



## **TATE WOODS PARK DESIGN SERVICES REQUEST FOR STATEMENTS OF INTEREST, QUALIFICATIONS AND PERFORMANCE DATA**

The Lisle Park District (the "District") is seeking professional services for the planning, landscape architecture, budget cost analysis, and grant procurement for its Tate Woods Park project (the "Project").

The selection of the successful firm(s) for the Project shall be at the District's discretion and shall be made pursuant to the provisions of the Local Government Professional Services Selection Act, 50 ILCS 510/0.01, *et seq.* The District reserves the right to reject any and all proposals, or to accept any portion of the proposal, to waive any formality, technicality or irregularity in any proposal, and to be the sole judge of the value and merit of the proposals offered. Such decisions by the District shall be final.

### **A. SCOPE OF SERVICES**

The District currently owns and operates the approximately 6-acre Tate Woods Park. Tate Woods Park currently contains an 11-space parking lot, two tennis courts, a ½ basketball court, drinking fountain, playground equipment, baseball/softball field, loop trail, and many mature trees. It also contains a shared, 50+ space private parking lot with the DuPage AME Church that is directly adjacent to the District's lot.

The District wishes to retain many of the existing components and characteristics of Tate Woods Park. The existing tennis courts are at end of life and the District is interested in converting one or both tennis courts into multiple pickleball courts and expanding and/or repositioning existing parking on District property. Considering the growing popularity of pickleball, especially within the Lisle Park District, the selected firm must perform a thorough site analysis that will include the impact any such redevelopment will have on adjacent property owners/inhabitants. Reorienting existing components within the park, including the tennis courts, basketball court, drinking fountain, playground equipment, and access to these components can be considered. Improvements to ADA access is a priority. The selected firm will be expected to produce a topographic survey for the site. The selected firm will be required to assist the District with two (2) focus group discussions to gather community and subsequent staff and board discussions about the use of the site and desired amenities.

The District expects to pursue alternative funding opportunities for the project including but not limited to the Illinois Department of Natural Resources' Open Space Land Acquisition and Development (OSLAD) grant, and other applicable and available sources of alternative funding. Firms with success and expertise with securing alternative funding, particularly OSLAD grants, will be given additional consideration.

These professional services will include a final design and budget analysis for the proposed site improvements.

The selected firm shall review the existing conditions of the Tate Woods Park property, surrounding topography, and adjacent neighborhood characteristics to identify possible locations for the construction of the identified amenities and the corresponding costs. The firm shall meet with staff to review the identified locations, costs, and timelines to determine which plan(s) have merit to develop into conceptual drawing(s) for review and selection by the District's Board of Park Commissioners ("Board") at a Board meeting in June/July 2023. As part of this process, in addition to the presentation of a final design to the Board at a Board meeting, the firm will attend meetings, if requested, with the Board to present and discuss concept plans as needed. Upon the Board's approval of the selected plan(s), the firm will develop the selected plan(s).

## **B. SUBMISSION PROCESS/INSTRUCTIONS**

Statements of Interest, Qualifications and Performance Data will be received by email or U.S. Mail (digital copy in PDF format required, hard copy optional) until 10:00 a.m., February 15, 2022. Submittals received later than the posted deadline will not be considered. Submittals must be clearly identified as "Lisle Park District Tate Woods Park Design Services" and delivered to the address listed below, which is the contact information to be used for all communication regarding this project.

Dan Garvy, Director of Parks & Recreation  
Lisle Park District  
1925 Ohio Street  
Lisle, Illinois 60532

Telephone: (630) 353-4310  
Fax: (630) 964-7448  
Email: [dgarvy@lisleparkdistrict.org](mailto:dgarvy@lisleparkdistrict.org)

All submissions become the property of the Lisle Park District and will not be returned to the design firm. As required by the Illinois Freedom of Information Act, all information in the proposals may become public information. All costs associated with submission preparation will be borne by the design firm.

Interested firms must use the following outline when completing the Statement of Interest, Qualifications and Performance Data:

- A. Letter of Interest
- B. Firm Profile
  - 1. Number of years in business
  - 2. Names of principals in firm
  - 3. Primary contact
  - 4. Professional affiliations
- C. Qualifications
  - 1. Firm Profile with Services and Specialties.

2. Resumes of key personnel, including project manager, who will be assigned to the project with their specific roles clearly identified.
3. Availability of necessary resources including staff, technology, etc. that will be utilized for this project.

D. Related Work Experience

1. Describe firm's experience in working with park and recreation agencies in the development of park design services. Experience should be with agencies of a variety of sizes, budgets, amenities, challenges, opportunities, etc. Experience should demonstrate proficiency in leading public forums, familiarity with pickleball court design standards, successful grant procurement – particularly the Illinois Department of Natural Resources' Open Space Land Acquisition and Development grant, and other sources of alternative funding mechanisms.
2. Provide a list of a minimum of ten (10) completed projects in the last five (5) years of similar scope.
  - a. Project name and location
  - b. Year completed
  - c. Description of project
  - d. Contact information (name, address, telephone number, email address, etc.)
3. List projects currently under contract which will continue during the proposed project timeline.
4. Provide list of projects for which the firm has received grant funding, specifically OSLAD grants, and cite the grant(s)/alternative funding received.

E. Project Approach

1. Describe the approach the firm will take to meet the expectations of the Scope of Services, demonstrate the firm's understanding of the project and relevant issues, and assure the completion of what the firm considers a successful park development plan.

F. Subcontractors

1. Identify any portions of the project that would be subcontracted.
2. Provide the name, background, and qualifications of each subcontractor (if any), along with the names and qualifications of the individuals who will be assigned to this project.

- G. Provide a project timeline with start date on or around March 16, 2023 and submission of a complete OSLAD grant application in September, 2023.

## C. SELECTION PROCESS

The Lisle Park District will evaluate the firms submitting letters of interest based on qualifications, ability of professional personnel, past record and references, experience on projects of similar size and scope, current workload, ability to complete the project in a timely manner, track record on attaining grant funding, and availability of necessary resources such as staff and technology.

On the basis of Lisle Park District's evaluation of each firm's submission, it will choose no less than three (3) firms which it determines to be the most qualified to provide Tate Woods Park design services and place them in rank order. The Lisle Park District will then contact the firm ranked most preferred and attempt to negotiate a contract at a fair and reasonable compensation. If the Lisle Park District is unable to negotiate a satisfactory contract with the firm that is most

preferred, negotiations with that firm will be terminated. The Lisle Park District will then begin negotiations with the firm which is next preferred, and so on.

The selection process is expected to begin on February 16, 2023, and the Lisle Park District anticipates awarding a contract on March 15, 2023.

The Lisle Park District reserves the right to reject any and all submissions in whole or in part, to waive any and all informalities, and to negotiate a contract with the firm the Park District, in its sole discretion, determines to be the most capable in being able to provide the requested services.