



REQUEST FOR PROPOSAL
Solicitation No: RFP 01.28.2025

**PROFESSIONAL SERVICES TO DEVELOP A
MASTER PLAN AND/OR A STRATEGIC PLAN**

Proposals due
Jan 8, 2025 at 5:00pm

DIGITAL COPY REQUIRED
email Christina Ferraro cferraro@phparks.org

HARD COPY OPTIONAL
Mail to Christina Ferraro
110 West Camp McDonald Rd., Prospect Heights IL 60070

Issued by:
Prospect Heights Park District
110 West Camp McDonald Rd
Prospect Heights, IL 60070
December 4, 2024

SECTION 1 SCOPE OF PROJECT

1.1 Project

The Prospect Heights District ("District") is requesting proposals ("RFP(s)") from qualified, consulting Firms ("Firm(s)") to provide professional services to the District to develop a Master Plan and/or a Strategic Plan ("Plan(s)").

The District will develop a 10-year master plan focusing on the physical aspects and long-term growth or changes in facilities and open spaces, as well as a 5-year strategic plan focusing on shorter-term actions and priorities to achieve operational and service-related goals.

The District is requesting bids for three projects:

1. Development of both a 10-year master plan and a 5-year strategic plan
2. Development of a 10-year master plan
3. Development of a 5-year strategic plan

The master plan will focus on the District's physical environment, while the strategic plan will address District programs and services. Ideally, both plans would be developed concurrently, but this will depend on budget considerations.

The proposed format is on the succeeding pages for each of the plans. Each respondent should supply a proposal with all relevant information that meets the requests and standards set forth in this RFP. *See Section 4 for Proposal Content & Submission Information*

1.2 Background

The current five-year master plan dates back to 2018, and there is a revised 10-year capital improvement plan in place. Over the past five to eight years, substantial and focused efforts have been actively progressing. The District is at a crossroads for several reasons. First, the District's aging infrastructure is of great concern. Therefore, parks and facilities need to be prioritized which requires a focus on what programs the parks and facilities will accommodate. Secondly, as local School District 23 prepares for state mandated full day Kindergarten, they may expand the current early childhood programs. This may affect the Park District's preschool, before and aftercare and Kinderstop program housed within the District's recreation center. The Kinderstop program specifically is operated by the Park District, in cooperation with School District 23 which is a half day enrichment program offered to the District's Preschool, School District 23 Pre-K and Kindergarten classes. Therefore, programs and services need to be prioritized which requires a focus on what space may accommodate these.

Please note

The District has engaged the Office of Recreation and Park Resources Department of Recreation, Sport and Tourism University of Illinois at Urbana-Champaign to conduct a community-wide survey for this project. () The community-wide survey will assess (1) resident use, attitudes, needs and interests regarding District facilities, and parks, (2) new program needs and preferences District programs, events, and services. (3) opinions of the condition of District facilities and parks and receive input on capital improvements needed in the future, (4) opinions regarding willingness to pay for capital improvements and preferred methods of raising revenue to fund improvements (e.g., bonds, fees, fund raising initiatives, etc.)*

1.3 10-year Master Plan: facilities, parks and open spaces

- Assessment of Current Assets:
 - Conduct an inventory and evaluation of existing facilities, parks, open spaces, infrastructure, and any related resources.
 - Identify the strengths, weaknesses, opportunities, and threats associated with the physical environment.
- Community and Stakeholder Engagement:
 - Engage with community members, staff, Board members, and other key stakeholders through public meetings, workshops, and other forums to gather input on needs, desires, and priorities.
 - Assess the findings and recommendations from the community-wide survey conducted by the University of Illinois at Urbana-Champaign and incorporate them into the planning process. (*)
 - Consider demographic, social, and economic trends that may influence future needs.
- Data Collection and Analysis:
 - Analyze data such as population growth, usage trends, environmental impact studies, land use regulations, and historical context.
 - Use geographical mapping, environmental studies, and other data to inform decisions.
- Vision and Goals Setting:
 - Develop a vision statement for the future of facilities and spaces within the district.
 - Establish short-term and long-term goals that reflect the needs and desires of the community and stakeholders.
- Developing Concepts and Design Options:
 - Draft proposed options for facility upgrades, land use, infrastructure changes, or other physical modifications.
 - Solicit feedback on proposed options to refine the direction and specifics.
- Plan Documentation:

- Produce a master plan document that outlines priorities, design elements, implementation strategies, projected timelines, budgets, and performance metrics.
- Approval:
 - Present the master plan for approval of the Park Board of Commissioners

1.4 5-year Strategic Plan: operations, services and programs

- Internal and External Assessment:
 - Perform a situational analysis, including an analysis of strengths, weaknesses, opportunities, threats
 - Review industry trends, competitive landscape, and internal performance data.
- Stakeholder and Staff Input:
 - Collect feedback and suggestions from staff, Board members, users, and community stakeholders on District priorities and challenges.
 - Assess the findings and recommendations from the community- wide survey from the University of Illinois at Urbana-Champaign and incorporate them in the planning process. (*)
- Mission, Vision, and Values Reassessment:
 - Reaffirm District's mission to align with its current context and future aspirations.
 - Develop the District's vision and values to align with current context and future aspirations.
- Goal Setting and Prioritization:
 - Develop strategic goals that align with the mission and address critical needs or opportunities.
 - Prioritize initiatives based on potential impact, resource availability, and feasibility.
- Develop Action Plans:
 - Break down strategic goals into specific objectives, actions, or projects with assigned responsibilities, resources, timelines, and success metrics.
 - Consider how operational improvements, new programs, budget adjustments, or policy changes might contribute to achieving goals.
- Performance Measurement and Evaluation:
 - Develop mechanisms for tracking progress against goals, using key performance indicators (and regular reviews).
 - Create an adaptable framework for modifying plans as conditions change or new opportunities arise.
- Approval:
 - Present the strategic plan for approval of the Park Board of Commissioners

1.5 Questions Regarding the RFP

Requests for clarification or additional information must be made in writing before the date specified in the RFP schedule. Written responses to all requests will be furnished to all potential proposers as determined by the District's receipt of a completed RFP Acknowledgement Form (Attachment A). The District will be unable to respond to requests for additional information or clarification received after 5:00 p.m. CST December 13, 2024

1.6 RFP Amendments

In the event of a material modification, all potential proposers will be notified of an amendment to the RFP as determined by the District's receipt of a completed RFP Acknowledgment Form (Attachment A). If deemed necessary by the District, proposers will be given an opportunity to modify their proposal in the specific areas that are affected by the modification.

1.7 Integration of Both Plans:

- Alignment
 - While the master plan focuses more on facilities and physical assets, the strategic plan targets District's growth and service quality.
 - It is important for both plans to align so that operational improvements and strategic goals can be supported by the physical environment, and vice versa.
- Periodic Review and Updates
 - Both plans should include mechanisms for regular updates to respond to changing needs, priorities, or resources over time.
- Ultimately, the Board of Commissioners is viewing these plans as necessary tools to move the District forward in addition to using the process to educate the community about District:
 - (1) current programs
 - (2) spaces required for the programs
 - (3) how to handle the aging infrastructure
 - (4) how to pay for these renovations, repairs or rebuilding.

The Board has held several workshops to discuss these items since the last failed referendum. They understand a referendum may be required and they are aware of the timeline to do so. For example, should the swimming pool be closed, renovated or repaired? Should GMRC be repaired for \$5 million or rebuilt for \$18 million?

1.8 Draft and final plan (s) documents expected

A color version of the DRAFT Plan(s) document consisting of one (1) printed and bound color copy and an electronic copy in an Adobe Portable Document Format (PDF).

A color version of the FINAL Plan(s) document consisting of five (5) printed and bound color copies, one (1) printed and unbound copy and an electronic copy in an Adobe Portable Document Format (PDF)

SECTION 2 INTRODUCTION

2.1 Prospect Heights District– Mission statement and Values

The mission of the District: “Our mission is to enhance the quality of life for all residents of the District through the development and maintenance of park lands and facilities utilizing available resources, as well as to promote community involvement through a variety of recreational programs, educational opportunities and special events.”

