



HOMER GLEN

Request for Proposals

**DESIGN OF AN UPDATED MASTER PLAN FOR THE VILLAGE
OF HOMER GLEN HERITAGE PARK**

Proposals are due by 3:00 pm on Friday, March 8th, 2024.

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Section I: Overview

The Village of Homer Glen is requesting proposals from qualified and experienced firms, with backgrounds in Landscape Architecture, Park Planning, or similar professions, to provide an updated Master Plan for the Village's Heritage Park. Heritage Park is a 103-acre regional park owned by the Village of Homer Glen and centrally located on the behind the Village Hall at 14240 W 151st Street. The Master Plan shall incorporate existing and proposed park amenities through a comprehensive and thoughtful design process. The plan should be constructible, maintainable, respond to the needs of the community and will serve as the basis of completing future design development, final design and construction documents for subsequent project phases of Heritage Park.

All questions related to this proposal must be submitted in writing, no later than 12:00pm local time on **February 27th** (2/27/2024) to:

Brett Westcott, PE
Village Engineer
Email: bwestcott@homerglenil.org

Prior to the submission deadline, the Village will make available to the public answers to questions or any modifications or additions to this RFP in the form of a written Addendum which will be posted on the Village website by **March 1st** (3/1/2024).

No verbal/oral comments will be made to any Proposer as to the meaning of the RFP, Specifications or other contract documents. Answers will be provided in writing to all potential Proposers. **Proposers are required to acknowledge receipt of any formal Addendum by signing the Addendum and including it with the submission.**

Proposals must be submitted no later than 3:00pm, local time, on **Friday, March 8th, 2024** (3/8/2024). Proposals received after this date and time will not be accepted; all proposals received after the submittal deadline will be rejected and returned unopened. Proposals must include all information and documents as requested in this Request for Proposal, failure to follow these instructions may result in rejection of the proposal.

The Village of Homer Glen reserves the right to reject any and all proposals and void any irregularities. Proposals will be opened and evaluated in private and proposal information will be kept confidential until an award is made.

Section II: Project Details

Community Profile

Homer Glen, Illinois, is a home-rule community of 24,446 residents located in northeastern Will County, approximately 25 miles southwest of Chicago. The Village was incorporated on April 17, 2001 and is home to a unique blend of open space, residential developments and vibrant commercial corridors. Homer Glen is one of Will County's largest municipalities encompassing more than 22 square miles.

Background

Heritage Park, is considered the crown jewel of Homer Glen's park system and is the premier location for events and recreation within the Village. Heritage Park is situated just north of the Village Hall and is surrounded by single family homes.

In 2013, the Village acquired Heritage Park (formerly the Woodbine Golf Course) for the purpose of preserving open space, providing a park for the public benefit and to acquire an existing building for the development of a Village Hall. In 2016, the Village selected a design team to design a Master Plan for Heritage Park. To date, numerous phases of the park have been completed.

Homer Glen's Heritage Park currently contains the following amenities:

- Bike/Walking Paths Throughout the Park.
- 18-hole Frisbee Golf Course
- 30 Acres of Natural Prairie Area
- 50 Acres of Open Green Space
- Fitness Course/Active Core Area
- 2 Pickleball Courts
- 2 Tennis Courts
- 2 Sand Volleyball Courts
- Playground
- Gazebo/Pavilion
- Bags, Horseshoes and Bocce Ball Area
- Sled Hill
- 4 Areas Striped/Staged for Soccer Fields

Scope of Services

The updated Master Plan shall incorporate the following proposed amenities:

- Main and Secondary Pavilions – Provide location and size for a main and secondary pavilion to provide gathering areas, shelter to park goers and to serve the existing and proposed features of the park.
- Veterans Memorial – Provide location for a Veterans Memorial incorporating features shown in the Parks Committee Packet in Exhibit B.
- Interactive Water Feature – Provide location for an interactive water feature.
- Restrooms – Provide recommendation for restroom facilities to be centrally located and serve the many amenities of the park.

