

I. GENERAL INFORMATION.

Purpose.

- A. The Midlothian Park District is requesting proposals (“RFP”) from qualified firms and individuals to provide landscape architecture services to the district.
- B. This request for proposal (RFP) is for qualifications of landscape architects for the **Midlothian Park District (MPD).**
- C. **Who May Respond.** Landscape Architects currently licensed in Illinois, or firms including such architects, may respond to this RFP.
- D. **Instructions on Proposal Submission.**

- 1. **Closing Submission Date.** Proposals must be submitted no later than 10:00 am on **April 25, 2024.**
- 2. **Inquiries.** Inquiries concerning this RFP should be mailed to:

Edward Jung
Executive Director
Midlothian Park District
14700 Kostner
Midlothian Il 60445

Or e-mailed to: ejung@midlothianparkdistrict.org

It is important that the proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

Request for Proposal
10:00 am, April 25, 2024
SEALED PROPOSAL For Landscape Architecture Services

Failure to do so may result in premature disclosure of your proposal. It is the responsibility of the Proposer to insure that the proposal is received by MPD, by the date, time and in the manner specified above. Late or unsealed proposals will not be considered.

- 3. **Right to Reject.** M P D reserves the right to reject any and all proposals received in response to this RFP.

Midlothian Park District

Midlothian Park District, incorporated in 1953, is located in southwestern Cook County, and is 24 miles southwest of downtown Chicago. The Park District serves a population of 14,325 residents living within the Village of Midlothian. The Park District is considered to be a primary government – providing a full range of recreation activities, public open space, recreational facilities, and districtwide events for its community.

The Park District is governed by an elected, five-member board, and operates under a Board-Manager form of government, with its primary purpose being to provide parks and recreational opportunities to its residents. Services provided include recreation programs, park management, capital development, and general administration. The Park District manages 12 sites on approximately 48 acres. Recreational facilities and parks operated by the Park District include six parks, one sports complex, one recently expanded community recreation center, one outdoor splash pad, a fitness center, indoor walking track and turf field, a community gymnasium, and a number of softball/baseball fields, soccer fields, playgrounds and picnic shelters.

- II. SCOPE OF SERVICES.** The Proposer shall be able to perform the following landscape architect services, as requested by the Executive Director and/or Board of Commissioners:
- A. Prepare conceptual designs and redesigns of parks and landscaped areas including design options, construction drawings and cost estimate for bidding.
 - B. Detailed design and preparation of plans, specifications and estimates for park projects and landscaping.
 - C. Assist with grant opportunities and applications.
 - D. Bid Packet Development.
 - E. Construction management, which may include, but is not limited to daily construction observation and documentation, coordinating contractor's work, and enforcing schedule commitments.
 - F. Certification of all contractor and subcontractor's payment requests.
 - G. Final inspection and project completion acceptance.
 - H. Preparation of permit applications for local, state, and federal requirements applicable to the projects.
 - I. Ability to work effectively with staff, the public and regulatory agencies.
- III. PROPOSAL CONTENTS.** The Proposer, in its proposal, shall, as a minimum, include the following:
- A. **Landscape Architecture Experience.** The Proposer should describe its experience related to the areas outlined in the scope of services above.
 - B. **Organization, Size, Structure, and Areas of Practice.** The Proposer should describe its organization in terms of the following:

- size
- structure,
- areas of practice
- office location(s)

C. **Architect Qualifications.** The Proposer should separately attach a description of the qualifications of architects to be assigned to the representation. Descriptions should include:

1. Professional and education background of each architect.
2. Overall supervision to be exercised.
3. Prior experience of the individual architects with respect to the required experience listed above. Include resumes only of architects likely to be assigned to work with the Park District. Education, position in firm, years and types of experience, and continuing professional education will be considered.

D. **Past completed projects.** The Proposer's proposal should include projects completed by the firm in the past 5 years.

IV. **PROPOSAL EVALUATION.**

A. **Submission of Proposals.** All proposals shall include one (1) original and five (5) copies.

B. **Evaluation Procedure and Criteria.** MPD Executive Director and appropriate staff will review proposals and make recommendations to the Board of Commissioners. The Executive Director and/or Board of Commissioners may request a meeting with some qualified Proposers. Proposals will be reviewed in accordance with the following criteria:

1. Proposed approach to scope of work.
2. Level of experience of the individual(s) identified to work on this matter.
3. The Proposer's completed projects with similar clients.
4. Interviews, if conducted.

V. **PROPOSAL TIMELINE.**

During the period from your organization's receipt of this Request for Proposals and until the submission deadline has passed, your organization shall not contact any employee of MPD for additional information except in writing directed to Edward Jung at ejung@midlothianparkdistrict.org

I. **QUESTIONS.**

Questions for the purpose of clarifying the RFP must be submitted **in writing by email** to Edward Jung at ejung@midlothianparkdistrict.org.