
Mundelein Park & Recreation District
Request for Proposals
Comprehensive Master Plan



MUNDELEIN PARK &
RECREATION DISTRICT
Connecting Our Community

Issue Date: August 16, 2021

Submission Deadline: September 16, 2021 5:00 P.M. CST

PROPOSALS RECEIVED AFTER THE SUBMISSION DEADLINE WILL BE RETURNED UNOPENED

RFP Coordinator:

Ron Salski
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1.0 General Information

1.1 Introduction

The Mundelein Park & Recreation District (hereafter referred to as "District") is requesting proposals (hereafter referred to as "RFP(s)") from qualified, consulting firms (hereafter referred to as "Firm(s)") to provide professional services to the District to develop a Comprehensive Master Plan (hereafter referred to as "Plan") resulting in a Strategic Plan. The selected firm will have proven innovative approaches, experience and knowledge in park, facility and recreation planning, project management and ability to effectively blend sections, plans, documents, and concepts together, produce a concise and easily understandable plan, transfer, if available, real-time charts and spreadsheets to the District and work closely with District staff and Board in preparing the Plan.

The Plan will drive five-year planning, direct decision-making, and resources toward a clearly defined vision within five years and potentially its future, including development and maintenance of the parks, facilities, programs, open space, and recreation system, programming, facility operations and impacts on organizational structure and finances. The Plan will be a springboard to finish a five-year Strategic Plan. The District has outlined five business strategies to "Keep Advancing the District in Leadership, Community and Industry" through five core areas: Innovation, Planning, Internal Operations and Processes, Training, and Communication.

The Firm will analyze community needs, priorities, opportunities, using existing District Plans and documents while utilizing firm's own ideas and approaches to create a phased plan.

The Firm will create a **final Comprehensive Master Plan document** that connects multiple sections/chapters including but not limited, executive summary, sub-sections, appendixes, summary of the planning process, data collected, the analysis of forecasted needs, years of completion within five years and implementation strategies for review and approval by the District Board following presentation. The Executive Summary should provide a clear direction over the next five years.

1.2 Description of Mundelein Park & Recreation District

The District was established in 1954. It has grown from a mere 14 acres of land to over 34 sites that encompass 785 acres serving a population of 37,000 residents over 10 square miles. Year-round recreation, park and facility opportunities are available to the public through our many facilities. The District, is located approximately 45 miles northwest of the City of Chicago in Lake County. Mundelein has a land area of 12 square miles. Mundelein is a diverse community that values recreation and community.

Policy making and legislative authority are vested in the District Board, which consists of five board members. The Board is responsible, among other things, for passing ordinances, adopting the budget, appointing committees and hiring the District Executive Director and District Attorney. The Executive Director is responsible for carrying out the policies and ordinances of the Board, for overseeing the day-to-day operations of the District, and for hiring the District's department heads.

The District is staffed by 445+ employees which includes 40 full-time employees. The District also partners with local school districts, library, churches, and private businesses to assist with recreational opportunities.

In 2019, the District created the following vision, mission and values:

Our Vision: To be the leader for environmental preservation, recreation activities and unique facilities for those we serve

Our Mission: Mundelein Park & Recreation District is committed to connecting the community with quality recreation through diverse programs, facilities and open space.

Our Values:

Excellence: Offering our customers an excellent product and an excellent customer experience

Fun: The Park District atmosphere for staff and customers will be fun and enjoyable

Honesty: Always striving to be straightforward and fair

Inclusive: Including all regardless of ability of culture

Integrity: Earning trust every day

Invested: Committed to improving our community

Respectful: Treating everyone we encounter with respect

Responsible: Standing by our commitment to the community

Mundelein Park & Recreation District Comp. Master Plan RFP

The park district's facilities include a Community Center equipped with an indoor pool, gymnasium, multi-purpose room, Big & Little Child Development Center; a state license child care center for ages 2-6 years old. Also, a full-service Health and Fitness Center is within the Community Center. It offers fitness classes, weight and cardio vascular machines, free weights, an indoor track and child care. The District has entered into a partnership with Rush Physical Therapy whom occupies space in the Community Center.

