

REQUEST FOR PROPOSALS  
**PROFESSIONAL SERVICES FOR THE RENOVATION OF  
THE HIGHLAND PARK COUNTRY CLUB**  
TO INCLUDE  
**ARCHITECTURAL, ENGINEERING, AND INTERIOR DESIGN**  
CITY OF HIGHLAND PARK, ILLINOIS

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**Proposals Due: March 31, 2023, 12:00PM**

Questions - Contact in writing to:  
Erin K. Jason, Assistant City Manager  
City of Highland Park  
[ejason@cityhpil.com](mailto:ejason@cityhpil.com)

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### 1. OBJECTIVES

Through this Request for Proposals ("RFP"), the City of Highland Park, Illinois ("City"), requests proposals from qualified firms ("Contractor") to provide project planning, architectural, engineering, and interior design services for the renovation of the Highland Park Country Club.

The City of Highland Park is well known as a municipal leader in environmental sustainability. The City's Sustainability Plan has identified reduction of greenhouse gases (GHG) Citywide as a high priority in order to reduce the harmful impacts of GHG emissions on the environment. To continue making progress towards the City's GHG reduction targets, the City is dedicating efforts towards reducing natural gas usage. As it pertains to renovation and construction for the Highland Park Country Club, contractors are encouraged to include design elements that are sustainable and move the facility towards net zero.

The selected contractor will be invited to enter into an agreement with the City ("Agreement"), in a form provided by the City. The City Council has the ultimate authority to approve any proposal and to authorize the execution of an Agreement.

### 2. TIMELINE

City issues RFP:	3/6/2023
Facility Walk-Through #1 (Optional)	3/13/2023, 9 AM
Facility Walk-Through #2 (Optional)	3/14/2023, 4 PM
Deadline for questions:	3/15/2023
Q & A posted:	3/17/2023
Proposals due:	3/31/2023, 12 PM
Interviews:	Week of 4/3/2023
Contract Award:	Anticipated June, 2023
Start Project:	Anticipated June, 2023

### **3. BACKGROUND**

#### Highland Park Country Club

The Highland Park Country Club is a 46,000 square foot facility located at 1201 Park Avenue West. Originally opened in 1969 as a private country club and golf course, it was subsequently purchased by the City of Highland Park in 1996. In 2017, as part of a larger library, youth, and senior needs assessment, a formal needs assessment of Senior Services and the Highland Park Country Club, including public feedback, was completed by Williams Architects. The final assessment included a recommendation to relocate Senior Services from 54 Laurel Avenue to the Highland Park Country Club along with preliminary architecture renderings. The City of Highland Park owns and operates the Country Club building. The facility has a dual purpose, housing the City's Senior Services Division, since June 2021, as well as operating as a private event venue through an exclusive agreement with the City's selected catering and event management firm on evenings and weekends. The building is fully accessible and features a grand ballroom, two salons, a large kitchen, and bathrooms on the main floor as well as an office suite, two flex rooms, a small kitchen, storage, and a medical equipment loan closet. In addition, the City and the Park District share use and maintenance of communal areas between the Country Club and the adjacent Recreation Center including but not limited to locker rooms, mutual hallways, elevator, mechanical equipment, and dumpster bay.

The golf course property, which was sold to the Park District of Highland Park in 2018, was permanently closed after the 2017 golf season and currently operates The Preserve, a natural area, passive-park.

A map of the subject area and basic floor plans are attached to this RFP as Exhibit A.

#### Current Space Use

The City of Highland Park's Senior Services Division offers more than 900 activities throughout the year and serves over 800 members. Over the past two years, Senior Center membership has grown by more than 55%, and with the growing aging population in Highland Park, membership, activity participation, and use of social services is expected to see continued growth in the years to come. A variety of activities and classes take place in the salons, ballroom, and lower level flex rooms Monday through Friday. Evenings and weekends the space is utilized for a full schedule of private events through an exclusive agreement with the City's selected catering and event management firm. Events include but are not limited to weddings, modern bar and bat mitzvahs, meetings, birthday parties, company outings, tradeshows, receptions, showers, holiday parties, and training sessions.

The City is interested in renovating the Highland Park Country Club to better serve the needs of both Senior Services and high end private events as well as to increase curb appeal, and update the overall internal look and feel of the facility.