In striving for excellence, the District’s values include:

- **Partnerships:** The District is committed to working effectively with others, establishing and strengthening bonds with governmental agencies as well as other community organizations and user groups, for the betterment of the community.
- **Responsible Leadership:** We will create a high performing, engaged, and accountable organization.
- **Integrity:** In all that we do, we will adhere to moral, honest, and ethical principles and work toward accessibility and inclusion.
- **Innovation:** We will continuously try new methods and ideas, adapt services according to trends, and continuously improve processes in order to exceed the needs of our customers.
- **Safety:** Throughout the District, we will maintain safety practices in facilities/properties striving to provide a safe environment for users and employees of the District.
- **Sustainability:** The District will endure through renewal, maintenance, stewardship, and stability in all aspects of operation

2.2 History

The District was created by referendum conducted in November 1966 and incorporated in 1967. The District’s early roots were developed by two active organizations: Prospect Heights Lions Club and Prospect Heights Fieldhouse Association. It was the intent of these two organizations to protect the area from being annexed to other park systems and to save the pool that was built in 1955 by the Prospect Heights Lions Club. The District purchased the swimming pool from the Lions Club in 1968.

The recreation center is named in memory of Gary Morava, Prospect Heights resident and gymnast, who attended Southern Illinois University. The recreation building was during construction in 1974 when Morava died from a severed spinal cord while warming up on a trampoline. Within two years of his passing, District officials dedicated the new recreation center in Gary Morava’s name.

The District purchased three buildings several years later: the Administration building 104 W. Camp McDonald Road in 1990, the Dundy family home 101 Elm Street in 1993

and the Old Orchard Country Club 700 West Road in Mt Prospect in 1999. The intent was to convert the Dundy home into a maintenance garage but that did not occur. The home was demolished and is now an open-green space in Lions Park. The District also owned an admin/maintenance building on Prospect Court that was later demolished and sold.

2.3 Governance

The Park Board is comprised of seven elected District residents who serve as commissioners. They are elected at-large and serve four-year terms, with elections every two years. They establish policy and procedure and appoint the Board Secretary, Executive Director, Park Attorney and Auditor. Board meetings are held on the fourth Tuesday of each month at 7:00 p.m.

2.4 Boundaries, Population, & Demographics

The District serves most of the City of Prospect Heights, a small portion of the Villages of Mount Prospect, Arlington Heights, and Wheeling. As of August 2017, per the Esri Business Analyst, the U.S. Census Bureau data, and U.S. Census Bureau's American Community Survey: The Park District's population is 11,224 with 4,965 households.

As of July 2017, the City of Prospect Heights population was 16,180 with 64% White, 33.4% Hispanic and 8.8% Asian. The District does not have data specifically for its boundaries within its half of Prospect Heights or the small portion of the Villages of Mount Prospect, Arlington Heights and Wheeling that fall within the District boundaries. Please note: the other half of Prospect Heights that is not in the District's boundaries falls within the River Trails Park District's boundaries.

2.5 Facilities and Affiliations

The Gary Morava Recreation Center (GMRC) provides a full-size basketball court, locker rooms, fitness center, fitness studio, dance room, meeting rooms with full-size kitchens, and a racquetball court. The two large meeting rooms and gymnasium are available for private rental as well. The outdoor Lions Park Pool features a zero-depth area, kiddie slide, water slide, spray area, and lap swim lane. The pool is open 10 weeks a year to provide open swimming, swimming lessons and morning lap swim. It is also available for private rental on weekends. It is home to the Prospect Park District's Typhoon Swim Team which is part of the Northern Illinois Swim Conference (NISC) C/D division. The entire conference is comprised of twenty-two teams, divided into four divisions, with an average of forty individuals on the Typhoon Swim Team.

The fitness center in the GMRC features a variety of fitness machines, various weight machines and free weights. The amenities include a sauna, showers, towel service plus access to the locker room, open gymnasium, and racquetball court, depending on membership type.

