



Request for Proposal

Parks & Recreation Master Plan and Community Needs Assessment Services

The Rolling Meadows Park District

April 4, 2018

RFP Submission Deadline:

April 23, 2018

Rolling Meadows Park District

3000 Central Road

Rolling Meadows, IL. 60008

REQUEST FOR PROPOSALS
For
**PARKS & RECREATION MASTER PLAN
& COMMUNITY NEEDS ASSESSMENT**

The Rolling Meadows Park District is seeking proposals from qualified and experienced firms for development of a community-supported Parks & Recreation Master Plan, to include a broad-based Community Needs Assessment, a Facility and Athletic Field Study, and recommendations for meeting the needs of all ages, interests, and abilities of Rolling Meadows residents for the next 10 years and beyond.

Proposal responses shall be placed in a sealed envelope clearly marked

Proposal - "Park and Recreation Master Plan."

Amy Charlesworth
Rolling Meadows Park District
3000 Central Road Rolling Meadows, IL. 60008

A. Response Date

Seven (7) printed and bound copies and one (1) digital PDF on a flash drive of the proposal must be received on or before 11:00 am, April 23, 2018. It is the sole responsibility of the respondents to ensure that the District has received the proposal on time. Electronic or facsimile transmission or submission is not acceptable. Responses received later than the date indicated may be subject to rejection.

B. Park District Responses to Questions

Questions, requested clarifications, or additional information regarding the RFP must be emailed to acharlesworth@rmparks.org no later than April 13, 2018 at 5:00 pm.

BACKGROUND

The District owns 11 park sites covering over 151 acres. The District's many park and recreation facilities include, but are not limited to, the following: disc golf course, baseball, softball, and soccer fields; tennis, volleyball and basketball courts; fishing and ice skating pond; sled hill; bicycling, jogging and nature trails, In-line hockey rink and skate park. Recreation programs are extensive, including league sports, figure skating and hockey, fitness classes, arts and dance, preschool, youth and senior programs. The District also sponsors excursion trips and special events.

The Park District operates five facilities: Nelson Sports Complex with an indoor ice arena, pool with waterslides and splash pad. There is also a fitness and gymnastic center. Plum Grove Park has a clubhouse with a banquet facility; The Community Center houses a Senior Center (providing full woodworking shop, game rooms, and

library), Preschool, lounge area, gymnasium, auditorium, and other recreation rooms. Park Central is home to the administrative offices, a teen center, banquet hall and a puppet theater known as Opera in Focus. The Joint Maintenance Garage an intergovernmental agreement with the City of Rolling Meadows Public Works, houses the parks department operations.

In 2018, the Park District began the planning process with the goal of developing a new Strategic Plan, including the review of the Mission Statement, Vision Statement and identifying the core values of the District. The Park District engaged the services of Heller and Heller Consultants to facilitate and create a framework of the overall Strategic Themes, Objectives, and Initiatives that further define the Park District's goals for the future operation of the agency.

OBJECTIVES

The purpose of this project is to develop a community-supported and directed Parks & Recreation Master Plan that includes an analysis of the current park system and makes recommendations for District-wide and park-specific improvements. The project shall include a Community Needs Assessment of both the *current* Park District facilities, events and programs along with the community's *future* needs and wants, and an assessment of the willingness to support them. The Plan should also prioritize demands and opportunities, and include an action plan for accomplishing the proposed improvements. The resulting Parks & Recreation Master Plan is intended to serve as a planning tool to assist with the effective utilization of existing parks and facilities, and as well as explore any opportunity for expansion of the park system through land acquisition and development or re-development.

SCOPE OF SERVICES

Proposals should address the following components, at a minimum:

A. Prepare & Conduct a Community Needs Assessment

1. Develop the Survey format and questionnaire, with input from Park District staff and Board
 - a. The Park District is interested in utilizing multiple forms of input (i.e. Mail, phone, email, online, public meetings, etc.) to develop an innovative survey method
 - b. Survey should include digital/web-based methods to the extent possible
2. Administer Community Survey
3. Compile results and develop recommendations
4. Prepare draft report of survey findings and recommendations for staff review
5. Present findings and recommendations to Board of Park Commissioners

B. Conduct an Athletic Field and Facilities Study

1. Review current inventory & distribution of athletic fields.
2. Work with staff to review existing field use (in-house programs and Affiliate groups)
3. Review current use of Fitness Center, Gymnastics Center, Gymnasiums, and Ice Arenas.