The Spray Park and our family aquatic center, Barefoot Bay, are located adjacent to the Community Center in Keith Mione Community Park. Our other aquatic facility, Diamond Lake Beach, is located on the 149-acre Diamond Lake. The Diamond Lake Recreation Center is home to a sandy beach, boating, fishing, playground and concession. A public boat launch is available on Diamond Lake. Additionally, preschool classes are held at the Recreation Center, September through May.

Steeple Chase Golf Club is an award winning 18-hole championship golf course designed by Ken Killian set amongst natural hills, lakes, woods and wetlands. Its's scenic beauty, outstanding course conditions and challenging greens have earned Steeple Chase a 5-Star rating by "Chicagoland Golf" magazine. Steeple Chase's staff or PGA professionals offer tournaments, golf lessons for all ages in addition to a Junior Golf Program, family golf and 9-hole play. Located in the Steeple Chase Golf Club is the Grill Room, a full-service restaurant and bar, banquet room and an outstanding Pro Shop stocked with top quality merchandise.

Senior residents enjoy the recreational activities offered at the Regent Center. Exercise classes, medical care and information, day trips in addition to weekly bingo, card games, breakfast and dinner clubs plus so much more are offered.

Kracklauer Park Dance Studio offers dance classes for all ages. Tap, ballet, hip hop classes are just a few favorites that the community enjoys.

The District also boasts that it has it very own museum, Mundelein Heritage Museum. The museum chronicles the history of Mundelein from a small rural town to the economically efficient village of today.

Recreational activities available at various parks include tennis, basketball, disc golf, sand volleyball, shuffleboard, bocce ball, skate park, softball/baseball, horseshoe pits and numerous walking trails are available in our parks. Additionally, many parks offer picnic areas, shelters, fishing ponds, and playgrounds. One skating rink and our sled hill at Community Park are popular recreational spots in the winter months. The recreational activities we offer bring meaning, purpose, and pleasure to our community residents.

The District embarked on new branding and logo in April, 2019 and designed a new website in 2021.

1.3 Background

The District utilizes planning to define a consistent vision and strategic priorities and keeps advancing the District in five-year increments due to trends and events occurring more frequently which impacts the industry. These impacts force the organization to imagine while executing the desired future of its services, recognizing the realities of the external operating environment and developing an action plan to make the desired outcomes a reality.

By providing the variety of parks, facilities and programs to the Mundelein community, the District's overall philosophy is to project revenues and expenses conservatively, use sound financial planning to achieve the strategic priorities, utilize existing reserves to maintain assets, take steps and allocate resources to address competition, attract and retain customers and staff, and provide a balanced level of services and programs expected within a diverse community. This will allow the District to meet needs and make residents feel welcomed and valued, keep advancing parks, programs and facilities, and maintain a healthy financial condition.

Furthermore, staff recognizes that to ensure long-term financial sustainability, the District must consider evaluating programs/facilities with declining participation, and those that do not or cannot consistently reach established revenue benchmarks, while putting resources into areas with potential and/or current growth. The District has had the fiscal agility to use operational funding and/or reserves to address some capital maintenance needs, maximize and grow revenue, hire innovative staff, and undertake key strategic initiatives for long-term success. Although, a major challenge has been a growing community without the internal organizational structure and various plans/assessments aligning with the growth. The District tends to be reactive than proactive.