The District provides a variety of programs which include dance, athletics, summer camp, fitness classes and special events for all ages. The District offers over a dozen special events throughout the year with the June Block Party and October Spookfest being the most popular.

Old Orchard Country Club offers an 18-hole golf course, manicured and landscaped grounds, ponds, fountains, trees, and flowered paths. Leagues and private lessons are available. The clubhouse houses a pro-shop, a fireplace, a bar, and a ballroom with floor to ceiling windows which can seat 250 guests. During 2019 extensive renovations were completed in the bar, ballroom, women's locker room and the food and beverage operation was brought in house.

The District works with the volunteer parent led Prospect Heights Youth Baseball / Softball league (PHYBS) to offer baseball, T-ball, and softball programs in the community for boys and girls ages 6 to 15.

The District works with the mayoral appointed Prospect Heights Natural Resources Commission (NRC) to provide natural restoration throughout the parks.

2.6 Staff

The District currently employs twenty-two full-time, thirty-four part-time and 134 seasonal staff.

2.7 Budget

The fiscal year begins January 1 and concludes December 31. The total budget for 2024 is \$8,113,324 which includes an operating budget of \$5,784,376 and a capital improvement budget of \$2,328,948

2.8 District Affiliations

The District is a member of NRPA, IPRA, SPRA, IAPD, NWSRA, PDRMA, IMRF.

2.9 Prospect Heights District- Tagline

#LovePHParks

SECTION 3 PLANS, STUDIES, SURVEYS AND REFERENDUM

The existing master plan, surveys, studies, and reports are located here:

<https://phparks.org/master-plan-surveys-studies-reports/>

3.1 Current Master Plan

In 2018 the five-year Master Plan was adopted by the Park Board and includes goals, objectives, and actionable and implementable strategies for help guide the District's recreation programming, park renovations and improvements, facility renovations, development and enhancements, and marketing. Community members were invited to participate in focus groups, stakeholder meetings, public meetings, an invitation survey, and an open link survey. A Level of Service analysis and a funding analysis were also conducted. Through the information and data collected four goals with detailed objectives were identified.

- Goal 1- Improve Facilities and Amenities
- Goal 2- Continue to Improve Programs and Service Delivery
- Goal 3- Continue to Improve District's and Service Delivery
- Goal 4- Continue to Improve District's Efficiencies
- Goal 5- Increase Financial Opportunities

3.2 Gary Morava Recreation Center Feasibility Study

In 2020, a feasibility study was conducted. This feasibility study was designed to assess the current condition of the GMRC and determine if the recreational needs of the Prospect Heights District (identified in the 2018 Master Plan) can be met by renovating/replacing and/or expanding the GMRC or building a new recreation center at another location. The purpose of this study was to determine the appropriate mix of programs and amenities at the recreation center that could be accommodated within the financial range provided by the District; to determine the costs associated with renovating/rebuilding the recreation center; and to determine the new staffing needed, new operating and maintenance costs, and potential cost recovery. This study analyzed three sites to determine the best location. The recommendation was to build a new recreation center at the current site of the GMRC.

3.3 Facilities Survey

In 2022, a facility survey was conducted. Because the Lions Pool and the GMRC are reaching the end of their useful mechanical and structural lifespans there was further discussion about needed renovation or replacement for both. Because the feasibility study was conducted during the Covid-19 epidemic, a decision was made to conduct another survey to assess viewpoints regarding plans to repair/renovate the GMRC and include viewpoints on replacing the Lions Pool plus questions about supporting a bond

to pay for these. Based on the findings, the study showed a strong support for renovating and increasing the size of the GMRC. The support for replacing the pool was mixed.

Support for a bond referendum was mixed, with residents indicating the highest support for the smallest amount (\$10 million) bond issue. The larger the amount of the bond, there was less support. And 20-25% were undecided. A careful plan is required as the district begins to contemplate a bond referendum in the future.

