



HICKORY HILLS PARK DISTRICT

**REQUEST FOR STATEMENTS OF INTEREST, QUALIFICATIONS AND
PERFORMANCE DATA FOR ARCHITECTURAL SERVICES**

**RENOVATION OF MEMORIAL PARK AND PRAIRIE VIEW PARK AND
VARIOUS ALTERNATES FOR OTHER PARK SITES**

Hickory Hills Park District
Cynthia Neal Recreation & Administration Center
8047 W. 91st Place
Hickory Hills, IL 60457
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Jennifer Fullerton, Executive Director

Hickory Hills Park District is seeking statements of interest, qualifications and performance data (“RFQ”) from qualified firms for architectural services for the renovation of: the Park District’s Memorial Park, located at 94th Street & 78th Avenue, Prairie View Park, located at 82nd Avenue and 85th Street, and various alternates for other park sites. The Park District will conduct a proposal **pre-submission meeting** with interested firms at 10:00 a.m. on **Thursday, February 1, 2018** at the Cynthia Neal Center, 8047 W. 91st Place, Hickory Hills, IL. Existing information concerning the parks and alternates will be discussed at this meeting.

Responses to the RFQ must be submitted in a sealed, opaque marked with "Renovation of Parks - Architectural Services" and **are due no later than 10:00 a.m. on Tuesday, February 6, 2018**. An original and five paper copies (6 copies total) of each proposal must be sent or hand delivered to Jennifer Fullerton, Executive Director, Hickory Hills Park District, 8047 W. 91st Place, Hickory Hills, IL 60457. No e-mail or fax submittals will be accepted.

The firm(s) selected must comply with applicable federal, state and local laws, rules, regulations and executive orders including but not limited to those pertaining to equal employment opportunity.

The selection of the successful firm(s) for the project shall be at the District’s discretion and shall be made pursuant to the provisions of the Local Government Professional Services Selection Act, 50 ILCS 510/0.01, *et seq.* The District reserves the right to reject any and all proposals, or to accept any portion of the proposal, to waive any formality, technicality or irregularity in any proposal, and to be the sole judge of the value and merit of the proposals offered. Such decisions by the District shall be final.

I. Project Description

It is contemplated that the needed architectural services will include the following phases: investigation; preliminary (schematic) design; design development; construction documents; bidding/contract award; construction observation and administration; project close-out; post-construction quality assurance for renovations to Memorial Park, Prairie View Park and various alternates for other park sites.

The architectural firm selected will become an integral member of a team consisting of the Park District’s Executive Director (Owner’s Representative), the Park District’s Maintenance Director, and the trade contractor(s) hired by the Park District to construct the work. Project Substantial Completion date is no later than July 15, 2018. This includes the total completion of the project, including the installation of all playground structures and furnishings, such that the parks are fully operational for public use in accordance with all federal, state and local requirements.

The project will include the renovation of Memorial Park, located at 94th Street & 78th Avenue, Prairie View Park, located at 82nd Avenue and 85th Street, and various alternatives for other park sites. The renovation will include the following:

- a) Memorial Park to include an ages' 5-12 play structure, a 2 bay swing set (2 buckets, 2 belts). Curbing around the playground will remain. Eliminate the sand volleyball court & design an ages' 2-5 playground. Site amenities will include benches, garbage cans (2), bike rack, seating and signage.
- b) Prairie View to include an ages' 2-5 play structure, an ages' 5-12 play structure, two – 2 bay swing sets (4 buckets, 4 belt). Curbing around the playground will remain. Site amenities include benches (including benches under the gazebo), drinking fountain, bike rack, garbage cans, brick pavers, up grading landscaping and a separate **Alternate (#1)** for a gazebo.
- c) **Alternate #2:** Replacement of the drinking fountain, cement pad and ADA walkway to fountain for Martin Park. Installation of a new concrete pad will be for the new fountain & ADA pathway to the fountain. The existing drinking fountain is located on the south west corner of the park at 89th Place & 78th Avenue.
- d) **Alternate #3:** Removal of existing volleyball court at Krueger Park, 9100 S. 88th Avenue and replace with four (4) ADA picnic tables and garbage cans (2) on a concrete surface. Installation of an ADA pathway from existing pathway to a new picnic area. **Alternate #4** is a shade structure over the picnic tables.