To continue managing a growing community, fast paced environment and maintaining its aging infrastructure and offer the programs, services and new facilities and amenities the community desires, the District Board and staff must continue to make measured decisions, balance future community needs against the District's sound fiscal condition, implement cost recovery models, compliment diverse community and determine realistic and financially feasible future priorities during the next comprehensive planning process. The key factors with the District's planning processes include the following:

- Analyze needs assessment results and identify the gaps to be addressed to meet those needs and interests;
- Engage stakeholders in the planning process to build consensus and support for the effective development and implementation of plans;
- Understand the community, district's culture and organizational structure and provide recommendations how the structure can execute a plan;
- Assess the future vision of the organization and determine the strategic priorities to achieve that vision;
- Foster an awareness of the organization's presence and impact on the community;
- Develop a "living and real-time document," which reflects the outcomes of the process and

Mundelein Park & Recreation District Comp. Master Plan RFP provides clear direction on actions to be taken to address strategy and provides a foundation for the development of all other planning and operating documents (e.g., budget, capital, community survey, facility, and marketing plans); and

- Ensure the most effective use of the organization's resources by focusing decision making and spending on strategic priorities.
- Offer diverse programs and facilities allowing for balance and equity throughout the community.

1.4 RFP Coordinator

Upon release of this RFP, all communications concerning this proposal request should be directed to the RFP Coordinator listed below. Unauthorized contact regarding this RFP may result in disqualification. Any oral communications will be considered unofficial and non-binding to the District. The respondent should rely only on written statements issued by the RFP Coordinator.

Ron Salski
Executive Director
1401 N. Midlothian Road
Mundelein, IL 60060
Telephone: 847-388-5460
Email: rsalski@mundeleinparks.org

1.5 Questions Regarding the RFP

Requests for clarification or additional information must be made in writing to the RFP Coordinator prior to the date specified in the RFP Schedule. Written responses to all requests will be furnished to all potential proposers as determined by the District's receipt of a completed RFP Acknowledgement Form (Attachment A). The RFP Coordinator will be unable to respond to requests for additional information or clarification received after 5:00 p.m. CST, August 27, 2021.

1.6 RFP Amendments

In the event of a material modification, all potential proposers will be notified of an amendment to the RFP as determined by the District's receipt of a completed RFP Acknowledgment Form (Attachment A). If deemed necessary by the District, proposers will be given an opportunity to modify their proposal in the specific areas that are affected by the modification.

2.0 Scope of Services

The specific work to be undertaken by the successful firm for the comprehensive master plan process is described in this Section, and respondents should include in their proposals how they will assist the District with completing this work as well as any new ideas that may have not been included in the Scope of Services. The work described in this Section is considered to be the minimum required to complete this process. In their submittals, firms should propose additions or edits to this scope that lend to the best process. The Executive Director will be evaluating which firm can most effectively blend multiple documents, spreadsheets, ideas and plan into one Comprehensive Master Plan and provide expertise, knowledge and ideas to create a realistic plan. Please consider, the District is not looking for Architects to develop conceptual design plans and/or individual park site planning.

Following the firm's selection process, a meeting will be held with the successful firm to negotiate the final scope of work and a contract for services. Therefore, the District reserves the right to make revisions to the final scope of work.

2.1 Project Kick-off

The first step in the project will be to hold an onsite meeting with District staff to establish objectives for the project, including confirming roles and responsibilities and finalizing the project methodology, scope of services, timeline and format and content of deliverables.

2.2 Review Existing Needs Assessment

A key component in creating the Plan will analyze the needs assessment data completed by Center for Governmental Studies - Northern Illinois University.

2.3 Collect & Analyze Data

- Review past comprehensive plans and related documents such as, but not limited to, 2020 Comprehensive Annual Financial Report, 2018-19 Master Plan, Organizational Structure, Policy Manuals, Technology Assessments, Replacement Schedules, Business Strategies;
- Analyze the data from the Center for Governmental Studies - Northern Illinois University;
- Utilize and/or compile data on participation, operations, technology, programming, programming space and land use trends and acquisition opportunities;
- Utilize and/or compile and/or use existing inventory documents of indoor and outdoor facilities, including capacity of each amenity found within the park system as well as its functionality, accessibility, condition and convenience, etc.;
- Review available funding and financing strategies that are options for funding future improvements; and
- Revise usable and workable definitions and recommendations for designated park and openspace with acreages and parameters defined as appropriate.