3.4 Prospect Heights District Referendum

In November 2022, the Prospect Heights District pursued a \$30 million bond referendum to raise revenue to construct a new recreation center to GMRC, construct a new aquatic facility to replace Lions Park Pool, to install a new outdoor playground at Lions Park and add new tennis, pickleball and basketball courts. A majority of Prospect Heights District voters (57%) answered “no” to the bond referendum.

3.5 Tennis and Pickleball Feasibility Study

In 2024, a feasibility study was conducted. The residents of the District have requested improvements and increased access to the tennis and pickleball courts within the community. To address the resident’s desires, the District made the commitment to develop a feasibility study to review the impacts of potential court repairs, updated court layouts, and construction of additional courts within the District boundaries.

The scope of the feasibility study included site assessment of four identified parks and community engagement with key stakeholders, including community members, pickleball enthusiasts, District staff, and neighboring property owners to gather input and address concerns. The recommendation was to select Country Gardens Park for new pickleball courts. The District may develop a site master plan for Country Gardens Park that explores the site as a cohesive whole and review all site factors, needs, and relationships of the existing recreational elements. The District may explore the option of applying for an Open Space Lands Acquisition Development (OSLAD) Grant in 2025 to assist with the costs of the potential redevelopment in 2026 and 2027.

3.6 Market Benchmarking Analysis & Structure Development Project

In 2024, a compensation study was conducted to analyze whether the District wage rates and salaries are competitive and to create equitable pay scales for the District. Staff conducted a classification study to ensure that jobs are appropriately classified.

3.7 ADA Access Audit and Partial Transition Plan

In 2024, ADA site audits and a transition plan for several District parks and facilities were conducted. The District must make reasonable modifications and physical

changes to the built environment. The District does not necessarily have to make every site accessible. It does have to make every program it conducts within its sites accessible. The plan found big picture issues that require modifications and physical changes such as routes and sidewalks, obstructed accessible routes, employee work areas, accessible parking, signage, bathrooms, alarms, etc. These will be valuable to review and incorporate into the master plan.

SECTION 4 PROPOSAL CONTENT & SUBMISSION INFORMATION

4.1 Submitting Proposal, Proposal Components & Evaluation Criteria

All respondents to the RFP must include the items provided in the following list. All the listed items should be addressed completely and should follow, as closely as possible, the order and format in which it is listed below. These categories and criteria will be major considerations in the evaluation and determination of the most qualified, innovative, and capable Firm(s).

1. Letter of transmittal

- a. Statement indicating an understanding of the work to be performed and interest in performing the scope of work.
- b. Discuss Firms' availability over the next 6-8 months; and
- c. Identify one (1) key contact person for communicating with the District on the proposal and all project-related matters.

2. Qualifications/Project Portfolio

- a. Areas of specialization.
- b. Years in the business and history of Firm; and
- c. Examples of two projects the Firm took a lead role in the preparation of a Master Plan and or a Strategic Plan. The projects should be comparable in complexity, size, scope, and discipline (as described in the Scope of Work section) and been undertaken during the past five (5) years.

3. Project Management

- a. Introduction to the team (all Firm staff and sub-Firms assigned to complete work on the project), including educational background/training, experience and detailed descriptions of roles played on past projects.
- b. Services/functional roles to be performed by each team member (including all sub-Firms)
- c. Location of each team member.

4. Methodology and Process to Complete all Phase of Project

- a. Describe the vision, strategic overview, and approach to the project.
- b. Include detailed descriptions of the procedures and methods you propose to use to complete all tasks within the scope of work.
- c. Discuss tasks, timelines, and anticipated deliverables for each phase of the project.

5. References

- a. List at least three references we may contact (preferably from the projects provided in 2(c) of this section that have been undertaken during the past five years with client contact information (current email and telephone).
- b. Indicate project names, and the personnel assigned to this project (including all sub-Firms) roles and involvement in each project.

