



River Forest Park District

REQUEST FOR PROPOSALS
ARCHITECT SERVICES

For

A Platform Tennis Expansion Feasibility Study for River Forest Park District

401 Thatcher Avenue • River Forest, IL 60305 • 708.366.6660

www.rfparks.com

RIVER FOREST PARK DISTRICT

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RIVER FOREST PARK DISTRICT

Request for Proposals Architect Services

The River Forest Park District is requesting proposals from interested architectural firms possessing a high degree of professional skill and ability to assist the Park District in drafting three (3) site options and estimated probable costs for the addition of a Platform Tennis Court Paddle Hut and 2 Platform Tennis Courts at the River Forest Park District Platform Tennis Facility located at 7920 Central Avenue, River Forest, Illinois.

Planning of this facility will require involvement with the Park District Board, staff, and any individuals the Park District Board may appoint. The Park District is requesting architect services to assist in determining the placement, possible amenities, and determining the estimated probable construction costs for the development of a paddle hut; and determining the placement of the platform tennis courts, and possible relocation of the tennis courts, batting cages, and playground. The Park District shall determine the estimated probable costs for the platform tennis courts, tennis courts, batting cages, and playground.

- I. SCOPE OF SERVICES DESIRED: The Park District requires the following scope of services for the project:
 - A. Prepare an architectural program with input from representatives of the Park District Board, staff, and any individuals appointed by the Park District Board, defining elements to be included within project.
 - B. Review existing project site information, including current survey of project site.
 - C. Assist in determining the three (3) best locations to place the building.
 - D. Prepare Conceptual Design Drawings, including site plans for the paddle hut the platform tennis courts; site plans to relocated the tennis courts, batting cages and playground, if necessary; and floor plans and one conceptual elevation plan for the Paddle Hut,
 - E. Prepare a Probable Construction Cost Budget and Construction Schedule for construction of the Paddle Hut based on Conceptual Design Drawings developed as above.
 - F. Present the final Conceptual Design Drawing with Probable Construction Costs Budget to the Park District Board of Commissioners.

- II. EVALUATION CONSIDERATIONS: The Architect shall be evaluated based on experience in development of public facilities, experience in development of

platform tennis facilities, ability to attend/direct community meetings, and develop Conceptual Design Drawings.

- III. SCHEDULE: Based upon the work involved, the Architect shall provide a timeline on when the above items will be completed. The Architect shall assume a start date for the timeline beginning November 16, 2020.
- IV. FEES: The Architect shall provide and an estimated fee with a breakdown of the estimated number of hours and the firms hourly rates to complete the work. The Architect selected will be reimbursed for blueprinting and duplication of documents. Any reproduction costs to be reimbursed by the River Forest Park District must be authorized in advance by the Executive Director. An estimate for reimbursable expenses should be included as part of the estimated d fees. A modified AIA Agreement will be utilized.
- V. PAYMENT: The Architect will begin work within ten (10) working days of receipt of a signed Agreement. The Architect will submit statements on a monthly basis for work performed.
- VI. ABANDONMENT OF IMPROVEMENTS: If the River Forest Park District finds it necessary to abandon the improvements, the Architect shall be compensated for all work completed or upon which work has been performed, based upon the estimated extent of completion.
- VII. QUALIFICATIONS OF ARCHITECT: Architects who wish to submit their qualifications must submit their proposal by November 5, 2020, to Michael Sletten at msletten@rfparks.com, or the following address:

ATTENTION: Mr. Michael Sletten, Executive Director
River Forest Park District
401 Thatcher Avenue
River Forest, IL 60305

All submissions must be presented on 8 1/2" x 11" paper. All submissions become the property of the Park District and will not be returned to the Architect. All costs associated with submission preparation shall be borne by the Architect.

The Park District reserves the right to reject any or all submissions and to waive informalities and minor irregularities in submissions received and to accept any submissions if deemed in the best interest of the Park District to do so.

VIII. REQUEST FOR QUALIFICATIONS CONTENT: Qualifications shall include the following information:

A. FIRM BACKGROUND INFORMATION: Provide a firm overview and include the following information:

- a. Firm Name
- b. Address
- c. City, State, Zip
- d. Contact information for two primary representatives from your firm
- e. Type of Firm (Corporation, Partnership, Sole Proprietorship, Joint Venture)
- f. Federal Employer Identification Number
- g. Year Firm was established
- h. Years in Business under its present name
- i. All other names by which your organization has been known
- j. The length of time known by each name

B. PROJECT TEAM

- a. Provide resumes of the principal individuals who will be directly responsible for this project. Please indicate the specific role each individual will play for the duration of the contract. Please provide the number of years of experience for each of the principal team members and describe all supervisory responsibilities. Please include a full list of relevant project experience. Please provide three references for each principal team member.
- b. Identify what disciplines your firm provides in-house and which disciplines will be provided by a consultant. Please provide a firm overview and experience list for each consultant, as well as the number of years your firm has worked with each consultant.

IX. RELEVANT PROJECT EXPERIENCE

A. Provide a detailed overview of at least three (3), and not more than five (5) recent projects similar in scope to the River Forest Park District project. Provide the following information for each project:

- a. Project name
- b. Location with address

- c. Client name (complete with agency name, contact person, address, and phone). This should be the person whom you have done business with on each of the projects listed. Please confirm their willingness to provide a reference.
 - d. Estimated project cost
 - e. Actual project cost
 - f. Estimated completion date
 - g. Actual completion date
 - h. Project description
 - i. Photos/renderings of the project.
- B. By submitting an RFP, you are authorizing the River Forest Park District to contact the references submitted.

Any questions regarding this project shall be directed to Michael Sletten at 708-366-6660 x101 or to msletten@rfparks.com.