2.4 Hold Stakeholder Meetings

The planning process must result in a shared, clearly defined vision for the District driven by input from the community and stakeholders. Public involvement is extremely important to the District and adds value to the decision-making processes. The successful firm will propose a stakeholder outreach strategy that describes how the community, staff and Board will be provided opportunities to participate in the development of the Plan. In their submittals, firms should at a minimum provide the following:

- Define the stakeholders (District has a recommended list of 6-8 groups);
- Ensure the residents, user groups and other stakeholders are provided an opportunity to participate in the development of the Plan;
- Act as professional facilitators to gather specific information about services, use, preferences, and any agency strengths, weaknesses, opportunities and threats;
- Provide written records and summaries of the results of all stakeholder and communication strategies;
- Throughout the entire process, help to build consensus and agreement of the plan and if consensus is not possible, provide information for informed decision making for the staff and District Board.

2.5 Deliverables

The District has various documents that are completed, in progress and/or will be completed prior to January 1, 2022 but the Firm expected to review, update existing documents and/or create an easier spreadsheet to identify and blend the priorities. Existing documents include Site Plans for Facilities and Parks, Capital Maintenance Asset Inventory, Lifespan and Condition, Capital Development Concepts and Priorities over the next five to seven years, Five-Year Financial Forecast Plan, Human Capital and Resources Management Plan, ADA Transition Plan, Technology Inventory & Assessment, Parking Lot and Path Assessments, Park and Facility Classifications, Park Inventory and Map, Land Acquisition Opportunities, Community Development and Impact Fees, Data and Statistical Reports, and Natural Areas/Pond Priorities and Plan. Once again, the District is firm is expected to review and update the existing documents as stated above.

The District needs the following deliverables:

- Program and Facility Operations and Maintenance Plan
- Cost of Service (Fees and Charges)

Firm is expected to provide options of additional sections that may compliment and/or be added to Comprehensive Master Plan allowing for better decision making with strategies, goals and recommendations.

2.6 Analysis of Forecasted Needs to Determine District's Strategic Direction

The Firm will review needs assessment outcomes with District staff and facilitate a review of the District's strategic direction to identify and affirm the vision. This step of the planning process is vital for clarifying the District's organizational direction for action planning, decision making, and resource allocation. To determine the District's strategic direction, the Firm will assist the District with accomplishing the following:

- Review the District's purpose, aspiration, and organizational values;
- Conduct a situational analysis and environmental scan utilizing the needs assessment data to determine gaps in what is being provided versus the needs and interests identified; and
- Develop a list of critical issues and opportunities based on the results of the situational analysis and environmental scan.

2.7 Develop Recommendations, Priorities & Implementation Strategies

To ensure that the Plan is implementable upon its adoption by the District Board, it must include realistic, feasible, and clearly-defined planning scenarios. Based on new ideas, existing planning information and the District's strategic direction, the firm will be expected to develop the following:

- Prioritized recommendations to meet current and future needs through, but not limited to, land acquisition, construction or development of indoor and outdoor facilities, development of additional recreational amenities, park maintenance, etc.;
- Review existing staff recommendations for addressing operations, staffing, maintenance, technology, programming, services, and funding need to support implementation of this Plan; and
- Evaluation of the feasibility, cost-effectiveness/return on investment of suggested strategies and recommendations.
- Establish the following priorities: Facilities (Aquatics, Health and Fitness, Golf Club, Big & Little Child Development), Museum, Finance/HR, Information & Technology, Marketing and Communication, Community Relations, Sponsorships and Grants, Recreation Programs, Parks/Trails/Natural Areas/Ponds, Capital Maintenance and Capital Development.

2.8 Create Action Plan – Strategic Plan

The firm must develop a real-time action strategic plan which includes goals, objectives, strategies, ideas, priorities, budget support, and funding mechanisms for five years. The Action Plan must be a matrix with narrative while being easily readable and concise. It must be phased with priorities including various sections to advance the district and importantly, it must consider community growth and organizational structure. It is important to build the Strategic Plan upon “Keep Advancing the District in Leadership, Community and Industry” through five core areas:

Mundelein Park & Recreation District Comp. Master Plan RFP
Innovation, Planning, Internal Operations and Processes, Training, and Communication.