- ADA Accessible Fishing Dock – Located off of the pond in the southeast corner of the park, adjacent to the Parks Building.
- Spot Grading/Areas for Soccer Fields – There are currently four (4) fields which are striped and used within the park, the Master Plan should analyze ways to improve upon these existing fields and provide recommendation for possible expansion within the park as well.
- Pathway Plan – Incorporate ADA accessible pathways throughout the Master Plan to facilitate access and connectivity.
- Amphitheater (Previously Designed) – Utilize existing design/location of a proposed Amphitheater and incorporate it into the overall Master Plan for the Park.
- Village Green Area (Previously Designed) – Utilize existing design/location of a proposed Amphitheater and incorporate it into the overall Master Plan for the Park.

A general draft of proposed locations for these improvements is included and can be found in Exhibit A.

A summary of our Parks Committee’s input on the master plan is included and can be found in Exhibit B.

Proposers will be required to attend three (3) Parks and Recreation Committee meetings:

- 1) Introduction, discussion and gather information.
- 2) Present draft Master Plan, gather additional input and proposed revisions.
- 3) Present final draft Master Plan.

Following the Parks and Recreation Committee meetings, the Proposers will be required to attend up to two (2) Village Board Meetings.

Section III: Proposal Submission Requirements

Proposers shall complete and submit the requested forms included in Sections VII – X. The Village will only accept proposals in bound hard copy format and does not accept proposals submitted via fax, email, or other electronic means.

Proposals are to be submitted in a sealed Package to:

Village of Homer Glen
Attn: Brett Westcott P.E., Village Engineer
14240 W. 151st Street
Homer Glen, IL 60491
(630) 740-2447
bwestcott@homerghlenil.org

With the following on the outside of the envelope:

- Company Name
- RFP Title
- Due Date and Time

Package must include:

- One (1) Original Proposal, identified as “Original”
- Three (3) Copies of Proposal
- One Copy of Proposal on a Flash Drive – Include both original and public viewing versions, if applicable.

The final scope of work will be determined between the selected Proposer and the Village. All work shall be completed using the latest IDOT, Village of Homer Glen and Will County design and construction standards, guidelines, practices and procedures where applicable.

All material submitted regarding this RFP becomes the property of the Village of Homer Glen, unless otherwise noted in the RFP. The Village reserves the right to cancel this RFP at any time, without penalty. Once submitted, no proposal may be withdrawn without the Village’s consent.

Section IV: General Terms and Conditions

Award

Award of the contract is subject to Board Approval. The Village award will be made within ninety (90) days after the date of the proposal opening, or any mutually agreed extension thereof.

The following terms and conditions must be met in the Proposer's preparation of and the Village's consideration of each submittal:

1. Compliance with Laws:

- a. All services of any qualifying Proposer shall comply with all Federal and State of Illinois 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 Proposer 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 Proposer 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 Sections 33E-3 or 33E-4 of the Illinois Criminal Code {720 ILCS 5/33E-3, 33E-4}.
- d. A qualifying Proposer 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 among employees and testing of employees for substance abuse, in accordance with the Substance Abuse Prevention Act (820 ILCS 265/1, et. seq.).
- e. A qualifying Proposer shall have the ability to obtain all necessary licenses, permits and approvals, whenever applicable.
- f. A qualifying Proposer shall submit a completed and signed Certifications and Assurances form (Section VIII).

2. Insurance and Indemnification:

- a. A qualifying Proposer shall provide evidence of insurance coverage.
- b. To the fullest extent permitted by law, the qualifying Proposer shall, if awarded a contract with the Village, agree to indemnify and hold harmless the Village, 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 Proposer or anyone for whose acts it may be liable, except to the extent it is caused in whole or in part by a party indemnified hereunder. Such obligation shall not be construed 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 Proposer shall similarly agree to protect, indemnify and hold and save harmless the Village, 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 Proposer's breach of any of its obligations under, or default of, any provision of any contract entered with the Village for such services.
- c. Insurance Requirements
 - 1) Commercial General and Umbrella Liability Insurance (CGL):
 - A. \$1 million per occurrence
 - B. \$2 million aggregate
 - 2) Professional Liability Insurance
 - A. \$1 million per occurrence
 - B. \$1 million annual aggregate
 - 3) Auto Liability
 - A. \$1 million per occurrence Combined Single Limit or
 - B. \$1 million bodily injury per occurrence
 - C. \$500,000 property damage

All Certificates of Insurance shall include the Village of Homer Glen as additional named insured, as well as the Village's officers, agents, employees and volunteers.
- d. Worker's Compensation Insurance: Worker's compensation and employers' liability insurance shall be provided as statutorily required items.

