

REQUEST FOR QUALIFICATIONS
PROFESSIONAL DESIGN SERVICES
VILLAGE OF DEERFIELD

1. Purpose:

The Village of Deerfield, Illinois is seeking proposals for design consultant services for the Northwest Quadrant of the Village Center. Due to your firm's expertise in this professional discipline; its demonstrated understanding of the Deerfield community exhibited by recent local site design or landscaping projects; or having successfully completed the land-use process for projects with high quality design, your firm has been selected to receive this RFQ.

2. General Scope of Services:

- A. Background Information from Northwest Quadrant Unified Task Force. Please review and understand the following attached documents to this RFQ: Vision and Goals of the Northwest Quadrant; Summary of Task Force Workshops; Minutes from the Task Force Meetings; Issues and Opportunities Map; Pedestrian Map; Land Use Map; Contour Interval Map.
- B. Design Plan Elements and Features. The vision, goals, and design criteria established by the Northwest Quadrant Unified Task Force workshop meetings need to be incorporated into the Northwest Quadrant design plan. The selected consultant will need to develop at least three (3) alternative plans for consideration by the Northwest Quadrant Unified Task Force. The final design plan will serve as a detailed master plan for the Northwest Quadrant that would be implemented over the next 20 years when public institutions and land owners in the Northwest Quadrant of the Village Center make improvements to their properties.
- C. Northwest Quadrant Unified Task Force. The selected consultant will be required to meet at least four (4) times with the Northwest Quadrant Unified Task Force. The first meeting will be kick-off/introductory meeting with the Task Force. The second meeting will be during the design process to obtain input and feedback from the Northwest Quadrant Unified Task Force on the three (3) alternative design plans and on the plan that best meets the Task Force's vision and goals for the Northwest Quadrant. The third meeting will be to finalize the selected design master plan for the Northwest Quadrant of the Village Center. It is expected the final master design plan should be prepared and in significantly final form by late fall of 2012. The consultant will be expected to present the plan details and a preliminary cost estimate at the Task Force meetings. The consultant will be expected to respond to questions and comments from the Northwest Quadrant Unified Task

Force. The fourth meeting with the Task Force is described below in the public input section.

- D. Public Input. After the Task Force has selected their final master design plan, the public will be invited to a meeting with the Task Force to obtain public input on the design plan for the Northwest Quadrant. The consultant will be expected to present the plan details and respond to questions and comments from the public. Modifications to the design plan may be required based on the input from the public meeting.
- E. Mayor and Board of Trustees. The Mayor and Board of Trustees will consider the recommendations of the Northwest Quadrant Unified Task Force for the final master plan design of the Northwest Quadrant. The consultant will be expected to present the plan details at the meeting and respond to questions and comments from the Mayor and Board of Trustees.

3. Proposal Submittals:

- A. Each proposal must include the following:
 - 1) A narrative explaining the firm's interest in the project and the approach to the project.
 - 2) A list of the firm's professional qualifications and the number of years in business.
 - 3) The name, experience, professional certifications and the role of key personnel assigned to the project (including resumes).
 - 4) The specific experience of the key personnel who will be assigned to the project, including references.
 - 5) A list of similar design plans the firm has successfully completed in the last 5 years. Please include a brief description, year completed, owner's name, address, phone number, and contact person.
 - 6) Photographs and/or other illustrative examples of similar plans the firm has completed in the last 5 years.
- B. Applicants must submit 1 electronic PDF version of their proposal and 8 paper copies to:

Jeff Ryckaert
Principal Planner
Village of Deerfield
850 Waukegan Road
Deerfield, IL 60015

- C. The deadline for submission is June 29, 2012 at 1:00 PM, CST.

4. Selection Process:

An in-house Village team will review all proposals within three weeks of the submission deadline. Telephone or in-person interviews will be conducted at the discretion of the Village and some or all of the firms submitting qualifications may be invited to an interview. It is expected that a contract will be awarded by the Village Board of Trustees in July. Questions can be forwarded to Jeff Ryckaert, Principal Planner at jryckaert@deerfield.il.us and Jean Spagnoli, Planner at jspagnoli@deerfield.il.us