II. **Project Schedule** (tentative)

Pre-Qualification Meeting to Discuss Parks: 10:00 a.m., February 1, 2018

Architects' Response to RFQ due: 10:00 a.m., February 6, 2018

Board Approval of Architect: February 12, 2018

Preliminary Designs for the Parks and Alternates: 10:00 a.m., March 5, 2018

Board Approval of Design: March 12, 2018

Advertisement for Bids: March, 2018

Commencement of Construction: March or April 2018

Anticipated Project Substantial Completion: July 15, 2018

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

III. **Selection Procedure**

The selection of the Consultant will be made in accordance with the Local Government Professional Services Selection Act, 50 ILCS 510/1 *et seq.* (the "Act").

A. Evaluation of Written Submissions

The Park District's Executive Director, Maintenance Director and the Hickory Hills Park District Board of Park Commissioners ("Board") will review and evaluate all submissions properly made in response to this RFQ in accordance with the general evaluation criteria set forth below (See Section IV Selection Criteria) 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 to this RFQ.

After conducting such review and making such evaluations, the RFQ Review Committee may select not less than three (3) qualified firms (unless the District receives less than 3 submissions) to proceed to the oral interview stage of the selection process (a "Finalist" and/or the "Finalists"), or may reject all proposals.

B. Oral Interview

If one or more Finalists are selected, the RFQ Review Committee will conduct an oral interview on February 12, 2018 at 7:00 p.m. at the CN Center, 8047 W. 91st Place, Hickory Hills, IL 60457. At the interview, each Finalist shall be required to explain its submission in detail, including, full discussion of how its approach to the project satisfies the general evaluation criteria set forth in Section IV. In addition, each Finalist shall be required to answer questions posed by the RFQ Review Committee. Oral interviews may be tape recorded.

Upon completion, review and consideration of the oral interviews, the Selection Committee may request additional information from one or more of the Finalists if deemed necessary or desirable by the Selection Committee to assist it in evaluating a Finalist's qualifications for the project.

C. Ranking

Based upon the written submissions, oral interviews and any supplementary information submitted in response to the Selection Committee's request, and based upon the general evaluation criteria listed in Section IV, such other criteria as the Selection Committee determines appropriate, and such independent investigation (e.g. discussions with previous clients) as the Selection Committee determines to be necessary or desirable to assist it in evaluating a Finalist's qualifications, the Selection Committee will rank the Finalists in the order of their qualifications for the project.

D. Negotiations

Following such ranking, the Park District 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.

If fewer than three (3) submissions are received and the Park District determines that the firm(s) which did submit statements of interest is (are) qualified, it may negotiate a contract with any such firm(s) in accordance with the requirements of the Act.

The Hickory Hills Park District Board of Park Commissioners will make the final selection of the Architect.

IV. Selection Criteria

The architect for this project will be selected based on the following criteria (in no order):

- A. Qualifications and experience of firm for the project;
- B. Qualifications and experience of staff assigned to the District;
- C. Experience/Performance -- Review of past performance on public projects, evaluations of references, etc.;
- D. Method and/or approach to the project;
- E. Expressed understanding of issues related to the project; and

V. Submission requirements

- A. Bid Deadline and Format
 - Date due: 10:00 a.m., Tuesday, February 6, 2018.
 - Deliver to: Jennifer Fullerton, Executive Director, Hickory Hills Park District, 8047 S. 91st Place, Hickory Hills, IL 60457.
 - Number of copies: One original and five copies (total 6)
 - Submissions must be presented on 8 ½” x 11” paper in a loose leaf folder or binder and inserted in a sealed, opaque envelope. Envelope must be marked “Renovation of Parks- Architectural Services.”
 - A cover sheet containing the name of the firm making the proposal, including the name, address, and telephone number of a specific contact person for this RFQ.
 - A Table of Contents: All requested information must be presented in the order as listed within the Submittal Requirements (See Section V.B).
 - Any supplemental information you wish to provide. These additional supporting documents **should not exceed ten pages**. All submittals shall be bound and on 8.5” x 11” paper. The contents of the response to this RFQ by

the successful firm will be referenced in any contract awarded for this project.