6. *Schedule*

- a. Provide a proposed detailed project work schedule with a start date on or about February 3, 2025 (contingent upon negotiation of a final scope of work); all meetings that need to be scheduled should be built into the timeline (e.g., initial meeting with staff to review project schedule, strategic direction review, presentations of the final report, etc.).
- b. Include time frames for each major component of the scope of work and target dates for completing each phase of the project.

7. *Fee Proposal - one (1) copy in a sealed envelope (see also 4.2 below).*

TOTAL (ALL) COSTS MUST BE SUBMITTED.

- a. Include a total “not to exceed” figure for the scope of work (based on the estimated level of effort to be spent on each task).
- b. Include itemized schedule of all expenses by phase (reimbursable expenses listed separately), including a composite schedule of hours estimated for included tasks.
- c. Provide hourly rates for all team members, sub-Firms, and staff levels.
- d. Describe the methodology for billing reimbursable expenses (such as travel, production of documents, purchase of data, etc.); and
- e. Describe method for billing additional services beyond the initial scope of work (beyond approved not-to-exceed amount).

4.2 Assessment of Fees/Charges Proposal and RFP Response

One (1) copy of the cost of fees/charges must be included in a separate, clearly marked, sealed envelope with appropriate detail reflecting all costs. The Firm is required to separate costs by the major sections with travel. So, the District requests total associated hours for each task and break out by tasks and timeline.

Do not include any reference to fees in the body of your RFP response. Failure to comply with this provision will result in the disqualification of your Firm. The District reserves the right not to fund any portion of the Firm’s proposal. RFP responses shall be sent to Christina Ferraro, Executive Director by email (digital copy required) prior to the submission deadline. A hard copy is optional and may be mailed to be mailed to Christina Ferraro, 110 West Camp McDonald Rd., Prospect Heights IL 60070

4.3 Understanding & Approach of Scope of Work

Proposal shall describe the approach to the scope of work described in Section 1 Scope of Work of this RFP, including process and schedule. Firms are encouraged to make suggestions to amend the scope of work to achieve the project goals. This criterion will be evaluated based on the proposer's understanding of the project objectives and ability to demonstrate a process that efficiently and effectively achieves the desired outcomes. Reasoned creativity is encouraged. Then the District anticipates modifying, where appropriate, the objectives and/or scope of work listed in this RFP based on the Firm's experience and expertise in completing similar projects.

4.4 Disclosure

The proposal will disclose any professional or personal financial interest which could be a possible conflict of interest in contracting with the District. The Firm shall further disclose arrangements to derive additional compensation from various products or services, including financial. The Firm must also list all current and unresolved litigations, arbitrations, or mediations of the Firm in its proposal.

SECTION 5 SELECTION OF FIRM

5.1 Selection Process

The District will select a Firm on the basis of its ability to respond to the RFP requirements, the qualifications and expertise of the team working on this project, past performance on similar projects, the time required to complete project, methodology, Firm resources and the Firm's willingness to negotiate and execute an acceptable written agreement.

After a thorough review by District staff of the proposals submitted by respondents to this RFP, a short list will be created of the Firms that meet the requirements outlined in this RFP and those Firms will be required to make a presentation on their qualifications and proposals to the staff. Based on these interviews, the staff will recommend to the District Board the Firm that are the best fit for the District and this project.

All proposals will be afforded fair and equal treatment with respect to any opportunity for discussion and revision. Any such revision may be permitted after submission and prior to award for the purpose of obtaining the best and final offer at the discretion of the District. When conducting negotiations, the District will not disclose information from proposals submitted by competing Firms.

The selected Firm will have proven innovative approaches, experience and knowledge in park, facility and recreation planning, project management and ability to effectively blend sections, plans, documents, and concepts together, produce concise and easily understandable plan, transfer, if available, real-time charts and spreadsheets to the District and work closely with District staff and Board in preparing the Plans.

The District reserves the right to reject any and all proposals at its sole discretion and to select the proposal that the District finds to be in its best interests, all relevant facts considered.

