



PARK DISTRICT of OAK PARK

Request for Proposals Five Year Comprehensive & Strategic Master Plan

Issue Date:

October 4, 2023

Submission Deadline:

November 3, 2023, 12:00 P.M. CST

PROPOSALS RECEIVED AFTER THE SUBMISSION DEADLINE
WILL BE RETURNED UNOPENED

RFP COORDINATORS:

Chris Lindgren

Supt. of Parks & Planning

218 Madison, Oak Park 60302

Telephone: 708-725-2050

Email: chris.lindgren@pdop.org

Mitch Bowlin

Director of Finance

218 Madison, Oak Park 60302

Telephone: 708-725-2015

Email: mitch.bowlin@pdop.org

Table of Contents

Section Information		Pages
1.0	General Information	3 – 6
2.0	Scope of Work	7 – 10
3.0	Staff Services & Progress Reporting	11
4.0	Proposal Content & Submission Information	12-14
5.0	Selection of Consultant	15
6.0	Timeline of Selection Process & Project	16
7.0	Terms and Conditions	17-18
Attachment A	RFP Acknowledgement Form	19

1.0 General Information

1.1 Introduction

Park District of Oak Park (District) is seeking proposals from suitably qualified and experienced firms (Firm(s)) to develop a Comprehensive and Strategic Master Plan (Plan) that will guide development and management of the District's parks, recreation programming, open space, and facilities.

The Plan will serve as a roadmap to reach community goals through clear, data-driven recommendations. The Plan will provide policy makers a solidly feasible approach to leverage development of the District's parks and recreation resources with other community partners, agencies, and initiatives.

The purpose of Park District of Oak Park's Comprehensive and Strategic Master Plan is to guide clear decisions on present and future maintenance of a world-class parks and recreation system. In order to achieve this, the Plan will:

- Provide data-supported insights into changing community priorities and perspectives.
- Analyze the level of service being provided to the community.
- Evaluate available resources and identify the most strategic investment paths.
- Combine technical and economic feasibility with robust, broadly supported public priorities to identify major themes for action.
- Develop a strategic action plan that the Board of Commissioners will approve.

The Plan will contain two components: a Comprehensive Master Plan for the District's Parks, Recreation, Open Space, and Facilities; and a Strategic Plan laying out how the comprehensive master plan mission, goals, and objectives will be achieved over the next five years.

The Comprehensive component of the Plan will provide recommendations for provision of facilities, programs, and services; guide future parklands acquisition and development; recommend appropriate and efficient maintenance and operations; and identify related administration and management tasks and needs.

As a Comprehensive Master Plan this component will guide Parks, Recreation, and Open Space acquisition and development for the next 5 years. The Comprehensive plan component will support the objective to maintain District accreditation by the National Recreation and Parks Association (NRPA), Commission for Accreditation of Park and Recreation Agencies (CAPRA), and Illinois Distinguished Accreditation.

The Strategic component will state how the District will achieve its mission, goals, and objectives over the next five years. The Strategic plan will be a tool to begin implementing the Comprehensive component of the Master Plan. The Strategic component will have measurable goals and objectives that can be reviewed annually to demonstrate progress and results.

Both components of this Plan will demonstrate substantial and meaningful engagement of affected residents, groups, organizations, and agencies. Public outreach will be planned and implemented to understand the perspectives and goals of the District's diverse demographics, and to establish support for the Comprehensive Master Plan vision and the Strategic Plan goals.

Analysis of existing documentation and development of new elements, as listed below in the Scope of Work (Section 2.0), will produce data-driven analyses that set measurable and realistic goals, which are broadly and robustly supported by the community as well as existing and potential public and private partners.

1.2 Description of Park District of Oak Park

Governed – The Park District of Oak Park is an independent unit of local government and is governed by a five- member Park Board of Commissioners under the provisions of the Illinois Park District Code and the ordinances enacted by the District and related statutes of the State of Illinois. The Park District serves approximately 54,000 residents.