The City is interested in the defining, renovating, and/or updating the following spaces which will be utilized by the Senior Center (SS) and Catering Operations (CO). Majority of the spaces are jointly used, and flexibility of space is a priority.

- Main entrance/ porte-cochère update or possible relocation to the east end of the building
- Welcome Area update (SS/CO)
- Registration Area (SS)
- Reduce and reconfigure main floor kitchen to better serve catering needs and teaching as well as create new space for offices (SS/CO)
- Senior Services Staff office workspace for a minimum of four (4) persons, with five (5) preferred (SS)
- Catering Operations office workplace for a minimum of two (2) persons, with three (3) preferred (CO)
- Volunteer / Vendor services office space one (1) (SS)
- Ballroom / Multi-purpose room for 250 (when dance floor is in place) that can be subdivided (SS/CO)
- Provide for minimum of four (4) flexible program spaces (SS/CO)
  - A minimum on one (1) with flooring for movement classes
- Vending / Dining / Lounge area (SS)
- Bridal and Grooms suites (SS/CO)
- Medical equipment loan closet (SS)
- Clear separation and security of Highland Park Country Club and the Park District of Highland Park's Recreation Center.

Renovations plans may include but are not limited to recommendations for:

- Removal of bar and fireplace in the east salon
- Removal of bar and fireplace in the west salon
- Removal of bar and columns in the café
- Replace and add room dividers
- Replace flooring
- Replace/expand height of ceilings
- Replace wall coverings
- Replace lighting
- Replace sound system
- Add security system
- Add life safety systems
- Add technology related AV
- Divide and reconfigure main kitchen
- Combine and reconfigure lower level kitchen, storage, and office suites

#### **4. SCOPE OF WORK**

The Services to be provided by the Contractor are as follows:

- A. Evaluate the current operations of the City's Division of Senior Services and that of the exclusive caterer, and assess building needs. Preliminary work has been conducted in this regard and can be shared with the successful Contractor.
- B. Evaluate, assess and recommend options for the mechanical, electrical, plumbing, and drainage.
- C. Meet as necessary with City and Catering staff to understand project needs for the development of renovation options and proposals.
- D. Coordinate with the City for focus group meeting(s) to gauge public feedback.
- E. Prepare preliminary options as well as final plans for renovation of the Highland Park Country Club. The plans should embody the values of the community and needs of the City in a fiscally responsible manner.
- F. Conduct preliminary engineering as part of the assessment and submit scenario-space designs and architectural design alternatives.
- G. Prepare preliminary options as well as final plans for interior design of the Highland Park Country Club complete with recommended fixtures and finishes.
- H. Prepare and submit detailed cost estimate for renovation.
- I. Attend at least one public meeting to discuss preliminary plan options.
- J. Attend at least one City Committee of the Whole to present proposals.

## **5. SUBMITTAL REQUIREMENTS**

Submittals should include seven hard copies, and one electronic copy in PDF format submitted on a thumb drive to the following address.

**Attention: City of Highland Park  
Erin K. Jason, Assistant City Manager  
1707 St. Johns Avenue  
Highland Park, IL 60035**

**Proposals are due on or before 12:00 PM on Friday, March 31, 2023.**

Failure to submit seven hard copies and thumb drive to the Assistant City Manager by the due date specified in Section 2 above may be deemed to be non-responsive and may result in disqualification from the RFP process. Specify "Highland Park Country Club Design Project RFP" on the exterior of the envelope. Proposals will not be opened publicly. Proposals submitted after closing time will be returned unopened. No oral, telephone or fax proposals will be considered.

The following should be included, in the order listed. The hard copy submittal shall have a page tab to facilitate retrieval of the desired section in the proposal:

- a. Firm contact (name, work position, phone numbers, and email address).
- b. Office address, main telephone and fax numbers, and website address of the firm.

