

# REQUEST FOR PROPOSALS

## EDWIN AND ELSIE MEYN BUSSE POCKET PARK

Village of Mount Prospect, IL



Emerson St. (Staff Photo)



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# Summary

The Village of Mount Prospect, Illinois is seeking proposals for a public involvement process that will culminate in the final design and construction cost estimate for a 0.33-acre park located at the northeast corner of S. Emerson Street and E. Busse Avenue. The Mount Prospect Downtown Implementation Plan and Village Comprehensive Plan both identified this site for public open space in the downtown. The site is located two blocks northeast of the Mount Prospect Metra Station.

Based on a review of proposal materials, the village will select a short list of design firms to interview. After the interviews, the village will select a preferred consultant to conduct a collaborative public involvement process culminating in a final design and construction cost estimate for the pocket park.

### Contact

Bill Cooney, Community Development Director  
Village of Mount Prospect  
50 S Emerson St, Mt Prospect, IL 60056  
847.818.5307 | [BCooney@mountprospect.org](mailto:BCooney@mountprospect.org)

### SITE AREA

17,437 Square feet

### ACREAGE

0.33 acres

### TIMELINE:

#### RFP ISSUANCE DATE

June 11, 2018

#### RFP RESPONSES DUE

June 29, 2018

#### SELECTED TEAM

#### INTERVIEWS

July 9 & 10, 2018

#### VILLAGE AWARDS

#### CONTRACT

July 17, 2018

Metra Station (Staff Photo)





Downtown Block Party (Photo by Mike Zarnek)

# Overview

## Village of Mount Prospect

Mount Prospect is a northwest suburb of Chicago in Cook County, IL and home to approximately 55,000 residents. The village boasts a thriving downtown located on a Metra commuter train line. There is currently an influx of residential development in downtown with new multi-family residential units under construction. The Community Development Department would like to ensure that adequate open space remains in the downtown. The site is across the street from the Village Hall and Centennial Green, a large lawn that hosts events such as the summertime Fridays on the Green concert series. Other popular events in the downtown include the Farmers Market and the Bluesmobile Cruise Night Car Show. (See [Appendix A](#))

## Property Description

The park will be located on the edge of downtown Mount Prospect at 19 and 21 South Emerson Street. The village recently purchased the two single family homes on the site and will demolish them in early July. The village owns the land, free and clear. Several previous plans identified the site as potential parkland, including the 2017 Comprehensive Plan and the 2013 Downtown Implementation Plan.

To the west of the site is Village Hall and the Public Library. To the north of the site is a townhome development, and to the south there is a 6-story office building. The site is adjacent to a single-family residential neighborhood to the east. (See [Appendix B](#)) There are four parks within a half mile of the site. Owen Park is a 5-minute walk to the east and contains a playground and open space. Moehling Park is located three blocks to the west and contains a gazebo, butterfly garden, and live plantings. Busse Park, half a mile to the northeast, provides ball courts and a playground. Finally, Lions Memorial Park, half a mile to the southeast, has athletic fields, tennis courts, a playground, and the Veterans Memorial Band Shell. The site offers an opportunity to provide more public open space for downtown residents and visitors.



Prospect Av. (Staff Photo)





Moehling Park (Staff Photo)

# Scope of Work

## Site Conditions

The park will cover 1/3 of an acre in downtown Mount Prospect at the Northeast corner of Emerson Street and Busse Avenue. It is a greenfield site with mature trees.

## Design Requests

The park should offer seating, visual interest, and should integrate with Centennial Green during public events such as summer concerts. Mature trees should be saved. Preferred potential uses include a splash pad, decorative holiday displays, and a community garden. A bench or plaque in honor of Wallace E. Busse and Marion Busse, the former owners of both homes, must be included as part of the proposal.

Green space

Interactive

Visually interesting

Connected

Year-round enjoyment

Centennial Green hosts events throughout the warm months, including Irish Fest, the Mount Prospect Block Party, Oktoberfest, and Fridays on the Green. Village staff highly encourage uses that complement the downtown location and Centennial Green events, consistency with neighborhood character, interactive installations, and year-round amenities.



Oktoberfest (Photo by Mike Zarnek)

## Budget

A total of \$650,000 has been allocated for the pocket park project. The budget will cover the public involvement process, design fees, installation fees, consultant fees, and any other expenses associated with the installation of the park. The budget for the public input and design process shall ensure sufficient funds remain for the construction of the park.





Emerson St and Northwest Highway (Staff Photo)

## Goals

The goals presented here are based on the goals outlined in the Downtown Implementation Plan (2013) and the Comprehensive Plan (2017).

