



Carrie Eklund
Central Services Manager
Finance Department

REQUEST FOR PROPOSAL
Planning/Engineering/Architectural Services
Ingersoll Complex Re-Development
301 – 401 S. Water Street, Rockford, Illinois
Indoor Sports Center Expansion
8800 East Riverside Blvd., Loves Park, Illinois
Sportscore One Improvements
1288 Elmwood Road, Rockford, IL
Sportscore Two Re-Development
8800 East Riverside Blvd., Loves Park, IL
RFP NO.: 1012-PW-133

10/01/12

Name of Proposing Firm: _____

Address _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-Mail: _____

RFP Opening Time and Date **11:00 a.m., Local Time, Thursday, November 8, 2012**

Bids will be accepted until the specified opening time and date. Any bidder attempting to deliver after the opening time and date will be refused.

Bid Deposit/Bid Bond: NO
Prevailing Wage NO
Performance Bond: NO

PLEASE MARK THE RETURN SEALED ENVELOPE:

1. RFP Opening Date and Time
2. Title of Job
3. RFP Number

RETURN BIDS TO:
City of Rockford
Central Services Manager
425 East State Street, 4th Floor
Rockford, Illinois 61104
Telephone: (815) 987-5560

PROPOSALS SUBMITTED BY FASCSIMILE OR E-MAIL WILL NOT BE ACCEPTED

PROPOSAL RESULTS:

Bid results may be obtained by telephone at (815) 987-5560, by fax at (800) 380-7175.

CITY OF ROCKFORD, ILLINOIS—BIDDING GENERAL CONDITIONS

[The following are the Bidding General Conditions as outlined by the City of Rockford. It is possible that the City will be directly engaging the successful design team for the Ingersoll portion of the project and the Park District will be retaining the services for the ISC, Sportscore One, and Sportscore Two projects. The Rockford Park District has a separate set of Bidding General Conditions that vary from those presented herein. These will be covered with the selected design teams for Phase I of the projects.]

1. Pricing. The bidder shall insert price for all bid items and all other information requested in these specifications. The price shall be the *full, delivered cost* to the City of Rockford with no additions.
2. Total versus “Per Item” Awards. The City generally awards contracts based on a lump sum basis to the lowest responsible and responsive bidder. However, the City may choose to award on a per item basis. Therefore, each bidder must submit pricing for each item indicated on the bid forms. Bidders must clearly indicate which items are bid and which are not.
3. Delivery of Merchandise. Delivery terms will always be Freight On Board (FOB)—Destination. The City of Rockford accepts no responsibility for the condition of any merchandise purchased prior to acceptance by City Personnel. Failure to comply with this requirement may constitute rejection of the bid.
4. Acceptance of Merchandise at Delivery. The City of Rockford reserves the right to refuse acceptance of delivered merchandise that differs substantially from the specifications in this invitation to bid or as otherwise permitted by Illinois law.
5. Prompt Payment Act. The City of Rockford intends to comply with the governmental prompt payment act. The supplier will be paid upon submission of invoices to: City of Rockford Accounts Payable, 425 East State Street, Rockford, IL 61104.
6. Legal Compliance. The vendor awarded this contract will comply with all Federal, State, County, and City laws, ordinances, rules and regulations, which in any manner affect the product or service placed for bid herein. Lack of knowledge on the part of the vendor of applicable law will in no way be cause for release of this obligation. If the City becomes aware of violation of any laws, ordinances, rules and regulations on the part of the vendor, it reserves the right to reject any bid, cancel any contract, and pursue any other legal remedies deemed necessary.
7. Legal Requirements. This contract sets forth the entire final agreement between the City of Rockford and the Bidder and shall govern the respective duties and obligations of the parties. The validity of this contract, and any disputes arising from the contract, shall be governed by the laws of the State of Illinois. Any litigation under this agreement shall be resolved in the trial courts of Winnebago County, State of Illinois. Should a provision of this contract be declared invalid by a court of competent jurisdiction, it shall not affect the validity of the remaining provisions of the contract.
8. Safety. Prevention of accidents at any project is the sole responsibility of the vendor and its subcontractors, agents, and employees. The vendor, its subcontractors, agents, and employees shall be fully and solely responsible for the safety of this project. The vendor shall retain exclusive and direct control over the acts or omissions of its subcontractors, agents and employees, and any other persons performing portions of the work and not directly employed by the vendor.
9. Control of the Work. With respect to the vendor’s own work, the City shall not have contractual, operational, and/or supervisory control over and/or charge of the work and shall not be responsible for construction means,

methods, techniques, sequences, procedures, and programs in connection with the vendor's work, since these are solely the vendor's responsibility under the agreement. The City shall not be responsible for the vendor's failure to carry out the work in accordance with the agreement's terms and conditions. The City shall not have control over and/or charge of acts or omissions of the vendor, its subcontractors, and/or their agents or employees, or any other person performing portions of the work not directly employed by the vendor. The vendor shall be considered to be an "independent contractor" pursuant to Illinois law.

10. Bid Bond. When required on the cover sheet, a bid bond for not less than 5 percent of the bid amount must accompany all bids as a guarantee that if the bid is accepted, the bidder will execute and file the proper contract. A bank cashier's check, bank draft, or certified check equal to the amount specified is acceptable in lieu of a bid bond. Bid bonds of the two lowest firms will be retained until the contract is awarded.

11. Performance Bond. When required by the specifications herein, the successful firm shall furnish a performance bond equal to the amount of the contract, acceptable to the City, within 14 calendar days after notification of contract award. Failure to furnish the required bond within the time specified may be cause for rejection of the bid and any bid deposit may be retained by the City as liquidated damages and not as a penalty.

12. Taxes. No charge will be allowed for taxes from which the City of Rockford, Illinois is exempt. The City of Rockford, Illinois is not liable for the Illinois Retailers' Occupation Tax, the Service Occupation Tax or the Service Use Tax. The City is exempt from the Federal Excise and Transportation Tax.

13. Withdrawal of Bids. Firms may withdraw or cancel their bids at any time prior to the advertised invitation to bid opening. After the opening time, no bid shall be withdrawn or cancelled. All bids shall be firm and valid for a period of sixty (60) calendar days. If a bidder to whom a contract is awarded refuses to accept the award, the City may, at its discretion, suspend the bidder for a period of time up to three (3) years.

14. Subcontracting. The bidder shall provide information for all subcontractors, leased operators/equipment, and suppliers and all other information requested in the Subcontractor and Supplier Detail Forms attached. Requests for deviations from the completed detail forms submitted must be made in writing, and reviewed and approved by the City's Diversity Procurement Officer and the Central Services Manager or designee. The successful firm may not subcontract any portion of the contract after award without written consent of the City of Rockford Central Services Manager. When subcontractors are used, the awarded vendor is required to pay subcontractors promptly after completion of work. Delay of payment is prohibited.

15. Termination of Contract. The City of Rockford reserves the right to terminate the contract in its entirety or in portions, upon written notice to the Contractor, if the Rockford City Council does not appropriate sufficient funds to complete the contract or in the event of default by the Contractor. Default is defined as failure of the Contractor to perform any of the provisions of this contract or failure to make sufficient progress so as to endanger performance of this contract in accordance with its terms. In the event of default, the City may purchase the product(s) and/or service(s) from other sources and hold the defaulting company responsible for any excess costs occasioned thereby. The City may require payment of liquidated damages for non-performance. Should default be due to failure to perform or because of a request for a price increase, the City reserves the right to remove the firm from the City's bidder list for a period of up to three years.

16. Late Bids and Proposals. Regardless of cause, late bids and proposals will not be accepted and will automatically be disqualified from further consideration. It shall be solely the vendor's risk to ensure delivery at the designated office by the designated time. Late bids and proposals will not be opened and may be returned to the vendor at their request and expense.

17. EEO Forms. Each firm shall be required to submit with its bid information all EEO forms included in the invitation to bid package. Any bid which fails to include the properly completed compliance items will not be read and will not be considered. All subcontractors shall also be required to comply with the same EEO forms as the firm.

18. Restrictive or Ambiguous Specifications. It is the responsibility of the prospective firm to review the invitation to bid specifications and to notify the Central Services Manager if the specifications are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the specifications or invitation to bid procedures must be received by the Central Services Division not less than seventy-two hours prior to the time set for the opening. In the event a contract term is not defined within the contract document, the term will be given its ordinary dictionary definition.

19. Bid Protest. Firms wishing to protest bids or awards shall notify the Central Services Manager in writing within 7 days after the invitation to bid opening. The notification should include the bid number, the name of the firm protesting, and the reason why the firm is protesting the bid. The Central Services Manager will respond to the protest within 7 calendar days. A successful protest may result in the reversal of a previously awarded contract.

20. Disputes. In case of disputes as to whether or not an item or service quoted or delivered meets specifications, the decision of the Central Services Manager, or authorized representative shall be final and binding to all parties. The Central Services Manager has the right to waive technicalities as they see fit. The Central Services Manager may request a written recommendation from the head of the department using the equipment or service being procured.

21. Exceptions. Any deviations from these specifications shall be noted and submitted with the bid. Failure to address deviations from specifications may result in bid rejection.

22. Acceptance/Rejection of Bids. The City of Rockford reserves the right to accept or reject any or all bids or proposals at any time, for any reason, including but not limited to the Rockford City Council not appropriating sufficient funds to purchase equipment or complete the contract. The City may make awards in any manner deemed in the best interest of the City.

23. Prevailing Wage. When indicated on the cover page of this document, this contract calls for the construction of a "public work," within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/.01 *et seq.* ("the Act"). The Act requires contractors and subcontractors to pay laborers, workers, and mechanics performing services on public works projects no less than the "prevailing rate of wages" (hourly cash wages plus fringe benefits) in the county where the work is performed. For information regarding current prevailing wage rates, please refer to the Illinois Department of Labor's website at: <http://www.state.il.us/agency/idol/rates/rates.HTM>. All contractors and subcontractors rendering services under this contract must comply with all requirements of the Act, including but not limited to, all wage, notice, and record keeping duties.

24. Certified Payroll. All Certified Payroll reports must be submitted monthly via email, in Excel or some format compatible with Excel, to certified.payroll@rockfordil.gov.

25. Substance Abuse Prevention. When required by Illinois State Statutes, employers must have in place and file with the City a written program for prevention of substance abuse among its employees. This program must include pre-hire, random, reasonable suspicion, and post-accident drug and alcohol testing, as required by the Substance Abuse Prevention on Public Works Projects Act.

