



V I L L A G E *of*  
**ROSCOE**

NOTICE AND REQUEST FOR PROPOSALS FOR AN  
ENGINEERING FIRM / LANDSCAPE DESIGN  
ENGINEER FOR THE PORTER PARK PHASE 2 (PARK  
EXPANSION) PROJECT

OSLAD GRANT 05-24-2561

# NOTICE AND REQUEST FOR PROPOSALS FOR AN ENGINEERING FIRM / LANDSCAPE DESIGN ENGINEER FOR THE PORTER PARK PHASE 2 (PARK EXPANSION) PROJECT OSLAD GRANT 05-24-2561

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April 15, 2025

RE: NOTICE AND REQUEST FOR PROPOSALS FOR AN ENGINEERING  
FIRM / LANDSCAPE DESIGN ENGINEER FOR THE PORTER PARK  
PHASE 2 (PARK EXPANSION) PROJECT.

Deadline: \_\_\_\_\_, 2025

Location: Roscoe Village Hall  
10631 Main Street  
Roscoe, IL 61073

Dear Vendor:

Enclosed you will find information relating to Village of Roscoe's request for letters of interest, statements of qualifications, and performance data from qualified professionals for landscape architecture in connection with the Phase Porter Park Phase 2 (Park Expansion) construction project.

The proposal requirements for the project are as follows. Please submit one original and two copies of your proposal to the location and by the deadline stated above. Proposals received after the deadline set forth above will not be considered. It is the sole responsibility of the respondent to ensure that the Village has received the proposal on time.

For further information regarding the RFP, please contact Josef Kurlinkus, Village Administrator, at 815-623-2829 Ext. 105.

Village of Roscoe

Josef Kurlinkus  
Village Administrator

## **A. Scope of Services**

Porter Park Phase 2 (Park Expansion) is an approximately 12 acre expansion (Phase 2) of an existing 28 acre public park (Porter Park) located on a triangular parcel at the corner of Swanson Road and McDonald Road in the Village of Roscoe. . The Village is seeking a landscape Architect / Engineer to oversee the OSLAD Grant project described below. The OSLAD Grant award is \$531,328.00 with an estimated project cost (exclusive of items to be funded by the Village outside of the Grant) of \$1,062,656.00.

The project will consist of a new public restroom facility, expansion of the widely used free-to-play disk golf course, creation of a new outdoor fitness plaza, extension of the recreation path, and with a new pedestrian bridge, provide a connection to the adjacent 15 mile regional path system. Separate from the OSLAD request project scope, the Village will be advancing construction of a new 125 car parking lot to address not only a significant lack of parking, but to also serve as a trailhead at the northern terminus of the Perryville Path system. Care will be taken to preserve the natural wooded portions of the site, and to restore native pollinator and Monarch habitat in open areas.

The Professional services required for the project will include:

1. **Site Analysis:** Conducting a thorough analysis of the site, including topography, soil conditions, existing vegetation, drainage patterns, and any other relevant factors.
2. **Final Design:** Developing a final design for the park expansion, considering elements such as pathways, the outdoor fitness plaza, pedestrian bridge connecting to the regional path, recreational facilities, planting schemes, and new public restroom facility, and other design elements that enhance the park's functionality and aesthetics.
3. **Collaboration:** Working closely with clients, stakeholders, and other professionals, such as civil engineers, urban planners, and environmental consultants, to ensure the park design aligns with their vision, requirements, and regulatory guidelines.
4. **Sustainability:** Incorporating sustainable design principles and practices, such as using native plants, implementing water-efficient irrigation systems, utilizing recycled materials, and incorporating energy-efficient lighting, to minimize the park's environmental impact.
5. **Construction Documentation:** Preparing detailed construction drawings, specifications, and cost estimates to guide the implementation of the park design. Assisting in the bid process and recommendations for selection process.
6. **Project Management:** Overseeing the construction process, coordinating with contractors and suppliers, and ensuring that the park is built according to the approved design and within the allocated budget and timeline.

7. Plant Selection: Selecting appropriate plant species based on the site conditions, maintenance requirements, and desired aesthetic outcomes. This includes considering factors such as seasonal interest, biodiversity, and the ability to withstand local climate conditions.
8. Accessibility: Ensuring that the park design meets accessibility standards, including providing barrier-free pathways, ramps, and amenities to accommodate individuals with disabilities. The final completion of the project must meet Federal, State and local code and accommodate accessibility standards as per Illinois Accessibility Code and the “Americans with Disabilities Act” accessibility guidelines.
9. Environmental Considerations: Incorporating sustainable stormwater management techniques, such as rain gardens or bioswales, to mitigate runoff and improve water quality. Additionally, considering ecological restoration measures to enhance biodiversity and preserve or restore natural habitats within the park.
10. Maintenance Planning: Providing recommendations for ongoing park maintenance, including plant care, irrigation system maintenance, and periodic inspections to ensure the park remains safe and functional.

The design team shall work with the Village staff in preparation of plans and specifications for the following phases to be completed by:

- Architect approved by board: May, 2025.
- Contracts: June, 2025
- Field verification: June, 2025
- Kick off meeting and design review: July, 2025
- Construction Document phase begins: July, 2025
- Out to Bid: August, 2025
- Board’s Approval: September, 2025
- Construction Begins: October, 2025

The above schedule may be changed, and the Village is open to the successful firm expediting the services, so that services are completed earlier. **The goal is to have project complete by Spring, 2026.**

## **B. SELECTION PROCESS**

An evaluation committee will review all submittals. The committee will evaluate all proposals based on other information and matters as the committee deems necessary or desirable to determine the qualifications, responsibility and suitability of each firm submitting an RFP.