2.9 Final Report & Presentation

The selected Firm shall submit a draft and final report which summarizes the findings, priorities, conclusions and include a clear demonstration that the firm has fulfilled all of the elements contained in the agreed upon scope of work. The Plan must include key sections/chapters to establish a realistic and manageable “road map” for the District over the next five years.

The Firm will make two (2) on-site presentations to report and summarize findings to the District Board and staff. The reports must be in an easy-to-understand format with charts, graphs, maps and other data as needed to support the plan and its presentation to the appropriate audiences. The final report must be submitted as follows:

- A color version of the draft Master Plan document consisting of one (1) printed and bound color copy and an electronic copy in an Adobe Portable Document Format (PDF).
- A color version of the final Master Plan document consisting of fifteen (15) printed and bound color copies, one (1) printed and unbound copy and an electronic copy in an Adobe Portable Document Format (PDF).

3.0 Staff Services & Progress Reporting

3.1 Services Provided by Staff

The District will assist the Firm in managing the operational aspects of the project and coordinating work with the relevant parties. The District will provide overall support for project tasks and assign Department Heads to serve as the lead liaison for specific aspects and/or sections of the project. The Executive Director will provide all existing documentation (as requested by the consultant during final scope review) and compile contact information for staff and local organizations. District staff will also schedule, coordinate the availability of staff based on their work schedules and make all necessary arrangements for meetings and interviews conducted by the consultant during the course of this project.

The Firm and Executive Director will hold progress meetings in person or over the phone as often as necessary, but in no case less than once per month until a final plan is approved by the District Board. The Executive Director shall schedule the progress meetings, as necessary, at key times during the development of the Plan. The Firm shall provide the Executive Director with at least one (1) copy of all completed or partially completed reports, studies, forecasts, maps or plan as deemed necessary by the Executive Director.

4.0 Proposal Content & Submission Inform.

4.1 Submitting Proposal, Proposal Components & Evaluation Criteria

All respondents to the RFP must include the items provided in the following list. All the listed items should be addressed completely and should follow, as closely as possible, the order and format in which it is listed below. These categories and criteria will be major considerations in the evaluation and determination of the most qualified, innovative and capable Firm(s). The sequence of the listing is not intended to reflect the relative weight of each category.

1. Letter of transmittal
 - a. Statement indicating an understanding of the work to be performed and interest in performing the scope of work;
 - b. Discuss consultants' availability over the next 6-12 months; and
 - c. Identify one (1) key contact person for communicating with the District on the proposal and all project-related matters.
2. Qualifications/Project Portfolio
 - a. Areas of specialization;
 - b. Practice philosophy;
 - c. Years in the business and history of Firm; and
 - d. Examples of three (3) to five (5) projects the Firm took a lead role in the preparation of a Comprehensive Master Plan. The projects should be comparable in complexity, size, scope, and discipline (as described in the Scope of Work section) and been undertaken during the past five (5) years.
3. Project Management
 - a. Introduction to the team (all firm staff and sub-consultants assigned to complete work on the project), including resumes for all the key personnel, which provide educational background/training, experience and detailed descriptions of roles played on past projects;
 - b. Services/functional roles to be performed by each team member (including all sub-consultants);
 - c. Location of each team member;
 - d. Availability and commitment of assigned professionals who will undertake the scope of work; and
 - e. Technical resources of the Firm and any sub-consultants.

