



**DECATUR PARK DISTRICT
DECATUR, ILLINOIS**

INFORMATION PACKAGE

**REQUEST FOR DESIGN PROFESSIONAL QUALIFICATIONS
AND EXPRESSION OF INTEREST
FOR
MASTER PLANNING SERVICES**

**NELSON PARK
LAKEFRONT DEVELOPMENT PROJECT
DECATUR, ILLINOIS**

SUBMITTAL DEADLINE

JUNE 15, 2009

CONTENTS

ADVERTISEMENT FOR SERVICES 3

PROJECT INFORMATION 4

 NELSON PARK STRUCTURES..... 6

 NELSON PARK PAVILION #1 7

 THE BEACH HOUSE..... 7

 NELSON PARK PROPERTY 8

 NELSON PARK SWIMMING POOL 8

 DECATUR LANDING..... 9

 ANNA BETHEL FISHER ROCK GARDEN..... 9

 CHANDLER PARK 10

 MINIATURE GOLF AND BATTING CAGES..... 10

 SCOVILL ZOO 11

 INFRASTRUCTURE 11

STAKEHOLDER OBJECTIVES 12

SCOPE OF SERVICES 13

SCHEDULE 14

SELECTION PROCESS 14

 SELECTION COMMITTEE 14

 SELECTION CRITERIA 14

 INTERVIEWS 15

 FINAL FIRM SELECTION 15

SUBMISSION MATERIALS 15

MASTER PLANNING COMMITTEE 16

LOCAL FIRM REPRESENTATION..... 16

PROJECT BUDGET..... 17

CLIENT RESPONSIBILITIES..... 17

AGREEMENT..... 17

CONTACT INFORMATION..... 17

ACKNOWLEDGEMENT OF INTEREST 18

ADVERTISEMENT FOR SERVICES

The Decatur Park District requests that professional planning firms submit written statements of interest and qualifications to provide master planning services for the following proposed project:

**Nelson Park
Lakefront Development Project
Decatur, Illinois**

The primary scope of work is to develop a master plan with significant community interaction and input for 170 acres of Decatur Park District property located along the north shoreline of Basin #2 on Lake Decatur. The work will commence on or around October 1, 2009, upon the completion of the selection process. The work shall be completed no later than 12 months from the date of authorization to proceed. The award and scheduling of future phases, including design and construction, will be subject to project funding.

A description of the submittal requirements and a detailed scope of the work may be found in the Information Package, which is available by contacting Mr. William Clevenger at the Decatur Park District (217-422-5911), or by sending an e-mail to rfq4167@aexllp.com with "Request for Nelson Park RFQ" in the subject line. Those firms that best meet the screening criteria will be invited to appear for an interview.

Submittals should be delivered to the following address no later than the end of the business day on June 15, 2009. Include 6 copies of the submittal, along with an electronic file copy on CD in PDF format.

Please address submittals to:

William L. Clevenger, Executive Director
Decatur Park District
620 East Riverside Avenue
Decatur, IL 62521

Business Hours: Monday through Friday, 8:00 a.m. to 5:00 p.m., Central Time.

Questions not answered in the Information Package may be addressed to the attention of Lawrence R. Livergood, AIA, and forwarded as follows:

Via e-mail to rfq4167@aexllp.com

Via mail to: Architectural Expressions, LLP
113 Illini Drive
Forsyth, IL 62535

There are three public parks on Basin #2 that are owned and maintained by the Decatur Park District, which are Nelson Park (a UPARR park), Chandler Park and Scovill Zoo.

Although the project refers to Nelson Park as the project location, the master planning process will look at the opportunity to enhance the connection between all three of these park properties as well as peripheral linkages to adjacent commercial properties, the commercial corridor along US Route 36, existing bike path routes, the surrounding residential neighborhoods, and Downtown Decatur.



Project Location - Figure 2

NELSON PARK STRUCTURES

There are several park structures within the project boundary, including two pavilions, the Beach House Restaurant, the Dockside Restaurant, the Public Marina, the Nelson Park Golf Course Clubhouse and Maintenance Facilities, the Nelson Park Swimming Pool, the Decatur Landing, and the Anna Bethel Fisher Rock Garden.