- c. Brief history of the firm.
- d. Examples of experience, with preference to country club, senior center, and catering enterprise projects, your firm has completed in the last five (5) years or currently have in process. References to older projects of similar nature should also be included. For each project, please provide the following:
  - Project description including completion date
  - Name of project architect and consulting team members
  - Gross square footage and cost per square foot
  - Actual cost vs. estimated cost
  - Actual completion vs. estimated completion date
  - Contact information for client
  - Visual representation of project
  - Examples of sustainable practices incorporated into previous projects
- e. Minimum of four (4) qualified references; two (2) private sector and two (2) public sector experiences preferred.
- f. Experience in providing services similar to those outlined in the RFP.
- g. Identify if your firm has previously worked with the City of Highland Park.
- h. Biography of key personnel who will be working with the City and are authorized to make representations on behalf of the firm.
- i. Demonstrated staffing levels to adequately carry out this program.
- j. Names of additional consulting firms you may hire to supplement your firm's services.
- k. Examples of how the firm may incorporate sustainability into the functional design of the property.
- l. A Not-to-Exceed Fee Proposal that should include hourly rates inclusive of administrative and overhead costs.
- m. The Proposals should include an itemization of costs for the scope of work set forth in Section 4 of this RFP.

Proposers may suggest changes to the Scope of Work based on the firm's understanding of the work.

All questions regarding the RFP shall be directed in writing to Assistant City Manager Erin K. Jason at [ejason@cityhpil.com](mailto:ejason@cityhpil.com). All questions and responses will be compiled and one general response memorandum will be posted on the City's website by the date specified in Section 2 of this RFP.

## **6. PROFESSIONAL SERVICES SELECTION CRITERIA**

A review and selection committee ("Selection Committee") consisting of representatives of the City will review and evaluate all proposals. As part of the selection process, the Selection Committee may interview none, some, or all of the proposers for the Agreement. The Selection Committee will then make

a recommendation as to which proposer should be awarded the Agreement. The Agreement will be presented to the City's Corporate Authorities for final consideration.

The following criteria shall aid the Selection Committee in recommending which proposer should be awarded the Agreement:

- A. Technical competencies as evidenced by the professional qualifications and related work experience of the firm. Specific professional qualifications, training, and experience of the assigned and committed personnel for the satisfactory performance of this work.
- B. Previous experience of the firm with related work. Positive references shall be considered.
- C. A discussion of the firm's understanding of the work to be performed and a description of the technical approach to be taken to accomplish this work.
- D. Design approach that incorporates net zero and sustainable practices, reinforcing the City's leadership in combating climate change.

## **7. TERMS AND CONDITIONS**

- A. The City reserves the right, at its sole discretion, to terminate this process at any time, or reject any and all proposals without penalty, prior to the execution of the Agreement. Following the review by the City, the final selection, if any, will be based on the proposal which best meets the requirements set forth in the RFP and is in the best interest of the Parties.
- B. The City reserves the right to award the contract to the next most qualified firm if the successful firm does not execute a contract within 30 days after the award of the proposal.
- C. The City reserves the right to request clarification of information submitted and to request additional information of one or more proposers.
- D. Any proposal may be withdrawn up until the date and time set above for the opening of proposals by written request to the Assistant City Manager. Any proposals not so withdrawn shall constitute an irrevocable offer, for a period of 90 days, to provide the City the Services, or until one or more of the proposals have been approved by the City, whichever occurs first.
- E. Any agreement or contract resulting from the acceptance of a proposal shall be on forms supplied or approved by the City. The City reserves the right to reject any agreement that does not conform to the request for proposal and the City's requirements for agreements and contracts.
- F. Proposals submitted are offers only, and the decision to accept or reject is a function of quality, reliability, capability, reputation, and expertise of the firms submitting proposals. Issuance of this RFP does not obligate the City to pay any costs incurred by a respondent in its submission of a proposal or making any necessary studies or designs for the

preparation of that proposal, or for procuring or contracting for the services to be furnished under this RFP.