The Downtown Implementation Plan (2013) ([Volume 1](#) and [Volume 2](#)) offers a concept of the pocket park as a Gateway Park that incorporates “decorative paving, benches, lighting, and other site furnishings.”

Other outlined goals include:

- To create unique and distinctive streetscapes and public spaces downtown
- To improve active transportation facilities to make downtown safer, more accessible, and convenient for pedestrians and cyclists

The [Comprehensive Plan](#) outlines the following relevant goals:

- To preserve the historic resources in the community and integrate art, culture, and learning opportunities to make the community a more vibrant place to live and work
- To protect and conserve Mount Prospect’s natural resources and environment
- To connect the village’s parks, open space, greenways and waterways to the regional green infrastructure network

The Mount Prospect Park District conducted a [survey of community needs](#) in 2017 as a part of their strategic planning process. The top two priorities identified by residents in the survey were fitness facilities and a splash park or indoor water park.

## Proposals

The Community Development Department welcomes submission of proposals conforming to the Request for Proposal (RFP) requirements for the pocket park site. In this proposal, the respondent will provide a plan for public outreach and design, commit to providing an estimated budget for park construction and provide any other relevant details. Additional information on requirements for proposals are outlined on the following pages. Successful proposals will address the goals and meet the requirements while offering creative solutions to involve the community in the design process.





Cappanari Ice Cream on Pine St. (Staff Photo)

## Requirements

Proposals should include and/or be accompanied by the items outlined below. The village reserves the right to seek clarification of any information that is submitted by any respondent in any portion of its proposal or to request additional information during the evaluation process. Any material misrepresentation made by a respondent will void the proposal and eliminate the respondent from further consideration.

### Items Required for Submission:

1. **Cover** - Indicate the names, address, telephone, and email address of the respondent. Provide the names of two contact persons who can represent the respondent.
2. **Narrative** - Prepare a memorandum that describes the public engagement plan and indicates a clear understanding of the objectives of the Village of Mount Prospect. Describe how public engagement will be used to guide the design process. If the proposal deviates from the stated goals of the RFP, explain the reasons for the deviation.
3. **Park Design Process** - Include at least one public charrette, as well as meetings with stakeholders. Participation in the Mount Prospect Downtown Block Party on July 27 and 28, 2018 will be required to inform residents about the design process and obtain their input. Surveys or interviews with key people in the village may also be part of this process. State at what stage of the process you will hold public meetings or stakeholder interviews. Explain how the information gathered from such outreach initiatives will address the community needs while providing a functional design plan.
4. **Budget** - Detailed budget for design services of the pocket park must be included. The budget should provide details for each component of the project, including producing final construction drawings for the pocket park. Provide data sources and copies of sources used to arrive at cost estimates.
5. **Firm** - Identification, qualifications, and experience of the design team, if any, including the names and titles of principals. Also, provide a history of the firm and description of other relevant projects underway or completed including scope of project, cost, and references. Resumes of key personnel





Walking path (Staff Photo)

assigned to the project, including relevant experience, should be included. Similar information should be provided for any partnering firms, as applicable.

6. **Schedule** – Time frame estimated to complete public outreach initiatives and design of the pocket park, along with supplemental tasks deemed necessary for the completion of the project. Provide updated design schedule as required.

Submittal may be supplemented with any existing brochures of the firm or partnership that address the submission requirements.

Any questions regarding any substantive matters arising during preparation of this proposal should be addressed to:

Bill Cooney,  
Community Development Director  
50 S. Emerson St.,  
Mount Prospect, IL 60056  
T: 847.818.5307  
[BCooney@mountprospect.org](mailto:BCooney@mountprospect.org)



Welcome Sign (Staff Photo)

Proposals must be received by **June 29, 2018**. Responses received after such time will be deemed “not submitted” and will not be included in the evaluation process, unless otherwise agreed to by all parties.





Restaurant on Emerson St. (Staff Photo)

## Notifications

1. All proposals must comply with requirements of the Americans with Disabilities Act (ADA).
2. The Village of Mount Prospect notifies all possible respondents that no person shall be excluded from participation in, denied any benefits of, or otherwise discriminated against in connection with the award and performance of any contract on the basis of race, religious creed, color, national origin, ancestry, physical disability, sex, sexual orientation, age, ethnicity, or on any other basis prohibited by law.
3. The Village of Mount Prospect reserves the right to modify the proposal and final selection of work product requirements as needed.
4. The Request for Proposal does not commit the Village of Mount Prospect to pay any cost incurred in the submission of a proposal or the cost incurred in making necessary studies and designs for preparation thereof, or contract for services or supplies.