Boundaries – West Roosevelt Road borders Oak Park along its southern border, in which the City of Berwyn and the Town of Cicero are adjacent to the south of Oak Park. Oak Park is between the streets of South Austin Boulevard (eastern boundary), and Harlem Avenue/Illinois Route 43 (western boundary). West North Avenue/Illinois Route 64 borders the northern portion of Oak Park. The City of Chicago (Austin neighborhood) is present adjacent to the east and north of Oak Park. The Villages of River Forest and Forest Park are present adjacent to the west of Oak Park. Oak Park is 3.5 miles north to south and 1.5 miles east to west. The Park District serves the residents of the Village of Oak Park. The population is estimated at 54,000 based on the 2020 U.S. Census.

Resources – The Park District of Oak Park holds titles to 84 acres, which includes parks and facilities. The Park District maintains 18 park sites, 8 neighborhood community centers, 1 nature center, 1 community recreation center, 1 ice rink, 1 gymnastic center, 2 outdoor pools, 5 tennis courts, 15 outdoor pickleball courts, 2 sand volleyball courts, 1 skate parks, 3 basketball courts, 14 baseball/softball fields, 15 soccer fields, 6 picnic areas, 16 playgrounds, 2 historic mansions and 1 conservatory. Agreements with the local school districts provide Park District of Oak Park use of facilities, including sports fields that are maintained by the Park District and multiple gymnasiums.

Services – The Park District of Oak Park provides a full range of recreational services to residents and community visitors. Recreational services include arts & crafts, nature, adventure, after school care, dance, fitness, gymnastics, ice skating/hockey, aquatic programs, preschool, senior citizen classes, athletics, and day camps. The District offers several special events including Fall Fest, Frank Lloyd Wright (FLW) 5/10K races, Holiday events, and more. Additional community events include free summer concerts in the park series, summer movies in the park series, parent/child events and more.

As a partner of West Suburban Special Recreation Association, the Park District of Oak Park provides leisure and recreation activities for adults and children with disabilities.

Staff – The Park District has an appointed Executive Director responsible to the Board of Park Commissioners, for the administration of the Park District; including 65 full-time employees, approximately 100 year-round part time employees, 400 seasonal employees, and many volunteers supporting youth sports and our conservatory.

Affiliations – Park District of Oak Park is affiliated with the National Recreation and Parks Association (NRPA), the Illinois Park and Recreation Association (IPRA), the Illinois Association of Park Districts (IAPD), Oak Park Youth Baseball and Softball Association (OPYBS), Oak Park American Youth Soccer Organization (AYSO), Chicago Edge, Alliance, East Ave Lacrosse, and Oak Park Pony Baseball. The Park District also maintains intergovernmental agreements with Oak Park School District 97, Oak Park River Forest High School District 200, the Village of Oak Park, and the Oak Park Township. The Park District has agreements with the Friends of the Oak Park Conservatory (FOPCON), the Pleasant Home Foundation (PHF), and the Parks Foundation of Oak Park.

Our Mission: In partnership with the community, we enrich lives by providing meaningful experiences through programs, parks and facilities.

Our Vision: We strive for excellence in serving the well-being and recreational needs of our diverse community through a collaborative, innovative, and sustainable approach.

Our Core Values:

- **Community Engagement:** We will actively work to foster ongoing dialogue, relationships, collaborations, and partnerships with and within the community.
- **Responsible Leadership:** We will maintain a high-performing, engaged, and accountable organization.
- **Integrity:** We will adhere to moral, honest, and ethical principles with a focus on accessibility, inclusion, and transparency.

- **Innovation:** We will continuously try new methods and ideas, adapt services according to trends, and continually improve processes.
- **Sustainability:** We will thrive through renewal, maintenance, and stewardship in all aspects of operation.
- **Inclusivity:** We will actively and intentionally value multiple layers of human characteristics and view such differences as strengths, while striving for equity among all identities to be authentic, feel safe and in our programs, parks, and facilities.

1.3 Project Background

Park District of Oak Park utilizes planning to define a consistent vision and strategic priorities and keeps advancing the District in five-year increments due to trends and events occurring more frequently which impacts the industry. These impacts force the organization to imagine while executing the desired future of its services, recognizing the realities of the external operating environment, and developing an action plan to make the desired outcomes a reality.