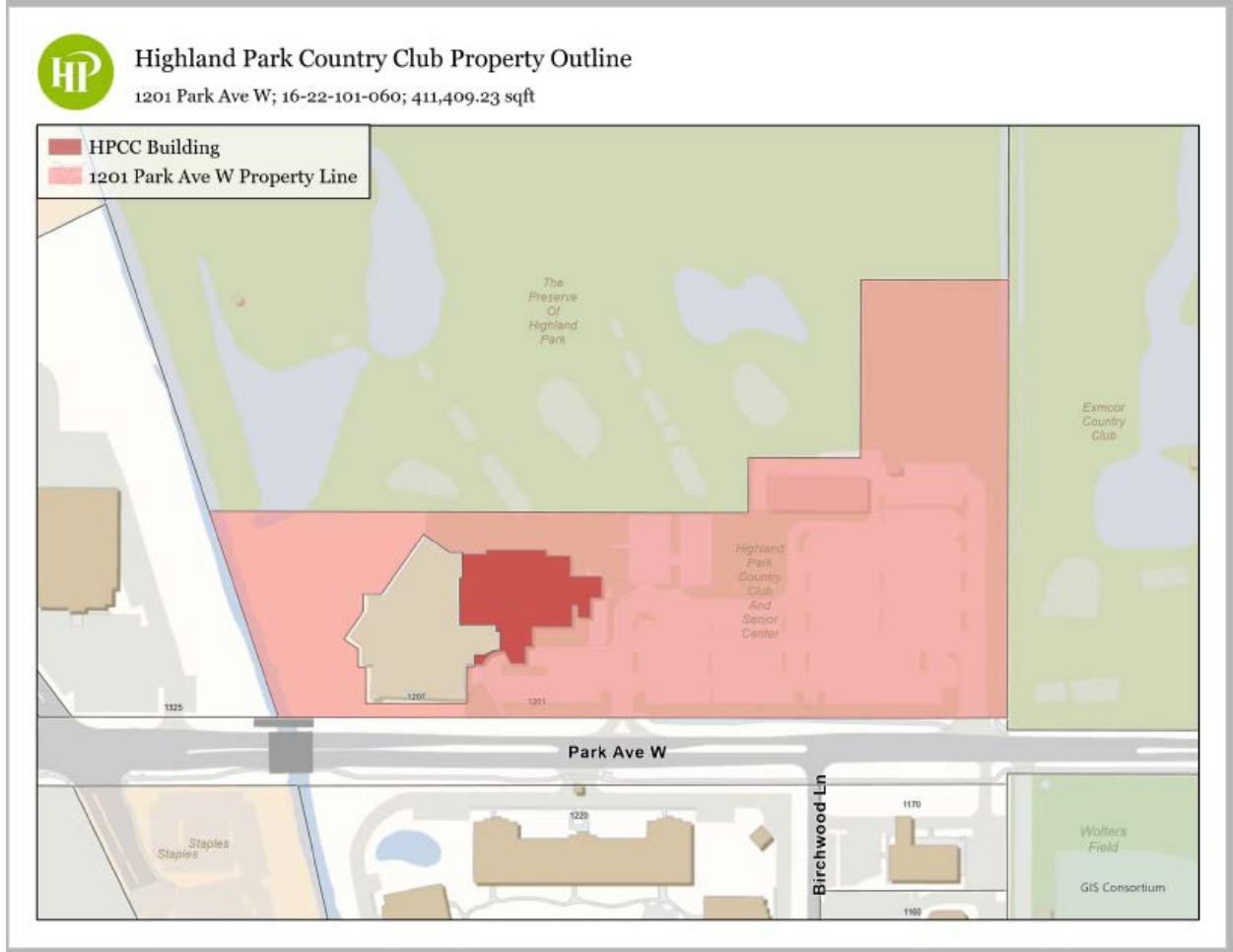
- G. The City reserves the right to accept the proposal that is, in its judgment, the best and most favorable to the interests of the City and to the public; to reject the low price proposal; to accept any item of any proposal; to reject any and all proposals; and to waive irregularities and informalities in any proposal submitted or in the RFP process; provided, however, that the waiver of any prior defect or informality shall not be considered a waiver of any future or similar defect or informality. Firms should not rely upon, or anticipate, such waivers in submitting their proposal.
- H. The City reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether the proposal is selected.