## Selection Criteria

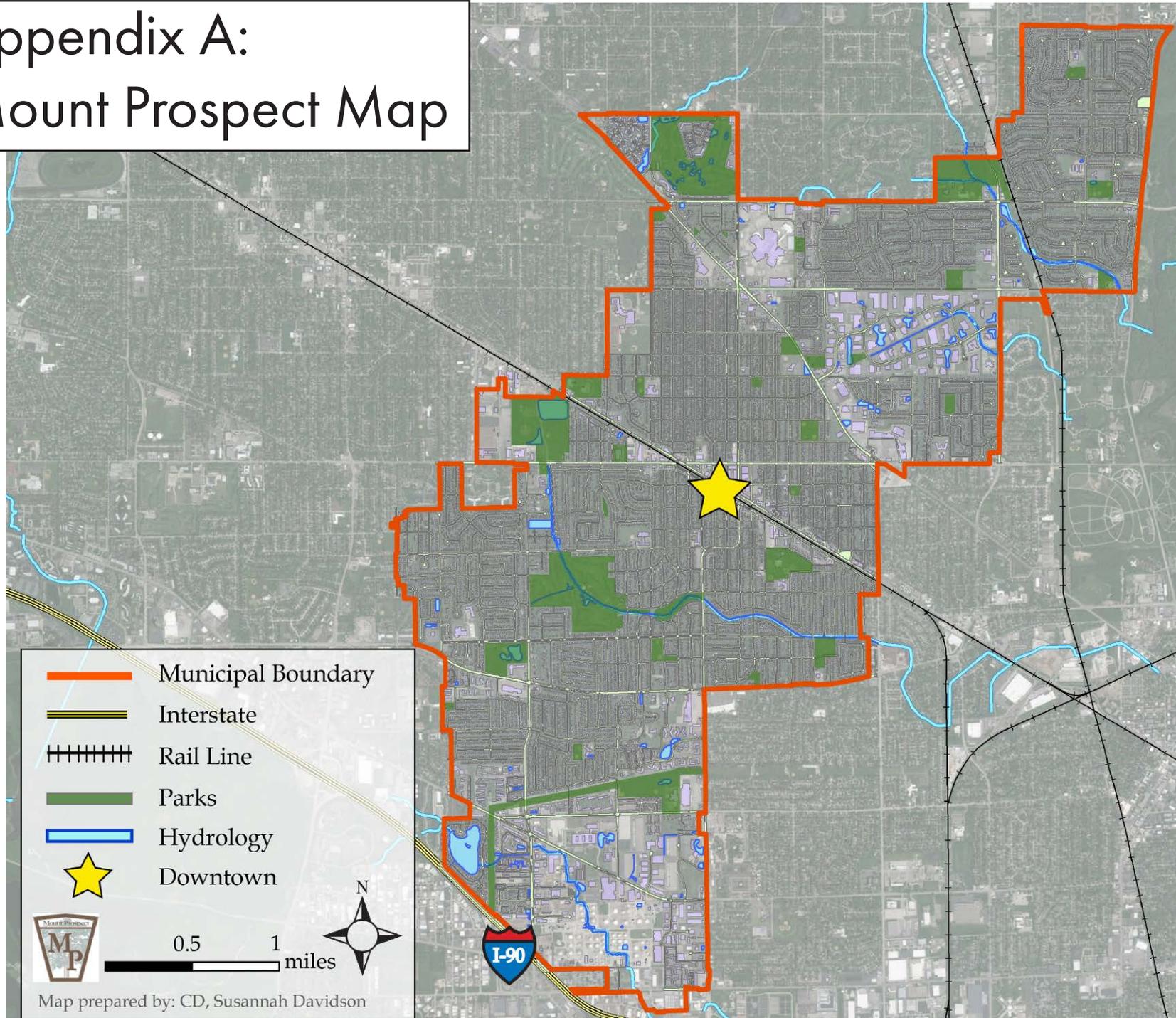
The Village of Mount Prospect is committed to a thorough and objective review of all qualifying proposals. Considerations will be given to the following criteria, which are not necessarily exhaustive:

1. Completeness of submittal
2. The quality of the proposed outreach plan and design process plan in terms of alignment with the goals set out in this RFP
3. Understanding of the project goals set out in this RFP
4. Financial strength of the project and marketing strategies
5. Past success record of respondent

The Village of Mount Prospect and its consultant(s) may also review any other information that is available to them, including, but not limited to, information gained by checking references and by investigating the respondent's financial condition.



# Appendix A: Mount Prospect Map



# Appendix B: Pocket Park Site Map