By providing the variety of parks, facilities and programs to the Oak Park community, the District's overall philosophy is to project revenues and expenses conservatively, use sound financial planning to achieve the strategic priorities, utilize existing reserves to maintain assets, take steps and allocate resources to attract and retain staff, and provide a balanced level of services and programs expected within a diverse community. This will allow the District to meet needs and make residents feel welcomed and valued, keep advancing parks, programs and facilities, and maintain a healthy financial condition.

Furthermore, staff recognizes that to ensure long-term financial sustainability, the District must consider evaluating programs/facilities with declining participation, and those that do not or cannot consistently reach established revenue benchmarks, while putting resources into areas with potential and/or current growth. The District has had the fiscal agility to use operational funding and/or reserves to address some capital maintenance needs, maximize and grow revenue, hire innovative staff, and undertake key strategic initiatives for long-term success.

The key factors with the District's planning process include the following:

- Analyze needs assessment results, and identify the gaps to be addressed to meet community needs and interests;
- Support Oak Park's aging infrastructure by offering programs, services, facilities, and amenities that align with community desires and needs;
- Engage stakeholders in the planning process to build consensus and support for the effective development and implementation of plans;
- Understand the Oak Park community, District's culture, organizational structure, and provide recommendations on how the Park District of Oak Park can execute a Master Plan;
- Assess the future vision of the Park District of Oak Park and determine the strategic priorities to

achieve that vision;

- Foster an awareness of the Park District of Oak Park’s presence and impact on the community;
- Develop a “living and real-time document,” which reflects the outcomes of the process and provides a clear direction on actions to be taken to address strategy, and provides a foundation for the development of all other planning and operating documents (e.g., budget, capital, community survey, facility, and marketing plans);
- Ensure the most effective use of the Park District’s resources by focusing on decision making and spending on strategic priorities;
- Continue to support a vibrant community, by offering diverse programs and facilities, allowing for balance and equity throughout the community.

1.4 RFP Coordinators

Upon release of this RFP, all communications concerning this proposal request should be directed to the RFP Coordinators listed below. Unauthorized contact regarding this RFP may result in disqualification. Any oral communications will be considered unofficial and non-binding to the District. The respondent should rely only on written statements issued by the RFP Coordinators.

Chris Lindgren

Superintendent of Parks & Planning

218 Madison, Oak Park, IL 60302

Telephone: 708-725-2050

Email: chris.lindgren@pdop.org

Mitch Bowlin

Director of Finance

218 Madison, Oak Park, IL 60302

Telephone: 708-725-2015

Email: mitch.bowlin@pdop.org

1.5 Questions Regarding the RFP

Requests for clarification or additional information must be made in writing to the RFP Coordinators 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 RFP coordinators will be unable to respond to requests for additional information or clarification received after 5:00 p.m. CST, October 13, 2023.

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.

2.0 Scope of Services

The building blocks for development of this Comprehensive and Strategic Master Plan will include the following:

2.1 Public Participation

The public participation element is integral to the identification of major themes and goals that the community will broadly and robustly support. Facets of the proposed public participation process must include:

1. Community Outreach – A minimum of two public input opportunities (one in person and one virtual) both qualitative and quantitative, will pay particular attention to capturing insights, goals, and perspectives from diverse demographics.
2. Community Voices – Collect input from residents who do not currently participate in park district programs or activities.
3. Stakeholder Input – Input will also be sought from District staff, partner agencies, affiliated groups, and key private sector stakeholders.

2.2 Relevant Plan and Document Review

This will assess and combine long-term goals as expressed in relevant existing plans and studies, as listed in the Existing Supporting Documents noted below. These include existing Demographic Data; Inventory and Condition Analysis; Level of Service Analysis; and Trends Analysis.