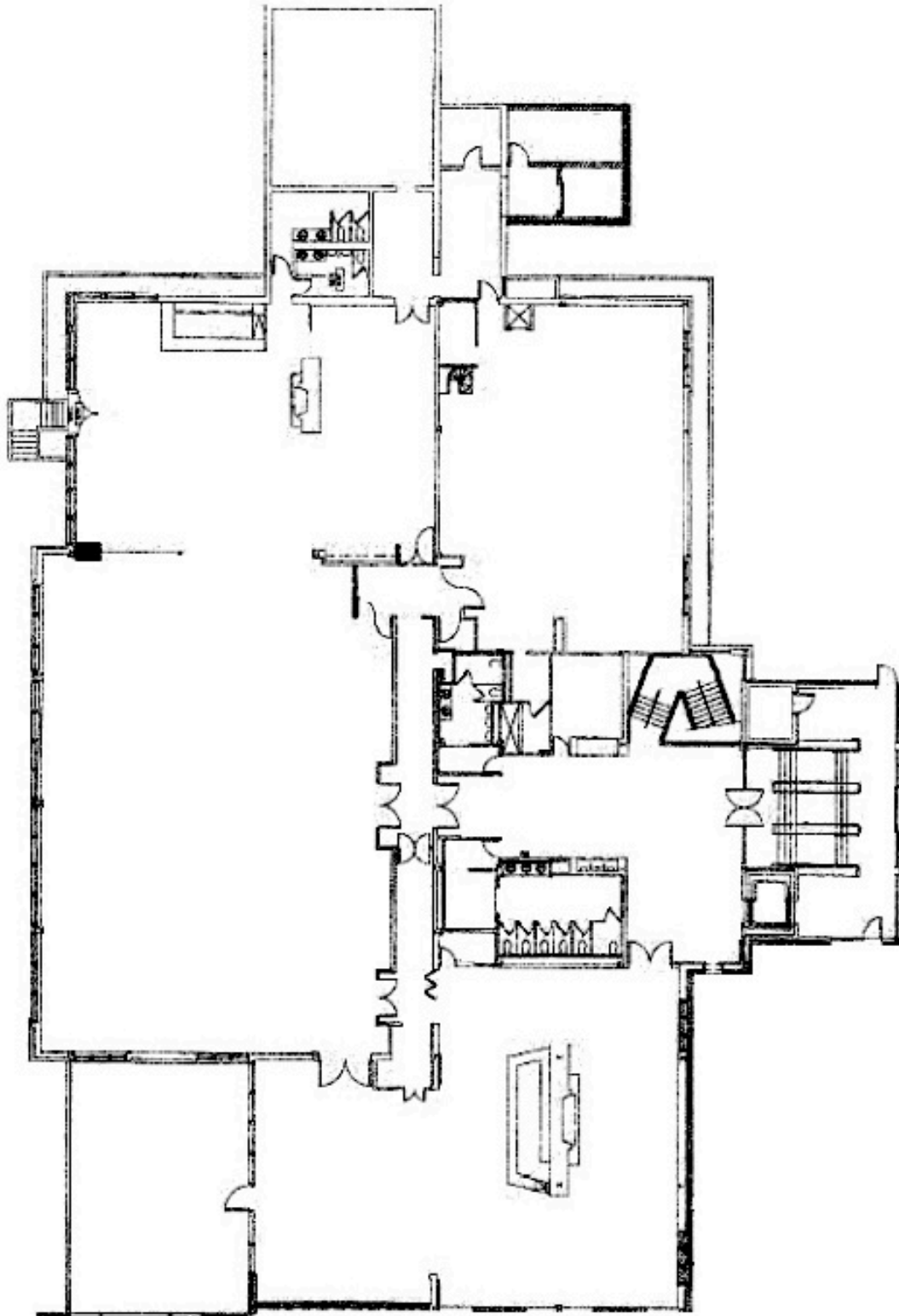
Attachments: Exhibit A - Subject Property Area Map and Floor Plans  
Exhibit B – Vendor Selection Score Sheet