Section V: Evaluation and Selection Process

All proposals submitted in response to this RFP will be evaluated by the Parks and Recreation Committee and Village Staff representatives. Total scores will be tabulated, and the proposal that is deemed to be the most advantageous to the Village will be selected. In preparing responses, firms should describe in detail how they propose to meet the specifications as detailed in the previous sections. Specific factors will be applied to proposal information to assist the Village in selecting the most qualified firm for this contract. Evaluation criteria that will be used are as follows:

- Successful experience on projects of similar or larger scopes, value and quality. (30%)
- Successful past performance through reference of previous clients, including local governments. (20%)
- Organizational capacity and managerial capability to successfully execute and deliver projects of similar or larger scopes, value and quality. (20%)
- Credentials, experience and reputation of personnel identified to lead, execute, deliver and manage the project. (15%)
- Experience in design, in particular landscape architecture. (15%)

Section VI: Submittal Checklist

Please submit the following items:

- A technical proposal as described in this RFP.
- Signed and completed required forms included in Sections VII - X.
- Three references.
- Insurance requirements.
- Acknowledgement of Addenda – Proposers are required to acknowledge receipt of any formal Addendum by signing the Addendum and including it with the proposal submission.
- Proposal – Proposer must submit one (1) flash drive containing the full proposal electronically and four (4) complete signed, sealed and attested copies of the proposal. (1 Original, 3 Copies)
 - a. Proposals are to be submitted in a sealed Package to:
Village of Homer Glen
Attn: Brett Westcott P.E., Village Engineer
14240 W. 151st Street
Homer Glen, IL 60491
(708) 301-0632 Ext. 117
bwestcott@homerglenil.org
 - b. With the following on the outside of the envelope:
 - i. Company Name
 - ii. RFP Title
 - iii. Due Date and Time

Section VII: Proposal Summary Sheet

_____ (Name of Organization) proposes to provide services for the Village of Homer Glen’s Master Plan in Heritage Park, as outlined herein; for the total cost of \$_____. This includes all services, labor, material, equipment, supervision, and any other items considered a billable expense.

Signed:

Printed Name:

Title:

Address:

City/State/Zip:

Phone:

Email:

Dated:

Section VIII: Certifications and Assurances

I/we make the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. The attached proposal is a firm offer for a period of 90 days following receipt, and it may be accepted by the Village without further negotiation at any time within the 90-day period.
2. In preparing this proposal, I/we have not been assisted by any current or former employee of the Village whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official public capacity. Neither does such a person nor any member of his or her immediate family have any financial interest in the outcome of this proposal. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
3. I understand that the Village will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals will become the property of the Village, and I/we claim no proprietary right to the ideas, writings, items, or samples.
4. I/we warrant that, in connection with this procurement:
 - a. The price and/or cost data have been arrived at independently, without consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any competition.
 - b. Unless otherwise required by law, the prices and/or cost data which have been submitted have not knowingly been disclosed by him/her prior to opening, in the case of a proposal directly or indirectly to any other competitor
 - c. No attempt has been made or will be made by the consultant to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

Company _____

Signature _____

Date _____

Title _____

Section IX: References

Organization: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Contact Person: _____

Name of Project: _____

Date of Project: _____

Organization: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Contact Person: _____

Name of Project: _____

Date of Project: _____

Organization: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Contact Person: _____

Name of Project: _____

Date of Project: _____

Section X: Non-Collusion Certificate

The Undersigned Bidder is not barred from bidding for this Contract as a result of a violation of either Section 33E-3 or Section 33E-4 of Chapter 38 of the Illinois Revised Statutes concerning bid rigging, rotating, kickbacks, bribery and interference with public contracts.

(Printed Name of Firm)

Address

City

State

Zip Code

Signature of Authorized Representative

Title

Date

Section XI: Contract

The Village reserves the right to make an award without further discussion of the proposal submitted or to not make any award. The proposal must be submitted initially on the most favorable terms which the firm can propose. The firm shall enter into a written contract, which shall be submitted to the Corporate Authorities of the Village for approval. Final acceptance of the proposal shall only be complete under Corporate Authorities acceptance of a contract executed by the Proposer.

