



**KANKAKEE VALLEY PARK DISTRICT
REQUEST FOR PROPOSALS FOR
PARK DISTRICT
COMPREHENSIVE MASTER PLAN**

Purpose of this Request for Proposal (“RFP”)

The Kankakee Valley Park District (“KVPD” or the “District”) is requesting statements of interest, qualifications and proposal from qualified planning and design firms that are capable of providing services to develop a Comprehensive Master Plan for the parks and recreation facilities of the KVPD in Kankakee, Illinois. The KVPD reserves the right to reject any and all proposals, or to accept any portion of any 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.

1. Overview

The KVPD, located in the south suburbs of Chicago, was established in 1925 and has actively served the public recreation needs of the Kankakee Valley area since founded. It currently owns over 600 acres of property with 35 parks and facilities, serves the Kankakee Townships and Aroma Park Townships (Kankakee, Aroma Park, St. Anne, and Sun River Terrace) region and provides value to a population of nearly 36,000 people. The KVPD is a separate and distinct public agency created to provide park facilities and recreation programs for its residents.

The District is currently wishing to create a master plan utilizing citizen input and national standards to evaluate the District’s current status of parks, facilities and programming and provide recommendations for the development of acquired spaces, updates to existing parks and facilities as well as development of new recreation programs and services.

Proposals shall indicate specific tasks and members of the design team, along with the identification of the responsible professional persons. Weight for the selection for the award of the study will be given, among other considerations, to the appropriateness of the personnel to the task, similar experience, and proposed tasks which are unique to the study needs. The selection process **may** also include an interview with prospective consultants to further discuss their proposals. Additional optional tasks which the consultant considers advantageous to the final study should be included. A lump sum fee shall be provided for the scope of service’s tasks, along with fees for any optional tasks.

2. RFP Contact and Questions

The RFP Contact, identified below, is the sole point of contact regarding the RFP from the date of issuance until selection of the successful consultant. Please direct all questions to the RFP Contact.

Kankakee Valley Park District
Dayna Heitz, Executive Director
893 W. Station St.
Kankakee, IL 60901
T: 815-939-1311
E-mail: Dheitz@kvpd.com

3. Proposal Deadline

Proposals, including all required forms and supporting documentation, must be addressed and mailed or delivered to the RFP Contact at the address listed in Section 2 of this RFP. Proposals must be received on or before **4:30 p.m. on June 12 2020**. It is the sole responsibility of the respondent to ensure that the District has received the respondent's proposal on time. No e-mail or fax submittals will be accepted.

4. Scope of Services

The following services have been identified by the KVPD as essential needs for the Master Plan:

- A. Complete community wide needs assessment to determine recreational needs of the Kankakee Valley Park District community. Collect and assimilate KVPD information, including demographics of community and trends.
- B. Parks and Amenities Assessment and Recommendations
 1. Complete a comprehensive analysis and evaluation of conditions of all KVPD properties and amenities and other areas necessary for consideration in the study.
 2. Provide prioritized recommendations and phasing for additions, renovations, redevelopments, replacements, decommissioning, maintenance and improvements of existing and proposed parks, playgrounds, shelters, sports courts, fleet, asphalt roads, parking lots, trails, etc. based on research and documented needs.
- C. Recreational Facilities Assessment and Recommendations
 1. Complete a comprehensive analysis and evaluation of conditions of all District facilities and other areas necessary for consideration in the study.
 2. Provide prioritized recommendations and phasing for additions, renovations, redevelopments, replacements, decommissioning, maintenance and

improvements of existing facilities, HVAC units, fleet, parking lots, etc. based on research and documented needs.

D. Recreation Program Assessment and Recommendations

1. Complete a comprehensive analysis and evaluation of recreation programs and services offered in-house and through partnership agreements including but not limited to:
 - a. Strengths, weaknesses, opportunities, threats, service gaps, external providers of recreation, competition, community demographics, community needs, trends, fee analysis, etc.
2. Provide detailed recommendations on recreation programs to strengthen and align program offerings to effectively meet the needs of the community including new programs, discontinued programs, fee structures, funding and partnership opportunities.

E. Provide a detailed implementation plan that prioritizes demand and satisfies recommendations of the Master Plan including but not limited to:

1. Responses to community wide needs assessment
2. Ten (10) year Capital Improvement Program with cost estimates to cover the Master Plan
3. Needed future land uses

F. Identification of potential alternative funding sources, including grants, foundations, gifts, sponsorships, fees, etc.

