

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

**REQUEST FOR LETTERS OF INTEREST, STATEMENTS OF QUALIFICATIONS  
AND PERFORMANCE DATA FOR PROFESSIONAL SERVICES  
FOR A  
MEDITATION GARDEN DESIGN**

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1450 Forest Gate Road  
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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  
FOR A MEDITATION GARDEN DESIGN**

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The Oak Brook Park District (the “District”) is soliciting for letters of interest, statements of qualifications, and performance data from qualified professionals for planning, landscape architecture, engineering, and architectural services, including site and facility layout, civil engineering and architectural design in connection with the District’s Meditation Garden Design Project (the “Project”).

The Request for Qualifications and Submittal Requirements (the “RFQ”) for the Project is 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 <https://www.obparks.org/bids-rfps>

The RFQ will be available Monday – Friday, 9:00 a.m. – 5:00 p.m., beginning Monday, July 9, 2018 through Friday, July 20, 2018.

Responses to the RFQ shall be submitted in a sealed, opaque envelope and marked with "Submittal for Professional Services for Meditation Garden Design." Responses must be received on or before 12:00 p.m. on Friday, July 27, 2018 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) 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](http://www.obparks.org)

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July 9, 2018

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

Deadline: July 27, 2018 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” or the “District’s”) request for letters of interest, statements of qualifications, and performance data from qualified professionals for planning, landscape architecture, engineering, and architectural services, including site and facility layout, civil engineering and architectural design in connection with the District’s Meditation Garden Design Project.

Enclosed are the proposal requirements for the Project. Please submit one (1) original and two (2) copies of your proposal 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, please contact Laure Kosey, Executive Director, at 630-645-9535.

OAK BROOK PARK DISTRICT

  
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Laure Kosey, Executive Director



We strive to provide  
the **very best** in  
**park and recreational**  
**opportunities, facilities** and  
**open lands for our community.**

**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**

The Oak Brook Park District (the “District”) is soliciting for letters of interest, statements of qualification and performance data (“RFQ”) from qualified professionals for planning, landscape architecture, engineering, and architectural services, including site and facility layout, civil engineering and architectural design in connection with the District’s Meditation Garden Design Project (“Project”).

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.

**A. SCOPE OF SERVICES**

Viewable from the walking track and indoor pool of the District’s Family Recreation Center is a 300’ x 155’ parcel of land, which the District desires to develop as a Meditation Garden. The parcel is also adjacent to the Family Recreation Center fire lane and Maintenance Building. (See enclosed diagram.)

The District is seeking the services of creative landscape development professional(s) to design a landscaping plan for the District’s installation of a Meditation Garden. The Meditation Garden shall provide a peaceful location for people to enjoy beautiful gardens that invoke the feeling of well being and oneness with nature. The District envisions the Meditation Garden to include, at a minimum, ADA accessible pathways, flower beds and benches. The District may also wish to add lighting, water fountain(s), outdoor statue(s), and irrigation. As the existing site contains mature trees, the possible retention of these trees is of interest to the District.

To complete the envisioned Project within the District’s budget parameters, the District is seeking a landscape design which will be installed in-house by the District’s staff in a series of phases.

The professional services required for the Project will include the following: Site Analysis, meetings and discussions with staff to develop conceptual plans for review and selection, which will result in a final design providing a detailed list of the plant species, supplies, and amenities to be used in the plan.

The final design must meet Federal, State and local code and accommodate accessibility standards as per the Illinois Accessibility Code (April 1997) and the “Americans with Disabilities Act” Accessibility Guidelines (ADAAG).

**B. SELECTION PROCESS**

The District will select firms on a Quality Based Selection process. The selection process will be made 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 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 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 the 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 the Project. The architect/engineer for the Project will be selected based on the following criteria (in no order):

1. Qualifications and experience of firm for the 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.

## **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 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 landscape 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. OSLAD Grant experience 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 a list of any projects in the past 3years that were not completed.
- g) 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) 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.**

**7) RFQ Response Format**

- a) Submit one (1) original and two (2) copies of your response for the Project, including all required forms and supporting documentation, with the original copy of the submittal clearly labeled "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 and labeled as "Submittal for Professional Services for Meditation Garden Design."
- 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 July 27, 2018 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 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.

**F. SELECTION SCHEDULE**

RFQ packages available to the Public .....	July 9, 2018
Letter of Interest/Statement of Qualifications due.....	July 27, 2018, 12:00 p.m.
Selection of “Short List” for interviews.....	August 1, 2018
Interviews with top rated firms.....	August 6- 10, 2018

**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

SITE PROPOSAL : MEDITATION GARDEN | JUNE 2018



AREA/DISTANCES ARE APPROXIMATE