

***Request for Proposals
Robert C. Burke Memorial Park
Master Plan***





Project Site.

Robert C. Burke Memorial Park
601 W. Railroad, Monticello, Illinois

Request for Proposals Overview.

The City of Monticello is seeking the services of a professional planning consulting firm or organization with extensive experience and skills in the development of a park and open space master plan for the Robert C. Burke Memorial Park, Monticello, a 5.87-acre neighborhood park that includes the Monticello Family Aquatic Center, and basketball, tennis, volleyball and playground facilities. Burke Park is named for the late Robert C. Burke, a Congressional Medal of Honor recipient from Monticello, as well as host to various memorials. Burke park is owned and maintained by the City of Monticello.

The selected consultant will be responsible for creating a Master Plan for the renovation of the park. Integration into the surrounding pedestrian and bicycle transportation network, inclusion of organized perimeter parking, development of a new community playground and picnic area, and include policies to guide future growth and maintenance of the park system should be considered. If approved in the FY2021 budget, the City will engage with the consultant on the selected proposal in early 2021.

Objectives.

After numerous components of the park having been upgraded over the last 10 years, the City desires to have a Master Plan addressing the park as a whole, providing a cohesive planning and implementation package. The Plan should focus on overall park upgrades and improvements including, but not limited to the following:

- Connectivity to and through the park from the surrounding neighborhoods
- Enhance perimeter parking for accessibility to maximize usage
- Provide design of a new community playground
- ADA connectivity to various amenities throughout the park
- Consider integration of new amenities in the park that are currently not present
- Memorial reflection garden and Active Duty Monument

Scope of Work.

1. Evaluate existing park conditions, amenities and lifespan.
2. Conduct a community-wide needs assessment that encompasses current and future recreational needs.
3. Develop and implement a public participation strategy for the process that includes at least two public meetings and a survey of some kind.
4. Identify unmet current and future needs in the park, including scope and opinion of probably cost for any suggested playground, facility or other park amenities.
5. Prioritize and evaluate park improvements and development. Suggest new programming and community partnerships to create increased recreation opportunities. Identify grant funding,



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partnership opportunities and any other alternative revenue sources specific to suggested improvements and developments.

6. Prepare a final master plan document to be adopted by the City of Monticello. This document should be prepared in a way so that it can be updated and maintained by City Staff.

Deliverables. 1.

Schedule.

- a. A proposed timeline illustrating the time frame for completing the master plan. Time frames should be stated in terms of number of weeks required to complete the specified tasks from a proposed/assumed start date.
- b. The proposed timeline shall include milestones for various steps to review and take action on the plan.

2. Personnel.

- a. The following shall be clearly identified:
 - i. Project manager who will supervise the projects on a day-to-day basis;
 - ii. Person(s) who will attend and facilitate all public meetings and presentations;
 - iii. Any personnel requirements from City of Monticello employees and the responsibilities required from them.

3. Cost Estimates.

- a. The cost estimate presented in a time and materials rate schedule, shall be provided for the plan. The estimate shall include a not-to-exceed maximum amount for the plan.

4. References.

- a. The respondents shall include three professional references of previous municipalities with which similar services were provided.

5. Additional.

- a. The City of Monticello reserves the right to require additional information from the consultant candidates which supplements or explains submitted materials.
- b. The submittal should include a statement to the effect that the report is valid for a minimum 120 day period to allow for funding from FY2021 budget (beginning January 1, 2021). The submittal shall also include a statement that all work will be performed at a not-to-exceed price.

6. Proposals must be received no later than 5:00pm on Friday, September 25th, 2020. Due to COVID restrictions, a proposal submitted electronically as a pdf file on a thumb drive or similar media is acceptable. The proposal must be submitted clearly marked as “Burke Park Master Plan Proposal” and mailed to the City of Monticello, attn: Callie McFarland, 210 N. Hamilton Street, Monticello, Illinois 61856. Proposals may also be emailed to cjm@cityofmonticello.net.



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Review Timeline.

Friday, September 4th, 2020 RFP Published

Friday, September 25th, 2020 Responses due by 5:00pm

Monday, September 28th, 2020 Responses evaluated by City Staff

October 13, 2020 Selection of firm, pending FY2021 Budget Approval

**The City reserves the right to alter scheduled dates if necessary. If a submission date change is made, an amended RFP will be sent to all applicants that have shown interest.*

Evaluation Criteria and Selection.

Proposals will be evaluated by City Staff, with Council approval, should FY2021 budget allow. Responses will be evaluated based on the following criteria:

1. Compliance with RFP submission requirements and completeness of submission
2. Proposed fees for the project
3. Evaluation of experience in parks and recreation master plan for development and similar past projects.
4. Any additional relevant information submitted.