



HOMER GLEN

Request for Proposals

**SEEKING SERVICES FOR THE VILLAS OF OLD OAK
PLAYGROUND DESIGN & INSTALLATION**

Proposals are due by 3:00 pm on Thursday, July 18, 2024.

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Section I: Overview

The Village of Homer Glen is requesting proposals from qualified and experienced playground equipment providers to design, build and install an inclusive playground in The Villas of Old Oak subdivision. The property is located at 13206 Old Oak Trail. The proposed playground at The Villas of Old Oak is to be an inclusive playground. A map of the site along with pictures are included in Exhibit A. The proposer is to provide a completed plan with the Village of Homer Glen reserving the right to work with the successful proposer to make modifications to the plan.

The Village of Homer Glen is committed to construct this park in Fall 2024 and a deed is secured by the Village for the property. Costs for the playground has already been budgeted. The selected contractor will be invited to enter into an agreement with the Village, in a form to be provided by the Village (“Agreement”), to provide the equipment and services in accordance with the Project Scope section of this RFP. The Village Board has the ultimate authority to approve any proposal and to authorize execution of the negotiated Agreement.

The overall work is to include a design and install a new inclusive playground along with surfacing installation of site furnishings, grading, drainage, and miscellaneous site work.

All questions related to this proposal must be submitted in writing, no later than 12:00pm local time on **June 13, 2024** to:

Jennifer Vittori
Parks Coordinator
14240 W 151st Street
Homer Glen, IL 60491
Email: jvittori@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 **June 11th 2024 (6/11/2024)**.

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 3:00 p.m., local time, on **Thursday, July 18, 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 24,664 residents located in northeastern Will County, approximately 25 miles southwest of downtown Chicago. The Village was incorporated on April 17, 2001 and is home to a unique blend of open space, residential developments and active commercial corridors. Homer Glen is one of Will County's largest municipalities encompassing more than 22 square miles.

The Village of Homer Glen Currently manages thirteen parks throughout the Village.

The Park is located at 13206 W. Old Oak Trail. The Village-owned lot is approximately one half acre and has been selected by the Village to be developed in to a neighborhood-oriented playground.

Background

Selected vendors will be responsible for the design, installation and provision of the playground equipment at the Villas of Old Oak.

Basic requirements:

- Drainage should be provided away from the playground.
- Play structures must be age appropriate with proper signage.
- ADA standards for accessible design.
- All equipment should be installed by a factory trained or certified installer.
- Following the installation of the playground at The Villas of Old Oak, a full and thorough audit of the playground equipment will be performed by an independent Certified Playground Safety Inspector (CPSI) hired by the Village of Homer Glen. Vendor(s) will be required to address and resolve any identified deficiencies within five business days of notification of the deficiencies by the general contractor or Village representative.

Scope of Services

The Village of Homer Glen is looking to select a playground design based on quality. The vendor must provide a design or designs for the proposed Inclusive playground. The inclusive playground must have Americans with Disabilities Act and Illinois Disability Guidelines (ADA) accessible swings. Work is to include the design of a play

system, as well as the installation of commercial grade playground equipment, equipment footings, drainage materials, fall zone material and perimeter edging.

The Park must service all ages listed in Appendix A and should comply with the Americans with Disabilities Act and Illinois Disability Guidelines. The Park must have appropriate renderings, signage, walkways, ramps, and access points to enable efficient movement and use of the Park. The playground and the equipment and materials therein must comply with the National Recreation and Parks Playground Safety Inspection guidelines. The Village's total budget for the Park, including all equipment, materials, construction, and installation is \$250,000. Pricing is to be itemized by element provided by the Vendor which shall include installation /material costs. The Village is a tax-exempt entity. Do not include taxes in vendor pricing submittal. The Village's expectation is that all the construction work will be complete in a timely manner.

The Village is issuing this RFP for proposers to submit proposals, which must include, without limitation, proposed designs and specifications ("Design Proposal") for the proposed Park construction. Proposers shall provide a maximum of two (2) designs for each supplier represented for the park playground. The Design Proposal must satisfy the specifications set forth by the Village in Appendix A.

The playground assembly, construction and installation will be provided and managed by the Proposer. The Proposer must supply direct supervision from manufacturer or supply qualified and certified representative familiar with playground installation. The work site shall be protected throughout the delivery and installation process.

The firm that is selected pursuant to this RFP will be invited to enter into the Agreement with the Village, which Agreement will be provided by the Village. The Agreement will require that the selected proposer provide all the Equipment and Materials set forth in the Design Proposal so that the Construction Firm can construct the park and install the Equipment and Materials in accordance with the selected proposer's Design Proposal.

All Equipment and Materials provided by the proposer must be new and first quality as to construction, workmanship and appearance.

Section III: Proposal Submission Requirements

Proposers shall complete and submit the requested forms.

- 1.) Cover Letter, including the Name, Address, Phone Number, Email Address, Web Site, and Brief History of your firm.
- 2.) List of qualifications, certifications, and required licensing.
- 3.) List a minimum of three (3) references, preferably should be government entities.
- 4.) Design Proposals. The Proposer shall submit the Design Proposals in an electronic format. A copy of all design drawings that are part of the Design Proposal must be provided in large board format (48" X36" is preferred).