4. Determine future needs (in-house, Affiliate, School District and Regional needs)
5. Identify strategies for meeting current and future needs

C. Develop a Districtwide Parks & Recreation Master Plan

1. Review & incorporate existing Park District documents, such as:
 - a. Strategic Plan (2018-2022), including the Mission Statement, Vision Statement and Core Values
 - b. Capital Improvement Plan (2015-2020)
 - c. ADA Compliance Plan (2009)
2. Facilitate a Park Board Workshop meeting to identify and review Park District priorities.
3. Include Demographics of the District including current and projected demographic information, cultural trends, ethnic diversity, and age.
4. Develop an inventory and analysis of District parks and facilities.
5. Perform a recreation program review.
6. Compare Rolling Meadows Park District facilities, programs, and services to other similarly sized Park Districts or Park Departments and to industry standards and trends.
7. Develop recommendations for meeting the park, recreation, and open space needs of all ages, interests, and abilities of Rolling Meadows residents. Identify park service-area standards.
8. Identify properties, locations, and facilities that are currently underutilized or are approaching the end of their useful life, and make recommendations regarding future use.
9. Develop recommendations for funding and prioritization of proposed improvements, with strategies for implementation and including anticipated capital improvement costs
10. Prepare draft Parks & Recreation Master Plan for staff review and feedback.
11. Present Parks & Recreation Master Plan to Board of Park Commissioners. Fourteen hard copies are required along with an electronic copy in Word and PDF form.

Project Schedule

The following is the projected tentative schedule for this project. The schedule is subject to change as circumstances dictate or as determined necessary by or in the best interest of the district.

1. Selection of Professional Consultants

Date/Timeframe	Project Task
April 4 , 2018	RFP is released
April 14, 2018	Questions, clarifications or additional information requests by 5:00 PM
April 23, 2018	RFP is due at 11:00 AM
April 24 - May 1	Evaluation of submittals
May 8, 2018	Board Presentations (If Needed)
May 22, 2018	Contract Awarded at Park Board Meeting

- 3. Parks & Recreation Master Plan June – November 2018**
 - a. Staff Meeting – present draft Master Plan October 23, 2018
 - b. Park Board Meeting – present Parks & Recreation Master Plan November 13, 2018 (7:30 pm)

Evaluation and Selection Process

All respondents who submit a valid and complete response will be evaluated and rated based on the following criteria:

- a. Applicant's capability and history of respondent in the facilitation, leadership, and development of a master plan for other agencies of similar size, scope, and population served.
- b. Ability to demonstrate, at minimum, the technical competence of the proposed project team to perform the work.
- c. Past record of performance as determined from available information, including direct communication by the District with consultant's former clients.
- d. Demonstrate capability under current workload and resources available to perform the work within the project schedule.
- e. Quality of the proposed service to unique systems and approach to the development of the master plan.

The process for selection of the request for proposal for the project may be as follows:

- f. All valid, complete, and timely responses will be evaluated by a review team. Members of this team will be determined by the District and may include members of the Park Board of Commissioners and professional staff.
- g. Responses will be reviewed by the team and ranked based on the criteria set forth in this RFP. Those applicants, which rank the highest from the pool of responses, may be considered and scheduled for an interview.
- h. If a suitable candidate emerges after the completion of the selection process, the qualified applicant will be forwarded for recommendation and final approval by the Park Board of Commissioners and award of professional services agreement, pending successful negotiations between the applicant and District.

Statement of Qualifications

Each respondent submitting a proposal must include a statement providing the following information:

A. Letter of Interest

B. Firm's Profile

1. Name, Address, Contact Person, Phone, Email & Web Address

2. General Background
3. Service Offerings

C. Project Team

1. A narrative describing the roles of each project team member assigned to the project including but not limited to education, training, and qualifications.
2. Resumes of key project team members.
3. Identify any portions of the project, which would be sub-consultant. Provide the name and background of each subcontractor, along with names and qualifications of the individuals who would be assigned to this project.

D. Related Project Experience

1. Describe experience in working with park and recreation agencies to develop comprehensive master plans or parks and recreation master plans.
2. Provide a minimum of two examples of projects completed by firm.
3. Provide a brief description or list of current projects.