26. Apprenticeship Requirement. For construction contracts over \$50,000, contractors must participate in apprenticeship and training programs approved and registered with the United States Department of Labor's Bureau of Apprenticeship and Training for all Trades that will be in the contractor's (or his subcontractor's) employment, with each worker receiving the required apprenticeship/training appropriate to his trade. Owners or work performed by owners is not exempt from the apprenticeship and training requirement.

27. Indemnification. To the fullest extent permitted by law, the vendor shall indemnify and hold harmless the City, its officers, representatives, elected and appointed officials, agents, and employees from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the vendor's performance of work under this agreement, and indemnifies and agrees to defend and hold harmless the City against any and all losses, claims, damages, and expenses arising from the work performed hereunder of the erection, construction, placement, or operation of any scaffold, hoist, crane, stay, ladder, support, or other mechanical contrivance in connection with such work including but not limited to losses, claims, damages, and expenses arising pursuant to claims asserted against the City pursuant to theories premised upon section 414 of the Restatement (Second) of Torts and section 343 of the Restatement (Second) of Torts. This indemnification agreement shall not be limited in any way by any limitations on the amount or type of damages, compensation, or benefits payable by or for the vendor under Worker's Compensation Acts, disability benefit acts, or other employee benefit acts, and serves as an express agreement to waive the protection of *Kotecki v. Cyclops Welding Corp.*, 146 Ill.2d 155, 585 N.E.2d 1023 (1991) in Illinois. Further, the vendor agrees that it is solely responsible for compliance with all safety laws applicable to the work performed hereunder, including but not limited to the Occupational Safety and Health Act of 1970 and the Construction Safety Act of 1960 and all standards and regulations which have been or shall be promulgated by the agencies which administer the Acts. Under no circumstances shall the vendor, its subcontractors, agents, and employees be required to indemnify the City for its own negligence.

28. Insurance Requirements. Upon execution of the contract, and prior to the vendor commencing any work or services with regard to the project, the vendor shall carry commercial general liability insurance, umbrella liability insurance, and automobile liability insurance on ISO form CG 00 01 10 01 (or a substitute form providing equivalent coverage) and the vendor shall provide the City with a Certificate of Insurance and Additional Insured Endorsement on ISO form CG 20 10 11 85 (or substitute form providing equivalent coverage) or on the combination of ISO forms CG 20 10 10 01 and CG 20 37 10 01 (or substitute forms providing equivalent coverage) naming the City as Additional Insured thereunder. Additional insured coverage shall apply as primary insurance and be noncontributory with respect to any other insurance afforded to the City. All coverage shall be placed with an insurance company duly admitted in the State of Illinois and shall be reasonably acceptable to the City. All vendor insurance carriers must maintain an A.M. Best rating of "A-" or better. Coverage shall be afforded to the additional insured whether or not a claim is in litigation. The insurance coverage required above shall be of sufficient type, scope and duration to ensure coverage for the City for liability related to any manifestation date within the applicable statutes of limitation and/or repose which pertain to any work performed by or on behalf of the City in relation to the contract. The following insurance requirements shall apply to the successful firm for the duration of the contract unless explicitly waived by the Central Services Manager:

- ❖ Commercial General Liability. The coverage available to the City, as Additional Insured, shall not be less than \$1 million each occurrence, \$2 million general aggregate (subject to a per project general aggregate provision applicable to the project), \$2 million products/completed operations aggregate and \$1 million personal and advertising injury limits. Such insurance shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).
- ❖ Umbrella Liability. The coverage available to the City, as Additional Insured, shall not be less than \$2 million each occurrence, \$2 million general aggregate. Such insurance shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).
- ❖ Automobile Coverage. The coverage available to the City, as Additional Insured, shall include comprehensive automobile bodily injury and property damage liability coverage for a minimum amount of \$1 million each occurrence, \$2 million general aggregate

- ❖ Workers Compensation. Contractor shall maintain during the life of this contract statutory workmen's compensation and employer's liability insurance for all his employees engaged in work on the job site.
- ❖ Insurance Certificates. Each Certificate of insurance shall provide that the insurer must give the City at least 30 days' prior written notice of cancellation and termination of the City's coverage thereunder. Not less than two weeks prior to the expiration, cancellation or termination of any such policy, the vendor shall supply the City with a new and replacement Certificate of Insurance and Additional Insured endorsement as proof of renewal of said original policy. Said new and replacement endorsements shall be similarly endorsed in favor of the City as set forth above. All subcontractors to be utilized by the Contractor shall provide Ownership with a Certificate of Insurance naming City of Rockford as additional insured prior to commencement of work by said subcontractor.

29. Officers. Each bidder affirms, by submission of a response to this bid or request for proposals, that no officer of the City of Rockford, Illinois, is directly or indirectly interested in the proposal for any reason of personal gain.

30. Non-Waiver. The failure by the City to require performance of any provision shall not affect the City's right to require performance at any time thereafter, nor shall a waiver of any breach or default of this contract constitute a waiver of any subsequent breach or default or a waiver of the provision itself.

31. Professional Services Selection Act. The City of Rockford intends to comply with 50 ILCS 510/5 governing the selection of professional services. Any reference in these terms and conditions to supplying pricing or price as a determining factor in selection do not apply for services covered by said act.

32. The City of Rockford reserves the right to accept or reject any and all proposals and to waive technicalities in submitted bids.

**BID REQUIREMENTS FOR
EQUAL EMPLOYMENT OPPORTUNITY**

All bidders seeking to do business with the City of Rockford are **REQUIRED** to submit with any formal, sealed bid all of the following documents and information, attached herewith, completed and signed:

1. Equal Employment Opportunity Affirmative Action Plan Statement of Policy.
2. The Statement of Non-Compliance and Certificate of Non-Segregated Facilities.
3. The Contractor or Vendor Workforce Data Form listing all current employees, by classification, directly employed by the bidder. All categories of information requested must be supplied.
Note: The number of employees must be entered under each category (no check marks)

Below are the Federal definitions of the following racial groups accepted as minorities by the City of Rockford:

Black: A person having origins in any of the Black racial groups of Africa, not of Hispanic origin.

Hispanic: A person of Spanish or Portuguese culture with origins in Mexico, South or Central America, or the Caribbean Islands, regardless of race.

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes for example, China, Japan, Korea, the Philippine Republic and Samoa.

American Indian or Alaskan Native: A person having origins in any of the original peoples of North America.

4. Your State of Illinois Pre-Qualification Certification Number, issued by the Illinois Department of Human Rights for the Illinois Department of Human Rights Act, must provide expiration date entered in the place provided therefore.
5. Certificate of Non-Barred Bidding
6. All executed Subcontractor/Leased Operator and Supplier forms.

If you have not obtained your State of Illinois Pre-Qualification Number (item #4), by signing these documents you agree to make application for this number within 30 days from the date of bid opening.

ANY BID WHICH FAILS TO INCLUDE THE CITY OF ROCKFORD EEO PAGES 2, 4, 5, 6, AND 7, COMPLETED AND SIGNED WITH YOUR SEALED BID WILL NOT BE READ AND WILL NOT BE CONSIDERED – NO EXCEPTIONS.

Falsification of any required Equal Employment Opportunity or Affirmative Action information on the part of the bidder could result in rejection of the bid submitted or in the case where a contract has already been awarded, in the cancellation of said contract.

Any questions pertaining to E.E.O. requirements should be addressed to Ron Moore, Diversity Procurement Officer, Legal Department, 425 East State Street, Rockford, Illinois 61104, Phone: (815) 987-5622 or ron.moore@rockfordil.gov

EQUAL EMPLOYMENT OPPORTUNITY
AFFIRMATIVE ACTION PLAN
STATEMENT OF POLICY

It is the policy of this company, [redacted] to provide equal employment opportunity without regard to race, religion, color, national origin, handicap, age or sex through a program of positive action affecting all employees. In this program, our company carries out the requirements of Federal Executive orders 11246 and 11375, Civil Rights Act of 1964, Equal Employment Act of 1972, and all other applicable laws, and indicates its active support of the principle of equal opportunity in employment.

At present, [redacted] % of our work force are minorities and [redacted] % of our work force are females, and we will attempt to utilize minorities and females through a positive, continuing program in all jobs for which we contract in the future. Our company will utilize referrals from the City of Rockford's Diversity Procurement Officer for use of minorities and females regarding any future job vacancies.

It is also our intent to make efforts to purchase supplies or equipment from small business concerns located in the City of Rockford or counties of Winnebago or Boone and owned in substantial part (at least 51 per cent) by minorities or females.

[redacted] is the official who will be responsible for implementing this policy statement.

[redacted] will be designated as the Equal Opportunity Officer in our company, responsible for submission of all required equal employment opportunity documents.

In addition, [redacted] is hereby authorized to sign payroll as well as this company's officers. (NOTE: If only officers will be authorized to sign payrolls, please fill in "No One" in this space.)

STATEMENT OF NONCOMPLIANCE

If the equal employment opportunity hearing committee determines that a contractor, subcontractor/leased operator of equipment or bidder is not in compliance with this chapter, (also known as Chapter 11, Article III the City of Rockford Equal Opportunity Employment Ordinance), the hearing committee shall issue and serve upon such person a written statement of noncompliance setting forth the manner in which it finds such person has violated this chapter, and imposing and/or requiring appropriate sanctions, including, but not limited to any and/or all of the following:

- a. Denying, suspending or revoking qualifications, or declaring the contractor or subcontractor irresponsible and ineligible for future contracts or subcontracts until such time as the contractor or subcontractor shall demonstrate to the equal employment opportunity hearing committee that it is in compliance;
- b. Withholding or delaying payment on the contractor or;
- c. Suspending, avoiding or canceling contract work.

CERTIFICATION OF NON-SEGREGATED FACILITIES

The bidder certifies that he/she does not maintain or provide for his/her employees any segregated facilities at any of his/her establishments, and that he/she does not permit his/her employees to perform their services at any location, under his/her control, where segregated facilities are maintained. The bidder agrees that a breach of this certification will be a violation of the Equal Opportunity clause in any contract resulting from acceptance of this bid.

The bidder agrees that (except where he/she has obtained identical certification from proposed subcontractors/leased operators of equipment for specific time periods) he/she will obtain identical certification from proposed subcontractors/leased operators of equipment from the provisions of the Equal Opportunity clause, and that he/she will retain such certification in his/her files.