4. Methodology and Process to Complete all Phase of Project
 - a. Describe the vision, strategic overview and approach to the project;
 - b. Express how the components above reflect your qualifications for this project;
 - c. Discuss what parameters you will engage to develop a project that will be creative, logical, and engaging;
 - d. Include detailed descriptions of the procedures and methods you propose to use to complete all tasks within the scope of work;
 - e. Discuss tasks, timelines and anticipated deliverables for each phase of the project;
 - f. Include the proposed process and methods to assure quality, cost, and schedule control; and
 - g. Explain in the proposal all supporting studies, models, and assumptions that will be developed or used as part of the study.
5. References
 - a. List at least three (3) to five (5) references we may contact (preferably from the projects provided in 2(d) of this section that have been undertaken during the past five (5) years) with client contact information (current email and telephone).
 - b. Indicate project names and the personnel assigned to this project (including all sub-consultants) roles and involvement in each project.
6. Schedule
 - a. Provide a proposed detailed project work schedule with a start date on or about **January 5, 2022** (contingent upon negotiation of a final scope of work); all meetings that need to be scheduled should be built into the timeline (e.g., initial meeting with staff to review project schedule, strategic direction review, presentations of the final report, etc.).
 - b. Include time frames for each major component of the scope of work and target dates for completing each phase of the project.
7. Fee Proposal - one (1) copy in a sealed envelope (see also 4.2). **TOTAL (ALL) COSTS MUST BE SUBMITTED.**
 - a. Include a total “not to exceed” figure for the scope of work (based on the estimated level of effort to be spent on each task);
 - b. Include itemized schedule of all expenses by phase (reimbursable expenses listed separately), including a composite schedule of hours estimated for included tasks;
 - c. Provide hourly rates for all team members, sub-consultants and staff levels;
 - d. Describe the methodology for billing reimbursable expenses (such as travel, production of documents, purchase of data, etc.); and
 - e. Describe method for billing additional services beyond the initial scope of work (beyond approved not-to-exceed amount).

4.2 Assessment of Fees/Charges Proposal and RFP Response

One (1) copy of the cost of fees/charges must be included in a separate, clearly marked, sealed envelope with appropriate detail reflecting all costs. The firm is required to separate cost by the major sections with travel. So, the District requests total associated hours each task and break out by tasks and timeline.

Do not include any reference to fees in the body of your RFP response. Failure to comply with this provision will result in disqualification of your firm. The District reserves the right not to fund any portion of the firm's proposal.

RFP responses shall be sent to the RFP Coordinator by email or U.S. Mail (digital copy required, hard copy optional) prior to the submission deadline.

4.3 Understanding & Approach of Scope of Work

Proposal shall describe the approach to the scope of work described in the Scope of Work section of this RFP, including process and schedule. Firms are encouraged to make suggestions to amend the scope of work to achieve the project goals. This criterion will be evaluated based on the proposer's understanding of the project objectives and ability to demonstrate a process that efficiently and effectively achieves the desired outcomes. Reasoned creativity is encouraged. The Mundelein Park & Recreation District anticipates modifying, where appropriate, the objectives and/or scope of work listed in this RFP based on the firm's experience and expertise in completing similar projects.

4.4 Disclosure

Proposal will disclose any professional or personal financial interest which could be a possible conflict of interest in contracting with the District. Consultant shall further disclose arrangements to derive additional compensation from various products or services, including financial. The firm must also list all current and unresolved litigations, arbitrations, or mediations of the firm in its proposal.

5.0 Selection of Consultant

5.1 Selection Process

The District will select a firm on the basis of its ability to respond to the RFP requirements, the qualifications and expertise of the team working on this project, past performance on similar projects, the time required to complete project, methodology, firm resources and the firm's willingness to negotiate and execute an acceptable written agreement.

After a thorough review by District staff of the proposals submitted by respondents to this RFP, a short list will be created of the firms that meet the requirements outlined in this RFP and those firms will be required to make a presentation on their qualifications and proposals to the staff. Based on these interviews, the staff will recommend to the Mundelein Park & Recreation District Board the firm that are the best fit for the Mundelein Park & Recreation District and this project.

All proposals will be afforded fair and equal treatment with respect to any opportunity for discussion and revision. Any such revision may be permitted after submission and prior to award for the purpose of obtaining the best and final offer at the discretion of the District. When conducting negotiations, the District will not disclose information from proposals submitted by competing firms.

