

REQUEST FOR QUALIFICATIONS & PROPOSALS

CITY OF CREST HILL MUNICIPAL PLAZA

BAND SHELL

10/31/2024

The City of Crest Hill Invites Statements of Qualifications and professional fee proposals from a team of professionals' firms which specialized in design of acoustic outdoor band shells. The intent is to select a qualified team to complete this work for the city.

Proposals are due no later than 3:00 PM, on November 22, 2024 submitted electronically to the City Engineer. Proposals will be opened and evaluated in private and proposal information will be kept confidential until the award is made. The City will need 45 days to review and award the most qualified team for this project.

Any questions shall be sent via email to Ronald J Wiedeman, City Engineer, rwiedeman@cityofcresthill.com. Questions can be submitted up to November 13, 2024 until 4:30 PM.

No submittal shall be withdrawn after the opening of the proposal without the consent of the City for a period of one hundred twenty (120) days after the scheduled submittal deadline.

The Mayor and City Council reserve the right to reject any or all proposals or parts thereof and to waive any informalities, technicalities and irregularities in proposing and to disregard all non-conforming, conditional or counter proposals.

STATEMENT OF QUALIFICATIONS

The SOQ submitted electronically must be a single PDF file, SOQs should be succinct, without generic brochure materials, have no more than 30 pages and should address the following:

1. Firm Experience and Qualifications: Include general background of firm, experience and expertise. Also include the identification, experience and qualifications of subconsultants who will work on the project.
2. Project Understanding and Approach: Demonstrate a clear understanding of the scope of services. Provide a description of the firm's familiarity with similar projects. Describe any key elements expected to play a meaningful role in the project.
3. Past Performance: Provide a description of similar projects completed by the firm within the last five (5) years, including a minimum of three (3) client references who can attest to the firm's performance.
4. Project Schedule: Provide a timeline for the services to be provided that will meet project milestones and the expected project completion dates.

5. Resumes: Attached resumes of key personnel who will work on the project, limited to two pages each.
6. Professional Service Costs Estimates: Provide a complete professional services cost based on the scope of work and required deliverables to complete the work as described.

EVAUALATION CRITERIA

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| 1. Firm Experience | 25% |
| 2. Team Experience and Qualifications, including Sub-consultants. | 20% |
| 3. Key Personnel Expertise/Past Performance. | 20% |
| 4. Technical Approach to project. | 25% |
| 5. Local Presence. | 5% |
| 6. Cost | 5% |

CERTIFICATIONS

Provide a statement that certifies the following:

- That no City of Crest Hill elected official, officer, or employee who participates in the procurement, management or administration of engineering services contracts or subcontracts has, directly or indirectly, any financial or other interest in connection with the proposed engineering contracts or subcontracts.
- That no person or entity performing series for City of Crest Hill has, directly or indirectly, any financial or other interests in any real property to be acquired for the project.
- The firm has no suspension and debarment actions as specified in State of Illinois regulation 2 CFR Part 1200 and 2 CFR Part 180.

I. PROJECT DESCRIPTION AND SERVICES

- The City of Crest Hill desires the design of an outdoor acoustic band shell that have the following characteristics.
 - Raised platform to elevate performers and create a focal point.
 - The size of the elevated stage should be of a medium size which can handle 6-10 band members or approximately 24 x 20 ft. in size. Examples have been provided for references.
 - Backdrops to add visual interest in enhancing the setting.
 - Lighting rigs to illuminate the stage and create dramatic effects.
 - Sound reinforcement systems to ensure optimal audio quality for the audience.
- Incorporate a Route 66 theme for the band shell and area around the band shell.
 - Required due to funding received from the State's Route 66 corridor program.
- The design of an outdoor acoustic band shell and of all of the elements discussed above shall be completed to a 50% design level.
- Prepare for and attend two city workshops to present the design and characteristics of the band shell being proposed.
 - As part of the fee proposal provide a cost for additional meeting , if required above the 2.
- Include at least 4 informal meeting with City staff to discuss project aspects.
- Detailed construction cost estimates shall be provided for all elements of the band shell, lighting system and acoustics enhancements required to ensure optimal audio quality for the audience Along with any Route 66 enhancements.
 - Two cost estimates will be required for this project. One at mid-point of design and one final estimate.
- The work described above will need to be completed by May 30, 2025.

II. DELIVERABLES

- Drawing of type, shape, size, Route 66 elements and materials to be used for the band shell. The drawing provided shall be 2 hard copies and in electronic form.
- General project specifications of the lighting requirements required.
- General project specifications of the sound requirements required.
- Detailed cost construction cost estimates.

Project Contact

Ronald J Wiedeman, P.E.

City Engineer

City of Crest Hill

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