CERTIFICATE OF NON-BARRED BIDDING

The undersigned certifies that it is not barred from bidding on this contract as a result of a conviction for the violation of State laws prohibiting bid rigging or bid rotating. The undersigned also certifies that current or prospective employees, contractors, and subcontractors/leased operators of equipment are not listed as Excluded Individuals/Entities with the US Government, as maintained by the US General Services Administration.

By signing below, the firm agrees that all information provided in the previous pages is accurate, and that if the firm below does not currently have a Department of Human Rights number they will apply for one within thirty days with the State of Illinois.

Authorized Signature

Title

Firm

Our firm is a:

Minority Business Enterprise _____

City-Certified? Yes _____ No _____

Women Business Enterprise _____

City Certified? Yes _____ No _____

Neither _____

(Revised 12/21/09)

Subcontractor/Leased Operator of Equipment Detail Form
City of Rockford

Firms submitting bids must supply information on Subcontractors/Leased Operators of Equipment selected for work on the project specified. It is required that Subcontractors/Leased Operators of Equipment listed below will be utilized for actual construction should the firm be awarded a contract. Any deviations from the list below require notice in writing and approval by the Diversity Procurement Officer, Central Services Manager, or their designee. This form may be duplicated if additional space is necessary, **all pages must be signed, and submitted.**

Subcontractor/Leased Operator Information Please provide business name and address, and a contact person.	Type of Work Supplied Describe the work the subcontractor/leased operator will perform for this contract.	MBE/WBE Business?	Dollar Amount	Subcontract Percent of Bid Total
Name _____ Address _____ City, State _____ Contact _____	_____	Y <input type="checkbox"/> N <input type="checkbox"/>	\$ _____	_____ %
Name _____ Address _____ City, State _____ Contact _____	_____	Y <input type="checkbox"/> N <input type="checkbox"/>	\$ _____	_____ %
Name _____ Address _____ City, State _____ Contact _____	_____	Y <input type="checkbox"/> N <input type="checkbox"/>	\$ _____	_____ %
Name _____ Address _____ City, State _____ Contact _____	_____	Y <input type="checkbox"/> N <input type="checkbox"/>	\$ _____	_____ %
Name _____ Address _____ City, State _____ Contact _____	_____	Y <input type="checkbox"/> N <input type="checkbox"/>	\$ _____	_____ %
Name _____ Address _____ City, State _____ Contact _____	_____	Y <input type="checkbox"/> N <input type="checkbox"/>	\$ _____	_____ %
Name _____ Address _____ City, State _____ Contact _____	_____	Y <input type="checkbox"/> N <input type="checkbox"/>	\$ _____	_____ %

The bidder intends to Subcontract/Lease Operators of Equipment for _____% of the total contract with MBE/WBE firms.

 Signed Title Date

Supplier Detail Form
City of Rockford

Firms submitting bids must supply information on suppliers selected for the project specified. It is required that suppliers listed below will be utilized during construction should the firm be awarded a contract. Any deviations from the list below require notice in writing and approval by the Diversity Procurement Officer, Central Services Manager, or their designee. This form may be duplicated if additional space is necessary, **all pages must be signed, and submitted.**

Supplier Information Please provide business name and address, and a contact person.	Type of Product Supplied Describe the product the supplier will provide for this contract.	MBE/WBE Business?	Dollar Amount of Supply Contract	Supplier Percent of Bid Total
Name _____ Address _____ City, State _____ Contact _____	_____	Y <input type="checkbox"/> N <input type="checkbox"/>	\$ _____	_____ %
Name _____ Address _____ City, State _____ Contact _____	_____	Y <input type="checkbox"/> N <input type="checkbox"/>	\$ _____	_____ %
Name _____ Address _____ City, State _____ Contact _____	_____	Y <input type="checkbox"/> N <input type="checkbox"/>	\$ _____	_____ %
Name _____ Address _____ City, State _____ Contact _____	_____	Y <input type="checkbox"/> N <input type="checkbox"/>	\$ _____	_____ %
Name _____ Address _____ City, State _____ Contact _____	_____	Y <input type="checkbox"/> N <input type="checkbox"/>	\$ _____	_____ %
Name _____ Address _____ City, State _____ Contact _____	_____	Y <input type="checkbox"/> N <input type="checkbox"/>	\$ _____	_____ %
Name _____ Address _____ City, State _____ Contact _____	_____	Y <input type="checkbox"/> N <input type="checkbox"/>	\$ _____	_____ %

The bidder intends to procure _____ % of the total contract from MBE/WBE firms.

Signed _____	Title _____	Date _____
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Design / Planning Services
Ingersoll Complex Re-Development (Rockford, IL)
Indoor Sports Center Expansion (Loves Park, IL)
Sportscore One Improvements (Rockford, IL)
Sportscore Two Re-Development (Loves Park, IL)

RFP No.: 1012-PW-133

1.0 OVERVIEW OF PROJECT

By the mid-2000's, it was becoming evident to area leaders that the Rockford Region was beginning to lose significant amateur sports tournament market share to other regions throughout the mid-west. Nationwide, the trend was for regions either firmly entrenched in the market or looking to expand their market share to develop or enhance their amateur sports tournament facilities (ASTFs). Rockford's once dominate position in the basketball and soccer tournament markets was beginning to erode.

In 2011 a partnership between the Rockford Park District, the Rockford Area Convention and Visitors Bureau (RACVB), the City of Rockford, the City of Loves Park, and Winnebago County, along with other area leaders began the "***Reclaiming First***" initiative that would retain, regain, and grow new events in the region. This effort requires the re-development of an existing industrial building into a modern, sports & recreational facility (Ingersoll); the expansion of the existing Indoor Sports Center (ISC); potential improvements to an existing outdoor recreational complex (Sportscore One); and, the re-configuration and expansion of another existing outdoor recreational complex (Sportscore Two). Further information regarding the ***Reclaiming First*** initiative can be found at the following web link:

<http://reclaimingfirst.org/>

Throughout 2012, the ***Reclaiming First*** group has been working on securing support from area units of local government to commit to a raise of the local Hotel-Motel tax that could fund a portion of the re-development activities. The funding of the initiative includes not only the potential use of bonds (which would be backed by the Hotel-Motel tax), but also existing Illinois Department of Commerce and Economic Opportunity (DCEO), River Edge Re-Development Zone (RERZ) program funds; potential DCEO Economic Development funds; and, Rockford Park District operating capital.

1.1 Ingersoll Facility – Re-Development

The City of Rockford currently owns the former Ingersoll Rand facility located at 301 – 401 South Water Street, immediately south of the City's downtown core (see exhibits presented in Appendix A). The structure contains approximately 104,000 square feet and is found immediately adjacent to the east side of the Rock River. The unique dimensions of the structure lend itself well to the placement of basketball courts (convertible to volleyball courts) within the structure. The building is actually separated into two main sections. The northernmost piece contains approximately 71,172 square feet and was constructed in 1967-68. This rectangular shape fits well with the installation of hard courts, complete with spectator areas. The southernmost section of the building is actually a collection of contiguous structures that date back to 1941 and served as the original manufacturing footprint for the

complex. These structures contain approximately 40,000 square feet. Further description of the facility is found in subsequent sections.

It is the objective to convert the Ingersoll complex into a modern indoor sports and recreational facility that will contain eight (8) hardwood basketball courts that will be convertible to 15 volleyball courts. These will be installed within the north section of the structure. The southern portion of the building is projected to contain an indoor playground, skate park, climbing wall, office areas, storage, and a café space that will cater to participants and families. The facility will require complete mechanical upgrades as temperature and humidity control within the basketball / volleyball area is required in order to attract top flight tournaments. Existing assessment of the structure indicates that the electrical system will need significant modification.

An adjunct structure is located on the east side of the northern portion of the building. This building contains an existing entranceway (to access the northern section of the structure), offices and restrooms. This structure will be renovated to contain expanded locker rooms, offices, and a snack bar area. The project may require windows be installed into the west side of the upper portion of this structure so the snack bar area can overlook the court area.

The grounds of the Ingersoll complex will also require re-development. Preliminary analysis indicates that there is room for approximately 120 vehicles within the existing parking lot located immediately east of the facility. It appears that there will be room for a bus turnaround within the parking area, but this will require further analysis. There are approximately 700 parking stalls located within a two block radius of the site, and another 500 spaces within 0.5 miles of the site. The conversion of the facility to an indoor sports and recreational complex will require additional analysis of the parking requirements and how the flow of parking and pedestrian foot traffic will work for significant events.

The complex contains a second structure located across the Water Street (which actually serves an internal service drive) that can be considered for use with the larger structure. This structure is a two story, masonry building that is currently used for storage. This structure can be retrofitted for use to store items that may be required to convert the basketball courts to volleyball, tumbling events, wrestling tournaments, or other income producing uses. Additionally, it is the intent to use the southern section of this building for a retail venue for the future operation of a whitewater recreation park currently in planning for the ComEd property located immediately south of the Ingersoll property.

1.2 Indoor Sports Center – Expansion

The Indoor Sports Center (ISC) was developed in the late 1990s as a 60,000 square foot multi-sport (soccer, volleyball, basketball, pickle ball) indoor venue that would complement the operation of Sportscore Two soccer complex. The facility is located at 8800 East Riverside Boulevard in Loves Park, Illinois, approximately 0.5 miles east of I-90 (see exhibits presented in Appendix A). Riverside Boulevard is served by a full interchange that feeds users to the complex from the Chicago metropolitan region to the east, and the Wisconsin area from the north. The Sportscore Two complex (discussed in more detail below) essentially surrounds the ISC facility. A Rockford Park District web link that provides an overview of the existing ISC facility is provided below:

<http://www.rockfordparkdistrict.org/home/facilitiesandattractions/sportscorecomplexes/indoorsportscenter/>

The size and use of the venue does not allow for recruitment of larger, more age-group varied tournaments to the complex. It is the objective of the *Reclaiming First* initiative to re-locate the volleyball activities to the Ingersoll facility, and re-direct the existing space to another full size soccer field. In addition to this re-purposing, the project seeks to construct an addition onto the existing facility. The proposed addition is approximately 280 feet x 400 feet to accommodate up to (3) soccer fields approximately 100 feet x 225 feet each in size. It is planned to have precast concrete exterior walls with a height of 20 feet, with steel beams and columns built above that to the minimum clear height of approximately 40 feet. The roof is planned to be a metal roof deck with steel framing along with a synthetic turf floor finish.

