

REQUEST FOR PROPOSALS (“RFP”) FOR PROFESSIONAL ENGINEERING SERVICES FOR OSMOND PARK PLAYGROUND REPLACEMENT

OVERVIEW

The Village of Antioch, Illinois (the “Village”) is soliciting proposals from qualified professional consulting firms to provide professional design services for the assessment, design, bidding, and construction administration associated with the replacement of the playground at Osmond Park, including pedestrian connectivity and sidewalk improvements.

Osmond Park is a community park located in the Westgate Subdivision at the eastern terminus of Valley View Court. The Village intends to replace the existing playground and improve stormwater management and pedestrian access to the playground and surrounding park facilities. Because Osmond Park is located within the regulatory floodplain, the project will require coordination with the Lake County Stormwater Management Commission (Lake County SMC) and other applicable regulatory agencies. The consultant shall incorporate applicable floodplain, stormwater, permitting, and regulatory requirements into the project design.

The selected consultant will be responsible for evaluating existing site conditions, developing a recommended playground replacement concept, preparing construction documents, assisting the Village with bidding, and providing construction administration services through completion of the improvements.

ANTICIPATED SCOPE OF SERVICES

The purpose of this RFP is to evaluate effective stormwater management to alleviate park flooding and to properly locate and replace the playground within Osmond Park, accounting for floodplain conditions within the site. The anticipated project includes:

- Existing conditions and utilities assessment and schematic design
- Development of a replacement playground concept and pedestrian connectivity
- Coordination with Lake County SMC regarding the project location within the regulatory floodplain
- Preparation of construction documents
- Bidding assistance
- Construction administration and project closeout

PROPOSAL REQUIREMENTS

The Village is seeking information concerning price, qualifications, and demonstrated competence. Respondents shall provide a fee proposal with a breakdown for each task along with proposed hours dedicated to such. A current schedule of standard hourly billing rates for personnel anticipated to perform services under the agreement shall also be included. Consultants shall submit a concise proposal addressing the following:

Firm Information—Background on company, years in the industry, location of office performing the work.

Project Understanding—Description of the firm's understanding of the project, including the playground replacement, pedestrian connectivity, sidewalk extension, and floodplain considerations.

Proposed Approach—Narrative describing firm's approach to the anticipated scope of services.

Project Team—Identify the proposed project manager and key personnel.

Relevant Experience--Provide examples of comparable projects completed within the past five years.

Schedule—Provide a proposed project schedule from notice to proceed through completion of construction documents and construction administration.

Fee—Detail the cost associated with each task and total for the overall project. The fee proposal shall identify reimbursable expenses and hourly rates for additional services.

EVALUATION AND SELECTION

The Village will evaluate respondents based upon demonstrated competence and qualifications relevant to the anticipated services. Evaluation factors may include:

- Qualifications and experience of the firm
- Experience with similar municipal and park/recreation projects
- Total cost of the project
- Qualifications of key personnel
- Technical expertise
- Other factors relevant to the professional services required

The Village may request clarification or additional information from any respondent.

PROFESSIONAL LICENSING

All professional services requiring licensure shall be performed by individuals appropriately licensed and authorized to practice in the State of Illinois. The consultant shall comply with all applicable provisions of the Illinois Architecture Practice Act, Professional Engineering Practice Act, Structural Engineering Practice Act, Professional Land Surveyor Act, Landscape Architecture Registration Act, and other applicable professional licensing requirements. The consultant shall identify the Illinois professional licenses held by key personnel proposed for the contract.

CONFLICTS OF INTEREST

Respondents shall disclose any actual or potential conflicts of interest that could affect their ability to provide independent professional services to the Village. The selected consultant shall promptly disclose any conflict that arises during the term of the agreement. The Village may require the consultant to discontinue participation in an assignment if an actual conflict of interest exists.

INSURANCE

The selected consultant shall maintain insurance coverage acceptable to the Village and as required by the final professional services agreement. Anticipated insurance requirements may include Commercial general liability, Automobile liability, Workers' compensation, Employer's liability, Professional liability/errors and omissions; and any other insurance reasonably required by the Village. The final agreement will establish the required limits and coverage provisions.

INDEMNIFICATION

The selected consultant shall comply with the indemnification requirements established in the final professional services agreement.

COMPLIANCE WITH LAW

The consultant shall comply with all applicable federal, state, and local laws, ordinances, regulations, codes, and Village policies applicable to the services.

PUBLIC RECORDS / FOIA

Documents submitted in response to this RFQ may be subject to disclosure under the Illinois Freedom of Information Act, 5 ILCS 140/, and other applicable laws. Respondents should clearly identify information they contend is exempt from disclosure and provide the applicable statutory basis for any claimed exemption. The Village will determine the applicability of any claimed exemption in accordance with applicable law.

VILLAGE RIGHTS

The Village reserves the right to negotiate with the most qualified respondent, reject any or all proposals, cancel or modify this RFP, issue addenda, or reissue the RFP. The Village shall not be responsible for costs incurred by respondents in preparing or submitting a proposal or participating in the selection process.

QUESTIONS

All questions concerning this RFP shall be submitted in writing to:

Katie Kotloski, CPRP
Director of Parks and Recreation
935 Skidmore Drive
Antioch, IL 60002
kkotloski@antioch.il.gov

Questions must be received by **October 23, 2026, at 12pm**. Responses to substantive questions may be issued by addendum. Respondents shall be responsible for monitoring the Village's designated procurement website for addenda and other information relating to this RFP.

SUBMISSION REQUIREMENTS AND DEADLINE

Respondents shall submit the proposal as detailed in the PROPOSAL REQUIREMENTS section of this RFP. Proposals shall be submitted electronically in PDF format to Katie Kotloski at kkotloski@antioch.il.gov by **November 2, 2026, at 2:00pm**. Late submissions may be rejected.

ANTICIPATED PROCUREMENT SCHEDULE

Activity	Date
RFP Issued	October 16, 2026
Deadline for Questions	October 23, 2026, 12pm
Addendum/Responses Issued	October 28, 2026
Proposals Due	November 2, 2026; 2pm
Evaluation	November 3 - 4, 2026
Interviews, if required	November 5 - 6, 2026
Selection	November 12, 2026
Anticipated Contract Effective Date	November 13, 2026

The Village reserves the right to modify this schedule.