- Submittals become the property of the Hickory Hills Park District, which is not liable for any costs incurred by submitting firms. The Park District, at its sole discretion, may waive any informalities and act in what it determines to be its best interest. Submissions will not be returned to the architect and/or the company that has submitted the request for proposal.

B. Submittal Requirements. Submit the following information in the order below:

1. Letter of Interest. A letter of interest from the firm, introducing any team members, highlighting the team's proposal for performing the services in accordance with the project description and meeting the results to be achieved as described in the RFQ.

Provide a cover letter indicating your firm's understanding of the requirements of the specific job proposal. The letter should be a brief formal letter from the prospective firm that provides information regarding the firm's interest in and ability to perform the requirements of the RFQ. A duly authorized representative of the firm must sign the letter in response to the RFQ. 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.

2. Firm History and Experience. Please provide:

- Company overview including number of years your firm has been in business under your present business name.
- Briefly describe areas of "special" expertise your firm possesses.
- List types or areas of architectural services in which your firm has little or no experience.
- Briefly describe not less than four (4) and not more than ten (10) projects similar in kind, scope and degree of technical difficulty to this project which your firm has completed in the last five (5) years. Projects done for park and recreation agencies are most desirable. You may give a composite, condensed or supplementary listing of other projects if desired, in addition to the 4-10 projects stated above. For each project provide the following:
 - The nature of the project and the general services provided by reference to phases and the nature of any special services; the project name; location; client (complete with agency name, contact person(s), the person(s) who were the principal client representatives on the project, phone and email contact information); project dollar amount; names and positions of the lead employees of your firm on the project and state whether these employees are still with your firm; start and end

dates of the project and start and end dates of your services for the project; the targeted substantial and final completion dates for the project and the actual dates the project was substantially complete and finally complete and if the targeted dates were not met, why not; the project budget and whether the project was completed within budget and if not, why not; number and scope (dollar amount/time extension) of change orders and reasons for change orders; disputes on the project (including without limitation disputes between your firm and the Owner or Owner's Representative, your firm and the Contractor) and with respect to each dispute describe the nature of the dispute in detail and how the dispute was resolved. Your information should include, but not be limited to any litigation, mediation or arbitration proceedings, work suspension or stoppage and suspension or termination of your services.

- Firm's current workload and schedule of work as a percentage of your firm's total capacity and anticipated duration of that workload as well as any projects currently pending but not yet begun and the anticipated commencement and completion date of those projects. If your current or projected workload is close to 100% of your capacity, state how you will staff this project.
- Experience with government, non-for-profit or other non-commercial clients.
- Provide resumes and references for project staff to be assigned to this project. Include information on prior experience and professional certifications of such persons.

3. Firm's Methodology/Approach to the Project

- Discuss your firm's role, methodology and approach to the scope of services. Firms may suggest different approaches to achieving the objectives.
- Please provide a description of your team's approach to value engineering, efficient permitting, and working with other consultants.
- Describe how time will be allocated. Be precise about the division of responsibility.
- Describe your typical approach to construction observation and administration including but not limited to your recommended anticipated frequency of site visits for this project and what you will do during those site visits.
- Describe post construction services rendered, if any and whether such services are included as part of basic services.

4. Financial and Legal

- Provide a copy of your firm's most recent audited financial statements.

- Provide banking and insurance references (include name, titles and contact information).
- Summarize all claims, litigation, arbitration or mediation which has been made against your firm, any of its principals and/or staff within the last five (5) years related to construction, architectural design or other professional services, or business activities. The summary should include claims whether or not a lawsuit was filed or if the claim, the amount of the claim, the type of project and services involved and the resolution of the claim.