- 1. Oral Interview:** If one or more Finalists are selected, oral interview or interviews will be conducted by the Village. At the interview, each Finalist shall be required to explain its submission in detail, including full discussion of how its approach to the project satisfies each section of the selection criteria.
- 2. Ranking:** Based upon written submissions, oral interviews and any supplementary information submitted in response to the Village's request, and based upon the general evaluation criteria, such other criteria as the Village determines appropriate, and such independent investigation as the Village determines necessary to assist it in evaluating a Finalist's qualifications, the Village will rank the Finalists in the order of their qualifications for the project.
- 3. Negotiations:** Following such ranking, the Village will contact the highest ranking firm and attempt to negotiate a contract for the services at a fair and reasonable price. Since this is an OSLAD project we are following the OSLAD manual which states: "In cases where the assistance of an architect, landscape architect, consultant, planner, or engineer is required for a project, no more than 15.25% of the costs may be borne by program funds."

**RIGHT TO REJECT PROPOSALS:** The Village of Roscoe reserves the right to waive technicalities and to reject all proposals for any reason deemed in the best interest of the Village of Roscoe.

## **C. SELECTION CRITERIA**

The evaluation committee shall review the responses to the RFP Project. The Landscape Architect for the project will be selected based on the following criteria:

- 1.** Qualifications and experience of firm for the Project.
- 2.** Qualifications and experience of staff assigned to the Village.
- 3.** Experience/Performance review of past performance on public projects, evaluations of references, etc.
- 4.** Method and/or approach to the project.
- 5.** Proposed cost of services as compared to other Proposals.
- 6.** Expressed understanding of issues related to the project.

#### **D. SUBMITTAL REQUIREMENTS**

Submissions for the project will include:

- 1. Letter of Interest-** A letter of interest from the firm introducing team members and highlighting the team's proposal for performing services described. Provide a cover letter indicating your firm's understanding of the requirements of the specific job proposal. The letter should be brief but provide a clear understanding of the requirements and your firm's ability to complete the project.
- 2. Firm History and Experience-** Please give a brief history and description of your firm including years in business, type of ownership, type of organization, size of firm, professional affiliations, and mission/vision statement. Submit descriptions for similar projects your firm has worked on and list your role in each project. List at least 3 similar projects of a similar scope and size that have been completed. List any projects in the past 3 years that have not been completed and why. Provide performance data on these projects and describe why they were effective or not effective. OSLAD grant experience preferred.
- 3. Methodology –** Discuss your firm's approach to the project and methodology to the scope of services. Firms may suggest different approaches to achieving the objectives. Describe how time will be allocated. Be precise about the division of responsibility. Describe your typical approach to construction observation and administration, including but not limited to your recommended anticipated frequency of site visits for the project and what you will do during the visits.
- 4. Capability to complete a project on schedule-** Provide an outline work plan and tentative schedule for this project. Discuss your firm's method/approach for controlling the schedule of the project. Provide information on your team's current and planned workload and your ability to complete this project within the desired timeline. Construction completion is Spring, 2026.
- 5. Cost proposal -** The proposed fee shall not exceed the limits set forth by the OSLAD Grant requirements for professional services. Stated in OSLAD Grant Manual: "In cases where the assistance of an architect, landscape architect, consultant, planner, or engineer is required for a project, no more than 15.25% of the costs may be borne by program funds."
- 6. References-** Please provide three recent references for similar work. The list shall include the client's name, address, telephone number, project title and description, project location and the contact person.

**E. RFP RESPONSE FORMAT**

1. Submit one (1) original and two (2) copies of your response for the project, including all required forms and supporting documents, with the original clearly labeled.
2. Submissions must be presented in 8.5”X11” paper in a loose-leaf folder or binder and inserted separate sealed, opaque envelope and labeled as “Submittal for Landscape Architect services for Porter Park Phase 2 (Park Expansion) Project.”
3. A cover sheet containing the name of the firm making the proposal including name, address, and telephone number of specific contact person.
4. A table of contents listing the submittal requirements in order.
5. Any supplemental information you wish to provide.
6. Submittals become property of the Village of Roscoe and the cost of preparation of proposals shall be the sole obligation of the submitting firms.

**F. SELECTION SCHEDULE**

RFP available for public.....May, 2025\_\_\_\_\_

Letter of interest and submittals are due..... June \_\_\_\_, 2025@12:00pm

Selection of firms for interviews.....June, 2025

Interviews with firms .....June, 2025

Selection to be made.....June, 2025



### **G. Reference and Signature Sheet**

All firms providing a submittal for “Professional Services” shall include the Reference and Signature sheet completed and signed by the individual providing the submittal on behalf of the firm.

Please provide three (3) recent references for similar work. The list shall include the client’s name, address, telephone number, project title and description, project location and the contact person.

#### **Reference # 1**

Client Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Project title: \_\_\_\_\_

Description of Project: \_\_\_\_\_

Project Location: \_\_\_\_\_

#### **Reference # 2**

Client Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Project title: \_\_\_\_\_

Description of Project: \_\_\_\_\_

Project Location: \_\_\_\_\_

**Reference # 3**

Client Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Project title: \_\_\_\_\_

Description of Project: \_\_\_\_\_

Project Location: \_\_\_\_\_

**Submitted by:**

Name of Firm: \_\_\_\_\_

Address of Firm: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_