



REQUEST FOR PROPOSALS (RFP)

**PROFESSIONAL ARCHITECTURAL AND
ENGINEERING SERVICES**

DUE DATE: Friday, March 6, 2020 at 10:00 a.m.

**VILLAGE OF OSWEGO, ILLINOIS
LEGAL NOTICE**

The Village of Oswego will be accepting proposals for Professional Architectural and Engineering Services at the address listed below until **Friday, March 6, 2020 at 10:00 a.m. local time.** Proposals not physically received by the date and time listed above will be returned, unopened to the firm. Proposals can be hand delivered, or mailed to the information below:

Village of Oswego
Re: (firm name)
Request for Proposals for Architectural and Engineering Services
Attention: Carri Parker, Purchasing Manager
100 Parkers Mill
Oswego, IL 60543

Proposal packets are available online at <http://www.oswegoil.org>. The link can be found under the Business & Development Tab-Bids & RFPs. Additional packets may be picked up at Oswego Village Hall, 100 Parkers Mill, Oswego, Illinois, 60543. Please contact the Purchasing Manager to schedule a time to pick up the packet. Each firm is to submit their proposal as indicated in the Specifications.

Award of Contract: The Village of Oswego Board of Trustees will make the final award of the proposal. The successful firm and the Village will execute an agreement within 14 days from the award of contract. The Village reserves the right to reject any or all proposals.

Questions regarding this request for proposal should be in writing and directed to: Carri Parker, Purchasing Manager, Village of Oswego, 100 Parkers Mill, Oswego, IL 60543 Email: cparker@oswegoil.org.

I. INFORMATION

Among the fastest-growing communities in Illinois, Oswego boasts a vision of smart growth and a dedication to maintaining the small-town feel, all nestled in the verdant Fox River Valley 40 miles southwest of Chicago. Though primarily a residential community, the Village of Oswego is also the retail powerhouse of Kendall County with three major commercial corridors and a rapidly redeveloping downtown TIF district, plus four business parks that are home to light industrial uses and take advantage of nearby transportation networks along I-55, I-88, and I-80. The Village of Oswego has a population of nearly 35,237, a 16% increase since the 2010 Census, and a median household income of more than \$101,000, anchoring Kendall County's reputation as both the fastest growing and wealthiest county in Illinois.

The Village of Oswego provides a full range of municipal services including public safety (police), street construction and maintenance, water distribution, economic development, planning and zoning, and general administrative services. The Village is regarded as a statewide leader in shared services, collaborating with other taxing bodies and adjacent municipalities to provide high levels of service at lower costs to residents by eliminating duplicative services and realizing cost savings through economies of scale. To that end, the Village often purchases cooperatively with its neighbors, as well as other public taxing bodies including the Oswego Fire Protection District, Oswego 308 School District, Oswego Public Library District, Oswegoland Park District, and Oswego Township.

The Village is governed by a Village Board comprising six trustees and a village president. The appointed Village Administrator is responsible for day-to-day operations. Departments include Administration, Finance, Economic Development, Community Development, Police, and Public Works. Budgeted expenditures are \$32.2 million. Budgeted revenues are \$37 million. Oswego has 110 full-time and 17 part-time employees.

Oswego offers schools ranked among the Top 10% in Illinois, a low crime rate, expansive parks and trails along a recreational river, unique shopping in its downtown, and dozens of events throughout the year for neighbors to gather and grow the community.

For more information, visit www.oswegoil.org.

II. OVERVIEW

The Village of Oswego invites the submittal of responses to this Request for Proposals (RFP) from qualified Firm(s) interested in providing architectural and engineering services in connection with the Amphitheater project as herein outlined.

The Village of Oswego has acquired Lot 7 in the Oswego Junction Phase 2 located on Station Drive immediately west of the Park N Ride lot. This property will be developed as a venue for outdoor live performance and music entertainment and events to be enjoyed by the general public. The venue will contain a covered stage amphitheater and may contain a concession stand, restroom facilities, park toys, and other appurtenances.

III. SCOPE OF SERVICES

The Village of Oswego proposes to retain a highly qualified, capable Firm(s) to act as the Architect and Engineer during the planning and execution of the project for a not-to-exceed price based upon a detailed scope of work.

Those Firm(s) who participate in this RFP process are sometimes referred to as “Respondents” and “Architects”. The Village will give prime consideration to the Firm with significant, current experience in the development, design, renovation, and construction, of similar buildings and projects. The Village reserves the right to negotiate with one or more parties and is not obligated to enter into any contract with any Respondent on any terms or conditions.