ISC also has an active calendar of events in those off seasons for indoor soccer use. Various trade shows, corporate gatherings, and even the circus use the venue during open weekends throughout the year. The current space has some ability for re-configuration for these types of events, but the new addition will enhance the flexibility of the facility.

1.3 Sportscore One Improvements

Sportscore One was the first outdoor, multi-sports complex developed by the Rockford Park District and was one the first of its kind in the region. Initially constructed in 1983 on 105 acres, the complex has expanded to encompass 179 acres through a series of property acquisitions, donations, and land leases. The complex contains several sections, the most significant of which is the original 105 acre main site owned by the Park District. Exhibits provided in Appendix A provide an overview of the complex. A Rockford Park District web link that provides an overview of the existing facility is provided below:

<http://www.rockfordparkdistrict.org/home/facilitiesandattractions/sportscorecomplexes/sportscoreone/>

The complex is located at 1288 Elmwood Road, Rockford, Illinois, west of the Rock River. The facility consists of eight (8) lighted softball diamonds (in two clusters of four), and 14 grass (natural turf) soccer fields of varying sizes. Leased properties to the northwest and west support an additional ten (10) fields. Two asphalt paved parking lots are also found within the complex, one on the north side (south of Elmwood Road), and one on the south side of the complex. The southern parking lot also supports a boat launch facility to the Rock River.

The complex supports lighted fields for softball play only. The hours of operations for the lights is strictly controlled by the original development agreement that limits the usage. This was done to address concerns from residential neighborhoods in and around the complex. This has been a limiting factor for some tournament organizers.

Additionally, a significant portion of the main complex is located in a Flood Plain. Localized flooding had been an issue for many years, then in 2006 flooding wiped out the entire season within the complex. In 2008, flooding also impacted the complex for approximately six weeks. The continual threat of flooding has led to further AST market erosion.

The project shall include campus master planning for the Sportscore One complex, including a detailed flood plain analysis and the development of potential cost-effective mitigation strategies.

1.4 Sportscore Two Re-Development

The *Reclaiming First* initiative also has plans for the re-development / re-configuration of the 150-acre, Sportscore Two complex, located at 8800 East Riverside Drive, Loves Park, Illinois (see exhibits presented in Appendix A). This complex consists of 19 regulation, natural turf soccer fields and 14 natural turf, practice fields; and five sand volleyball courts. A Rockford Park District web link that provides an overview of the existing facility is provided below:

<http://www.rockfordparkdistrict.org/home/facilitiesandattractions/sportscorecomplexes/sportscoretwo/>

The Reclaiming First initiative will include upgrades to this main complex, and the expansion to Park District owned property to the west. This expansion will include converting the existing outdoor regulation Wedgbury soccer field from natural grass to synthetic turf. Additionally, the project includes the addition of six (6) lighted synthetic combination fields (convertible for baseball diamonds with portable mounds, soccer, and softball) to the west of Highway 5 (Paladin Parkway). The project will also include the permanent development of six (6) additional natural turf fields in this same general area. The Park District has developed some natural grass fields in this area currently that serve as overflow. The final project will permanently convert these fields for soccer/football/lacrosse, increasing the programming opportunities for the complex.

The development of a combination field house, snack bar structure, and locker rooms/restrooms, and an interconnecting pedestrian pathway system will also require development within this new western expansion area. Additional parking will also be required.

The re-development of Sportscore Two will also require coordination with the expansion planned for the Indoor Sports Complex (ISC).

1.5 Project Funding

The *Reclaiming First* program seeks to use a layered financing approach to fund the actual re-development of the Ingersoll and ISC facilities, as well as the upgrades at Sportscore One and Sportscore Two. The main funding stream will consist of an increased Hotel-Motel tax within Winnebago County that will provide funds to finance a bond issue. This increase still requires approval by the Illinois legislature. Bonding responsibilities could be shared by the Rockford Park District, Winnebago County, and the City of Rockford. It is also possible that a regional Sports Authority could be formed that could potentially possess bonding authority. It is likely that both the bonding process and the actual construction of the projects will be done in phases.

The Rockford Park District has pledged \$350,000 per year for 20 years to assist with the development of the project. These funds can be pledged to the bond payments or may be used as direct project dollars for construction.

The City of Rockford has secured \$3.1 million in DCEO River Edge Re-Development Zone funds towards re-development of the Ingersoll facility. The City has submitted a \$4 million grant application for DCEO IKE (Disaster Recovery) Grant funds to be used for the Ingersoll Re-Development project. The Rockford Park District has also pledged that they will apply for a PARC Grant through the Illinois Department of Natural Resources (IDNR). This program specifically targets the creation or development of indoor sports & recreation facilities. The timeframe for the second round of applications for this grant program is unknown.

1.6 Project Approach

The ***Reclaiming First*** program is truly a multi-phased initiative that involves four separate projects. The progression of the projects will depend on a multitude of factors, including the flow of funding and what will provide the highest and most efficient return on investment. At this juncture, it is the intent of the ***Reclaiming First*** partnership to retain design teams for Phase I services (defined further below). This could include separate design teams for all four projects, or one or two teams for the four projects. It could be the desire of the partnership to extend design services to Phases II and III of the projects. The final approach will be subject to such issues as funding, project timing, the ability of the Illinois legislature to provide required legislation, constructability issues, and the design team's performance and delivery of services throughout the Phase I portion of the project.

The project requires the services of an engineer / architectural design team(s) ("design team") that will initially provide conceptual plans and corresponding cost estimates (Phase I) for the re-development of these four venues.

The selection as the successful design team for Phase I of this project does not ensure that your team (or firm) will be retained for future Phases of the design or construction.

Phase II of the project will consist of the preparation of final re-development/construction plans and specifications for all four venues. The final plans and specifications must adhere to all required City of Rockford and City of Loves Park codes and ordinances. Phase III of the project will consist of the design team providing appropriate clarifications and assistance to the project during the construction phase.

The project will also require the services of a construction project manager to manage the construction activities. These services will be procured under a separate contract.

2.0 SITE / BUILDING DESCRIPTION

Reclaiming First includes the re-development of the Ingersoll facility; the re-development and addition to ISC; potential improvements to the Sportscore One complex; and, the re-development and additions to the Sportscore Two complex. Figures provided in Appendix A provide an overview of each of the four facilities. There are some historical surveys and plans of the facilities that will be made available to the successful design team upon selection. The successful design team(s) will build upon these surveys / plans to develop concept level design plans that reflect as-built dimensions (spatially accurate) and site specific characteristics, including drainage, utility connections, accurate parking lot development, landscaped areas, and other project specific details that will allow review of realistic data. Cost estimates will also be required.

The four sites are described generally as follows:

2.1 Ingersoll Complex: 301 - 401 South Water Street (Rockford, IL)

Formerly referred to as the Barnes Company facility, the complex consists of various structures constructed over several decades and is primarily composed of three distinct buildings: south wing, the north wing, and a small riverside wing. Each wing was built separately and remains a fully enclosed, distinct structure. They are, however, all physically connected by doorways. The complex also contains at least two other separate structures which will be described below. The complex is described in the following sections:

The North Wing

The north wing is constructed on a pre-cast concrete panel foundation and has white aluminum siding. The structure contains approximately 71,172 square feet and has a roof height of approximately 37 feet. The interior is an open plan with perimeter columns and overhead cranes. The flooring is concrete and contains several pit area that appear to be specific to a dedicated manufacturing process. The interior also supports mercury vapor light units strung from the ceiling. The facility contains a fire suppression system located within the roof beams.

The North Wing also contains an “Entry and Office Wing” located adjacent to the east side of the North Wing. The structure appears to be a concrete block or pre-cast concrete structure and is also covered in similar aluminum siding as the North Wing. This structure serves as the main entryway into North Wing and contains approximately 4,404 square feet and is two levels. It also contains office space and restrooms/locker rooms.

The South Wing

The series of buildings known as the south wing were built in phases starting in 1941. It contains approximately 39,175 square feet. They are of brick and glass construction of varying heights. The windows are steel, framed window walls with multiple panes of glazing. Although this section of the building is essentially of a single story, it has portions of varying heights to accommodate interior cranes and manufacturing uses. The interior is an open floor plan with exposed columns, concrete and wood block flooring and overhead cranes.

The Riverside Wing

This structure was constructed in circa 1910 and is a small brick, single story structure located along the Rock River. The square footage of this wing is integrated into the totals for the South Wing. The structure has several wood window openings and doorways that connect it to the south wing. The interior houses electrical equipment.

The Carpentry Shop

Across Water Street from the South Wing is a two-story brick structure constructed in 1942. It contains approximately 15,279 square feet across two floors. The structure is concrete with brick infill and large window openings and a flat roof.

2.2 Indoor Sports Center: 8800 East Riverside Boulevard (Loves Park, IL)

ISC is a two story metal structure with a steel roof. The first floor is approximately 60,000 square feet. This area has a synthetic turf soccer field, along with multi-sport surface area for four (4) volleyball courts, a basketball court along with restrooms/locker area and a small lobby. The 7,000 square foot mezzanine area consists of the Skybox, a family-friendly casual sit-down restaurant/sports bar, kitchen, food service counter, and restrooms. There is a 2,400 square foot outdoor patio area leading from the mezzanine to provide a view of the soccer fields. There is also an at-grade outdoor concession and picnic area.

The proposed addition to the existing ISC building is approximately 280 feet x 400 feet to accommodate one (1) full size (250' x 360') soccer field that can be converted into three (3) smaller soccer fields approximately 100' x 225' in size. It is planned to have precast concrete exterior walls with a height of 20 feet, with steel beams and columns built above that to the minimum clear height of approximately 40 feet. The roof is planned to be a metal roof deck with steel framing along with a synthetic turf floor finish. The project will also require the re-configuration and addition of parking in association with the existing ISC parking.

2.3 Sportscore One: 1288 Elmwood Road (Rockford, IL)

The main Sportscore One complex consists of approximately 179 acres owned by the Rockford Park District. There are additional fields within the larger complex located on leased land. The attached exhibits provide an overview of the complex. The main complex, which is found immediately south of Elmwood Road and west of the Rock River consists of eight (8) lighted softball diamonds (in two clusters of four), and 14 grass (natural turf) soccer fields of varying sizes. Leased properties to the northwest and west support an additional ten (10) fields. Two asphalt paved parking lots are also found within the complex, one on the north side accessible directly from Elmwood Road, and one on the south side of the complex. The southern parking lot also supports a boat launch facility to the Rock River.