G. Attendance at all necessary planning meetings with the KVPD staff, community members and focus groups, and the KVPD Board of Commissioners.

H. Preparation and delivery of final Master Plan suitable for determining phasing, budgeting and implementation by the KVPD.

I. Establish guidelines for future planning and updates to the Master Plan.

J. Additional Information

1. Consultant shall review and incorporate planning documents that impact the District into the final Master Plan. At minimum this review shall include the following:
 - a. Comprehensive Site Plan Splash Valley – 2019;
 - b. Kankakee TIF District Plan – 2019, 2020; and
 - c. Kankakee Riverfront Master Plan – 2018.
2. The consultant shall review existing intergovernmental agreements and other working relationships/current agreements to provide recommendations for improvements, including agreements with:
 - a. City of Kankakee;

- b. Affiliate Sponsors;
 - c. Kankakee County Historical Society Museum;
 - d. River Valley Special Recreation Association;
 - e. Kankakee Community College; and
 - f. Other various land leases.
3. The consultant shall interview other organizations in the community to see what recreational programs and activities they provide and see what gaps in recreational programs they fill within the community.
- K. The following deliverables shall be provided by the successful respondent at the conclusion of the project:
- 1. Key findings and supplementary information supplied in booklet and digital formats;
 - 2. A formal presentation of report findings to the KVPD Board of Commissioners; and
 - 3. All survey data collected must be supplied in digital format.

New land surveys are not needed as aerial photography from the internet is sufficient.

5. Submittal Requirements / General Evaluation Criteria

The following criteria will be used to evaluate the written submittal of the firm's qualifications along with potential interviews and such other information as the KVPD deems necessary in order to responsibly evaluate the qualifications.

The firm shall be required to comply with all federal, state and local laws, rules and regulations applicable to the performance of its services.

A. Firm Information

- 1. Statement of Interest
- 2. Firm Name, Business Address, Telephone Number, Contact Name and Email Address for principal place of business as well as the office managing this Project.
- 3. Type of Organization; Partnership, Individual, Corporation, other.
- 4. Year in which firm was established and number of years the firm has provided relevant services.
- 5. The names and education, training and qualifications of the proposed Principal-in-Charge for this project and other personnel of the firm. Also include the same information for associated consultants that would be involved in the project. Describe their experience with similar projects.
- 6. Provide the KVPD with evidence of insurance coverage in accordance with Section 11 of this RFP: General Liability, Errors and Omissions, Automobile Liability, and Worker's Compensation.

B. Project Experience

1. Describe firm's experience in working with park and recreation organizations to develop comprehensive master plans.
2. Provide a list of three (3) of your completed master plan projects within the last five (5) years. Include project names and locations, a brief description of project scope, year completed, owner's names and addresses, phone numbers and contacts.
3. Provide any information regarding your firm's involvement in litigation, arbitration, or mediation with a project similar in size and scope in the last 5 years.

C. Project Approach

1. Describe your 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?
2. What role does the KVPD play in this process?
3. What is your firm's approach to identifying projects and tasks that can be performed by the KVPD staff versus outside contractors?
4. Describe communication methods that your firm will use to ensure project timelines, milestones and overall expectations are met.
5. Provide a brief description or list of current projects and associated workload of your firm.
6. Explain what you feel distinguishes your firm from others in the field and what makes your firm a good candidate to work with the KVPD.

D. Proposal of Fees and Charges

1. Provide a preliminary proposal of fees for services associated with this project. Fees shall be subject to negotiation between the firm selected in accordance with Section 7 of this RFP.
2. Provide a list of possible reimbursable expenses for services requested in this document and proposed not to exceed amount for the same.

6. Submission Process & Required Documents

- A. All portions of the submission must be completed to be considered valid.
- B. Responses must be received no later than June 12, 2020 at 4:30 p.m. (CST). Responses received later than the date indicated may be subject to rejection.
- C. All submittals become the property of the KVPD and will not be returned to the firm.

- D. All costs associated with submission preparation will be the sole responsibility of the firm and no reimbursements will be provided by the Owner.
- E. The District, at its sole discretion, may waive any informalities and act in what it determines to be in the District's best interest.
- F. Submissions will not be returned to the individual or the company that has submitted the proposal.

7. Selection Procedure

The KVPD intends to conduct a comprehensive, fair and impartial evaluation of qualifications received in the response to this RFP. The selection of the firm will be made using the following evaluation criteria.

