

## **REQUEST FOR PROPOSALS (RFP)**

### **Athletic Fields Strategic Operating Plan & Feasibility Study Village of Orland Park, Illinois**

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#### **I. Introduction & Background**

The Village of Orland Park, Illinois (“Village”) is seeking proposals from qualified consulting firms to prepare a comprehensive Athletic Fields Strategic Operating Plan and to conduct a feasibility study for Village-owned athletic fields. Facilities to be evaluated include baseball/softball and soccer/lacrosse fields at Centennial Park, the John Humphrey Complex, Schussler Turf Fields, Cachey Park, and other Village-owned athletic fields.

The purpose of this effort is to establish a long-term, data-driven vision for the Village’s athletic field system and to identify actionable strategies to support that vision. The plan will guide facility management, maintenance practices, programming, scheduling, revenue generation, safety, and sustainability.

The Strategic Operating Plan is intended to support current recreational and competitive needs while anticipating future growth, ensuring that Village athletic facilities remain high-quality, accessible, and financially sustainable. The study will also evaluate the Village’s competitive position relative to comparable regional athletic facilities, including those currently operating and those planned.

In addition, the feasibility study will assess whether converting dirt infields and select grass athletic fields to artificial turf is practical and advantageous, considering increasing demand, weather-related cancellations, maintenance requirements, lifecycle costs, and long-term operational impacts. The assessment shall also evaluate market dynamics and competitive conditions (including existing and planned turf capacity in the region), to identify potential saturation and diminishing marginal demand, and to determine whether additional turf investment is justified under conservative, moderate, and high-demand scenarios.

The study will further include an evaluation of the potential repurposing of the Village’s Grinding Edge Skate Park and adjacent bulk storage site, located on the north side of Centennial Park along 153rd Street, for a multi-use artificial turf athletic facility.

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#### **II. Scope of Services – Organized by Phases**

##### **Community Engagement**

The Village seeks a robust, inclusive, and transparent community engagement process to ensure the Athletic Fields Strategic Operating Plan and Feasibility Study reflect community needs, values, and priorities. Engagement shall meaningfully involve residents, user groups, adjacent neighbors, schools, sports organizations, and other stakeholders to inform demand projections, program priorities, design preferences, equity considerations, and implementation tradeoffs.

##### **Engagement Objectives**

- Validate current and projected demand for athletic fields and turf facilities.

- Understand community priorities related to access, affordability, scheduling equity, safety, and environmental sustainability.
- Gather input on turf conversion, potential repurposing of the Grinding Edge Skate Park and storage site, and potential neighborhood impacts (e.g., lighting, traffic, noise).
- Build public awareness, trust, and support for data-driven recommendations.
- Ensure community engagement reaches underrepresented populations and diverse user groups.

#### Required Engagement Methods (Consultant to Propose Detailed Plan)

The selected consultant shall design and facilitate a multi-channel engagement program that may include:

- Community-wide surveys (online and paper, with multilingual options as appropriate)
- Stakeholder interviews (sports leagues, coaches, parents, schools, Village staff, adjacent property owners)
- Focus groups or workshops (youth sports, adult leagues, tournament organizers, casual users)
- Public meetings/open houses (in-person and/or virtual)
- Pop-up outreach at parks, athletic events, or community gatherings
- Project website or engagement hub for updates, FAQs, and feedback
- Clear communication materials explaining turf, costs, benefits, tradeoffs, and alternatives
- The consultant's proposal shall specify the minimum number of public meetings/workshops, stakeholder interviews, and survey responses targeted as part of the engagement program

#### Equity & Accessibility

- Outreach strategies shall ensure participation from a diverse cross-section of the community, including residents who may not typically attend public meetings.
- Engagement materials shall be accessible, jargon-free, and culturally responsive.
- Meeting formats and times shall accommodate working families, youth participants, and adult league users.

#### Integration with Project Phases

Community engagement shall be embedded across all project phases and not treated as a single, standalone task.

#### **Phase 1 – Existing Conditions & Market Analysis**

- Inventory all Village athletic fields by type, size, condition, and functionality.
- Evaluate current usage patterns, scheduling, maintenance practices, and safety protocols.
- Identify operational challenges, including drainage issues, overuse, scheduling conflicts, staffing constraints, and regional competition.
- Conduct comparative rental rate and pricing analysis with peer facilities.
- Develop and implement a community engagement plan to validate usage patterns, unmet demand, and community priorities, including pain points (e.g., cancellations, overcrowding, scheduling conflicts) and priorities related to maintenance quality, safety, access, and fees.

## **Phase 2 – Strategic Vision & Program Development**

- Define a long-term vision and goals for the Village’s athletic field system.
- Develop programming strategies for recreational, competitive, and tournament use.
- Benchmark best practices in municipal athletic field management, scheduling, and operations.
- Recommend operational and staffing improvements to enhance efficiency and service delivery.
- Develop a year-round athletic field maintenance and turf management plan (by season) that outlines recommended standards of care, routine tasks, inspection frequencies, and in-house versus contracted responsibilities for the Village’s natural grass fields.
- Gather feedback on desired balance between recreational use, competitive play, tournaments, and open-use availability.