5.) Proposal and Fee Structure

- a.) The proposer shall describe all the costs and fees associated with the provision of the services, including an itemized list of the cost for each piece of equipment and all materials. The fee summary should clearly identify the proposed not-to-exceed fee, inclusive of all goods and services, for the provision of the services in accordance with the project scope provided in Section II of this RFP.
 - b.) The not-to-exceed costs specified by the proposer are to include all direct and indirect costs of implementing the services, and the Village shall not be bound to pay any additional costs absent a written change order.
- 6.) The Village will only accept proposals in bound hard copy format in a sealed envelope. The Village does not accept proposals submitted via fax, email, or other electronic means.

The Village must receive a presentation board, 3 hard copies and 1 digital copy of the final proposal. All proposals must be delivered in a sealed envelope to:

Village of Homer Glen
Attn: Jennifer Vittori-Parks Coordinator
14240 W. 151st Street
Homer Glen, IL 60491
(630) 696-2536
jvittori@homerglenil.org

With the following on the outside of the envelope:

- Company Name
- RFP Title
- Due Date and Time

Proposals must be received no later than 3:00 p.m. on July 18, 2024. Proposals submitted after this time will not be accepted. No oral, telephone, or facsimile proposals will be considered.

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 defend, indemnify and hold harmless the Village of Homer Glen, and its officers, officials, Village President, Board of Trustees, agents, employees, representatives, volunteers, and attorneys, (hereinafter referred to collectively as “Indemnitees”), 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. Nothing herein shall be construed as to require the Proposer to indemnify the Indemnitees from any and all claims, damages, losses or expenses caused by the Indemnitees' sole negligence. Proposer's obligations under this provision 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 defend, indemnify and hold and save harmless the Indemnitees 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 \$1,000,000 injury-per occurrence 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 Village Staff, the Village Parks and Recreation Committee and Village Board with input from residents. with final selections presented to the Village Board for approval. All respondents who submit a valid and complete response will be evaluated based on the following criteria:

- ADA, ASTM, IPEMA & SPSC compliance
- Proposal addressed design guidelines and specifications
- Quality of design, play value and target demographic
- Uniqueness of equipment
- Quality and durability of equipment
- Inclusivity of equipment
- Cost
- Overall quality of proposal

Following the review and evaluation of all submittals, an interview and/or presentation may also be requested to aid in the selection.

Tentative Timeline

RFP issued	May 2024
Questions Due	June 13, 2024
Optional site Visit	June 20, 2024
RFP Deadline	July 18, 2024
Consideration of Proposals	August 2024
Village Board Approval	August 2024
Start of Construction	September 2024

Section VI: Submittal Checklist

Please submit the following items:

- A technical proposal addressing the firms approach to the Scope of Services as found in Section II of this RFP. The technical proposal shall include the following:
 - a. Cover
 - b. Executive Summary
 - c. Company Information
 - d. Project Approach
 - e. Project Organization and Key Personnel
 - f. Experience
 - g. Rate Schedule/Fee
 - h. Forms
 - i. Proposal Summary Sheet
 - ii. Certifications and Assurances
 - iii. References
- 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: Jennifer Vittori Parks Coordinator
14240 W. 151st Street
Homer Glen, IL 60491
(708) 301-0632 Ext. 102
jvittori@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 Old Oak Villas Playground Design and Installation, 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 720 ILCS 5/33E 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

Design Element Guidelines & Play System Specifications

Proposers should base their playground equipment designs on meeting all accessibility and safety standards as well as the guidelines & specifications listed in this RFP. Quality of equipment components, quality of design, play value, cost, and appropriateness to location and target demographic must be taken into consideration in the design of the play system.

Required Items

- 1.) All Play system elements must meet and/or exceed all federal, CPSC, ASTM & IPEMA guidelines.
- 2.) Ages 2-5 play structure
- 3.) Ages 5-12 play structure
- 4.) Ages 2-5 swing set
- 5.) Ages 5-12 swing set including Zero-G chair

Required Alternate Items: These items should be offered as an optional addition to the design.

- 1.) Park Shelter
- 2.) Pricing for both engineered wood fiber surface and poured in place surface options.
- 3.) Electric to lighting to shelter
- 4.) Drinking fountain

Preferred Play System Qualities

- 1.) All Play system elements must demonstrate the highest level of durability in materials and finishes selected in consideration of child health safety.
- 2.) Play systems that provide shade to users i.e. roofs
- 3.) Structures should provide a variety of built-in activity panels and climbers.
- 4.) Structures and elements should be unique.

In the proposal, provide a list of the components proposed for the Villas of Old Oak play system. Include structure and component model numbers, materials, color choices and recommendations, protective area requirements, target age ranges and developmental levels, target play type or activity, estimated lifetime of equipment including manufacturers warrantee and any other relevant descriptive information.

Play system design shall safely fit in the playground area as shown on the site plans. Proposers are encouraged to be creative in their designs and to maximize the rose unstructured play in their proposals. Proposers may submit proposals from non-traditional type playground structures, if desired, in whole or as components of the overall playground.

RFP Village of Homer Glen The Villas of Old Oak Playground Design & Installation

Exhibit B