Existing Supporting Documents provided by the District include:

- 2014-2024 Comprehensive Master Plan
- 2022-2024 Strategic Plan
- ADA Accessibility Assessment and Transition Plan
- Annual Comprehensive Financial Report
- 2024 Budget
- 2023 Annual Report
- 5 Year Capital Project Plan 2024-2028
- 2023 Community Survey

2.3 Resource Analysis

Existing data and new data as required will be analyzed to recommend major, necessary and significant goals for the Comprehensive Master Plan, and identify specific, measurable and achievable steps for implementing them in the Strategic Plan.

As noted in the list of Existing Supporting Documents, data and plans already available will be provided. Additional elements to be developed as part of this project include:

1. Programming Analysis – Comprehensive review of operations and maintenance for the District as a whole will culminate in recommendations to maintain a safe, clean and quality parks system. This will include review and recommendations on program pricing.
2. Trends Report – The District will request a report of industry trends both on a nationwide and regional scale to compare to the District’s current programming and facility inventories.
3. Community Inventory – Provide a complete and current inventory of parkland, programs and services available in the community.
4. Economic Analysis – This will estimate the economic impact of the District’s parks and recreation system using standard and accepted techniques. (Note: economic impact data are already available for some facilities.)
5. Funding Analysis – This will identify trends in operating and capital budgets over the last five years and identify realistic options (such as bonds, reinvestment, public-private partnerships, grants, etc.) for their achievement.
6. Marketing Analysis – Provide specific techniques for the District to reach residents not currently engaged in program offerings by the District.
7. Accessibility and Equity Analysis – Drawing on existing departmental data and additional investigation as needed, this will describe how the full range of diverse individuals in the population (i.e., cultures, ages, and abilities) as well as people with disabilities were included in the public participation element; are able to utilize the park and recreation system without barriers; and will be meaningfully served in the comprehensive and strategic plans.

2.4 Comprehensive Plan Development

The systematic review and development of the preceding elements and data will culminate in clear and well-organized recommendations for provision of facilities, programs and services; acquisition and development; maintenance and operations; administration and management; and community outreach, involvement and communications that over the next ten to twenty years, will continue to provide the exemplary, effective, and highly satisfying parks and recreation system our residents desire.

Additional key elements for the comprehensive master plan will include:

1. Benchmarking – A benchmarking comparison with four other parks and recreation agencies to focus on those that are similar in size, range of elements, and geographic constraints. (Note: The District’s most recent Agency Performance Survey Data are already entered into the NRPA Park Metrics database.)
2. Level of Service Standard – Update level of service standards for the District and how these are used to establish facility and service priorities.
3. Feasibility Study – This will identify what programs and facilities are needed, in what combinations for growth and maintenance of the District’s parks, recreation, and open space system. All recommendations here must show an understanding of the local socioeconomic realities and community goals. Recommendations must be based in data showing robust and broad public support. Recommendations should also consider how to leverage larger regional demands, while remaining neutral or beneficial with respect to other existing facilities, activities, and/or organizations.
4. Funding Recommendations – Based on existing data and consultation with officials and major stakeholders, along with other acquired research and information, this element of the comprehensive master plan will identify the actual and potential funding mechanisms (e.g., bonds, reinvestment, grants, etc.) and the partnerships (e.g., interagency, public-private, sponsorship, etc.) that will best accomplish the master plan goals. This element must be specific to the Park District of Oak Park and its socioeconomic context, and specific in the details of how mechanisms described can be fruitfully applied.
5. Programming Recommendations – Review and provide analysis of programs using the results of the needs assessment/community survey.
6. Community Demographics – Provide current community demographic along with trends and any expected changes.
7. Staffing Recommendations: Review and analysis PDOP staffing to determine if service delivery improvements could be derived from changes to staff classifications.
8. Any other items that will enhance the plan.
9. A two-page Executive Summary.

2.5 Analysis of Forecasted Needs to Determine District’s Strategic Direction

The Firm will review needs assessment outcomes with District staff and facilitate a review of the District’s strategic direction to identify and affirm the vision. This step of the planning process is vital for clarifying the District’s organizational direction for action planning, decision making, and resource allocation. To determine the District’s strategic direction, the Firm will assist the District with accomplishing the following:

1. Conduct a situational analysis and environmental scan utilizing the needs assessment data to determine gaps in what is being provided versus the needs and interests identified; and,
2. Develop a list of critical issues and opportunities based on the results of the situational analysis and environmental scan.

