

REQUEST FOR PROPOSALS

PROFESSIONAL CIVIL ENGINEERING SERVICES HUDSON CROSSING RESTROOM PROJECT

A. Introduction

1. The Oswegoland Park District is soliciting proposals for professional Civil Engineering services to bring adequate utilities to the site and prepare plans for a future restroom facility at Hudson Crossing Park, located at 65 N. Harrison St. Oswego, IL 60543.

B. Project Description

1. Civil engineering services for a pre-fabricated restroom/shelter building at Hudson Crossing Park as described in the “Scope of Professional Services” and shown on the enclosed plan. The new building will replace the existing shelter in the park.

C. Scope of Professional Services

1. Initial meeting to gather input from Park District staff assisting in the development of goals and objectives for the project.
2. Analysis of current conditions, code review, obtain necessary permits, and provide cost estimates.
3. Prepare construction plans, details, and specifications for bidding.
4. Assist in communication with the building vendor, Village of Oswego, Fox Metro, and any other entities associated with the project.
5. Assist with bidding, review of bid prices, meet with low bidder, provide recommendation for final award.
6. Complete Construction Administrative Services including site visits to review installation and contractor/owner questions.

D. Proposal Requirements

1. Consultants Qualifications, Credentials and References
 - a. Provide a description of your firm’s qualifications, credentials, experience and resources as they relate to this project.

- b. Provide copies of resumes of all professional staff who will be assigned primary responsibility for this project. A member of the consulting team must be licensed to practice in Illinois.
 - c. Provide a list of five similar projects and services your firm has performed within the last five years with the names, addresses and phone numbers of the clients for whom the work was done.
 - d. Provide the names, addresses and qualifications of engineering consultants (civil, electrical, mechanical) that may assist in the project.
2. Fee Schedule
- a. In a separate envelope, submit a fee schedule based on the Scope of Professional Services to be performed. The consultant's fees will not be a major determining factor in the selection of a consultant, but will be reviewed during the negotiation of a contract.
 - b. Also provide a list of fees for any additional services not included in the proposal.
3. Proposal
- a. Please submit one hard copy of the RFP documents, 8 ½" x 11" or folded 11"x 17" size.
 - b. All expenses incurred for preparing, submitting and presenting the proposals to the Park District shall be paid for by the consultant.

E. Inquiries

1. All inquiries regarding this project shall be directed to:

Colleen McCarty
Oswegoland Park District
313 E. Washington St.
Oswego, IL 60453
Phone: 630-554-4426
Email: cmccarty@oswegolandpd.org

2. If deemed necessary, the Park District will notify all prospective consultants of any interpretation, clarification or additional information requested. However, no oral interpretation by the Park District will be binding. Only instructions in writing will be deemed valid. Major or significant questions that may affect the fairness of the submittals may be answered with an addendum which will be sent to all consultants.

F. Selection Process

1. Proposals are requested from qualified firms to furnish professional services pertinent to the project's scope outlines above. Proposals shall be clearly marked with "Hudson Crossing Restroom RFP". Please mail or drop-off your sealed proposal and sealed cost proposal no later than **Wednesday, September 29** to:

Attn: Colleen McCarty
Oswegoland Park District
313 E. Washington St.
Oswego, IL 60453

2. Staff will review all the proposals and set up interviews for the consultants to make a presentation to Park District staff if needed.
3. The Park District reserves the right to accept or reject any or all proposals. There is no obligation on the part of the Park District to award a contract to the consultant with the lowest cost. The Park District shall be the sole judge of which proposal is in its best interests and the decision shall be final.

G. Contractual Agreement

1. The consultant's executed proposal shall constitute the contractual agreement between the Park District and the successful consulting firm.

H. Completion Date

1. All work shall be completed so the project can be bid and executed in 2022. The successful consultant shall submit a phasing and completion schedule to the Park District for approval.

9.14.2021