

Request for Proposals

To Develop a Park and Recreation Master Plan

Due Date: September 16, 2022

Village of Antioch Parks & Recreation Dept

806 Holbek Drive, Antioch, IL 60002

Invitation

Village of Antioch Parks & Recreation Dept is seeking proposals from qualified consulting firms to provide services to the town to develop a Parks and Recreation Master Plan. To enhance the quality of life by providing parks, open space and recreational opportunities for the Antioch Village residents, while preserving and enhancing the natural benefits of the environment

The plan should create a roadmap for ensuring just and fair quantity, proximity and connections to quality parks and green space, recreation facilities and programs throughout the community now and into the future. The town is seeking a system-wide approach in order to develop goals, policies and guidelines and prioritize strategies based on current and future funding scenarios.

The Parks and Recreation Master Plan that will be created from this work will be a guiding document for future development and redevelopment of the community's system of parks and green space, recreation and programs over the next 10 years

Background

The Village operates its parks and recreation programs as part of the overall operation of the Village through its Parks and Recreation department. Maintenance of the parks is performed through the Village Public Works Department and/or the use of independent outsourced companies. There are 12 parks and 3 undeveloped parks in the village. Each park is used for a variety of purposes by Village residents, non-residents, as well as for Recreation Department programming or lease by local youth sports organizations. Several parks contain buildings, facilities and other structures used by the Recreation Department for programming and/or pre-approved permitted use. Some of the amenities at Village parks include playing/practice fields, playgrounds, shelters, open space areas, tennis courts, walking-jogging paths, buildings, swimming pool, sled hill, fishing, pavilions, skate park and other usages.

Goals

- Provide quality and well-maintained parks for Village of Antioch residents.
- Preserve and enhance the community's natural resources.
- Determine the qualitative and quantitative status of our Village Parks.
- Provide data for park infrastructure improvements and capital improvement planning.
- Plan for and allocate resources for parks improvements and parks maintenance for the future needs of the community and the recreation department programming.

Preparation of Proposals

All proposals must be signed by an authorized official. Proposals that contain omissions, erasures, alterations, or additions not called for, conditional or alternate bids unless called for, or that contain irregularities of any kind may be rejected.

RFP Schedule

- 1) August 26, 2022- RFP is released and posted
- 2) September 16, 2022- RFP submittal deadline no later than 10:00 am on this day
- 3) October 2022- Proposals Reviewed; Finalists Interviewed; Village Administrator & Park Board recommendation
- 4) October 12, 2022- Contract presented at Village Board Meeting for Consideration and Acceptance

Format

All Proposals shall include the following:

- Firm History
- Relevant Project Experience (last 5 Years only)
- Project Team
- Project Approach
- Cost (this will include detail listing of billable hours and all costs for each task, phase and the overall project)
- Schedule

Delivery of Proposals

Please submit four (4) paper bound copies of your Proposals to the Village of Antioch, 874 Main Street, Antioch, IL 60002, no later than 10:00 am., September 16, 2022. In addition, please submit one (1) flash-drive containing your proposal. Proposals may be delivered by mail or in person. Proposals received after the time specified above will be returned unopened.

Scope of Project Services

The Village of Antioch is requesting proposals from Consultants with appropriate expertise to develop a Parks Master Plan that will provide strategies, priorities, direction and action plans to guide the Village to effectively serve the Antioch community with high quality parks, facilities and amenities providing for high quality programs and services over the next 15 years.

Consultants are not limited to the scope of project services listed below. Rather than dictate a process, the Village is requesting the Consultants outline their approach to develop a successful Parks Master Plan.