2.4 Sportscore Two: 8800 East Riverside Boulevard (Loves Park, IL)

The Sportscore Two campus consists of 124 acres, developed in 2001 and an additional 26 acres east of main complex recently developed with six (6) new combination fields (totaling 150 acres). There are 19 regulation soccer fields (including the Wedgbury Soccer Stadium) and 14 practice fields, five sand volleyball courts and the Indoor Sports Center (ISC). This complex hosts activities including soccer, rugby, football, volleyball, golf, softball, basketball, whiffle ball, dodgeball, ultimate Frisbee, adapted and wheelchair sports. An asphalt multi-use path system provides structured access to all of the soccer fields found within the main footprint, and also links the fields to the ISC facility and parking lots. The campus also supports multiple parking lots, one found immediately south of the ISC complex, and the other immediately northwest of the main soccer field complex.

The campus is the central location for the majority of the soccer tournaments held in the region. The site easily handles 100 team events, and serves as the flagship location for larger regional events that often exceed 300 to 400 teams.

3.0 PHASE I: CONCEPTUAL DESIGN AND COST ESTIMATION

The projects require a significant Conceptual Design and Cost Estimation phase to determine accurate assessment of re-development / expansion parameters and costs. The first phase of the project will require the design team to verify all existing building dimensions and characteristics then develop spatially accurate conceptual plans that provide accurate costs for the development of the sports venues.

The following is additional detail for each of the three venues:

3.1 Ingersoll Complex: Description of Build-Out

It is the intent to re-develop the Ingersoll facility into several distinct sections that either host or support amateur sports activities. The following are the general parameters of the division of space within the structure as they relate to the re-development:

3.1.1 Basketball / Volleyball Area – North Wing: This portion of the building contains approximately 71,172 square feet and is characterized as a high bay manufacturing space. It is the intent to construct eight (8) hardwood basketball courts within the wing which will be convertible to 15 volleyball courts. The design of the space should also take into consideration spectator viewing areas (courtside, likely using portable seating), and possible uses for wrestling tournaments, cheerleading competitions, tumbling competitions and possible competitions for other hardwood sports. The space should also be adaptable for use as convention / trade show space. Ceiling layout should consider new lighting, suspended scoreboard at the championship court (court located on the north side of the complex), and the suspension of basketball backboards & hoops, and possibly volleyball nets.

3.1.2 Office / Locker Room / Snack Bar Area: These amenities should be located in what is known as the “Entry and Office” wing of the existing complex. The project will require extensive renovation of the existing restroom/locker room areas as well as the office space. The upper floor of this area should be exposed to the North Wing to provide an overlook area of the basketball / volleyball courts. This area can be combined with a snack bar area. This area should contain a basic kitchen layout for light food service, primarily of packaged foods and snacks. This service will not include the preparation of foods that require cooking on-site (other than possibly hot dogs or microwavable foods).

3.1.3 Indoor Playground: The section of the South Wing located immediately south of the basketball / volleyball courts is a planned indoor playground capable of entertaining approximately 50 – 75 children. The area should have a viewing / seating area within its perimeter and a short term storage area for shoes, coats, etc.

3.1.4 Commercial Kitchen / Café / Food Court: A kitchen/café/food court area should be located immediately west of the Indoor Playground footprint and should offer a view of the river. The kitchen will be required to meet all City of Rockford and Winnebago County Health Department requirements. This space should also include an ample area for seating, including the ability to re-configure it for meeting and/or community space.

3.1.5 Restrooms / Maintenance Area / Storage / Office-Administrative Space: Within the South Wing, and in association with the Playground and Café space, the development will

require an area dedicated to stand-alone restrooms, and an area for office space that includes storage. This area should also contain a maintenance area that could also include mechanicals, a computer server area, and possibly an area for security system equipment. The area may also support a coaches and an official's locker room. Finding appropriate areas for the storage of equipment will also be required as part of the Phase I design.

3.1.6 Retail Area: The complex will require a small retail area for the sale of equipment and supplies that are specific to the overall operations of the facility.

3.1.7 Indoor Skate Park / Climbing Wall Area: The central portion of the South Wing contains a "high-bay" area that is targeted for use as an indoor skate park and climbing wall area. This area will contain a typical "street course" layout for skateboards, in-line skating, and BMX. The area will also contain at least one rock climbing wall, and will require areas for short term storage, lockers, a possible video gaming area, and a counter area that can serve as a payment center, equipment rental area, and pro shop and office area.

3.1.8 Storage Facility / Whitewater Park Retail-Rental Space: The structure known as the Carpentry Shop is being contemplated for storage for those items that might be required to convert the basketball-volleyball area into a trade show space, wrestling tournament venue, or other competitive venues. This could include wrestling mats, volleyball equipment, floor coverings or other specialty items that may be required.

The southern section of the Carpentry Shop structure should also be assessed for use as a whitewater rental facility. This would include a retail area for whitewater equipment rental (kayaks, tubes, and other equipment), and possibly locker rooms, restrooms, and office/administrative area supporting the Whitewater Park operations.

3.1.9 Boardwalk / Universally Accessible Walkways & Sidewalks: The City of Rockford has established a Riverwalk Loop system that encircles the areas between the Whitman Street Bridge to the north, the east and west sides of the river (along Madison Street to the east and along North Main and the river to the west) and the State Street Bridge to the south. This system will actually tie into a larger path system being established throughout the region. The City would like to take the opportunity to develop the approximately 20 foot strip of property between the west side of the building and the river bank into a multi-use path-style improvement that will link up with the riverwalk loop system to the north, and make a direct connection to future paths being established to the south. This improvement will be included in the design phase of the *Reclaiming First* initiative and should be considered part of the Phase I Conceptual Design and Cost Estimate effort.

3.2 Indoor Sports Center: Description of Expansion

The proposed addition to the existing ISC building is approximately 280 feet x 400 feet to accommodate one (1) full size (250' x 360') soccer field that can be converted into three (3) smaller soccer fields approximately 100' x 225' in size. It is planned to have precast concrete exterior walls with a height of 20 feet, with steel beams and columns built above that to the minimum clear height of approximately 40 feet. The roof is planned to be a metal roof deck with steel framing along with a synthetic turf floor finish. The project will also require the re-configuration and addition of parking in association with the existing ISC parking.

3.3 Sportscore One: Description of Planning and Potential Improvements

The project shall include campus master planning for the Sportscore One complex, including a detailed flood plain analysis and the development of potential cost-effective mitigation strategies. Some of the additional issues that should be addressed in this process are as follows:

- Strategies that could involve campus re-configuration that would allow a more dependable usage model.
- Potential upgrades to facilities located outside of the flood plain.
- Upgrades to existing lighting and on-site visitor's center/administration building.
- Options for potential purchase and /or expansion of the fields that are currently located on leased property.

3.4 Sportscore Two: Description of Re-Development

The region currently has no artificial turf fields available for tournament play. Additionally, there are no lighted artificial turf fields located within the Rockford Park District system available for tournament play. In mid-2012, the Rockford School District (RSD 205) installed artificial turf at two local high school stadiums. These two fields could potentially be utilized for tournament overflow, but would be subject to previous commitments to RSD 205 activities.

The Park District currently owns property immediately to the northeast and east of the current development footprint of what is commonly considered Sportscore Two complex. Portions of this additional property are used on a temporary basis for training and some competition activities, but are considered overflow facilities. The re-development footprint of those facilities located within the existing Sportscore Two complex will generally following the existing configuration. The development of the expanded fields is still subject to overall campus planning efforts. It would be expected that the design team proposals will include qualifications on recreational campus planning.

The re-development of Sportscore Two will generally consist of the following:

3.4.1 Multi-Purpose Fields (West Campus Expansion): The project will include the creation of six (6) artificial and lighted multi-purpose fields on the western side of the new campus (west of County Highway 5). These fields will be convertible to softball, hardball, football, soccer, rugby, or lacrosse.

3.4.2 Combination Snack Bar / Restrooms / Locker Rooms / Field House / Storage Building (West Campus Expansion): the development of this new area will also require the design and construction of a multi-purpose building that will accommodate a snack bar, restrooms-locker rooms, and office and storage area.

3.4.3 Parking Lot Development (West Campus Expansion): The expansion of the Sportscore Two campus is anticipated to include the use of existing parking within the Riverhawk Stadium footprint. It is likely that at a minimum, service roads and multi-use paths / sidewalks making connections to the final parking configuration will be required.

3.4.4 Soccer Fields: Add seven (7) lighted artificial turf soccer fields within the complex. These fields can also be used for such sports as rugby or lacrosse. This portion of the project

will also include the re-development of the main Wedgbury Soccer Stadium. This could include renovation of the existing stadium seating, spectator areas, staging area, and concessions facility.

3.4.5 Softball Diamond: Add one (1) single-purpose, turf and lighted softball field.

3.4.6 Existing Fields (Main Campus): There will be several natural turf fields that will remain within the complex. The configuration of the fields will depend on the scope of the other improvements noted within Section 3.4, as well as the expansion of ISC.

3.4.7 Parking Lots (Main Campus): Expansion of the existing parking lot configurations to maximize spectator and participant access. This could include the possible lease or purchase of the parking lot found within the footprint of Riverhawks Stadium.

3.4.8 Stormwater Management: The re-development and expansion of Sportscore Two will require significant design for stormwater collection and management. The Rockford Park District is committed to a Sustainable Design approach which will require particular sensitivity to issues of stormwater management.

3.4.9 Other Issues: There are other elements to the project that should be considered, such as irrigation, landscaping, turf maintenance, and spectator seating (and the spectator experience). These elements will require consideration as part of the overall project.

3.5 Other Project Considerations

Based on which of the four projects is being designed, there are additional elements that will require integration into the design process. Although these elements cannot be definitively included in the project design scope, it is possible, and in some cases likely, that they will find themselves integrated into the final design. It would be helpful when providing the qualifications of your design team to consider the following:

3.5.1 Sustainable Design: It is a priority for the Park District and the City to utilize sustainable design practices for the projects. The term sustainable design can have a variety of definitions, but for the purposes of this initiative, please consider all design approaches that can positively impact the construction, maintenance, both interior and exterior environments, and long term financial viability and energy efficiency of the projects. This could potentially include such elements as solar power, wind power, geothermal systems, and other disciplines, as applicable.