The selected Firm will be required to perform the basic architectural and engineering services to be specified more fully in a contract agreement. The contract agreement will provide for payment for phases of work completed with options to proceed through all phases or to discontinue work as the circumstances may dictate. The Village anticipates a contract that will include the schematic design, production of computer-generated renderings, and cost estimations; however, the Village reserves the right to include additional project elements in the initial or subsequent professional services agreements as the Village may (in its sole discretion) deem appropriate where at that time a cost proposal will be negotiated.

More specifically, the Firm will prepare plans, specifications, and estimates for the following elements:

Stage Design:

- Modular design to allow for future amenities
- Site grading
- Infrastructure to support stage lighting
- Stage and park lighting and electrical source
- ADA accessible parking, ramps, sidewalks, and seating access

Future Stage Additions:

- Dressing room(s) and storage
- Entertainment private restroom facilities
- IT room to support security equipment

Optional Park Amenities:

- Concession stand with small grease trap
- Public restroom facilities
- Box Office/Administrative Office
- Walking path, playground equipment, benches, trash cans, etc.

Design Requirements:

- Public Improvements (sewer, gas, electric, water)
- All buildings shall include heating with pad for a future AC unit

- All buildings shall include a fire suppression system in accordance to Village Code

The concept plan will have all of the above amenities and through the public open house, Committee of the Whole and Planning and Zoning Committee will the scope be narrowed to the final design and development plans.

The Village has hired Schoppe Associates to develop the site plan for the development. The Firm will work with Schoppe to finalize the site plan and identify phasing opportunities as noted in Section IV.A.1.

The Village has hired H.R. Green to obtain a topographic survey of the site. The survey will indicate property boundaries, easements, and underground utilities.

Acoustical Engineering – The Village has hired Threshold Acoustics to perform an acoustical analysis of the site and proposed amphitheater. The Firm will work with Threshold Acoustics to design a venue that minimizes impacts to adjacent properties. A geotechnical engineer may need to be hired by the Firm for foundation design.

The Village will not use the standard AIA contract documents to secure the professional services herein described. The Firm will be responsible for all basic engineering disciplines such as mechanical, electrical, plumbing, fire protection, civil and structural engineering as appropriate for the Scope of Work negotiated. Landscape architecture will be under a separate contract. The Firm may identify and select appropriate sub-consultants; however, the Village reserves the right to approve proposed sub-consultants that will be associated with the Project.

IV. REQUIREMENTS

A) Contract Requirements

The Firm is expected to fulfill the following contract requirements:

1) Program Development:

- The Firm will work with the Village, Schoppe Design Associates, Threshold Acoustics, and others to develop a Master Plan based upon the initial concept plan. Schoppe will be responsible for preparing the ultimate Master Plan.
- The Firm is expected to attend at least 10 meetings for the duration of the project.

2) Traffic Engineering/Transportation Management:

- The engineer shall perform a traffic study for the proposed improvements including the following tasks:
 - ◇ Determine the parking requirements to support the proposed design.
 - ◇ Identify parking options to support the parking demand, including off-site locations as identified by the Village. Some coordination with Metra may be required with the use of the parking lot.
 - ◇ Identify traffic impacts and mitigation options for the intersections of Mill Road and Station Drive and Mill Road and Orchard Road.

- Working with the Oswego Police Department, the engineer shall develop a general transportation management plan for large concerts held at the venue. This plan will be a template for more detailed plans developed for specific events.

3) Schematic Design:

- CAD files of the site plan and boundary will be provided.
- Complete code study.
- Review existing work, reports and studies completed to date.
- Evaluate primary building materials and develop options to stay within the project budget.
- Prepare a schematic design for the Project.
- Evaluate different building systems relative to long-term operational costs and life cycle costs such as LED lighting, and heating and cooling systems,
- Coordinate with the Village staff, elected officials, and other consultants.
- Participate in public input including Village Board update(s)
- Complete Schematic Design Documents for review and approval that meets the intended design, schedule, and budget.