5. The firm's capability to complete a project on schedule.

- Provide an outline work plan and tentative schedule for this project.
- Break down work plan/timeline by task.
- Discuss your firm's method/approach for controlling the schedule of a project.
- Provide information on your team's current and planned workload and your ability to complete the project within the desired timeline. Include a statement regarding the key personnel listed in this submission and their availability for the duration of the project.

6. Questions.

Please prepare written response to the following questions:

- If your firm is not a full service firm, define the selection process used to integrate your team.
- Change Orders: How are change orders evaluated? Outline the firm's process. What is included in change order documentation?
- Please describe your firm's process to evaluate and manage construction situations where there is a discrepancy from the owner's perspective and the contractor's position on additional monies due.
- Describe how your firm would handle a project in which bids/proposals come in over project cost estimates and/or modify the construction schedule.

7. References/Signature Sheet

On the Reference and Signature sheet included, provide three (3) recent references for similar work. The list shall include the client's name, address, telephone number, project title and description, project location and the contact person.

Without a duly signed and executed Reference and Signature Sheet, the firm's submittal in response to this RFQ will not be considered.

VI. **Compensation to be Excluded.** In accordance with the Local Government Professional Services Selection Act, 50 ILCS 510/1 *et. seq.*, please ensure that submissions and any related materials do not include estimates of costs or proposals in terms of dollars, hours required, percentage of construction cost, or any other measure of compensation related to the project. Any submission containing cost estimates or other compensation related figures will be considered non-responsive and will not be considered by the District.

VII. **Scope of Services.** The Architect will be required to provide the full range of services typical for this type of project for the phases summarized under the Project Description above, including but not limited to the following:

1. Project Kick-off/Investigation/Programming

- 1.1 Consult with Park District ("Owner") and understand Owner's needs, goals, and objectives and the applicable requirements of the Project. Owner will schedule a "kick-off/team building" session to communicate the goals and objectives of the Owner and the entire design and construction process.
- 1.2 Thoroughly review available information provided by Owner and Contractor and any other information which Architect deems necessary or advisable to determine the nature and extent of and develop solutions to resolve, any technical or other difficulties or problems in implementing the Project, and achieving successful Project completion, consistent with Owner's stated needs, goals and objectives and the Project requirements. Visit the Project site and become familiar with existing conditions.
- 1.3 Conduct such further investigations and testing, as necessary or appropriate, to secure required governmental approvals and to further define Project requirements. Obtain a topographic survey and tree preservation survey if and as needed.
- 1.4 Assist Owner in the preparation of a preliminary budget for the Project and a preliminary Project schedule.
- 1.5 Ascertain all code requirements and governmental approvals and permits that will be required for the Project and timing considerations for the submission to, and review by, such authorities.
- 1.6 Among other things, Architect shall address design issues, schedule approach, control, security and safety issues (identify potential construction phasing strategies), technical difficulties and other potential problems and proposed solutions, and identify/assign responsibilities by function.

2. Preliminary Design

- 2.1 Based on the written program and goals approved by Owner, prepare for Owner's approval, preliminary/schematic design documents. These design documents will be coordinated as appropriate with the available information. The preliminary design documents shall include concept plans with variable options. Submit two (2) conceptual designs of each proposed park and alternates.
- 2.2 Analyze and provide to Owner cost comparisons of alternate construction systems and materials, permit implications and practical recommendations for value engineering options and economies where appropriate that may save time and/or money.
- 2.3 Attend meeting with Park Board to present and discuss the concept plan.
- 2.4 Based on the approved preliminary design documents, review with Owner and adjust as necessary with Owner's approval, the Project budget. Establish in a format acceptable to Owner a cost reporting system whereby Owner will be kept apprised, on a no less frequent basis than monthly, of the accumulated cost of the Project by budget line item.

3. Design Development

- 3.1 Provide a detailed cost estimate
- 3.2 Develop with Owner a list of required furnishings and fixtures and a cost estimate for same.
- 3.3 Develop layout plans showing furniture and equipment layout to scale.
- 3.4 Recommend and discuss with Owner and Contractor construction materials, mechanical and plumbing systems and other systems required as part of Owner's program.
- 3.5 Prepare and present to Owner material selections on presentation boards.
- 3.6 Attend meeting of Park Board to present final design and obtain Park Board approval.