3.5.2 LEED Design: The project will require an evaluation of whether a Leadership in Energy and Environmental Design (LEED) status is attainable for the projects.

3.5.3 Fiber Optic Service: The Ingersoll facility and the ISC project will be required to have high speed internet connection.

3.5.4 Wi-Fi Service: Wi-Fi service for both Ingersoll and ISC should also be included in the conceptual design.

3.5.5 Water Efficiency: The projects shall utilize water efficient landscaping and facility water use reduction systems (as applicable).

3.5.6 Energy Efficiency: The projects shall use energy efficient HVAC and electrical systems for reduction of energy consumption.

3.5.7 Construction Materials: The project design shall incorporate low construction waste and use of recycled and locally sourced materials.

3.5.8 Indoor Environmental Quality: The Ingersoll and ISC projects shall include design features to enhance light controllability, thermal comfort, and interior daylight access.

3.5.9 Food Service: Three of the sites included in the Reclaiming First initiative either currently, or will in the future, contain food service operations (Sportscore One, ISC and Ingersoll). The Rockford Park District has a team in place for the management of all food service operations throughout their system. The successful design team will be required to coordinate their designs with the Park District team to maximize space utilization as well as equipment layout and procurement.

3.6 Phase I Deliverables

3.6.1 Conceptual Design Plans / Project Report: The project will require the development of concept level design plans that reflect as-built dimensions (spatially accurate) and site specific characteristics, including drainage, utility connections, accurate parking lot development, landscaped areas, and other project specific details that will allow review of realistic data. The design should take into consideration sustainable building re-development and parking and landscaping (i.e., drainage) designs.

A project report shall also be assembled that identifies cogent issues surrounding the development, re-development, and expansion associated with the four projects. It is expected that the report shall detail all potential project constraints and options for overcoming these constraints. Issues, such as (but not limited to) environmental, utility coordination, parking, permitting, etc. shall be addressed.

3.6.2 Geotechnical Investigation(s): Phase I should include the procurement of geotechnical data that can be utilized as a basis for Phase II design. Data is available for the Sportscore Two, West Campus expansion area and the ISC parking lot.

3.6.3 Stormwater Management Systems: The projects will require that site specific Stormwater Management Systems be developed. This should incorporate state-of-the-art best practices that consider limiting stormwater discharge to the municipally managed systems.

3.6.4 Energy Performance Analysis: As mentioned above, the Rockford Park District and the City are committed to creating new ASTV's of the highest quality and sustainability. Part of this commitment is to explore the use and applicability of alternative energy sources, such as solar, geothermal, wind, and others. As part of the Phase I design, we are requesting that an Energy Performance Analysis be undertaken to evaluate whether some of these sources may provide long-term savings as well as be a more efficient method of providing energy to the facilities.

3.6.5 Accessibility Analysis: Universal accessibility is of paramount importance to the Rockford Park District and the City. It would be fully expected that the venues will be used for both abled-bodied and handicapped sports tournaments. As part of the Phase I services, it will be required for the successful design teams to provide a Memorandum on Accessibility that will outline their understanding and approach to accessibility issues within each venue. Design teams providing qualifications for these projects shall specifically provide a statement within their proposal regarding their experience and sensitivity to this issue.

3.6.6 Cost Estimates: The Phase I portion of the project shall include a detailed, line item cost estimate for the conceptual design.

3.6.7 Design Schedule and Project Construction Schedule: The successful firm will be required to assemble a realistic schedule for the completion of design and permitting for both facilities in Microsoft projects Format. A preliminary construction schedule shall also be assembled.

4.0 PHASE II: PRELIMINARY AND FINAL CONSTRUCTION PLANS

The project will require transition from the Phase I conceptual design to formal, preliminary and then final design plans (Phase II). The design team will be required to make this transition and prepare a full set of plans. All plans will be completed in accordance with City of Rockford and City of Loves Park codes and requirements. It will be highly advisable to plan review sessions with both the City of Rockford and the City of Loves Park staffs early in the design process.

The design team shall provide a design completion schedule that anticipates design review meetings with the Rockford Park District and City at 50%, 75%, and 90% plan completion. It is anticipated that the Rockford Park District will be the lead on the Sportscore One, ISC, and Sportscore Two projects; and, the City will be the lead on the Ingersoll project.

All work and invoices shall be prepared in a format that is acceptable to the City of Rockford, Rockford Park District, and the City of Loves Park. These documents will be required to provide detail that will ensure design fee eligibility for state and federal programs and the RERZ program (for the Ingersoll site).

5.0 PHASE III: CONSTRUCTION SUPPORT

The design team will be required to provide support throughout the construction phase of the project. It is anticipated that the services of an outside Construction Project Manager will be undertaken for the construction of the improvement (under a separate contract). At a minimum, the design team will be required to provide clarifications, address RFIs, and provide interpretations of project details on an as-needed basis.

6.0 REQUEST FOR PROPOSAL SUBMITTAL REQUIREMENTS

Qualification based proposals shall be delivered on or before **11:00 a.m.**, local Rockford time on **November 8, 2012**, for design services related to the “**Ingersoll Re-Development; Indoor Sports Center Expansion; Sportscore One Planning and Improvements; and, Sportscore Two Re-Development – Design/Planning Services**” as outlined in the scope of services contained herein.

Your qualifications based proposal shall be delivered in a sealed envelope marked with the project name to the Central Services Manager for the City of Rockford, 4th Floor, City Hall, 425 East State Street, Rockford, IL 61104.

The specified project and description is presented within this document. The process requires that the design team submit six (6) printed and bound copies and one (1) CD-ROM of the qualifications based proposal.

6.1 Pre-RFP Building Walk-Through

The City of Rockford (Ingersoll) and the Rockford Park District (Sportscore One, ISC and Sportscore Two) will be conducting a pre-RFP walk through of the buildings for the design teams on **October 16, 2012** at 9:00 a.m. (Central Standard Time) for Sportscore One, Sportscore Two and ISC, and 1:30 p.m. for Ingersoll. Interested firms or individuals should meet at the Soccer Center at Sportscore One at 9:00 a.m. on 10/16/12. All firms will be required to supply their own transportation to the subsequent tour of Sportscore Two and ISC, then the Ingersoll complex in the afternoon. It is highly suggested that all individuals that participate in the walk-through bring a flashlight and digital camera for documentation purposes.

There will be no alternative sessions for site or building observations. If your firm (or design team members) cannot attend these walk-throughs and choose to observe the exterior of the structures and grounds outside of the planned session, both the Rockford Park District and the City shall be notified in advance.

6.2 Use of Local Firms

The *Reclaiming First* participants have a strong desire to utilize firms located within the service area of the *Reclaiming First* projects. While the project requires experience in recreational planning and design on a regional and national scale, we believe that many of the areas of expertise required for the project can be found in our wider community. We strongly encourage a team approach and encourage the design teams responding to this RFP to take this into consideration when assembling teams for the project. The qualifications based proposals assembled for this project will be reviewed within the full compliance of the State of Illinois Qualifications Based Selection (QBS) process. Ultimately, the most qualified teams will be selected for these projects; however, we also believe that the strength of the successful teams will be in part due to the experience and understanding of local conditions that comes from design professionals located in the greater Rockford community.

7.0 RFP DOCUMENT PREPARATION

The *Reclaiming First* initiative members are requiring that all proposal documents submitted must be prepared in a specific format. **Failure to follow this format could result in your firm's disqualification from consideration.** This format is as follows:

- RFP Cover Sheet (one page)
- Firm Cover Letter (one page)
 - Acknowledge receipt of the *Reclaiming First* RFP document for the Ingersoll; Sportscore One; ISC; and Sportscore Two projects, and acknowledgement of any Addenda (if required).
 - The cover letter must include the specific address of the firm or office that will be serving the *Reclaiming First* project, including the designation of a specific point of contact.
 - All contact information, including the e-mail address of the point of contact should be clearly displayed within the cover letter.
 - The cover letter should clearly state which of the four projects your firm or design team is requesting for qualifications. Your firm or design team may ask for consideration for a single project, two or three of the four, or all four. This request must be formally designated in the cover letter.
- Table of Contents (one page)
- Project Team Presentation (one page)
 - Specific statements regarding how the project will be managed, including which firm will serve as the project lead, the firm that will provide the site design services, which firm (or individuals) will provide facilitation services for the public involvement process, environmental services, and landscape architecture (streetscape) design services.
- Description of General Experience and Technical Competence (four pages)
 - This section should include, but not be limited to, discussion regarding the design team's history, general areas of experience, company philosophy / mission, and project management approach.
 - **The Design Team must show regional and national experience in the planning, design, and construction of recreational complexes. This should include specific expertise with floors (hard courts, and other recreational floors), recreational equipment, and natural and artificial turf fields.**
 - **The Design Team should also be able to demonstrate experience with national corporate sponsors.**
- Project Understanding and Approach (five pages): The submittal requires that one, five-page section for each of the four projects your firm or design team is requesting be prepared and provided. Each of these sections shall be separated by a tab sheet and clearly labeled.
 - Include the team's approach to the overall project (i.e., scope of work), and understanding of the planning, economic development, design, funding and implementation issues.
 - Overview of specific project obstacles and how the design team will confront and adapt to these obstacles.
 - Description of unique aspects of the project and how they may work to the benefit or detriment of the project.
 - Statement regarding experience and sensitivity to Universal Accessibility.