6.0 TIMELINE OF SELECTION PROCESS & PROJECT

The timeline for selecting a Firm and anticipated project schedule is as follows:

Dec 4, 2024

Request for Proposal Issued

Dec 13, 2024 5:00pm CST

Questions regarding RFP due via email to Christina Ferraro cferraro@phparks.org or phone 847-666-4861

Dec 20, 2024

Responses to questions received regarding the RFP to those Firms which have submitted an RFP Acknowledgment Form.

Jan 8, 2025 5:00pm CST

Proposal Submission Due

(digital copy required) via email to Christina Ferraro cferraro@phparks.org and (hard copy optional) mailed to Christina Ferraro, 110 West Camp McDonald Rd., Prospect Heights IL 60070

Jan 15 -16, 2025

District staff will schedule selected Firm(s) to be interviewed on either of these two dates in person or remotely

Jan 28, 2025

Approval of Recommend Firm to the Board of Commissioners

Feb 10, 2025

Project Kickoff Meeting

July 22, 2025

Final Plan(s) Presented to and Approved by the Board of Commissioners

7.0 TERMS AND CONDITIONS

The selected proposing Firm must follow the following general requirements to be hired by the District:

7.1 Reservation of Rights

The District reserves the right to amend the RFP schedule or issue amendments to the RFP at any time. The District also reserves the right to cancel or reissue the RFP, to reject any or all proposals, to waive any irregularities or informalities in the selection process, and to accept or reject any item or combination of items. The District reserves the right to request clarification of information from any proposer or to request supplemental material deemed necessary to assist in the evaluation of the proposal. The District reserves the right to reject and/or accept any agreement deemed by the District to be in its best interest. This RFP does not oblige the District to accept or contract for any expressed or implied services. The District reserves the right to award the services as described in SECTION 1 SCOPE OF PROJECT in total or in part, to any combination of proposers.

7.2 Contract

If the proposer to whom any services are awarded does not execute a contract within ten (10) calendar days after District Board approval, the District may give notice to such proposer of intent to award the contract to the next most qualified proposer or to call for new proposals and may proceed to act accordingly. The executed contract may be terminated by the District in the event the successful bidder:

- Fails to meet delivery schedules.
- Fails to perform in accordance with this contract; and/or
- Becomes insolvent and/or files for protection under the bankruptcy laws.

The Firm shall be entitled to just and equitable compensation for any satisfactory work completed through the termination date. Under no circumstances will any damages be paid as a result of the termination of this contract. If the District exercises the right to terminate the contract early, the Firm may be prohibited from submitting future proposals to the District for a specified period.

This document and the response shall serve as or be referenced in the final agreement between the District and Firm. Should a conflict arise between the RFP submission and the formal agreement, the RFP submission shall take precedence.

7.3 Costs of Response

The District will not reimburse any proposer for any of the costs involved in the preparation and submission of responses to this RFP or in the preparation for and attendance at subsequent interviews.

7.4 Proposer Responsibilities

Proposers shall thoroughly examine and be familiar with these specifications. The failure or omission of any proposer to receive or examine this document shall in no way relieve any proposer's obligations with respect to this proposal or the subsequent contract.

7.5 Insurance

Proposers shall submit proof of Professional Liability Insurance coverage in a minimum amount of \$1,000,000 and shall name the Owner as an additional insured on its commercial liability insurance policies, and further provide proof of Worker's Compensation Insurance sufficient to meet statutory requirements. The awarded Firm will be required to annually submit proof of insurance coverage of at least \$1,000,000.

ATTACHMENT A – RFP ACKNOWLEDGMENT FORM

I hereby acknowledge receipt of the District’s RFP for professional services to develop a master plan and/or a strategic plan and my firm’s intent to submit a proposal in accordance with the RFP. Please send any and all communication regarding the RFP to the following individual:

Name: _____

Address: _____

Phone: _____

Fax: _____

E-Mail: _____

Signature _____

Date _____

Please Remit Acknowledgment Form to:

Christina Ferraro
110 West Camp McDonald Rd., Prospect Heights IL 60070
Email: cferraro@phparks.org

Please Note: Responses to questions received regarding the RFP will be released December 20, 2024, to those Firms which have submitted an RFP Acknowledgment Form.