2.6 Develop Recommendations, Priorities, & Implementation Strategies

To ensure that the Plan is implementable upon its adoption by the Park District of Oak Park Board, the Plan must include realistic, feasible, and clearly defined planning scenarios. Based on innovative ideas, existing planning information, and the District's strategic direction, the Firm will be expected to develop the following:

1. Prioritize recommendations to meet current and future needs through, but not limited to, land acquisition, construction or development of indoor and outdoor facilities, development of additional recreational amenities, park maintenance, etc.;
2. Review existing staff recommendations for addressing operations, staffing, maintenance, technology, programming, services, and funding needs to support implementation of this Plan;
3. Evaluation of the feasibility, cost-effectiveness/return on investment of suggested strategies and recommendations;
4. Establish the following priorities: Facilities (Aquatics, Fitness, Community Centers, Historical Properties), Finance/HR, Information & Technology, Marketing and Communication, Community Relations, Sponsorships and Grants, and Recreation Programs; and,
5. Provide short-term (1-2 years) and long-term (3-5 years) recommendations based on collected data.

2.7 Strategic Plan Development

The final report will concisely present the Comprehensive and Strategic Master Plan in an accessible and clear language. The Firm will make one (1) on-site presentation to report and summarize findings to the District Board. The report must be in an easy-to-understand format with charts, graphs, maps and other data as needed to support the plan and its presentation to the appropriate audiences. The final report must be submitted as follows:

1. The print color version of the final report document consisting of one (1) printed and unbound copy. Printed version may include the comprehensive and strategic elements in the same document/presentation but must clearly distinguish the long-term comprehensive master plan component from the 5-year strategic plan component.
2. A color digital visual presentation version of the final report in an Adobe Portable Document Format (PDF) to be included and can be easily shown during community meetings and other District presentations, added to the District's website, and downloaded to a flash drive, or other software to allow for viewing by the general population.

3.0 Staff Services & Progress Reporting

3.1 Services Provided by Staff

Park District of Oak Park will assist the Firm in managing the operational aspects of the project and coordinating work with the relevant parties. The District will provide overall support for project tasks and assign Department Heads to serve as the lead liaison for specific aspects and/or sections of the project. The RFP Coordinators will provide all existing documentation (as requested by the consultant during final scope review) and compile contact information for staff and local organizations. District staff will schedule, coordinate staff availability based on their work schedules and make all necessary arrangements for meetings and interviews conducted by the consultant during this project. District staff will also schedule community meetings and key stakeholder meetings.

The Firm and RFP Coordinators will hold progress meetings in person or over teleconference as often as necessary, but in no case less than once per month until a final plan is approved by the District Board. The RFP Coordinators shall schedule the progress meetings, as needed, at key times during the Plan's development. The Firm shall provide the RFP Coordinators with at least one (1) copy of all completed or partially completed reports, studies, forecasts, maps or plans as deemed necessary by the RFP Coordinators.

4.0 Proposal Content & Submission Inform

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). The sequence of the listing is not intended to reflect the relative weight of each category.

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 consultants' availability over the next 12 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. Practice philosophy;
 - c. Years in the business and history of Firm; and,
 - d. Examples of three (3) to five (5) projects the Firm took a lead role in the preparation of a Comprehensive & Strategic Master Plan. The projects should be comparable in complexity, size, scope, and discipline (as described in the Scope of Work section) and have been undertaken during the past five (5) years.
3. Project Management
 - a. Introduction to the team (all Firm staff and sub-consultants assigned to complete work on the project), including resumes for all the key personnel, which provide 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-consultants);
 - c. Location of each team member;
 - d. Availability and commitment of assigned professionals who will undertake the scope of work; and,
 - e. Technical resources of the Firm and any sub-consultants.
4. Methodology and Process to Complete all Phases of the Project
 - a. Describe the vision, strategic overview, and approach to the project;
 - b. Express how the components above reflect your qualifications for this project;
 - c. Discuss what parameters you will engage to develop a project that will be creative, logical, and engaging;
 - d. Include detailed descriptions of the procedures and methods you propose to use to complete all tasks within the scope of work;
 - e. Discuss tasks, timelines and anticipated deliverables for each phase of the project;