- List of Relevant Project Descriptions (five pages)
 - Include project type, client, cost, date (year), and scope of work.
 - Include permitting requirements, relevant scope description, design (and/or conceptual development) timeframes, community involvement, and milestone tasks.
 - Project descriptions should be limited to those projects that were completed by personnel who will be engaged in the project(s) within the ***Reclaiming First*** initiative.
 - This section can include any company accomplishments, awards, or milestones that are relevant to the category / project.
- Resumes / Personnel Statement (five pages)
 - This section should include resumes of key individuals that will be managing or engaged in site planning, project architecture, HVAC design, civil engineering, landscape architecture, environmental and/or design work for the ***Reclaiming First*** initiative. Firms / design teams are not required to complete a resume for each individual, as summarized Curriculum Vitae (CV) related overviews of personnel are acceptable.
- Description of design, engineering, planning and/or architectural services to be subcontracted, if required (outside of the team presented) (one page).
- IDOT Prequalification Letter / SEFC Prequalification Form (two pages-four pages)
- Statement of Availability (one page)
 - Description of the ability of the firm/ design team to perform the work within a reasonable time considering the firm's / design team's current workload.
 - A statement of the firm's / design team's current and future project workload can be included in this section, as appropriate.
- City of Rockford EEO Forms (13 pages). This section should include all pages attached to this RFP. Not all of the pages within the City EEO and proposer's instructions have areas to complete. These pages/forms must accompany the final proposal document as an acknowledgement that your team has received and understands the parameters outlined within the City of Rockford RFP requirements. Only the lead firm is required to complete this section. The City and or the Rockford Park District may require additional EEO information from design team members prior to a final selection.
- Provide an official financial statement letter from the lead firm (whether providing a proposal as a single entity or as a design team) detailing financial status. Letter shall indicate contact name, address, phone number and fax number. Additional credit information including but not limited to audited financial statements, pro forma issues, or annual reports may be requested (from short listed firms or design teams). If a team has other team members that exceed more than 10% of the total work responsibility, they also shall provide a financial statement letter. (No more than five pages)
- References (one page)
 - Municipal or Governmental (Units of Local Governmental / Agencies) References preferred. These should include contact information, including e-mail address of key client personnel.
 - Private references acceptable, as applicable to the specific type of project.
- A Project-Specific schedule (in Microsoft Project format) that provides a breakdown of milestone dates for project design completion, including a target date for a letting (one page).

The ***Reclaiming First*** initiative members request that the proposal document not exceed 50 (single) pages total. ***[Note: If your firm or design team is providing qualifications for two of the four projects,***

then the submittal may be expanded to 55 pages to accommodate for the additional Project Understanding section. If your firm or design team is asking to be considered for all four projects, then the package may be expanded to 70 pages to accommodate for the additional project understanding sections.] The 50 page limit does not include tab sheets separating sections (all sections shall be divided by tabs). One side of each page counts as one page within the 50 page limit. Font sizes less than twelve (12) point shall not be utilized. The use of graphics to illustrate relevant points is encouraged.

8.0 RFP REVIEW PROCESS

8.1 Proposal Review Committee

An Evaluation Team will be used to review all submitted proposals using the criteria noted below. The Evaluation Team could include, but will not be limited to members of the Rockford Park District staff and Board of Directors, City of Rockford staff and City Council members, staff and board members of the Rockford Area Convention and Visitors Bureau (RACVB), Winnebago County staff and board members, and staff and Council members from the City of Loves Park.

8.2 Proposal Scoring Categories

The following eight (8) criteria for scoring each design team have been developed for the project. Each section will receive a numeric score from 1 – 10, based on the information presented in the proposal.

- Experience & Creativity in project design and visioning for projects of similar size and scope (including the integration of community engagement elements into the design process).
- Qualifications & Experience of Personnel / Strength of Project Management staff for the project.
- Specific project experience in planning, design, and implementation of national and regional recreational campuses / complexes of similar size and scope to the work described within the ***Reclaiming First*** initiative.
- Grasp of Project Objectives and Understanding of Project Approach and Context
- Location of Firm / Design Team
- Previous Work Record & Quality of Client References
- Overall Quality and Presentation of the RFP Response / Strength of Team
- Support Capabilities / Work Load / Availability of Experienced Staff

The ***Reclaiming First*** participants reserve the right to utilize references provided by firms/design teams seeking prequalification to gather further information regarding a firm's/design team's services as stated within the proposal.

It is the intent to select no less than three design teams for interviews after which the Evaluation Team will make a final selection. The selected team will be asked for a detailed scope and cost proposal in accordance with the Qualifications Based Selection (QBS) process.

Notes and Instructions

- (1) The ***Reclaiming First*** initiative realizes that some disciplines, such as architectural, landscape architecture, and planning firms, may not have a specific IDOT prequalification category. Architectural, landscape architecture, or planning firms should provide a written statement indicating other pre-qualifications (i.e., Capital Development Board, IL Tollway, etc.) that their firm possesses. This statement can also include any other state or federal pre-qualifications that may be applicable to the discipline that the firm seeks provide as part of this project.
- (2) The City of Rockford – Bidding General Conditions and the EEO forms make reference to “bid” or “bidder”. This is not to be construed that the RFP is a bidding process. No financial information is being requested as part of this process, and only qualifications based criteria will be used to evaluate firms that submit proposals.
- (3) All proposal documents are required to be bound along the left side of document.
- (4) Please note that we often get follow up phone calls from firms indicating that they did not received a copy of the RFP document or it was sent to the wrong office. The City of Rockford and the Rockford Park District are not responsible for maintaining the correct information for your firm. It is the responding firm’s responsibility to provide the City with the most up-to-date contact information for your company. Incorrect contact information is not cause to extend the proposal deadline or to accept a response after that deadline.
- (5) The City of Rockford does not accept responses electronically/digitally via e-mail. The final RFP document will be posted on the City’s website at the following hyperlink for downloading purposes: <http://www.rockfordil.gov/finance/central-services-division/purchasing/open-bidsrfps.aspx>
- (6) All responses must be in hard copy form (plus CD-ROM) as outlined in this RFP document.
- (7) The City of Rockford has a certification process for MBE/WBE designation that is separate from this RFP process. While it is helpful to understand your firm’s MBE/WBE status, this RFP does not take into consideration your MBE/WBE status as criteria for qualification. If your firm wishes to seek certification as a MBE/WBE, we would encourage you to contact Ron Moore, Diversity Procurement Officer, (815) 987-5622, Ron.Moore@rockfordil.gov.
- (8) Specific questions regarding the project are encouraged; however, all information provided to a firm/design team making an inquiry will be required to be provided to all firms/design teams via an Addendum process. The City encourages firms/design teams making inquiries to provide those questions in writing so any responses can be made in a uniform manner.

No inquiries will be addressed after October 26, 2012. The City will issue one Addendum on November 1, 2012 that addresses all questions submitted by all design teams or firms. This will allow all inquiries to be addressed without revising the final proposal submittal date.

The Addendum will be posted on the City's web site by the end of business on November 1, 2012 at the following web link:

<http://www.rockfordil.gov/finance/central-services-division/purchasing/addenda.aspx>

It is the intent to send out notification to all of the firms on the master list (and any firms that have requested inclusion on the RFP list) that the Addendum has been issued, however, the City or the Rockford Park District does take responsibility if your firm does not receive notification of the Addendum. It is the responsibility of the design team or firm to check the web site for the Addendum. Not receiving the Addendum will not be grounds for an extension to the submittal date.

The *Reclaiming First* initiative requests that all firms/design teams interested in the project to remember that this phase of the project is the request for qualifications of the design team and not a scope specific proposal. The document being requested does address project specific information, but the review and scoring will be entirely qualifications based.

- (9) All copies of the RFP documents become the possession of the Rockford Park District and the City of Rockford after submittal. The Rockford Park District or the City will NOT return these documents after the review process.

Funding Allocations: +General Obligation Bonds (supported by a Hotel-Motel Tax)
 +Department of Community and Economic Opportunity (DCEO) –
 River Edge Redevelopment Zone (RERZ) Funds
 +Rockford Park District Operating Funds
 +Other Grant funds, as received

Design Budget: TBD

Construction Budget: TBD

Contact: Patrick Zuroske, Capital Program Manager
 City of Rockford, Department of Public Works
 425 East State Street
 Rockford, IL 61104
 (815) 967-6732 (office)
 (815) 967-7062 (CIP Assistant)
 Patrick.Zuroske@Rockfordil.gov

**Reclaiming First
Architectural/Design Services RFP**

Appendix A

- 1. Ingersoll**
- 2. Sportscore One**
- 3. Indoor Sports Center**
- 4. Sportscore Two**



Ingersoll Building

1 inch = 300 feet



City of Rockford
Public Works
Engineering Services



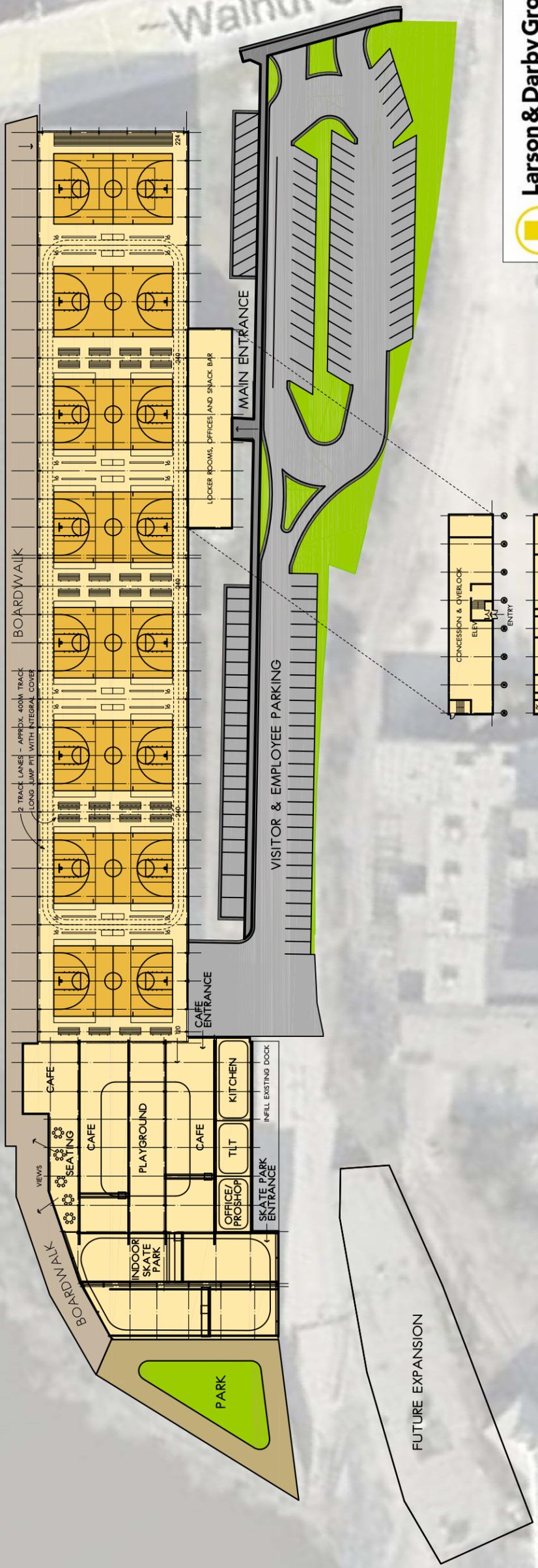
Facilities Management Section
Date Produced: 09/27/2012