## **Phase 3 – Turf Conversion Feasibility**

- Evaluate the feasibility, costs, benefits, and impacts of converting dirt infields and selected grass athletic fields to artificial turf.
- Develop phased conversion scenarios with itemized cost estimates for each field.
- Provide lifecycle cost analyses, including maintenance, replacement, and long-term savings considerations.
- Assess site-specific conditions such as drainage, grading, lighting, utilities, and safety requirements.
- Present turf vs. natural grass tradeoffs (cost, playability, maintenance, heat, safety, environmental considerations).
- Gauge community comfort with artificial turf and willingness to support investment under multiple demand scenarios.

## **Phase 4 – Repurposing Spaces**

- Evaluate the strategic alignment of potential reuse scenarios for the Grinding Edge Skate Park and adjacent bulk storage site, including consideration of a multi-use artificial turf athletic facility that supports community recreation priorities, programming flexibility, and long-term Village planning objectives.
- Assess market demand, user groups, and programming opportunities associated with a potential multi-use turf facility, including youth and adult sports, tournaments, training, and open-use activities, and identify the appropriate scale and intensity of development.
- Analyze physical, operational, and land use considerations, including site capacity, access, parking, utilities, compatibility with surrounding uses, and operational impacts to existing skate park functions.
- Engage neighbors, users, and broader community regarding reuse concepts for the Grinding Edge Skate Park and adjacent bulk storage site.
- Test concepts for multi-use turf facilities, including programming mix, operating hours, traffic, parking, lighting, and neighborhood compatibility.

## **Phase 5 – Economic Impact & Financial Planning**

- Prepare return-on-investment (ROI) analyses, payback periods, and revenue projections related to rentals, tournaments, and special events.
- Estimate potential regional economic impacts and assess competitive positioning.
- Identify and evaluate sustainable funding strategies, including sponsorships, partnerships, and other revenue opportunities.
- Validate community tolerance for potential fee structures, tournament activity, sponsorships, and partnerships.
- Assess public perspectives on reinvestment priorities and cost-recovery goals.

#### **Phase 6 – Recommendations & Implementation Roadmap**

- Develop short-, medium-, and long-term recommendations with associated timelines and cost estimates.
- Identify phased or pilot implementation options aligned with the Village’s capital planning process.
- Include risk assessments, governance considerations, and staffing strategies.
- Define key performance indicators (KPIs) to monitor success (e.g., playable days, utilization rates, revenue targets, maintenance cost reductions).
- Share draft recommendations and phasing options for feedback prior to finalization.
- Clearly communicate tradeoffs, costs, and implementation sequencing.

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#### **Interim Deliverables**

To ensure transparency and allow for Village review throughout the process, the consultant shall provide the following interim deliverables:

- **Community Engagement Report** (draft following Phase 2; final included with Phase 6 Deliverables) summarizing outreach methods, participation, findings, and how public input informed recommendations.
- **Phase 1 Summary:** Field inventory, condition assessments, market analysis, and community engagement findings.
- **Phase 2 Summary:** Strategic vision, goals, and program development recommendations.
- **Phase 3 Summary:** Turf conversion feasibility analysis, phased options, and cost estimates.
- **Phase 4 Summary:** High-level capital cost estimates, operating assumptions, and potential revenue scenarios for reuse options, including phasing and implementation considerations.
- **Phase 5 Summary:** Draft financial models and economic impact analysis.
- **Phase 6 Deliverable:** Final comprehensive report and presentation.

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### **III. Final Deliverables**

Consultant shall deliver all Final Deliverables no later than five (5) months from the Notice to Proceed and in all cases prior to the Contract Expiration Date of December 31, 2026, unless otherwise extended by mutual written agreement of the parties.

Final Deliverables include:

- Comprehensive Athletic Fields Strategic Operating Plan.
- Feasibility study for turf conversion with phased implementation options.

- Economic impact and ROI analysis.
  - Implementation roadmap with timelines and cost estimates.
  - Data-driven recommendation regarding the feasibility and advisability of repurposing the skate park and bulk storage site, including key risks, tradeoffs, and next steps.
  - Community engagement summary and benchmarking analysis.
  - Final presentation to the Village Board and key stakeholders.
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#### **IV. Proposal Requirements**

- Firm qualifications and experience with athletic field planning, turf feasibility studies, and municipal projects.
  - Project team structure and key personnel qualifications.
  - Proposed approach, methodology, and work plan.
  - Project schedule with key milestones and deliverables.
  - Detailed fee proposal and cost breakdown.
  - References from comparable projects.
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#### **V. Evaluation Criteria**

- Relevant experience and qualifications, including demonstrated success with athletic field and turf feasibility studies.
- Understanding of project scope and quality of proposed methodology.
- Strength, clarity, and creativity of the proposed approach, including sustainability and competitive positioning strategies.
- Quality, inclusivity, and creativity of the proposed community engagement strategy, including demonstrated experience engaging diverse stakeholders in municipal recreation or parks planning.
- Cost-effectiveness and value to the Village.
- Quality of references and past performance on similar municipal projects