A. Written Submission Evaluations

- 1. A selection team from the KVPD will review and evaluate all written submissions properly made in response to this RFP in accordance with the submittal requirements set forth in Section 5 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.

B. Oral Interview & Presentations

- 1. Following the Written Submission Criteria, the KVPD may request interviews with qualified firms to proceed in the selection process.

8. Request Additional Information

The District reserves the right to request any further additional documentation that it deems necessary for the review and award process.

9. Cancellation of Statement of Qualifications

The District reserves the right to cancel this request for professional services at any time, to elect not to award the work listed, to reject any or all of the responses, to waive an informality or irregularity in any response received, and is the sole judge of the merits of the respective responses received. The District shall have no liability or responsibility to any firm in the event of cancellation of this RFP.

10. Modification and Withdrawal of Proposals

A proposal may not be modified, withdrawn or canceled for a period of ninety (90) days after the time and date designated for receipt of proposal. A firm may withdraw or modify a submitted proposal before the time and date designated for receipt by providing a written notice to the party receiving proposals on behalf of the District as noted herein.

11. Insurance and Indemnification Requirements

The successful firm shall comply with the following insurance and indemnification requirements.

A. Insurance Requirements

A successful firm shall procure and maintain insurance in the following types and amounts:

1. 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 04 13, 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 KVPD, 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 KVPD.

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.

C. Indemnification

To the fullest extent permitted by law, the qualifying firm shall, if awarded a contract with the KVPD, agree to indemnify and hold harmless the KVPD, 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: 1) 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 2) 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 KVPD, 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 KVPD for such services.

12. Project Timeline

The following tentative schedule identifies the approach the KVPD will take in selecting a firm. The Schedule is subject to change as circumstances dictate or as determined necessary by or in the best interest of the KVPD.

RFP is Released	May 27, 2020
Request for Proposals due	June 12, 2020
Potential Interview of Finalists	June 22, 2020
Contract Awarded at Park Board Mtg.	July 13, 2020
P&R Master Plan Study	August 2020-Dec 2020
Final Plan Presented to the Board	January 11, 2021



**KVPD MASTER PLAN PROJECT
PROPOSAL FORM**

Name of Proposer: _____

Business Address: _____

Telephone Number: _____ Date of Proposal: _____

The Proposer above mentioned declares and certifies:

First That this proposal is made without any previous understanding, agreement or connection with any other person, firm or corporation making a proposal for the same purpose; and, is in all respects, fair and without collusion or fraud.

Second That no officer, employee or person whose salary is payable in whole or in part from the KVPD is directly or indirectly interested in this proposal or in the supplies, materials, equipment or services to which it relates or is any portion of the profits thereof.

Third That said proposer has carefully examined the Request for Proposals and will, if successful in this, furnish and deliver at the prices stated, all the materials, supplies, apparatus, goods, wares and services for which this proposal is made.

Fourth That the prices quoted herein are net and exclusive of all taxes from which the KVPD is exempt.

By: _____

Title: _____

Subscribed and sworn to before me this ____ day of _____ 2020.

Notary Public



**KVPD MASTER PLAN PROJECT
PROJECT INFORMATION SHEET**

If adequate space is not provided for a complete response, please attach additional pages as necessary and identify by number. Proposals will not be considered complete unless all requests for information are provided. Please use such terms as none, not applicable, unknown, etc., if requested information does not pertain or cannot be provided.

1. Please indicate the response that best describes your business
 Individual/Sole Proprietor Partnership Corporation
 Limited Liability Company Other, please explain _____

2. Full legal name of firm _____
Address _____
Telephone _____
Date of establishment _____

3. Is your firm involved in any proceedings that may affect the ability of the firm to continue under the current firm name for the duration of the project?
 Yes No
If yes, please explain _____

4. Is the firm up for sale? Yes No
If yes, please explain _____

5. Primary staff to be assigned to the project.

Owner/Partner _____
Project Supervisor _____
Principal Professional (s) _____

Other significant technicians and employees to be assigned

Include resumes or curriculum vitae of each such staff member listed above, including name, position, telephone number, email address, education, and years and type of experience. Describe, for each such person, the relevant planning projects on which they have worked.