4. Construction Documents

- 4.1 Based on the approved preliminary design documents, design review, and any further adjustments in the scope or quality of the Project or the Project budget authorized by Owner, prepare Construction Documents including drawings and technical specifications setting forth in detail the requirements for the Project. All Construction Documents shall conform to all applicable federal, state and local laws, ordinances, regulations and codes.

- 4.2 Meet with and provide information to all applicable governmental authorities to obtain timely review and required approval of design and construction documents and avoid delay in the Project.
 - 4.3 Coordinate with Owner and Contractor the preparation of the Construction Documents for construction feasibility, construction ease and speed and pre-assembly of the playground equipment.
 - 4.4 Consult with the Contractor and coordinate the Architect's services with those of the Contractor in all of the following respects: Coordinate the preparation of the Construction Documents in conformance with current trade and labor practices and include appropriate allocation of equipment purchases and work assignments. Conduct periodic review of Construction Documents in cooperation with the Contractor during their preparation to eliminate errors, ambiguities, conflicts, overlaps and omissions in, between and among them, including proposed trade contracts, and to avoid labor disputes. In cooperation with the Contractor investigate, analyze and advise Owner of existing and projected labor availability in key trades. Review Construction Documents to minimize allocation of work to less readily available trades.
 - 4.5 When appropriate, coordinate the preparation of the Construction Documents to allow for alternate systems, components, materials, and techniques so as to permit proper bidder response.
 - 4.6 In cooperation with the Contractor, make recommendations to Owner for adaptability to staged construction, in order to make early commitments for the purchase and fabrication of long-lead items.
 - 4.7 In cooperation with the Contractor identify and develop a project implementation plan to monitor special requirements and conditions. Detail such requirements and conditions in the Construction Documents.
 - 4.8. Obtain from Owner's legal counsel and incorporate in the Project Manual required legal provisions and certifications, including but not limited to those pertaining to compliance with prevailing wage laws and provision of performance and labor and material payment bonds.
5. Bidding/Contract Award
- 5.1 Assist the Owner in the preparation of the necessary competitive public bidding information, bidding forms and bidding packages. Timely complete and provide to the Owner for inclusion in the bid packages the Construction Documents.
 - 5.2. Provide to Owner, and if Owner requests to Owner's legal counsel, the project manual for this Project, at least 5 business days prior to distribution to prospective bidders to permit responsible review and if necessary revision.

- 5.3 Schedule and administer pre-bid conferences, and assist in the responses to questions raised during the bidding period. Issue addenda in accordance with applicable Illinois law.
 - 5.4 Assist Owner in conduct of public bid opening for base bids, alternate proposals, unit prices, and such other data as may be pertinent and in investigating references and determining bidder responsiveness, responsibility and qualifications.
 - 5.5 Assist Owner and Owner's attorney in preparation and obtaining execution of contracts.
6. Construction Observation and Administration
- 6.1 Assist the Contractor in the development and periodic revision of bar charts, including milestones and CPM schedules (time scale logic format) which highlight critical decisions, identify long-lead items, and provide for their early procurement.
 - 6.2 Assist the Contractor with preparation of submissions to required governmental agencies.
 - 6.3 Expedite requests for information or interpretations of the Contract Documents prepared by Architect, assist in the clarification of Contract Documents and provide additional information as required to facilitate trade contractor decisions on-site.
 - 6.4 Maintain and coordinate a shop drawing sample submission system for timely submission and approval. Timely review and approve or take other appropriate action upon submittals such as Shop Drawings, Product Data and Samples, for the purpose of checking for conformance with the Construction Documents.
 - 6.5 Assist the Contractor to develop, maintain, and implement a Project schedule and to monitor and update same. Assist as necessary and appropriate the Contractor in expediting procurement of materials and/or equipment requiring long-lead times to ensure timely delivery and adherence to the construction schedule, and assist in expediting required inspections, tests and governmental approvals.
 - 6.6 Participate in on-site job meetings with contractors, on an as needed basis to maintain overall job direction and progress. Coordinate site meetings and prepare minutes for completeness and to identify and issues requiring intervention and/or discussion with Owner and Contractor.
 - 6.7 Visit the Project Site on an average of once every two weeks, or more frequently as required during critical stages of the Work to visually observe

the Work and the performance of the Work to assure that the quality and quantity is in conformance with the drawings and specifications and other Contract Documents. Attend one monthly meeting with Owner's staff and Contractor to review job progress and to discuss any issues.