4) Design Development:

- Based on reviewed and approved Schematic Design, prepare detail design documents (drawings and other documents) that include:
 - ◊ Plans, sections, elevations, typical construction details including mechanical, plumbing, electrical services, and life safety plan
 - ◊ Stormwater management plans
 - ◊ Erosion and sediment control plans and specifications
 - ◊ Diagrams or layouts of building systems along with efficiency calculations
 - ◊ Establishment of the architectural, structural, mechanical and electrical systems
 - ◊ Site and utility plans
 - ◊ Specifications that outline types and quality of materials and systems types
 - ◊ Review and confirm that the current ADA rules and code requirements are incorporated into the new building and site plans
- Meet with the Staff, Consultants, and Committees to review preliminary and final design – estimate 2 meetings (1 with staff, 1 with committees)
- Work with the Village Administrator to provide an evaluation of utilizing comprehensive bid packages based on the project schedule, budget, and available resources.
- Assist in public input including Village Board update – estimate 1 meeting
- Complete Design Development Documents for review and approval that meets the intent of the design, schedule, and budget

5) Construction Documents and Permits:

- Based on the Village's review and approval of the Final Design by the Village Board, the Firm will prepare construction documents consisting of Drawings and Specifications to be used for public bidding. The bidding documents shall be coordinated with and include work from other consultants hired by the Village. To

- achieve the project goals, multiple “bid packages” may be utilized with different project schedules.
- Submit for and obtain permits as required for construction
- 6) Public Bidding:
- Following the approval of the Construction Documents, the Firm shall assist the Village’s Purchasing Manager in the following:
 - ◇ Construction Schedule;
 - ◇ Develop Contractor and Supplier Interest;
 - ◇ Establish Bidding Procedures;
 - ◇ Distribute Bid Documents;
 - ◇ Conduct Pre-Bid Conferences;
 - ◇ Evaluate Bids; and
 - ◇ Prepare Construction Contracts.
- 7) Construction Phase:
- Meetings/Pre-Construction Conferences - The Firm will organize and conduct all meetings with contractors, consultants, and the Village. The meetings shall include a review of project management, project schedule, and project procedures.
 - Process Construction Documents - The Firm, in consultation with the Village Administrator, will establish and implement procedures for processing and approving shop drawings, product data, samples, and other submittals from the contractors (e.g. including contracts, specifications, schedules, correspondence, meeting minutes, catalog data, directives, change orders, etc.). In addition, the Village Administrator will coordinate the processing and approval of all submittals with the Firm. The Firm will establish and maintain a submittal log to ensure contractor compliance with the contract documents.
 - Project Coordination - The Firm will assist the Village in providing administration, management and related services necessary to coordinate the construction activities of the contractors with each other and with those of the Village.
 - Process Change Orders and Request for Information – The Firm will assist the Village in resolving conflicts, responding to requests for information, preparing and reviewing requests for information and change orders.
 - Monitor Construction Progress - The Firm will observe construction progress and report deviations from the schedule that might delay Project completion. The Firm will meet with consult with contractors to develop and implement corrective actions necessary to meet the project schedule.
 - Control Construction Quality - The Firm will monitor and inspect all work in progress to ensure the quality of the work and compliance with the contract documents. The Firm will coordinate with the Village to document and report all deficiencies and make recommendations for corrective actions, includes but not limited to review, respond and document RFI’s, ASI’s, submittals, and approved changes.
 - Process Change Orders - The Firm, will develop and implement a system for review and processing of change orders.

- Process Applications for Payment - The Village, in accordance with the Firm, will develop and implement a procedure for the review and processing of contractor payment applications.
- Project Meetings - The Firm will participate in meetings and, in consultation with the Village and applicable parties, conduct meetings as necessary at the job site to discuss job progress, problem resolution, and decision making. The Firm will prepare and distribute accurate meeting minutes in a timely manner.
- Coordinate Inspections and Testing - The Firm, in consultation with the Village, will coordinate the selection of independent inspection and testing agencies, review inspection and testing reports, and make recommendations regarding the results of inspections and testing activities.
- Quality Control - The Firm shall keep the Village reasonably informed about the progress and quality of the portion of the work completed and report to the Village (1) any known deviations from the Contract Documents and from the most recent construction schedule submitted by the Contractor, and (2) any defects and deficiencies observed in the work.

8) Close-Out Phase:

- Develop a Close-Out Program
 - ◇ The Firm will develop a detailed program of close-out activities in compliance with the contract documents. The program will include a close-out schedule, inspections, testing, start-up procedures, warranty processing, occupancy, and training of mechanical systems.
- Verify Substantial and Final Inspections
 - ◇ The Firm will verify substantial completion and final inspections. The Firm will assist the Village in the preparation of a list of deficiencies (punch list) and will coordinate all corrective actions by contractors.
- Prepare record drawings of all site improvements.
 - ◇ Coordinate Construction Close-Out - The Firm will assist the Village to coordinate close-out activities including the completion of deficiencies, submittal of close-out documents, resolution of change orders and recommendations for payment of retainage.
- Certificates
 - ◇ The Firm, upon completion of the Project, will be responsible for certifying that, to the best of his professional knowledge, the building conforms to the approved plans, specifications and shop drawings.