The master plan will consider the short and long term best use for these structures.



Nelson Park Structures - Figure 3

NELSON PARK PAVILION #1

There are two historic structures in Nelson Park that were built during the late 1930s under Work Progress Administration (WPA) funded programs. The Nelson Park Pavilion #1 is an open air structure that sees heavy use during the summer period. Consideration will be given to preserving this structure for future generations.



Nelson Park Pavilion – Figure 4

THE BEACH HOUSE

The Beach House is another WPA project that was originally built to accommodate swimmers at the public beach on Lake Decatur. It became underutilized during the 1960s when swimming was no longer allowed along the lake edge. The structure was eventually converted into a restaurant and leased out to various businesses over the years. It has since become a very popular destination for food and drink. Special consideration will be given to this structure during the master planning process.



The Beach House – Figure 5

NELSON PARK PROPERTY

The Nelson Park Golf Course was permanently closed on February 18th, 2009, due to insufficient play and revenue from operations. The highest and best use of the clubhouse and property needs to be considered in the master plan.



Nelson Park Golf Course – Figure 6

NELSON PARK SWIMMING POOL

The Nelson Park pool is an aging structure that is currently closed to the public. The master plan needs to consider the future of this structure as well as the surrounding property.



Nelson Park Swimming Pool – Figure 7

DECATUR LANDING

The Decatur Landing is the primary access point for boaters on Lake Decatur. This area includes the boat ramps that are available for public use, the boat slips that are leased each year to boat owners, and the lake patrol station. Consideration needs to be given on how to create a better boater experience and enhance lake access.



Decatur Landing – Figure 8

ANNA BETHEL FISHER ROCK GARDEN

The rock garden, which is located adjacent to the pavilion, was built in 1927 and has seen various renovations over the years. At one point in time it was considered by many to be the focal point of Nelson Park. The master plan needs to address the future of this structure.



Rock Garden – Figure 9

CHANDLER PARK

Located southwest of Nelson Park, Chandler Park is an underutilized park that is connected to Nelson Park by a service access road. Increasing visibility and encouraging pedestrian access between Chandler Park and Nelson Park are goals that need to be addressed in the master plan.



Chandler Park – Figure 10

MINIATURE GOLF AND BATTING CAGES

The miniature golf and batting cages are high volume, revenue producing activities during the summer months. The master plan needs to consider the future of these activities and whether this is the highest and best use of this property.



Golf and Batting Cages - Figure 11

SCOVILL ZOO

Scovill Zoo is a highly visited park located across the lake from Nelson Park. The future development of the Zoo will not be a component of the master planning process. However, the master plan needs to consider how to enhance pedestrian access between the two parks.



Scovill Zoo – Figure 12

INFRASTRUCTURE

There are several roads in Nelson Park that are owned and maintained by the Decatur Park District, along with utilities that connect to the various park structures. There are also public roads and easements that will have to be maintained or possibly re-routed to allow for future improvements.

Consideration needs to be given in the master plan to address the aging infrastructure inside the park as well as the need for future roads and utilities. It also needs to consider private maintenance and ownership responsibilities if commercial development occurs.

STAKEHOLDER OBJECTIVES

In 2006, the Park District formed a stakeholder planning committee to undertake a visioning process with the goal of establishing criteria for the future development of the park. As a result of the visioning process, the committee concluded that many of the recommendations of prior master planning efforts were still relevant. The committee also concluded that the park, and particularly the waterfront, has great potential to become a desirable destination, not only for local residents, but also for visitors who live outside of the community.

The stakeholder planning committee developed the following vision statement:

“Enhance the quality of life and economic opportunity in Decatur through the development of the community’s lakefront assets into highly desirable destinations for both residents and visitors.”

The committee also developed the following high level objectives, along with ideas on how they might be achieved:

- Establish Nelson Park Basin as a destination:
 - Botanical gardens
 - Recreational activities
 - Festival activities
 - Landmark attractions
 - Commercial development
 - Residential development
- Enhance boater experience:
 - Provide more resources
 - Provide updated boating facilities
- Provide better lake access:
 - Create adjacent bike paths and trails
 - Provide unobstructed views of the lake
 - Improve watercraft access for visitors
 - Enhance recreational opportunities (i.e., fishing, etc.)
- Connect Park District assets around the basin:
 - Water shuttle access between Nelson Park, Scovill Zoo and Chandler Park
 - Enhanced lakefront walkway between Nelson Park and Chandler Park
 - Walking trail and bike access around the Basin

- Connect the basin to the community:
 - Roadway enhancements
 - Parking enhancements
 - Wayfinding (signage) enhancements
 - Connect bike paths to the community
 - Local and regional presence on appropriate websites and media outlets.