6.0 Timeline of Selection Process & Project

The timeline for selecting a firm and anticipated project schedule is as follows:

Item of Action	Date
Request for Proposal Issued	AUGUST 16, 2021
Questions on Request for Proposal Due	AUGUST 27, 2021
Responses to Questions Issued	SEPTEMBER 2, 2021
Deadline for Proposal Submission:	SEPTEMBER 16, 2021
Firm Oral Presentation/Interviews with Mundelein Park & Recreation District Staff:	SEPTEMBER 27-30, 2021
Contract Finalized	DECEMBER 6, 2021
Potential Approval of Firm by Mundelein Park & Recreation District Board:	DECEMBER 13, 2021
Anticipated Project Start:	JANUARY 5, 2022
Anticipated Completion:	SUMMER/FALL 2022

7.0 Terms and Conditions

The selected proposing firm must follow the following general requirements to be hired by the District:

Reservation of Rights

The District reserves the right to amend the RFP schedule or issue amendments to the RFP at any time. The Mundelein Park & Recreation District also reserves the right to cancel or reissue the RFP, to reject any or all proposals, to waive any irregularities or informalities in the selection process, and to accept or reject any item or combination of items. The District reserves the right to request clarification of information from any proposer or to request supplemental material deemed necessary to assist in the evaluation of the proposal. The District reserves the right to reject and/or accept any agreement deemed by the District to be in its best interest. This RFP does not obligate the District to accept or contract for any expressed or implied services. The District reserves the right to award the services, as described in the section titles “Scope of Services,” in total or in part, to any combination of proposers.

Contract

In the event that the proposer to whom any services are awarded does not execute a contract within thirty (100) calendar days after District Board approval, the District may give notice to such proposer of intent to award the contract to the next most qualified proposer or to call for new proposals and may proceed to act accordingly. The executed contract may be terminated by the Mundelein Park & Recreation District in the event the successful bidder:

- Fails to meet delivery schedules;
- Fails to perform in accordance with this contract; and/or
- Becomes insolvent and/or files for protection under the bankruptcy laws.

The vendor shall be entitled to just and equitable compensation for any satisfactory work completed through the termination date. Under no circumstances will any damages be paid as a result of the termination of this contract. If the District exercises the right to terminate the contract early, the vendor may be prohibited from submitting future proposals to the Mundelein Park & Recreation District for a specified period.

This document and the response shall serve as or be referenced in the final agreement between the District and Firm. Should a conflict arise between the RFP submission and the formal agreement, the RFP submission shall take precedence.

Costs of Response

The District will not reimburse any proposer for any of the costs involved in the preparation and submission of responses to this RFP or in the preparation for and attendance at subsequent interviews.

Proposer Responsibilities

Proposers shall thoroughly examine and be familiar with these specifications. The failure or omission of any proposer to receive or examine this document shall in no way relieve any proposer of obligations with respect to this proposal or the subsequent contract.

Insurance

Proposers shall submit proof of Professional Liability Insurance coverage in a minimum amount of \$1,000,000 and shall name the Owner as an additional insured on its commercial liability insurance policies, and further provide proof of Worker's Compensation Insurance sufficient to meet statutory requirements. The awarded firm will be required to annually submit proof of insurance coverage of at least \$1,000,000.

Attachment A – RFP Acknowledgment Form

I hereby acknowledge receipt of the District Request for Proposal for Comprehensive Master Plan and my firm's intent to submit a proposal in accordance with the RFP. Please send any and all communication regarding the RFP to the following individual:

Name: _____

Address: _____

Phone: _____

Fax: _____

E-Mail: _____

Signature

Date

Please Remit Acknowledgment Forms to:

Mundelein Park & Recreation District
Attn: Ron Salski
1401 N. Midlothian Road
Mundelein, IL 60060
e-mail: rsalski@mundeleinparks.org

Please Note: Responses to questions received regarding the RFP will be released on September 2, 2021 to those firms which have submitted an RFP Acknowledgment Form.