9) Sub-consultants:

The Firm shall be responsible for Contract performance when sub-consultants are used. However, when sub-consultants are used, they must abide by all terms and conditions of the Contract. If sub-consultants are to be used, the Contractor must notify the Village prior to sub-consultant work. The Firm must clearly explain their participation. The Village must approve of all sub-consultants prior to sub-consultant work.

V. PROPOSAL REQUIREMENTS

- 1) Provide a cover letter containing an executive summary of the proposed services. The cover letter should be no more than three pages and should include, but not be limited to:
 - Firm's name, address, telephone number, fax number, e-mail address, and principal contact.
- 2) Experience of the Firm and its employee(s) completing the work. The Village prefers Firms with municipal experience.
- 3) Firm's proposed plan to meet the Village's desired outcomes as stated in the above section.
- 4) List of all sub-consultants and a description of the work to be performed.
- 5) Three references: At least two of whom are municipal entities that the Firm has completed similar work in the past five years.
- 6) In a separate sealed envelope, provide a cost proposal to provide such services.

VI. PROPOSAL SUBMISSION

Proposals are requested from qualified Firms to furnish professional services pertinent to the project's scope outlined above. Please mail or drop-off your sealed proposal and sealed cost proposal to, Carri Parker, Purchasing Manager, Village of Oswego, 100 Parkers Mill, Oswego, Illinois 60543, no later than 10:00 a.m. on Friday, March 6, 2020.

Following the review of the Proposals by the Village, Firms may be contacted for additional information or to participate in an interview process.

VII. GENERAL EVALUATION CRITERIA

This Request for Proposal is only a solicitation for information. The Village is not obligated to enter into a contract nor is it responsible for any costs associated with the preparation of proposals and interviews. Proposals received after the deadline will be disqualified from consideration. The Village reserves the right to reject any and all proposals and to interview Firms, which in the Village's judgment, will best meet the Village needs. Proposals will be evaluated based on but not limited to the following general criteria:

- Experience in dealing with moderate and complex governmental projects.
- A demonstrated understanding of the requirements of this project
- Project approach and schedule
- Qualifications and expertise of the Firm and key personnel assigned to the project and their proven ability to efficiently complete similar projects
- Comments and opinions of references
- The Firm possesses resources required to complete the project
- Clarity, conscientiousness, and organization of the proposal
- Cost of Services

Interviews are a component of the evaluation process and will be scheduled following the evaluation of proposals. Formal presentations are encouraged but not required. The Village will negotiate the terms of compensation for the agreed scope of professional services associated with

this request for proposal. Should you have any questions, please contact Purchasing Manager Carri Parker at cparker@oswego.il.org. All inquiries must be received by Wednesday, February 26, 2020 at 5:00 p.m..

VIII. RIGHTS OF REVIEW

The Village of Oswego reserves the right to reject any or all quotes or to request additional information from any or all applicants as determined to be in the best interest of the Village.

IX. CONTRACT EXECUTION

The Firm chosen will be required to enter into a contract with the Village of Oswego for the proposed work prior to the commencement of any work. The Firm chosen will also be required to provide a certificate of insurance demonstrating compliance with the minimum insurance requirements.

The Village reserves the right to negotiate the final terms and conditions of the contract to be executed. If the Village and Firm are unable to agree upon the contract, the Village reserves the right to discontinue negotiations, select another Firm or reject proposals. Upon completion of negotiations agreeable to the Village and the Firm, a contract shall be executed.

X. CONTRACT AWARD

Upon successful responses and reference verification, a recommendation by the Village staff to the Village Board will be made to authorize the award of the contract to the selected Firm.

Village staff will be proposing their selection at the April 7, 2020 board meeting. Upon the approval of the contract, the selected Firm will be able to begin work immediately.

XI. SCHEDULE

Selection Process Steps	Estimated Date(s)
Released to the Public	February 13, 2020
Final Date to Submit Questions	February 26, 2020 at 5:00 p.m.
Addendum Posted (if any)	February 28, 2020 at 5:00 p.m.
Proposal Submission Deadline	March 6, 2020 at 10:00 a.m.
Interviews and Contract Discussions	March 25, 2020
Village Board Contract Approval	April 7, 2020
Concept Plans Due	May 2020
Design & Development Plans Due	June 2020
Final Plans Due	July 2020
Construction Completion Date	May 10, 2021

EXHIBIT A – PROPERTY AERIAL PHOTO