The selected planning firm will be asked to analyze and compare these broad based objectives to successful projects in other communities that had similar characteristics and challenges.

SCOPE OF SERVICES

The following Scope of Services is anticipated for this project:

1. Analyze and assess the existing conditions, opportunities and constraints.
 - a. Review previous studies and master plans
 - b. Review existing conditions
 - c. Verify adequacy/accuracy of record information
2. Develop and implement a public involvement program that will identify and engage potential stakeholders
 - a. Conduct public meetings
 - b. Record and document stakeholder input
 - c. Amend and incorporate previous stakeholder objectives
3. Develop preliminary master plans based on community input
 - a. Incorporate data and analysis into graphic and written formats for presentation and discussion with the public, park district, the city and other involved entities
 - b. Prepare preliminary designs for all facilities and street level renderings of important park areas
4. Make recommendations for the following:
 - a. Land use, infrastructure, circulation, services and parking
 - b. ADA accessibility
 - c. Opportunities for sustainable (green) design
 - d. Opportunities for public-private development
 - e. Implementation and phasing options
5. Develop design guidelines for:
 - a. Architecture
 - b. Scale
 - c. Context
 - d. Lighting
 - e. Wayfinding
 - f. Other site improvements
6. Provide preliminary cost estimates

SCHEDULE

Following is a preliminary schedule for the master planning process.

DATE	ACTION
April 30, 2009	Request for Qualifications available to interested firms
June 15, 2009	RFQ responses are due
July 15, 2009	Shortlisted firms are contacted and interviews scheduled
August 15, 2009	Interviews conducted and firm selected
October 1, 2009	Negotiations completed, master planning process begins

SELECTION PROCESS

The Decatur Park District will follow the general principles of a qualification based selection process to select the master planning firm. The process will include the following steps:

SELECTION COMMITTEE

A selection committee will be created after the submittal deadline to review all the Qualification Statements. The committee will develop a short list of firms from applicants who have demonstrated the necessary qualifications for the project.

SELECTION CRITERIA

Firms will be short listed on the basis of the following criteria:

1. Demonstrated firm and staff experience in the specific areas defined by the Scope of Services
2. Demonstrated firm and staff experience in the programming and design of major master plans for projects of similar complexity
3. Demonstrated firm and staff experience in site planning and urban design, and capability to respond in a creative and sensitive way to the existing architectural context
4. Demonstrated capabilities to provide creative design solutions with an economy of means
5. Experience in working with institutional clients and planning committees
6. Experience in working with a large contingency of stakeholders
7. Knowledge of statutory and applicable land use restrictions on park property in the state of Illinois
8. Reference and background checks
9. Other criteria as determined by the Committee

Short listed firms may be asked to respond to a follow up Request for Proposal (RFP). The RFP, if issued, will be distributed at the time the shortlisted firms are contacted.

Final firm selection will be based on the following criteria:

1. Additional information gathered from the Request for Proposal
2. Local interviews

3. Contract negotiations

INTERVIEWS

Firms invited for an interview will be required to have the following personnel present:

1. Principal in charge
2. Project Manager (if different than design personnel)
3. Key Design Personnel
4. Key Consultants

Other personnel may attend but group size will be limited to no more than 8 people.

FINAL FIRM SELECTION

The selection committee will rank three firms for contract negotiations based on all the information obtained during the selection process. The Park District will start negotiations with the highest ranked firm with the intent of obtaining the best value for the services to be rendered. In the event that both parties cannot agree to terms, the Park District will contact the next highest ranked firm to begin similar negotiations.

Should the negotiations end without a contractual relationship being established between parties, the Park District reserves the right to either postpone or cancel the project.