- f. Include the proposed process and methods to assure quality, cost, and schedule control; and,
 - g. Explain in the proposal all supporting studies, models, and assumptions that will be developed or used as part of the study.e
5. References
- a. List at least three (3) to five (5) references we may contact (preferably from the projects provided in 2.d. of this section that have been undertaken during the past five (5) years) with client contact information (current email and telephone).
 - b. Indicate project names and the personnel assigned to this project (including all sub-consultants) roles and involvement in each project.
6. Schedule
- a. Provide a proposed detailed project work schedule with a start date on or about **January 19, 2024** (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 4.2). **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-consultants, and staff levels.
 - d. Provide estimate of hours for each level of staff assigned to the project.
 - e. Describe the methodology for billing reimbursable expenses (such as travel, production of documents, purchase of data, etc.); and 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 details 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 your Firm's disqualification. The District reserves the right not to fund any portion of the Firm’s proposal.

RFP responses shall be delivered to the RFP coordinators prior to the submission deadline – November 3, 2023, at 12:00pm CST.

4.3 Understanding & Approach of Scope of Work

The proposal shall describe the approach to the scope of work described in the Scope of Work section 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. The Park District of Oak Park 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 conflict of interest in contracting with the District. The consultant 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.

5.0 Selection of Consultant

5.1 Selection Process

The District will select a Firm based on 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's resources and the Firm's willingness to negotiate and execute an acceptable written agreement.

After a thorough review by the Selection Committee (Committee) 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 Committee. Based on these interviews, the Committee will recommend to the Park District of Oak Park Board the Firm that is the best fit for the Park District of Oak Park 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 the Firms.

6.0 Timeline of Selection Process & Project

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

Item of Action	Date
Request for Proposal Issued:	October 4, 2023
Questions on Request for Proposal Due:	October 13, 2023, 5:00 p.m. (CST)
RFP Acknowledgement Form Due:	October 13, 2023, 5:00 p.m. (CST)
Written Responses to Questions Issued:	October 20, 2023
Deadline for Proposal Submission:	November 3, 2023, 12:00 p.m. (CST)
Firm Oral Presentation/Interviews with Selection Committee:	November 15-17, 2023
Approval of Recommend Firm to the Board of Commissioners:	December 21, 2023
Contract Finalized:	January 8, 2024
Project Kickoff Meeting:	January 19, 2024
Final Plan Presented to and Approved by the Board of Commissioners:	November 7, 2024

7.0 Terms and Conditions

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

Reservation of Rights

The District reserves the right to amend the RFP schedule or issue amendments to the RFP at any time. The Park District of Oak Park 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 obligate the District to accept or contract for any expressed or implied services. The District reserves the right to award the services, as described in the section titled “Scope of Work” in total or in part, to any combination of proposers.

Contract

In the event that the proposer to whom any services are awarded does not execute a contract within thirty (30) calendar days after the District’s 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 Park District of Oak Park 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 vendor 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 vendor may be prohibited from submitting future proposals to the Park District of Oak Park for a specified period.

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

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.

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 of obligations with respect to this proposal or the subsequent contract.

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 Request for Proposal for Comprehensive and Strategic Master 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 Forms to:

Park District of Oak Park Attn:

Chris Lindgren
Superintendent of Parks & Planning
218 Madison, Oak Park, IL 60302
Telephone: 708-725-2050
Email: chris.lindgren@pdop.org

Mitch Bowlin
Director of Finance
218 Madison, Oak Park, IL 60302
Telephone: 708-725-2015
Email: mitch.bowlin@pdop.org

Please Note: Responses to questions received regarding the RFP will be released October 20, 2023, to those Firms which have submitted an RFP Acknowledgment Form.