The scope of project services for this RFP should include several areas customary with Parks Master Plans including, but not limited to:

- Inventory and Analysis
- Data Collection
- Strength, weaknesses, opportunities, threats
- Needs assessment
- Analysis of gaps between needs and existing inventory
- Meetings with and input from Village Elected Officials, Committees and Staff
- Community engagement with public input from Antioch residents, stakeholders, and other groups whether it be focus groups, Community meetings, surveys, etc.
- Preferred and alternative strategies, priorities, projects, improvements, timelines
- Multi-year action plan with referred strategies, priorities, policies, measurable performance targets, capital improvements, etc. including anticipated costs and funding sources

The submitted proposal should also include the Consultant's qualifications, project team, proposed schedule, expected number of billable hours, task specific costs and not-to-exceed total costs for completing the project.

Clarifications

Village reserves the right to make clarifications, corrections, or changes in this RFP at any time prior to the time proposals are opened. All bidders or prospective bidders will be informed of said clarifications, corrections, or changes.

Withdrawal of Proposals

No proposal shall be withdrawn for a period of 90 days after the opening of any proposal.

Rejection of Proposals

Proposals that are not prepared in accordance with these Instructions may be rejected. If not rejected, Village may request correction of any deficiency and accept the deficiently prepared proposal upon compliance with these Instructions.

Acceptance of Proposals

Proposals submitted are offers only and the decision to accept or reject is a function of quality, reliability, capability, reputation and expertise of the respondents.

The Village reserves the right to accept the proposal that is, in its judgment, the best and most favorable to the interests of Village and to the public based on the evaluation factors listed below; to reject the low price proposal; to accept any item of any proposal; to reject any and all proposals; and to waive irregularities and informalities in any proposal submitted or in the request for proposal process; provided, however, the waiver of any prior defect or informality shall not be considered a waiver of any future or similar defect or informality. Respondents should not rely upon, or anticipate, such waivers in submitting their proposal.

Evaluation of Proposals

The submitted proposals will be reviewed and the ultimate selection will be based upon factors that must be included in the Proposal:

- (1) Experience on similar Parks & Recreation projects and plans with client references provided (name, title, address, phone number and e-mail) within the last five years only;
- (2) Qualifications (resumes) of personnel assigned to work on the project (project team), organizational chart, etc.;
- (3) Ability to meet project deadlines (provide schedule with work items/staff hours needed, critical path items, etc.);
- (4) Completeness of project approach (detailed scope of services/tasks, etc.);
- (5) Overall, not-to-exceed cost (detailed cost breakdowns in terms of hours, hourly rates, direct costs, etc. for each task and phase);
- (6) Firm Information (size, location, history, resources, etc.); and
- (7) Any additional services/tasks not identified in this RFP that the consultant believes will improve the project, reduce costs and time, etc.

Follow-up discussions and interviews may be conducted with several firm(s) to resolve any questions, finalize the scope of work and agreement on final not-to-exceed costs as a means to recommend a final selection to the Board of Trustees.

Freedom of Information Act

All information submitted to the Village in response to this Request for Proposals shall be deemed a public record and will be subject to disclosure under the Illinois Freedom of Information Act (5 ILCS 140 *et seq.*) subsequent to the award of the contract. Proposers are advised that Section 7(1)(g) of that Act exempts the following from disclosure:

Trade secrets and commercial or financial information obtained from a person or business where the trade secrets or commercial or financial information are furnished under a claim that they are proprietary, privileged or confidential, and that disclosure of the trade secrets or commercial or financial information would cause competitive harm to the person or business, and only insofar as the claim directly applies to the records requested.

Proposers desiring to have portions of their proposals considered exempt are advised to mark these portions accordingly.

Consultant Services Agreement

Village uses a standard professional services Agreement (Contract) with appropriate project description inserts/details for consultant services, which the successful firm must execute prior to the approval of the Village Board.

Appendix

- Chart of Parks Description and Amenities
- Map of Village Parks

Questions

Mary Quilty, Director of Parks & Recreation, at either 847-395-2160 or mquilty@antioch.il.gov

All questions regarding the proposal and content will be responded to in writing via a request for information (RFI). RFI responses will be submitted to all firms that have signed in and picked up a proposal form.

APPENDIX:

