

**OAKBROOK PARK DISTRICT
1450 Forest Gate Road
Oak Brook, IL 60523**

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

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**OAKBROOK PARK DISTRICT
1450 Forest Gate Road
Oak Brook, IL 60523**

RFQ NOTICE

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

The Oak Brook Park District (the “District”) is soliciting letters of interest, statements of qualifications, and performance data from qualified professionals for planning, engineering, and architectural services, including site and facility layout, civil engineering and architectural design in connection with the following two separate projects: 1.) Renovation of the existing Family Recreation Center Building facilities and/or new construction for the development of Family Locker Rooms; and 2.) “The Clubhouse,” a new facility providing programmable recreational space and other amenities for the inclusion of people of all abilities and ages.

The Request for Qualifications and Submittal Requirements (the “RFQ”) for each project are on file and available for pick up at the District’s Administration Office, in the Family Recreation Center at 1450 Forest Gate Road, Oak Brook, IL 60523, or by PDF format from the District’s website (www.obparks.org/bids).

The RFQ for each project will be available Monday – Friday, 9:00 a.m. – 5:00 p.m., beginning Monday, October 3, 2016 through Friday, October 21, 2016.

Responses to the RFQ for each project shall be considered separately. Accordingly, the responses for each project shall be submitted in separate envelopes. The envelopes must be sealed, opaque and marked with “Submittal for Professional Services” and the specific project name. Responses must be received on or before 12:00 p.m. on Thursday, October 27, 2016 in the Administrative Office of the Oak Brook Park District, 1450 Forest Gate Road, Oak Brook, IL 60523. 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 each 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.

Laure Kosey
Executive Director
Oak Brook Park District



Oak Brook Park District

1450 Forest Gate Road • Oak Brook, IL 60523-2151

Phone: 630-990-4233 • Fax: 630-990-8379 • www.obparks.org

October 3, 2016

Re: Request for Letters of Interest, Statements of Qualifications and Performance Data for Professional Services (“RFQ”)

Deadline: October 27, 2016 at 12:00 p.m.

Location: Oak Brook Park District Administration Office
Family Recreation Center
1450 Forest Gate Road
Oak Brook, IL 60523

Dear Vendor:


Enclosed you will find information relating to the Oak Brook Park District's (the “District’s”) request for letters of interest, statements of qualifications, and performance data from qualified professionals for planning, engineering, and architectural services, including site and facility layout, civil engineering and architectural design in connection with the following two separate projects:

- 1.) Renovation of the existing Family Recreation Center Building facilities and/or new construction for the development of Family Locker Rooms.
- 2.) “The Clubhouse,” a new facility providing programmable recreational space and other amenities for the inclusion of people of all abilities and ages.

Enclosed are the proposal requirements for each project. Responses to the RFQ for each project shall be considered separately. Please submit one (1) original and six (6) copies of your proposal for each project you are submitting a proposal for to the location and by the deadline set forth above. Proposals received after the deadline set forth above will not be considered. It is the sole responsibility of the respondent to ensure that the District has received the proposal on time. Electronic or facsimile transmission will not be accepted.

For further information regarding the RFQ for either project, please contact Laure Kosey, Executive Director, at 630-645-9535.

OAK BROOK PARK DISTRICT


Laure Kosey, Executive Director



OAKBROOK PARK DISTRICT
1450 Forest Gate Road
Oak Brook, IL 60523

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

Oak Brook Park District (the “District”) is soliciting letters of interest, statements of qualification and performance data (“RFQ”) from qualified professionals for planning, engineering, and architectural services, including site and facility layout, civil engineering and architectural design in connection with the following two separate projects:

Project A.) Renovation of the existing Family Recreation Center Building facilities and/or new construction for the development of Family Locker Rooms.

Project B.) “The Clubhouse,” a new facility providing programmable recreational space and other amenities for the inclusion of people of all abilities and ages.

(collectively, sometimes referred to as “Projects” or individually as “Project”).

The selection of the successful firm(s) for each 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.* Responses to the RFQ for each Project shall be considered separately. 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.

A. SCOPE OF SERVICES

The professional services needed for each Project will include the following phases: Site Inventory/Analysis; Conceptual Design Alternatives; Design Development; Construction Documents; Bidding/Contract Recommendation; Construction Observation Services; Project Close-out. The scope of services for each Project is set forth separately below:

Project A: Renovation of the existing Family Recreation Center Building facilities and/or new construction for the development of Family Locker Rooms. The selected firm shall review the existing facilities of the Family Recreation Center to identify possible locations for the construction of the Family Locker Room and the corresponding costs and schedule for such construction in the identified locations. The firm shall meet with staff to review the identified locations, costs, and timelines to determine which plan(s) have merit to develop into conceptual drawing(s) for review and selection by the District’s Board of Commissioners (“Board”) at a Board meeting. As part of this process, in addition to the presentation of a final design to the Board at a Board meeting, the firm will attend meetings, if requested, with the Board to present and discuss concept plans as needed.

The firm will develop the selected plan for permitting, bid documents, and construction. This Project shall be completed by October 31, 2017.

Project B: “The Clubhouse” is a new facility providing programmable recreational space and other amenities for the inclusion of people of all abilities and ages. The selected firm shall meet with staff and key stakeholders to develop a vision for the recreational needs of this facility that can be met within the District’s budget. Conceptual drawings shall be developed for the review by the District’s Board at a Board meeting. As part of this process, in addition to the presentation of a final design to the Board at a Board meeting, the firm will attend meetings, if requested, with the Board to present and discuss concept plans as needed. The firm will develop the selected plan for permitting, bid documents and construction.. **The firm selected for this Project will be required to work with the professional landscape architect hired by the District for the District’s ballfield reconfiguration project. Pursuant to the OSLAD grant terms, the ballfield reconfiguration project must be completed by August 18, 2018 and, as a result, the construction of The Clubhouse must be completed no later than July 18, 2018.**

Firms will be expected to provide resident engineers, architects, inspectors and other technical personnel necessary to observe, monitor and document a contractor's progress on a project from the start of field operations to final completion. Design teams are encouraged for project efficiency and will be given additional consideration.

B. SELECTION PROCESS

The District will select firms on a Quality Based Selection process. The selection process will be made separately for each Project in accordance with the Local Government Professional Services Selection Act, 50 ILCS 510/1 *et seq.* (the “Act”).

1. Evaluation of Written Submissions:

An evaluation committee, consisting of District staff members, will review and evaluate all written responses to the RFQ in accordance with the general evaluation criteria set forth below (Selection Criteria) and based on such other information and matters as the committee deems necessary or desirable to determine the qualifications, responsibility, and suitability of each firm submitting a proposal in response to the RFQ.

After conducting such review and making such evaluations, the District 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.

2. Oral Interview:

If one or more Finalists are selected, an oral interview or interviews may be conducted by the District. At the interview, each Finalist shall be required to explain its submission in detail, including a full discussion of how its approach to the specific Project satisfies the general evaluation criteria set forth below (Selection Criteria). In addition, each Finalist shall be required to answer questions posed by the District. Oral interviews may be tape recorded.

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

3. Ranking:

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

4. Negotiations:

Following such ranking, the 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 District determines that the firm(s) which did submit statements of interest is (are) qualified, the District may negotiate a contract with any such firm(s) in accordance with the requirements of the Act.

The Oak Brook Board of Park Commissioners will make the final selection of the architect/engineer for each Project.

C. SELECTION CRITERIA

The evaluation committee shall review the responses to the RFQ for each Project separately. The architect/engineer for each Project will be selected based on the following criteria (in no order):

1. Qualifications and experience of firm for each Project;

2. Qualifications and experience of staff assigned to the District;
3. Experience/Performance -- Review of past performance on public projects, evaluations of references, etc;
4. Method and/or approach to the Project;
5. Expressed understanding of issues related to the Project; and

D. SUBMITTAL REQUIREMENTS

Submissions for each Project shall include:

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 respective 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

- a) Please give a brief history and description of your firm (years in business, type of ownership, type of organization, size of firm, professional affiliations, and mission/vision). Firm will have no less than five (5) years actual business experience in architectural/engineering services, with not less than two (2) years performing work for public agencies.
- b) Provide an organization chart graphically depicting the staff to be assigned to the specific Project.
- c) Please include resumes of all key personnel to be assigned to the specific Project, which should include, but is not limited to: years of experience, degrees, licensure, and etcetera. Attach any certifications, awards, or training that will assist in qualifying your firm for the Project.
- d) Provide documentation of firm's licensure to practice architectural and/or engineering services in the State of Illinois. List all in-house design disciplines that your firm provides. (i.e.: mechanical, electrical, civil engineering, etc.).

- e) Submit descriptions for similar projects your firm has worked on and list your firm's role for each project. List at least three (3) of the firm's recent project references for projects of a similar scope and size that have been completed within a similar timeframe. Provide performance data on these similar projects and describe why they are effective. Experience with park district and other units of local government, non-for-profit or other non-commercial clients is preferred. During the interview process we will expect performance data for previous work on the following:
- Project delivery method;
 - 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 Construction Manager, or your firm and a contractor or material supplier) 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.
- f) Provide annual volume of architectural/engineering work performed by your firm over the past three (3) years.
- g) Provide a list of any projects in the past 5 years that were not completed.
- h) Provide at least three (3) references for any *sub-consultants* that will be involved, with *current* addresses, principal client representatives, phone numbers and email addresses.

3) Financial and Legal

- a) Provide a copy of your firm's most recent audited financial statements.
- b) Provide banking and insurance references (include name, titles and contact information).
- c) A summary of all claims, litigation, administrative proceedings, 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.

4) Firm's Methodology/Approach to the Project

- a) Discuss your firm's role, methodology and approach to the scope of services. Firms may suggest different approaches to achieving the objectives.
- b) Please provide a description of your team's approach to value engineering, efficient permitting, and working with other consultants.
- c) Describe how time will be allocated. Be precise about the division of responsibility.
- d) 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.
- e) Describe post construction services rendered, if any and whether such services are included as part of basic services.

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

- a). Provide an outline work plan and tentative schedule for the specific Project;
- b) Break down work plan/timeline by task.
- c) Discuss your firm's method/approach for controlling the schedule of a project.
- d) 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:

- a) If your firm is not a full service firm, define the selection process used to integrate your team.
- b) Please describe how your firm researches and seeks out specific design and/or new products. Are staff members dedicated to such research?
- c) Specifications often list certain manufacturers required to meet design parameters; how does your firm determine this? How does the firm evaluate a new product and incorporate it in specifications.
- d) Change Orders: How are change orders evaluated? Outline the firm's process. What is included in change order documentation?

- e) 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.
- f) 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.

8) RFQ Response Format

A separate response for each Project is required.

- a) Submit one (1) original and six (6) copies of your response for each Project, including all required forms and supporting documentation, with the original copy of the submittal clearly labels "Original."
- b) Submissions must be presented on 8 ½" x 11" paper in a loose leaf folder or binder and inserted in a separate sealed, opaque envelope for each Project and labeled as follows:
 - i) For Project A, the renovation of the existing Family Recreation Center Building facilities and/or new construction for the development of Family Locker Rooms, the envelope must be marked "FRC Family Locker Room Project – Architectural Services."
 - ii) For Project B, construction of "The Clubhouse," a new facility providing programmable recreational space and other amenities for the inclusion of people of all abilities and ages, the envelope must be marked "The Clubhouse Project – Architectural Services."
- c) 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.
- d) A Table of Contents: All requested information must be presented in the order as listed within the Submittal Requirements.
- e) 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.

- f) Submittals become the property of the District. The cost of preparation of proposals shall be the sole obligation of the submitting firms; the District is not liable for any costs incurred by submitting firms. The District, at its sole discretion, may waive any informalities and act in what it determines to be in the District's best interest. Submissions will not be returned to the individual or the company that has submitted the proposal.

Submissions are due on or before October 27, 2016 at 12:00 p.m. at the following address: Oak Brook Park District Administration Office, Family Recreation Center, 1450 Forest Gate Road, Oak Brook, IL 60523.

E. 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 either Project. Any submission containing cost estimates or other compensation related figures will be considered non-responsive and will not be considered by the District.

F. SELECTION SCHEDULE

RFQ packages available to the PublicOctober 3 – 21, 2016

Letter of Interest/Statement of Qualifications
for each Project due.....October 27, 2016,12:00 noon

Selection of “Short List” for interviews.....October 28, 2016

Interviews with top rated firms.....October 31 – November 4, 2016

Selection of Firm(s)/Approval by Board of Commissioners.....November 14, 2016

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

All firms providing a submittal for “Professional 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:.....

Oak Brook Park District
 1450 Forest Gate Road
 Oak Brook, IL 60523

**Request for Qualifications for Professional Services –
 Oak Brook Park District Information**

The Village of Oak Brook, nestled in the eastern suburbs of DuPage County is located near major expressways and is just minutes away from downtown Chicago. This successful upscale community is rich in history and yet offers the amenities that modern families, singles and retirees desire.

The population of Oak Brook averages around 8,091 residents that swells to a population of approximately 100,000 each day as Oak Brook is the headquarters location for 50 of the Fortune 500 companies.

The people of the Village of Oak Brook are fortunate to have the Oak Brook Sports Core, with 269 acres of open green space and sports facilities, which historically has featured gold, polo, trap, skeet, and game shooting; field and target archery, and miles of bridle trails. The Sports Core property now includes the Oak Brook Bath and Tennis Club, Oak Brook Golf Club, the Oak Brook Polo Grounds and open fields. The Sports Core property is zoned Conservation Recreation and is maintained by the Village of Oak Brook.

Additionally, over 390 acres of open land are maintained by the DuPage County Forest Preserve District to protect the natural ecosystem and historical sites of Graue’s Mill, Ben Fuller House, and Mayslake Peabody Estate among others.

The Oak Brook Park District was created on November 5, 1962. The Park District serves the residents and corporate residents of Oak Brook, and also welcomes non-residents as well. The Oak Brook Park District owns 7 park sites, including a 40-acre nature sanctuary. In total, it controls approximately 140 acres of land.

The Oak Brook Park District features award winning facilities, parks and programs. The Park District has received the 2015 National Gold Medal Award for Excellence in Park and Recreation Management from the American Academy for Park and Recreation Administration and the National Park and Recreation Association for excellence in agency planning and management.

The Oak Brook Park District amenities include 3 recreational facilities and seven park locations as follows.

Recreational Facility	Location	Recreational Description
Family Recreation Center	1450 Forest Gate Road, Oak Brook, IL 60523	Fitness Center & indoor/outdoor Aquatic Center, Preschool Rooms, multipurpose rooms, kiln, Dance/Exercise Studios, 3 gyms, walking track
Tennis Center	1300 Forest Gate Road, Oak Brook, IL 60523	8 indoor tennis courts, 3 racquetball courts, 1 walleyball court, one table top tennis court, sauna, spa, fitness center
Central Park West	1500 Forest Gate Road Oak Brook, IL 60523	Facility used for rentals and recreational programming

Parks	Location	Acreage
Central Park	1450 Forest Gate Rd	71 Acres
Chillem Park	32 Yorkshire Woods Oak Brook, IL 60525	1 Acre
Dorothy and Sam Dean Nature Sanctuary	115 Canterbury St. Oak Brook, IL 60525	40 acres
Forest Glen Park	Wood Glen Lane & Forest Glen St.	16.4 acres
Saddle Brook Park	Saddle Brook & Hambletonian Road	11 acres total (3 locations in Saddle Brook subdivision)

Map of Central Park