SUBMISSION MATERIALS

Please index all submittals with labeled tabs for the following sections. Double sided printing is strongly encouraged. Provide 6 printed copies and one electronic file copy (with an actively linked table of contents in lieu of tabs) in PDF form on CD.

1. COVER LETTER (maximum of 2 pages)
 - a. Summarize qualifications most relevant to this project.
 - b. Briefly identify project team.
 - c. Confirm ability to meet the preliminary schedule.
 - d. Provide name and contact information including phone, fax and e-mail.
2. RELEVANT QUALIFICATIONS (maximum of 12 pages)
 - a. Provide focused information summarized by topic.
 - b. If the firm has multiple offices, the qualifications should represent the work of the office being proposed for this project and not general information on the firm as a whole.
3. RELEVANT EXPERIENCE (4 to 6 projects, maximum of 12 pages)
 - a. Provide project summary sheets that describe the project and identify the major components.
 - b. Provide beginning and ending dates for the project.

- c. Specify the role of the firm in each project and whether the work was exclusively by the firm or through a joint venture.
 - d. Specify the individuals involved on the project whether the work was completed while with the firm or with another firm.
4. PROJECT TEAM SUMMARY (maximum of 8 pages)
 - a. Identify proposed team members and include resumes for the following:
 - i. Principal-In-Charge
 - ii. Project Manager
 - iii. Project Architect, Engineer or Planner
 - iv. Key Consultants
 5. REFERENCES (3-6 names, titles, addresses, and phone numbers)
 - a. Provide 3-4 client references relevant to the project experience noted above.
 - b. Provide 2 general references.
 6. APPENDIX (items are optional)
 - a. Example of completed master plan.
 - b. Firm brochure.

Submittals should be sent to the following address:

William L. Clevenger, Executive Director
Decatur Park District
620 East Riverside Avenue
Decatur, IL 62521

MASTER PLANNING COMMITTEE

A master planning committee will be formed to provide a point of contact for the selected planning firm. The committee will include personnel representing the Decatur Park District, the City of Decatur, the community at large, and Architectural Expressions, LLP. The committee will be limited to a maximum of seven people.

LOCAL FIRM REPRESENTATION

Local A/E firm representation is not a requirement for selection. However, local architectural and engineering firms are welcome to submit their qualifications for consideration.

Architectural Expressions, LLP, is a local architectural and engineering firm that is providing direct consultation to the Park District on the master planning process and will continue to provide consulting services during the master planning phase. To avoid any potential conflict of interest, the firm will not be submitting its qualifications for consideration in the planning phase and has elected not to offer its services to firms responding this RFQ for master planning services.

PROJECT BUDGET

Prior master planning efforts have identified a potential need for over 30 million dollars in project funding but the current master planning process will determine the project budget for any future phases that are identified.

CLIENT RESPONSIBILITIES

The client will provide existing data, documents, topographic survey and other information, as necessary to complete the work outlined above.

AGREEMENT

The work will be completed under a fixed fee professional services agreement with the Decatur Park District. The successful firm will be asked to execute an **AIA B102 - Standard Form of Agreement Between Owner and Architect without a Predefined Scope of Architect's Services**. The agreement will be amended as necessary to define the services that are to be rendered.

CONTACT INFORMATION

Questions not answered in the Information Package may be addressed to the attention of Lawrence R. Livergood, AIA, and forwarded as follows:

Via e-mail to rfq4167@aexllp.com

Via mail to: Architectural Expressions, LLP
113 Illini Drive
Forsyth, IL 62535

ACKNOWLEDGEMENT OF INTEREST

Please submit the information below if you wish to receive updates and/or possible addendums during the Request For Qualifications preparation period.

FIRM NAME: _____

ADDRESS: _____

PHONE: _____ FAX: _____

CONTACT PERSON: _____

ADDRESS
 (IF DIFFERENT): _____

PHONE: _____ FAX: _____

CONTACT E-MAIL: _____

Please forward a copy of this page to the attention of Lawrence R Livergood, AIA, using any of the following delivery methods:

E-MAIL:	FAX:	ADDRESS:
rfq4167@aexllp.com	217-877-4625	ARCHITECTURAL EXPRESSIONS, LLP 113 ILLINI DRIVE FORSYTH, IL 62535