

# REQUEST FOR PROPOSALS

## MAYWOOD CIVIC MUNICIPAL CAMPUS MASTER PLAN

Maywood, Illinois

### SUBMITTAL DEADLINE – June 30, 2023

The Village of Maywood, Illinois requests proposals from qualified architectural, engineering, planning/design firms to provide professional assessment, planning, design, construction implementation, and project management services for the Village’s Maywood Civic Municipal Campus. The vision is to create a high-quality destination that serves as the focus area for civic, municipal, and recreational activity for residents and visitors. This Campus will be the conduit for other events and uses that drive people to the center of Maywood’s downtown district.



Maywood Civic Municipal Campus (MCMC) Site Plan: Primary planning areas for the proposed "Civic Core" - include main site areas for the Maywood Civic Municipal Campus, proximate Village owned property to be developed for civic use, the Police station, and Park space.

## **BACKGROUND**

The primary focus of the project is the design, engineering, environmental assessments, property acquisition, stormwater retention and detention study, and site work associated with a Master Development Plan, demolition, renderings, and construction plans for reimagining and reinventing the current Veteran's Park (f.k.a. Maywood Park) into the Maywood Civic Municipal Campus that will include new Administrative Offices and a new Police Station. Currently, Veteran's Park is an 18-acre site that houses the Carnegie Library, Police Station, Council Chambers, and recreational uses such as the Fred Hampton Aquatics Pool, a baseball field, and a basketball court. This space has long been a place where the community has gathered. For many decades most of Maywood Park served as a vast lagoon where recreational activities like canoe races took place. In the 1930s, the lagoon was drained and filled for a mosquito abatement project and serves as the "Civic Core" to the overall campus plan. Maywood Park is at the heart of Maywood's downtown district and is bound by the Metra train station on the north, Oak Street on the south, 5th avenue on the west, and 1st avenue on the east.

The Village's [2020 Downtown Transit-Oriented Development Plan \(2020 TOD Plan\)](#), a 14-month collaborative input and planning process that included participation by Village leadership, residents, business owners, and the public, fostered strong community support for a new Maywood Civic Municipal Campus at the heart of the Village's downtown district. The 2020 TOD Plan reached consensus to adopt its findings and recommendations, which include a "Civic Core" to be strengthened as a civic zone with cultural, public recreational, and institutional uses. The building of the Maywood Civic Municipal Campus aligns with key community recommendations to build upon existing cultural and civic uses via the creation of an "Activity Hub" within the downtown district, the relocation of Village Hall to a prominent site within the "Civic Core", and investment in the restoration of the Downtown. In that same spirit the Village is installing new wayfinding signage based on the recent Village brand, but additional efforts to visually connect the individual elements of the site are desired.

## **PROJECT TIMELINE**

June 1, 2023	Release Request for Proposals
June 9, 2023	Submit questions to Angela Smith, Community Development Director
June 16, 2023	Responses to questions
June 30, 2023	Proposal due date
July 12, 2023	Firm selected
September 30, 2023	Master Plan Complete
December 12, 2023	Presentation to the Village Board of Trustees

## **SCOPE OF WORK**

The scope of work is anticipated to have at minimum the following components:

1. Project Management/Needs Assessment
  - Manage the process and communicate on a regular basis with Village staff.
  - Conduct review meetings with staff and Village leadership as needed throughout the process. Minimum of 4 on-site meetings.
  - **Deliverable:** Meeting agendas and summaries
2. Data Collection

- Compile existing campus information and base maps.
  - Develop programming goals through consultation and interviews with end users of the campus, such as Village staff and other stakeholders.
  - Conduct interviews, surveys and other engagement efforts to collect appropriate information necessary to successfully complete scope of work.
  - Minimum of 2 on-site meetings with Village residents and stakeholders for community consensus building
  - **Deliverable:** Summary of Findings
3. Analysis/Project Goals
    - Conduct analysis of existing campus and identify issues and opportunities.
    - **Deliverable:** Summarize analysis and identify other functional opportunities in both graphic and narrative form.
    - **Deliverable:** Summarize project and programming goals to be addressed through the master plan.
  4. Preliminary Concepts and Design
    - Develop a minimum of two (2) conceptual design drawings for the campus. Concepts to test alternate solutions for addressing programming goals and solving identified issues.
    - Concepts to be presented at a minimum through plan graphics to clearly convey design concepts.
    - Provide cost estimates for improvements shown in each concept.
    - **Deliverable:** Preliminary Master Plan Concepts, supporting graphics, and cost estimates
  5. Final Master Plan Concept (September 2023)
    - Based on input from the Village, prepare a refined master plan concept for the campus.
    - Provide updated graphics and cost estimate.
    - **Deliverable:** Final Master Plan Concept and cost estimate
  6. Project Schedule and Implementation Plan
    - Develop a preliminary four-year project schedule that shows the design and construction timeframes and costs for implementing the master plan.
    - Review the proposed project phasing strategy and schedule with the Village and refine.
    - **Deliverable:** Project schedule and implementation plan
  7. Final Document
    - Prepare a final document that incorporates all project deliverables.
    - Present to Village Board for approval.
    - **Deliverable:** Final document in PDF format with construction plan.

**CONTENT AND FORMAT OF SUBMITTALS**

Provide one (1) paper copy and one (1) digital copy of the following information for consideration.

1. Introductory Letter
2. Statement of Qualifications
  - Description and qualifications of your firm and team. Identify the person who will serve as project manager.
  - Resumes of key staff.
  - Identify any portion of the scope of work that will be subcontracted. Include firm

- qualifications and key personnel for the subcontractor.
  - A detailed description of no less than three (3) similar/municipal projects successfully completed by the firm or consultant team in the past three to five years and a detailed description of the results of that work. Include the name and telephone number of a contact person for each client who can verify the information provided.
  - Listing all projects (if any) completed for the Village of Maywood within the past five years with samples of final outcomes.
3. Project Understanding
    - Provide a written description of your firm's understanding of the project services outlined in the scope.
  4. Approach to Scope of Work
    - Provide a description of how you will complete the work, identifying any major phases to the work and the sequence of tasks to be completed.
    - Indicate how your firm would schedule the work, including the relative timing of meetings and major milestones.
  5. Project Cost
    - Estimate lump total cost for "Scope of Work" (items 1-7) as defined, including any reimbursable expenses.

### **SELECTION CRITERIA**

The committee will evaluate the bids based on the following factors:

- Understanding of the work to be performed
- Consultant's proposed approach to scope of work
- Qualifications of the firm and experience with past projects
- References from Municipal Projects
- Overall cost of the proposed services

### **INQUIRIES**

Questions regarding the Request for Proposals should be directed to:

Angela Smith  
Director of Community Development  
asmith@maywood-il.org

## **SUBMITTAL DEADLINE**

The deadline for proposals is June 30, 2023

All proposals shall be sealed in an envelope addressed to the Village of Maywood, Attention Clerk's office. The name and address of the bidder and the name of the project shall also appear on the outside of the envelope.

All proposals shall include:

- One (1) copy of all materials sent to:

Clerk's Office  
40 W. Madison  
Maywood, IL 60153

- One (1) electronic PDF emailed to:  
[asmith@maywood-il.org](mailto:asmith@maywood-il.org)