. Additional Terms of Qualification*)

B. Project Team

1. Provide a narrative describing the roles of each project team member assigned to the project.
2. Resumes of project team members.

C. Related Project Experience

1. Describe experience in working with park and recreation agencies to develop comprehensive master plans including the involvement in the bond sales process
2. Provide a minimum of two examples of projects completed by firm.

D. Project Approach

1. Description of the approach the firm would be using to meet the expectations of the Plan and what the desired outcomes of the approach would result in.
2. Describe the 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?
3. What role does the District play in this process?
4. What is your firm's approach to identifying projects and tasks that can be performed by the District staff versus outside contractors?
5. Describe communication methods that your firm will use to insure project expectations

are met.

6. Provide a brief description or list of current projects and associated workload of your firm.
7. Explain what distinguishes the firm from others in the field and what makes the firm a good candidate to work with the District

E. References

1. Provide a minimum of three (3) references on recent similar projects.

F. Additional Terms of Qualification

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

1. Compliance with Laws:

a. 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.

b. 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, disability, 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.

c. 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).

d. 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.*).

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

2. Insurance and Indemnification:

a. A qualifying firm shall provide evidence of insurance coverage, when required, as set forth in the Submittal Requirements.

b. To the fullest extent permitted by law, the qualifying firm shall, if awarded a contract with the District, agree to indemnify and hold harmless the District, 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

(i) 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 (ii) 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 District, 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 District for such services.

3) 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 District, 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 District.

2) 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.

3) 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.

4) Workers Compensation Insurance: Worker's compensation and employers' liability insurance shall be provided as statutorily required items.

NOTICE

- A. This RFP is not a contract or offer of employment.
- B. The cost of preparation of proposals shall be the sole obligation of the consultant.
- C. All submitted proposals, whether accepted or rejected, are the property of the Prospect Heights Park District.
- D. Elements and/or tasks in a proposal may be added or deleted at the discretion of the District pending negotiation of the scope of work and compensation.
- E. All services and related documents, ancillary reports and the final report will be the property of the Prospect Heights Park District.

Section 7: Proposal Form (to be placed in a separate sealed envelope)

Complete, verify and sign paragraph below that represents the proposal to complete a Comprehensive Master Plan.

_____ (Name of Firm) proposes to complete and deliver a Comprehensive Master Plan as outlined to the Prospect Heights Park District no later than September 13, 2017 for the total cost of \$_____. This includes all labor, transportation, copies, and any other items considered a billable expense.

Hourly Rate: \$ _____
(For Principals; attach a rate sheet)

Signed: _____

Printed Name: _____

Title: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Dated: _____