6. If it becomes necessary to perform additional services (above the intended scope of the project), the following hourly rates will apply:

- A. Owner/Partner: \$_____ /Hour
- B. Professionals: \$_____ /Hour
- C. Technicians: \$_____ /Hour
- D. Clericals: \$_____ /Hour
- E. Other (Please identify)
 _____ \$_____ /Hour
 _____ \$_____ /Hour

Rates quoted should be inclusive of all costs including, but not limited to, personnel services, fringe benefits, overhead and profit required by the firm.

Please list any reimbursable expense rates that may apply to additional services. If no such reimbursable expense rates are indicated, no reimbursable expenses will be allowed.

7. Do you propose to use any sub-consultants to perform services in accordance with this proposal?

_____ Yes _____ No If yes, please provide information below

<u>Name of Firm</u>	<u>Primary services to be performed</u>
_____	_____
_____	_____
_____	_____

Prior professional services in which sub-consultant firms assisted a governmental entity in a project directly involving comprehensive plan preparation similar to services requested in this RFP shall be identified. If more than three projects have been performed, please list the top three that you feel are most comparable to the scope of services being requested. Do not list projects over 5 years old.

<u>Name of Firm</u>	<u>Name of Unit</u>	<u>Project contact person</u>	<u>Phone #</u>	<u>Total fee</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

8. If one or more sub-consultant are proposed, is all compensation for fees of the sub-consultant included in the fee reflected in the Proposal Cost Summary?

_____ Yes _____ No If no, please explain.

9. Have all items requested been included with your proposal?

_____ Yes _____ No If no, please explain.

10. Please provide a tentative timeline for the project. Utilize appropriate benchmarks in developing the timeline.

I certify that all information provided is complete, accurate and, to the best of my knowledge, true. I further certify that I am fully authorized by the firm identified in Item 2 of this form to execute this information sheet on behalf of that firm. I hereby state that I have read, understand, and agree to be bound by all terms of this Request for Proposal.

Firm: _____

By: _____
(Signature)

Name: _____
(Please type/print)

Position: _____

Telephone: _____

Email: _____



**Request for Proposals for Professional Services
Reference Sheet**

All firms providing a submittal for “Professional Services” shall include this completed Reference Sheet.

Please provide three (3) recent references for similar work completed in the last five (5) years. 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:



**KVPD MASTER PLAN PROJECT
PROPOSED FEES WORKSHEET**

Provide a proposal containing the items below. It is not necessary to use this exact worksheet.

Data Collection/Initial Meetings	\$ _____
Site Review & Analysis	\$ _____
Concept Planning & Refinement	\$ _____
Preliminary Master Plan Preparation	\$ _____
Final Master Plan Presentation/Delivery	\$ _____
Estimated Not to Exceed Reimbursable Expenses	\$ _____
Total	\$ _____
Sub Consultant Fee _____	\$ _____
Sub Consultant Fee _____	\$ _____
Sub Consultant Fee _____	\$ _____
Total Sub Consultant Fees	\$ _____
 Grand Total	 \$ _____



**KVPD COMPREHENSIVE PLAN PROJECT
PROPOSAL COST SUMMARY**

I, the undersigned, certify that I have read and fully understand all of the specifications supplied by the Kankakee Valley Park District in this Request for Proposals.

I propose to provide professional services as specified in the Request for Proposals for the total sum of:

_____ \$ _____
(in words)

I agree to accept payments based on the agreed percentage of services completed for the Kankakee Valley Park District.

I hereby state that I have the authority to submit this proposal which will become a binding contract if accepted by the Kankakee Valley Park District. I further state that I have not communicated with nor otherwise colluded with any other person or firm, nor have I made any agreement with nor offered or accepted anything of value from an official or employee of the Kankakee Valley Park District that would tend to destroy or hinder free competition.

I hereby state that I have read, understand, and agree to be bound by all terms of this Request for Proposal.

Signed: _____ Name: _____

Title: _____ Date: _____

Firm Name: _____

Address: _____

Telephone: _____



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 Kankakee Valley Park District.
- D. The District reserves the right to reject any and all proposals, or to accept any portion of any 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.
- E. The District reserves the right to cancel this request for professional services at any time.
- F. Elements and/or tasks in a proposal may be added or deleted at the discretion of the District pending negotiation of the scope of services and compensation.
- G. All services and related documents, ancillary reports and the final report will be the property of the Kankakee Valley Park District.
- H. All potential proposers are reminded that information contained in submitted material will become public record upon opening of proposals by the District.
- I. The firm selected to perform the work must enter into a standard Park District contract.