



Centennial Park Dugout Design Engineering Services

PROJECT DETAILS

Overview

The Village is seeking proposals from qualified firms to provide **design and engineering services** for improvements at **Centennial Park Baseball Fields 1–5** at Centennial Park 15600 West Ave. Orland Park, IL 60462. The project will include the replacement of existing retaining walls located in and around the dugouts, replacement of sideline fencing, and the addition of new shade structures for all dugouts. The goal of this project is to enhance player safety, improve aesthetics, and extend the useful life of the facilities.

The selected firm will be responsible for preparing design concepts, construction bid documents, and specifications that reflect best practices in recreational field design, safety standards, and durability. Coordination with Village staff throughout the design process will be required to ensure the final product aligns with project goals, budget, and schedule.

Scope of Work

The selected firm will be expected to perform the following services:

1. Meet with Village staff and other personnel to gain a full understanding of the project elements, requirements, and existing conditions to support the production of a fully comprehensive set of construction and engineering documents which will be utilized to solicit a qualified General Contractor (GC).
2. Identify and provide specifications for the final design, engineering, site furnishings including product options and material samples, landscaping, earth work, hardscapes, drainage, utilities, electrical, plumbing and all other elements necessary to support all phase II elements.
3. Engineering & Design Development
 - Provide structural engineering analysis and design for retaining walls and dugout shade structures, including load calculations, foundation requirements, and code compliance.
 - Develop conceptual design alternatives for:
 - Replacement of retaining walls around dugouts.
 - Replacement of sideline fencing (with consideration for durability, safety, and aesthetics).
 - Addition of dugout shade structures designed for long-term use.
 - Prepare preliminary cost estimates for proposed design alternatives.
 - Present concepts to Village staff for review and feedback.



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4. Construction Documents & Specifications
 - Prepare final design and engineering documents, including stamped drawings and technical specifications suitable for bidding and construction.
 - Address grading, drainage, and ADA compliance as needed.
 - Provide details for foundations, materials, finishes, and connections for retaining walls and shade structures.
 - Include fencing specifications (height, gauge, coatings, safety features, etc.).
 5. Permitting & Approvals
 - Prepare, submit and obtain all required permits including local municipality, and storm water permits.
 6. Bid & Construction Support
 - Assist with contractor bid documents and review of contractor questions during bidding.
 - Provide technical clarification as needed during the construction phase.
 - Conduct periodic site visits and review submittals/shop drawings to ensure conformance with design intent.
 7. Project Management & Coordination
 - Attend meetings with Village staff as required.
 - Provide project schedule and updates throughout the design process.
 - Coordinate with other consultants, contractors, or agencies if applicable.
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Deliverables

The selected firm shall provide the following deliverables at a minimum:

1. Assessment Report
 - Documentation of existing conditions and identified issues.
 - Recommendations for retaining wall replacement, fencing, and dugout shade structures.
2. Conceptual Design Package
 - Alternative design concepts with sketches/renderings.
 - Preliminary cost estimates for each alternative.
3. Final Design & Engineering Documents
 - Stamped engineering drawings (structural, civil, and architectural as applicable).
 - Technical specifications suitable for bidding and construction.
 - Detailed cost estimate based on final design.
4. Permitting Documentation
 - Prepare, submit and obtain all required permits including local municipality, and storm water permits.
5. Bid-Phase Support Materials
 - Bid-ready plan set and specifications.
 - Responses to bidder questions and addenda preparation.
6. Construction-Phase Support
 - Site visit reports and progress meeting notes.
 - Review and approval of shop drawings, product submittals, and material samples.
 - Final punch list review and close-out documentation.



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Construction and engineering documents are expected to contain full details of all project elements to allow the GC to develop a precise, accurately estimated proposal to successfully undertake and complete this project.

The expected start date will be immediately following board and contract approval in 2025 with a desired completion date of March 2026.

PROPOSAL SUBMISSION / EVALUATION CRITERIA

Each proposal submitted to the Village of Orland Park shall include, without limitation, the following information:

1. **Operating History:** Provide background information on your company, including, but not limited to, the age of the business, the number of employees and pertinent financial data that will permit the Village to determine the capability of the vendor to meet all contractual requirements.
2. **Experience:** Describe the experience of the company and your involvement in projects of similar size and scope. Include the names of at least three (3) references and provide address and telephone information for each reference. By providing references, the vendor grants the Village permission to contact said references and ask questions regarding prior work performance.
3. **Project Team:** Provide specific names, titles, qualifications and similar experiences of the project team which will undertake the requirements detailed in this RFP. Include licenses, certifications, professional affiliations and all other information which demonstrates the expertise, experience and abilities of each project team member.
4. **Proposed Fee:** State the proposed fee utilizing the provided Summary Sheet. The Village is exempt from all Federal and State tax. Proposals must quote prices which do not include such tax.

Evaluation Requirements: The Village of Orland Park will evaluate proposals based on proposer's qualifications (15%), detail of proposal (15%), appropriateness of proposal in relation to the intent of the RFP (15%), project team's experience with similar projects of similar size and scope (20%), quoted proposal cost (25%) and any additional factors deemed relevant (10%).



ORLAND PARK

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The Village reserves the right to waive minor informalities or irregularities in the proposals received, to accept any proposal deemed advantageous to the Village, or to reject any and all proposals submitted. Conditional proposal, or those which take exception to the Contract documents without prior written approval from the Village, may be considered non-responsive and may be rejected.

The Village may make such investigations as it deems necessary to determine the ability of the Proposer to perform the work in conformity with the Proposal and Contract documents, and the Proposer shall furnish to the Village all such information and data for this purpose as the Village may request.

LOCATION OF WORK AND SPECIFICATIONS:

Exhibit A- Site Photo

It is expressly understood and agreed to by both Parties that in no event shall the total amount to be paid by the Village for the complete and satisfactory performance of services, exceed the proposed amount. Said price shall be the total compensation for Consultant's performance hereunder including, but not limited to, all work, deliverables, materials, supplies, equipment, sub-Consultant's fees, and all reimbursable travel and miscellaneous or incidental expenses to be incurred by Consultant. In the event the Consultant incurs cost in excess of the sum authorized for service, the Consultant shall pay such excess from its own funds, and the Village shall not be required to pay any part of such excess, and the Consultant shall have no claim against the Village on account thereof. For the avoidance of doubt, in no event shall Consultant be entitled to receive more than the proposed amount and this amount includes all costs incurred by Consultant in connection with the work and services authorized hereby, including, but not limited to: (i) any known or unknown and/or unexpected condition(s); (ii) any and all unforeseen difficulties; (iii) any unanticipated rises in the cost of labor, materials or equipment, changes in market or negotiating conditions, and errors or omissions made by others; (iv) the character of the work and/or services to be performed; and (v) any overrun in the time or cost necessary for the Consultant to complete the work due to any causes, within or beyond its control. Under no circumstances shall the Village be liable for any additional charges if Consultant's actual costs and reimbursable expenses for such work, service or deliverable exceed the proposed amount. Accordingly, Consultant represents, warrants and covenants to the Village that it will not, nor will Consultant have anyone on its behalf, attempt to collect an amount in excess of the proposed amount agreed to by the Consultant.