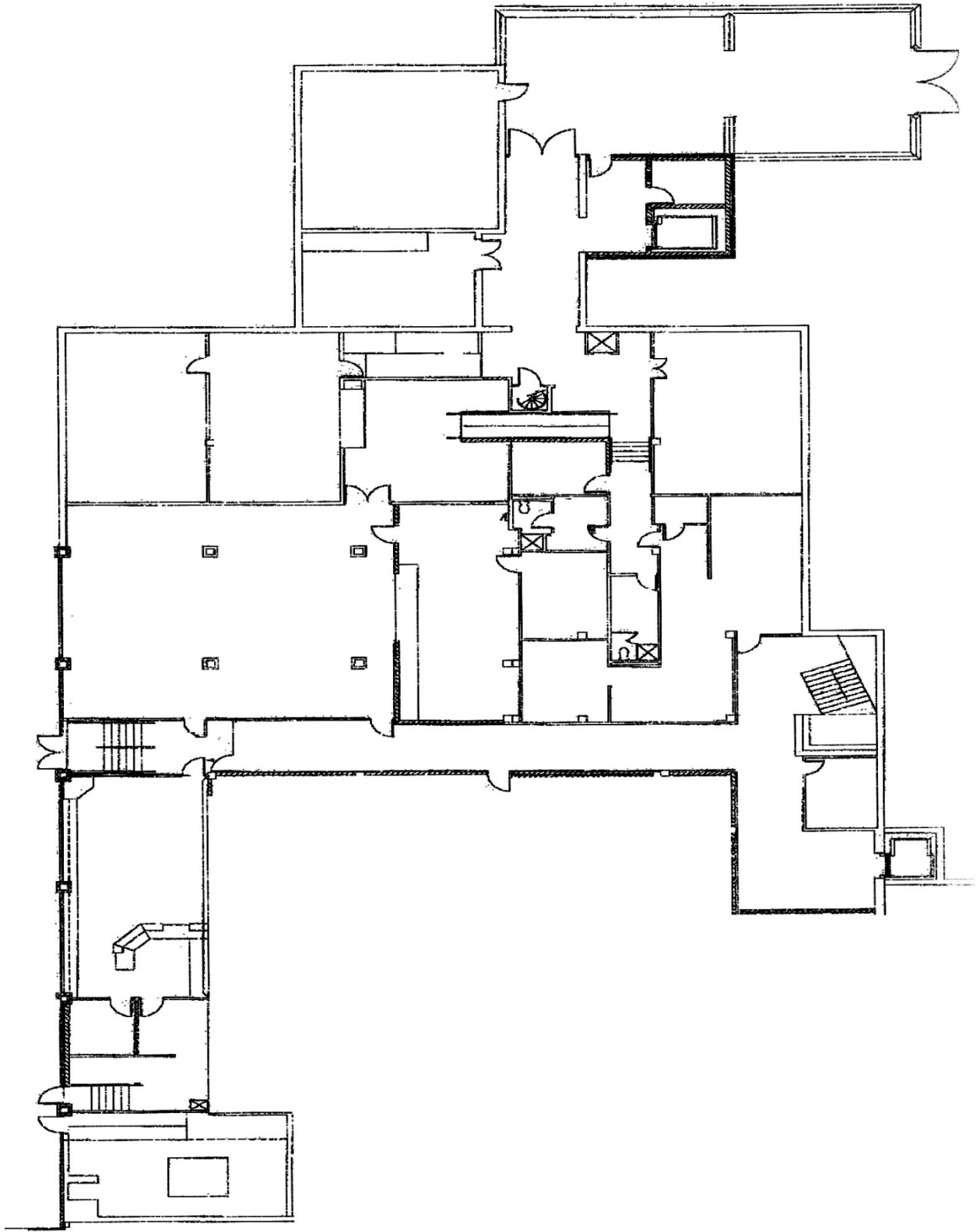
EXHIBIT A

**SUBJECT PROPERTY AREA MAP & FLOOR PLANS**





MAIN/UPPER LEVEL



**LOWER LEVEL**

**EXHIBIT B**

**VENDOR SELECTION SCORE SHEET**

CITY OF HIGHLAND PARK											
Highland Park Country Club Renovation											
Vendor Selection Score Sheet											
Project: Highland Park Country Club Renovation Professional Services											
Services Needed: Architectural, Engineering, and Interior Design											
Notes:											
Interviews Conducted?											
Web Site Requested											
Firm	Key Staff Identified & Available (R*2)	Relevancy of Experience		Demonstration of Understanding of Work needed (R*2)	Commitment to Public and City Responsiveness (R*1)	Interview (R*3)	Web Site (R*1)	Quality of		Sum Criteria Points	Rank
		Scope (R*2)	Magnitude (R*2)					Office Support Staff (R*2)	Sub consultants (R*2)		
Sum points from review team											
0	0	0	0	0	0	0	0	0	0	0	1
0	0	0	0	0	0	0	0	0	0	0	1
0	0	0	0	0	0	0	0	0	0	0	1
Key Staff Identifiable and Available											
Relevancy of Experience - Scope											
Relevancy of Experience - Magnitude											
Demonstration of Understanding of Work Needed											
Commitment to Public and City Responsiveness											
Interview											
Web Site Rating											
Quality of Office Support Staff											
Quality of Subcontractors											
Quality of SQPU Document											