The Proposer should be prepared to accept a contract resulting from this RFP. It is understood that the proposal will become a part of the official file on this matter, without obligation to the Village.

This RFP does not obligate the Village to contract for services specified herein.

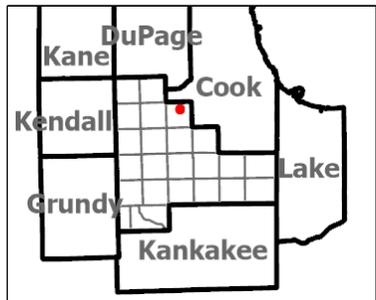
Section XII: Notice

1. This RFP is not a contract or offer of employment.
2. The cost of preparation of proposals shall be the sole obligation of the Proposer.
3. All submitted proposals, whether accepted or rejected, are the property of the Village of Homer Glen.
4. The firm selected to perform the work must enter into a standard Village of Homer Glen contract, as written by the Village in consultation with the successful firm.

EXHIBIT A



EXHIBIT A



Proposed Parking Expansion (Under Construction)

ADA Accessible Fishing Dock

Notes

Date: 11/28/2023

Proposed Parking Expansion (Under Construction)

Existing Water Main

Existing Sanitary Stub

EXHIBIT B

Homer Glen
Parks and Recreation
Committee
Recommendations for Heritage
Park



VETERANS MEMORIAL

- There has been discussion at the committee level about the potential need to expand Village Hall in the future. If this is ever a need, the committee understands that expansion can only occur to the back of the current building, where Tria had proposed to place the Veterans Memorial. Because the committee would like to keep the option open to expand Village Hall in the future, it is being recommended to move the Veterans Memorial to the east (where the nature themed creative play area was originally proposed). This allows the memorial area to be near the new parking lot (easy access for community to visit the memorial) and keeps the memorial area near Village Hall (specifically the Community Room) so that if an event is planned, the event team will have easy building access and both indoor and outdoor space can be utilized for event participants. Additionally, since a playground area was added to the Active Core, it was deemed that a nature themed creative play area is not a necessity in this area anymore.
- Regarding the design of the Veterans Memorial, a concept was envisioned by Trustee Reynders and a concept drawing was created by Touch of Green. In general, the committee is amiable to this design as it is smaller than the one proposed by Tria (and less expensive). The committee did feel like the statues in the concept by Trustee Reynders are an element that do not need to be included right away (or at all), depending on the cost.

VETERANS MEMORIAL

- After the Touch of Green design concept was discussed at the committee, Trustee Reynders spoke separately with veteran representatives from the community. They offered additional suggestions for what they and other veterans in the community would like to see in a memorial. They suggested:
 - Using black or bronze flag poles (as it looks better over time).
 - They preferred having a statue of an eagle in the center rather than a battle cross.
 - They thought the statues around the perimeter were not necessary.
 - They did not like the idea of selling pavers with dedications (which was an idea that Trustee Reynders had as a means for fundraising for the memorial) as they thought it was disrespectful to have people walking on names of veterans. As an alternative they suggested doing a large granite wall along the backside of the memorial where community members could pay to have veterans' names inscribed on the wall.