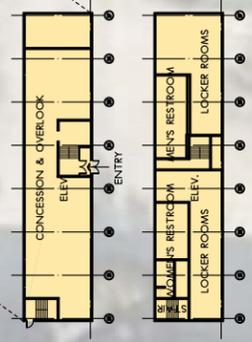
Larson & Darby Group
Architects Engineers Planners
Looking South From Bridge 01.11.11

INGERSOLL INDOOR/OUTDOOR SPORTS CENTER
 ROCKFORD, ILLINOIS
 08.21.12 8 COURT OPTION #3

R O C K R I V E R



Larson & Darby Group
 Architects Engineers Planners



② OFFICE PLAN
 SCALE: 1/32" = 1'-0"

① SITE PLAN
 SCALE: 1/32" = 1'-0"



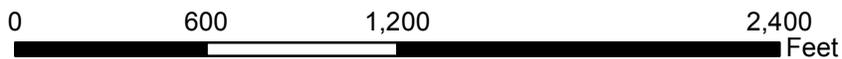
Larson & Darby Group
Architects Engineers Planners
Interior Looking North 01.11.11



City of Rockford
Public Works
Engineering Services

Sportscore One

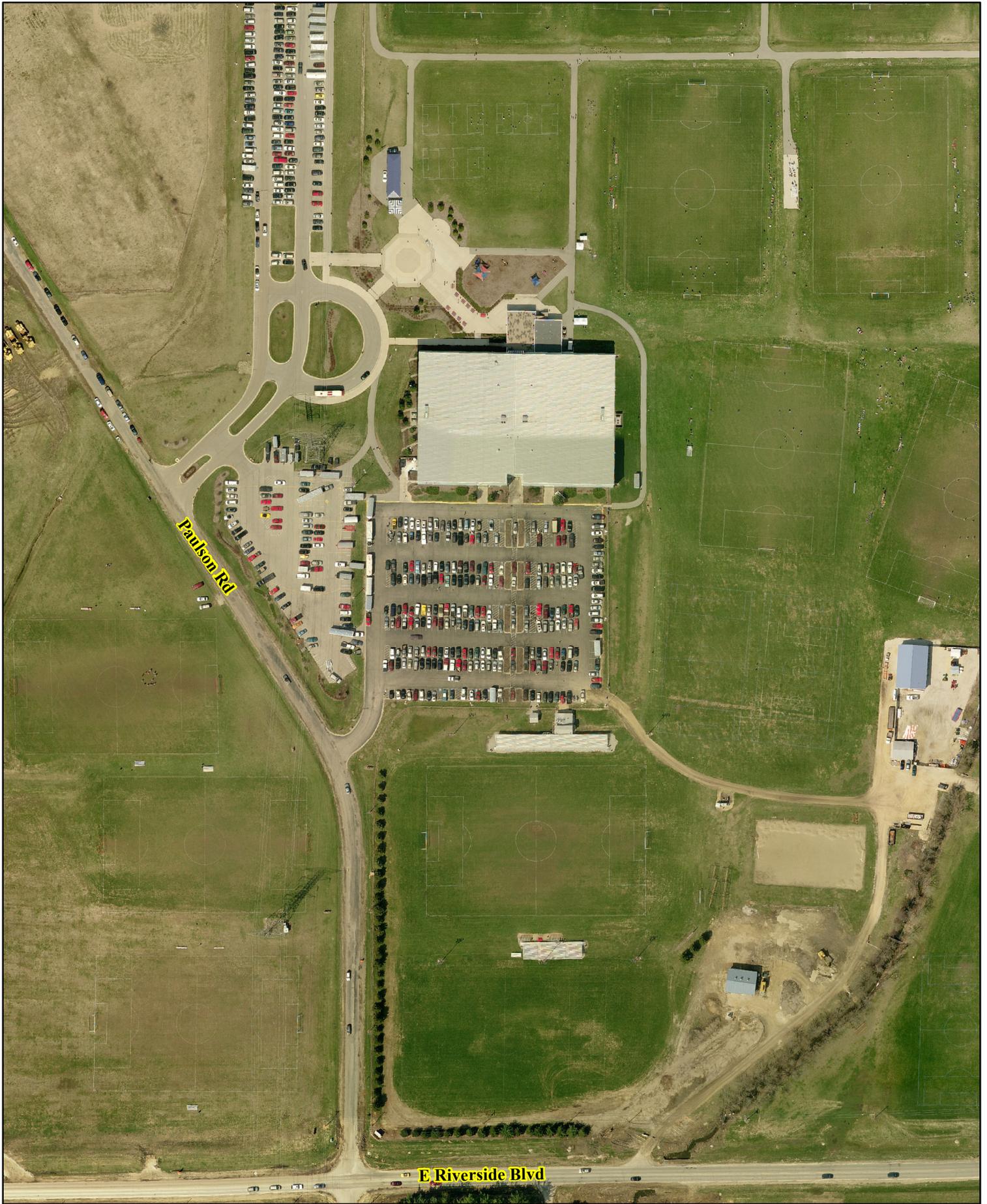
1 inch = 600 feet



Facilities Management Section
Date Produced: 09/27/2012



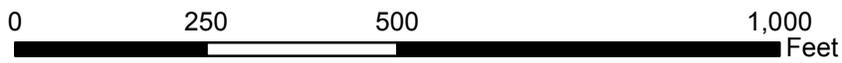
Sportscore One Sports Fields



City of Rockford
Public Works
Engineering Services

Indoor Sports Center

1 inch = 250 feet

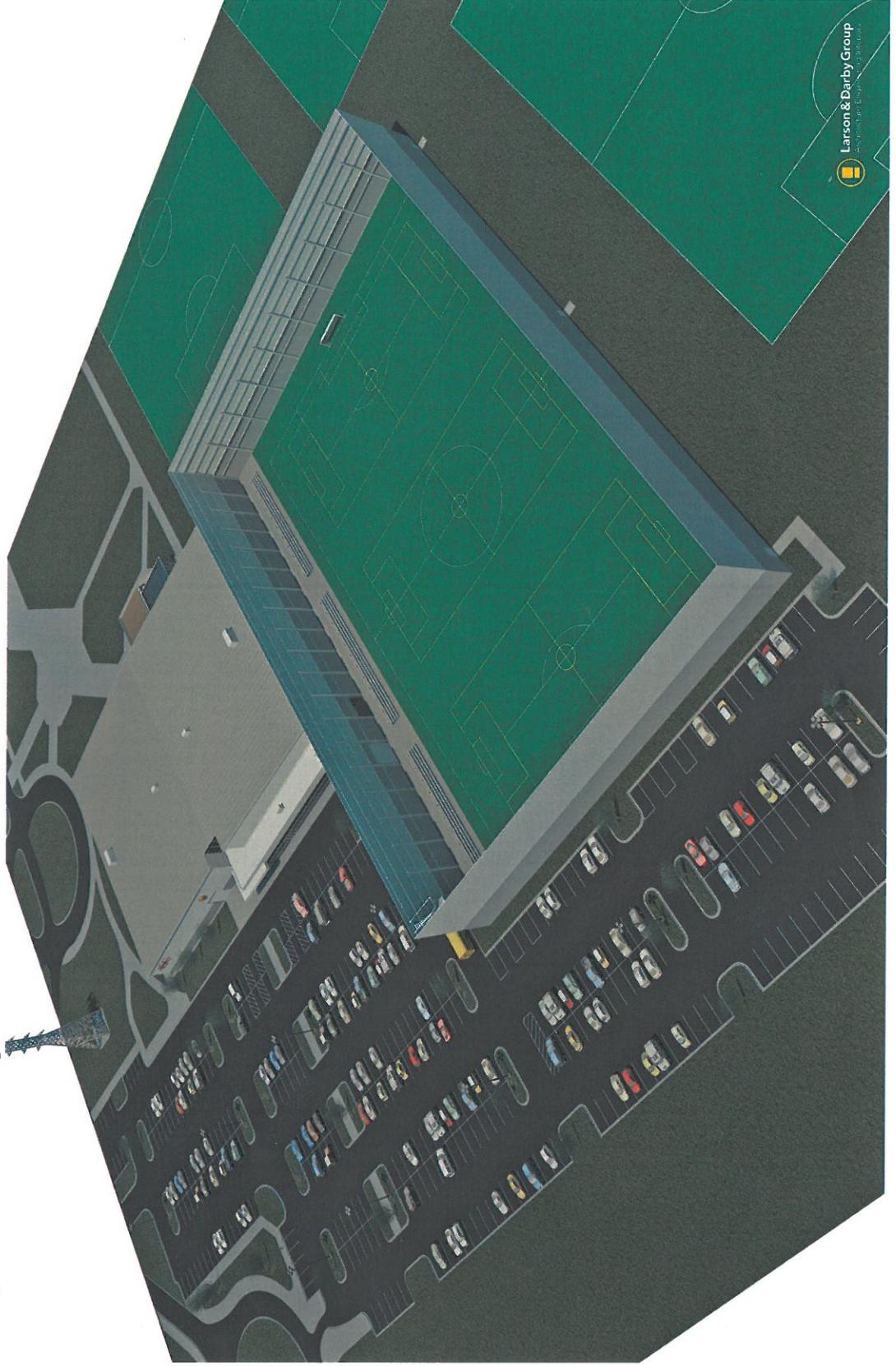


Facilities Management Section
Date Produced: 09/27/2012

Retain. Regain. Grow.

RECLAIMING FIRST

Proposed Improvement – New Soccer Center





West Campus

East Campus

Orth Rd

Argyle Rd

Callaway Ct

E Riverside Blvd

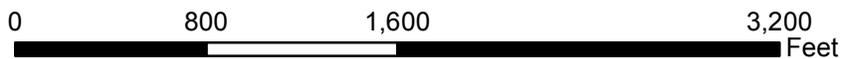
E Riverside Blvd



City of Rockford
Public Works
Engineering Services

Sportscore Two

1 inch = 800 feet



Facilities Management Section
Date Produced: 09/27/2012

Retain. Regain. Grow.

RECLAIMING FIRST

Proposed Improvement – Sportscore Two