E. Project Approach

1. Describe the approach your firm would be using to meet the expectations of the Parks and Recreation Master Plan detailing any unique qualifications, technical capabilities or characteristics and what desired outcomes of your approach would result.
2. Include examples of tools, approaches, systems, and controls that your firm would use to complete the Parks and Recreation Master Plan.

G. References

1. Provide a minimum of three (3) references on recent similar projects.

H. Cost Proposal

Applicants shall submit a detailed cost proposal with a breakdown of the fees to perform the work outlined. The project cost for services shall be a “not to exceed cost for services.” **The cost proposal shall be in a separate sealed envelope. The project name, date, and time of opening must be located in the lower left corner of the envelope.** The District is not responsible for the premature opening of proposals not marked as required. Any proposal opened prematurely due to the failure of the Consultant to mark the envelope in accordance with this section will be considered non-responsive and returned.

I. Additional Terms of Qualification

The following additional terms of respondent qualifications must be met in the firm’s preparation of and the District’s consideration of each submittal:

1. Compliance with Laws:

- a. All services and any qualifying firm shall comply with all federal and state laws, county and municipal codes, ordinances, rules and regulations that in any manner affect the services to be provided or the operations of the firm, including, but not limited to, the Prevailing Wage Act, the Illinois Procurement Code, and all laws governing employment.
- b. A qualifying firm shall certify that it shall not discriminate against any worker, job applicant, employee, or member of the public, because of race, creed, color, sex, sexual orientation, age, handicap, or national origin, and shall not otherwise commit any unfair employment practice, and that it shall comply with all requirements of the Illinois Human Rights Act, as amended (775 ILCS 5/101, et. seq.), and all rules and regulations of the Illinois Department of Human Rights and the Equal Opportunity Commission.
- c. A qualifying firm shall further certify that it has not been barred from being awarded a contract or subcontract under the Illinois Procurement Code (30 ILCS 500/1-1, et. seq.); and further certifies that it has not been barred from contracting with a unit of State or local government as a result of any violation of Section 33E-3 or 33E-4 of the Illinois Criminal Code (720 ILCS 5/33E-3, 33E-4).
- d. A qualifying firm shall also certify that its workplace complies with the Drug Free Workplace Environment Act (30 ILCS 580/1, et. seq.), and that it provides a written program for prevention of substance abuse, in accordance with the Substance Abuse Prevention Act (820 ILCS 265/1, et. seq.).
- e. A qualifying firm shall have the ability to obtain all necessary licenses, permits, and approvals, whenever applicable.

2. Insurance and Indemnification:

- a. A qualifying firm shall provide evidence of insurance coverage, when required, as set forth in the Submittal Requirements.
- b. To the fullest extent permitted by law, the qualifying firm shall, if awarded a contract with the district, agree to indemnify and hold harmless the District, 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 (i) 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 (ii) 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 partly indemnified hereunder. Such obligation shall not be constructed 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 District, 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 District for such services.

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.
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 \$500,000 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.

Proposal Form

Complete, verify, and sign the paragraph below, which represents the proposal to complete a Parks and Recreation Master Plan.

We, _____(Name of Firm) proposes to complete and deliver a Parks and Recreation Master Plan and Community Survey as outlined in this Request for Proposals to the Rolling Meadows Park District for the total Lump Sum Cost of \$_____. This includes all fees and expenses.

Hourly Rate \$_____

(For Principals; attach a rate sheet)

Signed: _____

Printed Name: _____

Title: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Dated: _____

General Conditions

- A. This RFP is not a contract or offer of employment
- B. The cost of preparation of proposal shall be the sole obligation of the consultant
- C. All submitted proposals, whether accepted or rejected, are property of the Rolling Meadows Park District
- D. Elements and/or tasks in a proposal may be added or deleted at the discretion of the District pending negotiation of the scope of work and compensation.
- E. All services and related documents, ancillary reports and the final report will be the property of the Rolling Meadows Park District
- F. Proposals shall be firm for a period of 90 days commencing April 23, 2018.

REFERENCES

List at least three clients for reference checks. Proposer must have completed work of a similar nature for these clients within the last two years. If you have worked with a Park District or Parks and Recreation Agency, please include at least one of these as a reference.

Company Name	Contact Person	Phone Number
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Date: _____

Name of Proposer _____

Address _____

District, State, Zip _____

Telephone Number _____ **FAX** _____

Authorized Signature _____

Name and Title _____