



Legislation Details (With Text)

File #: 2021-0195 **Version:** 0 **Name:** Parks Master Plan RFP
Type: MOTION **Status:** PASSED
File created: 3/9/2021 **In control:** Board of Trustees
On agenda: 5/3/2021 **Final action:** 5/3/2021
Title: Parks Master Plan RFP

Code sections:

Attachments: 1. RFP 20-036 Tabulation, 2. JSD Presentation, 3. Wight & Co. Presentation, 4. Wight & Co. Projected Timeline, 5. Agreement, 6. Exhibit "A", 7. Signed Agreement, 8. Addendum A - Signed

Date	Ver.	Action By	Action	Result
5/3/2021	0	Board of Trustees		
3/9/2021	0	Recreation and Parks Department	INTRODUCED TO BOARD	

Title
Parks Master Plan RFP

History

The Village issued an RFP on November 16, 2020, with a due date of December 16, 2020, to solicit proposals from qualified firms with extensive experience in park master planning, and concept design services, to establish a Master Plan and develop conceptual designs which identify the appropriate uses and improvements for Centennial Park, Centennial Park West, Schussler Park and the John Humphrey Complex phase three improvements.

The RFP yielded thirteen (13) proposals (RFP Tabulation attached) ranging from \$88,400 to \$543,000.

Staff reviewed the proposals, evaluated the qualifications of each submission based upon the firm's previous master plan experience, completed projects of similar size and scope, the project team's qualifications and expertise to execute the plan and the proposed cost to develop the Master Plan as outlined in the RFP.

Based upon these criteria, staff selected seven (7) firms to make presentations to the Village's Master Plan team. The selected firms included: Confluence, Hitchcock Design Group, JSD Professional Services, Kimley-Horn and Associates, Inc., The Lakota Group, Upland Design Ltd. and Wight & Company.

StudioGC submitted the lowest proposal at \$88,400. In reviewing its submission, staff feels StudioGC lacks the extensive experience required to successfully meet the needs and high expectations of the Master Plan.

The selection committee, consisting of staff from the Village Manager's Office, Recreation and Parks, Engineering Programs and Services, and Public Works hosted presentations on January 8, 15, 18, 21 (2), and 22 (2), 2021. The team then graded each firm on a 100-point scale consistent with the grading criteria identified in the RFP.

EVALUATION SCORES, ALONG WITH PROPOSED COST TO DEVELOP THE MASTER PLAN

Wight & Company: 98 points - Proposal cost: \$126,000

JSD Professional Services: 93 points - Proposal cost: \$104,455

Confluence: 92 points - Proposal cost: \$208,000

Upland Design: 87 points - Proposal cost: \$102,250

The Lakota Group: 83 points - Proposal cost: \$116,000
Kimley-Horn and Associates: 81 points - Proposal cost: \$135,750
Hitchcock Design Group: 79 points - Proposal cost: \$144,900

The selection team then narrowed the search from seven (7) to two (2) potential firms; JSD Professional Services and Wight & Company. Confluence was eliminated from consideration due to the high cost variance as compared to two (2) highest graded firms. JSD professional Services and Wight & Company made in-person presentations on February 8, 2021. Presentations were required to include project team members such as the director, the project manager, architect, engineer and survey expert.

While both firms are considerably qualified with excellent demonstrated experience executing the scope of the RFP, the selection committee believes Wight & Co.'s project team is more capable and will deliver exceptional concepts which uniquely meet the expectations of the Orland Park community, while continuing to promote Orland Park as a premiere destination. Additionally, the selection team believes that Wight & Co. demonstrated superior interactive, attentive and responsive capabilities which will be a key element in effectively engaging stakeholders.

Wight's project team is led by Principal in Charge, Bob Ijams and Project Manager/Lead Designer Patty King, PLA, COSI, ASLA, LEED AP. With 25-years of experience, Patty has designed and managed over \$95M of parks and recreation projects including twenty-six (26) funded OSLAD grants. Wight's in-house team consists of architects, landscape architects, civil engineers and cost estimators.

Wight will employ ETC Institute to conduct the statistically valid survey. ETC has conducted over 1000 surveys in forty-nine (49) states over the last ten (10) years surveying more 2 million stake holds. Jason Marado, Director of Community Research for ETC, will lead the development, administration and analysis of the survey. Jason has more than fourteen (14) years of experience working with over 250 local governments throughout the U.S.

The statistically valid survey will engage 300 randomly selected households utilizing mail, online and phone methods, ensuring those surveyed and those responding reflect Orland Park's demographics. The survey will yield an executive summary, methodology, key survey findings, charts, graphs, a priority investment ranking analysis, benchmarking comparison and cross tabulation.

A critical step to developing the Master Plan will be conducting a robust community engagement campaign. Wight & Co. proposes a comprehensive approach which involves all stakeholders including residents, athletic organizations, the Board of Trustees, the Recreation Advisory Board and Village staff.

Input will be gathered through digital means: dynamic microsite, virtual meetings, e-mail marketing, online surveys, SMS notifications and social advertising; direct, in-person engagement: community feedback sessions, focus groups and advocate training; and in a hybrid approach in which constituents will provide input through live streamed meetings, real-time polling, an online influencer campaign and earned media.

Critical to the success of the Master Plan is Wight's extensive experience designing and building unique, functional spaces for families to play, be entertained, compete and connect. In business for over eighty-one (81) years, Wight & Co. has designed and constructed over 150 recreational facilities and outdoor sports complexes for municipalities, school districts, universities and park districts.

Wight's grant funding experience will be an important component towards funding the construction of each of the park sites. Wight has successfully secured \$15M in IDNR program grants, \$3M in sustainability/net zero energy grants and over 30 OSLAD, bike trail and PARC grants.

Wight projects a timeline of approximately eight months from the notice of award.

Financial Impact

\$350,000 is budgeted in account 283-4003-432800 for the development of the Master Plan with the recommended proposal coming in far below budget.

Recommended Action/Motion

I move to approve awarding the developing of a master plan as outlined in RFP #20-036 to establish a Master Plan and develop conceptual designs which identify the appropriate uses and improvements to four (4) Village park sites including: Centennial Park, Centennial Park West, Schussler Park and John Humphrey Complex Phase III to Wight and Company at a price not to exceed the proposal cost of \$126,000, plus a 15 percent contingency of \$18,900, totaling \$144,900;

And,

To authorize the Village Manager to execute all related contracts, subject to Village Attorney review.