VETERANS MEMORIAL SAMPLE



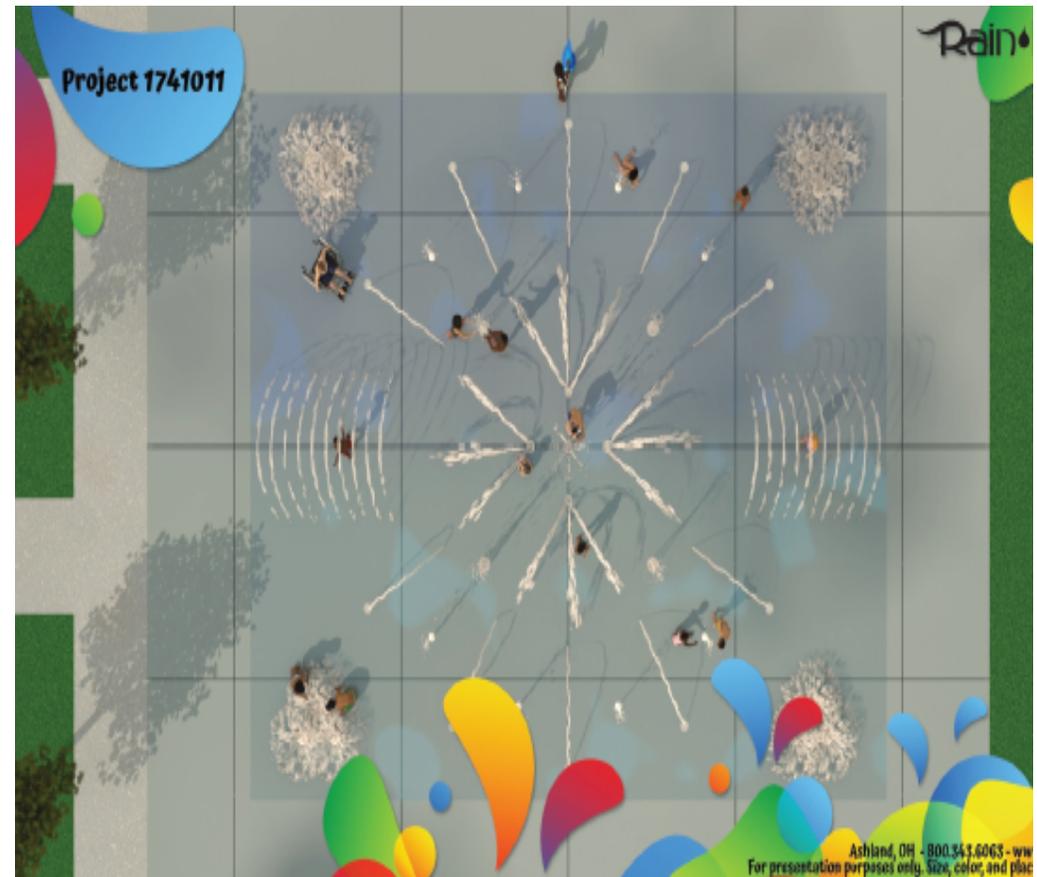
VETERANS MEMORIAL SAMPLE



Water Feature

- In Tria's original concept plan an interactive water feature is proposed for the area directly north of the nature themed creative play area. This area was chosen as it is near to the water and sewer lines. As such, the committee agrees that this feature should stay generally in that area. In the document, "Option B: Current Plan w/ Cul de Sac Added", one can see the 10,000 sf area recommended for where the water feature should be placed.
- In terms of design, a concept was never realized with Tria. As such, the committee prefers to see a water feature that is more along the lines of an interactive fountain, as opposed to a splash pad. The committee feels like something more abstract than a splash pad will better serve the community at large. Placing the water feature near the Veterans Memorial is strategic because, if the water feature is designed to be aesthetically pleasing and calming, it can also be enjoyed by those sitting by the memorial.

Water Feature Sample



PAVILION(S)

- In Tria's original concept design a pavilion is placed next just north of the parking lot set to go in next to Village Hall. The Committee proposes moving that pavilion slightly to the east, so that it sits in between the interactive water feature and the Veterans Memorial. This just seems to make sense as it can then be utilized from both features. The committee recommends placing bathrooms in the pavilion.
- A potential second pavilion is recommended for the area northeast of the water feature nearer to the proposed soccer fields. The committee feels like this would be a nice addition, depending on cost, to the park for those people enjoying the soccer fields or walking through the middle of the park. Specific location is variable, depending on how the layout inside the ring road is determined.

PAVILION(S) SAMPLE



SOCCER FIELDS

- The committee recommends formalizing the use of Heritage Park for the soccer program. This includes spot grading in the open area - to create safe, flat, open field space that can be used for soccer and other events.

AMPHITHEATER AND VILLAGE GREEN

- The committee recommends moving forward with the amphitheater and Village Green as conceptualized by Tria. The committee is open to completing the amphitheater and Village Green project exactly as laid out in the already existing engineered drawings. The committee is also open to redesigning that area if the board desires (reimagined stage area/paths/landscaping)—though the committee is aware of the expense that is saved by using the drawings that are already in place. Overall, the committee supports constructing an amphitheater in the proposed location and deems it absolutely necessary to complete the Village Green—which includes walking paths throughout Heritage Park so that park goers can move easily from one park feature to another.