- 6.8 Review the trade contractor payment applications and confirm that the work has progressed to the point indicated in the payment application and that the work and materials not yet incorporated in the work for which payment is sought, is in conformity with the Contract Documents.
- 6.9 Review change order requests submitted by the trade contractor and assist the Owner in evaluating the appropriateness of same including requested changes in time and cost, and that the documentation is complete and in required form.
- 6.10 Monitor all proposed changes in the Contract Documents and obtain their prior approval by Owner.
- 6.11 Assist Owner and Contractor in monitoring and evaluating any claims originating from the Work, assist Owner in negotiating or otherwise settling all such construction claims.
- 6.12 Conform the Architect's observations at the site with the Construction Documents and monitor the marking of revisions to the plans and specifications to ensure accurate documentation of approved changes in the Work and to facilitate the preparation of final as-built drawings.
- 6.13 Correct at no charge to Owner any errors or omissions in Architect's Services. Provide at no charge to Owner all services required of Architect to correct such deficiencies in Architect's performance and/or in the performance of the Work.

7. Project Closeout

- 7.1 Observe the Contractor's testing, acceptance and turnover of all systems to Owner; evaluate the sufficiency of, and report to the Owner regarding, same.
- 7.2 Conduct comprehensive substantial completion and final completion inspections of the Project to verify that the materials furnished and work performed are in accordance with the Contract Documents, and certify same to Owner.
- 7.3 Coordinate with the Contractor the preparation of punch lists indicating the items of Work remaining to be accomplished or needing repair. Coordinate the completion of such items in an expeditious manner.
- 7.4 Coordinate Architect's services with those of the Contractor in the expeditious preparation, obtainment and assembly and delivery to Owner, of all record and "as-built" drawings and all guarantees, warranties, operating and maintenance manuals required by the Contract Documents. Provide as

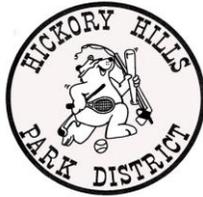
built drawings and specifications in digital as well as hard copy at Project completion.

- 7.5 Assist the Contractor if and as necessary or appropriate with equipment and systems training sessions for personnel.

8. Post-Construction Quality Assurance

- 8.1 At ten months from Substantial Completion of the Work, meet with Owner and Contractor at the site and conduct an inspection of the Work to help insure satisfactory performance of materials and systems, and to identify any deficiencies.
- 8.2 Assist the Contractor to expedite the resolution of construction related problems.
- 8.3 Assist the Contractor in to expedite the repair and replacement of items covered under warranties and guarantees.

Thank you for your interest in the Hickory Hills Park District renovation project. Please direct any questions to Jennifer Fullerton, Executive Director, (708) 598-1233 ext. 7, email: [hhpd@sbcglobal.net](mailto:hhpdsbcglobal.net).



**Request for Qualifications for Architectural Services
Reference and Signature Sheet**

All firms providing a submittal for “Architectural Services” shall include the Reference and Signature sheet completed and signed by the individual providing the submittal in behalf of the firm.

Please provide three (3) recent references for similar work. The list shall include the client name, address, telephone number, project title and description, project location and the contact person

Reference # 1

Client Name:

Contact:.....

Address:.....

Telephone Number:

Project title:

Description of Project:.....

Project Location:.....

Reference # 2

Client Name:

Contact:.....

Address:.....

Telephone Number:

Project title:

Description of Project:.....

Project Location:.....

Reference # 3

Client Name:

Contact:

Address:

Telephone Number:

Project title:

Description of Project:

Project Location:

Submitted by:

Name of Firm:

Address of Firm:

City: State: Zip

Submitter's Name:

Telephone: E-mail: