

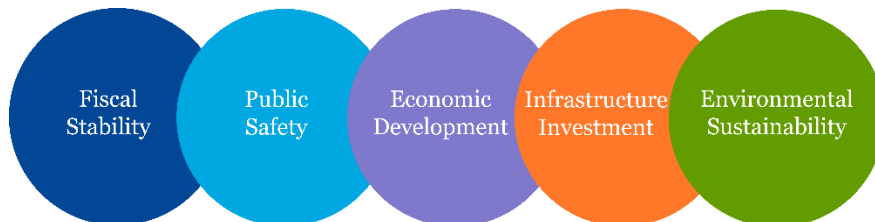
REQUEST FOR QUALIFICATIONS  
DESIGN OF THE PLACE OF REMEMBRANCE  
CITY OF HIGHLAND PARK, ILLINOIS

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Issue Date: April 30, 2025  
Proposals Due: May 30, 2025

[cityhpil.com](http://cityhpil.com)



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## 1. OBJECTIVES

The City of Highland Park (“City”) is seeking qualifications from experienced architects, artists, designers, and design teams to create a meaningful and lasting place of remembrance to honor the victims of the 2022 Highland Park shooting and pay tribute to the community’s resilient spirit. This place of remembrance will serve as a place of reflection, remembrance and solace for the community and future generations.

The selected firm will be invited to enter into an agreement (“Agreement”) with the City, in a form to be provided by the City.

## 2. BACKGROUND

### Permanent Place of Remembrance Overview

On July 4, 2022 a gunman opened fire at the Highland Park Fourth of July parade. Seven people were killed, forty-eight people were injured and countless others were traumatized.

The City of Highland Park is undertaking a trauma-informed planning process to create a permanent place of remembrance that will pay tribute to the memory of the seven victims of the Highland Park shooting, create a space(s) for reflection, remembrance, and honor the community’s resiliency.

A working group was established to guide the planning process. The purpose of the working group is to facilitate all aspects of the planning for the permanent place of remembrance to ultimately provide recommendations to the City Council, the ultimate decision-making authority. The working group consists of Mayor Rotering, Councilmember Anthony Blumberg, City Manager Ghida Neukirch, Resiliency Manager Madeline Kati, Park District of Highland Park Executive Director Brian Romes, and Josselyn Donor Relation Manager Gaby Valverde Strobehn. Community members are invited and encouraged to attend and contribute to all meetings of the working group.

In working with a consultant firm to gather community feedback, it has been determined that a prominent primary place of remembrance will be located at the Rose Garden (1709 St. Johns Ave.) with a subtle secondary acknowledgment at Port Clinton Plaza in downtown Highland Park. The Rose Garden was approved as a Highland Park landmark by local designation in 1992.



Additional information regarding previous discussions can be found here:  
<https://hpremembrance.org/meetings>

### Importance of Community Engagement

Public input is vital as to the design of the permanent place(s) of remembrance. It will be a long-standing addition to the community and will therefore impact anyone impacted by the shooting, residents, businesses and guests of Highland Park. While the working group will ultimately make recommendations to the Mayor and City Council, it is imperative that these recommendations represent community needs. The working group has and will continue to solicit community feedback in multiple ways.

### 3. ELIGIBILITY

Qualified applicants may include, but are not limited to architects, landscape architects, artists, urban designers, and interdisciplinary design teams. Applicants must demonstrate experience in public memorials, civic spaces, or projects of similar scope and significance. The City has been approaching initiatives using a trauma-informed approach. Applicants must approach the project with sensitivity and an understanding of the gravity of the project.

### 4. SCOPE OF WORK

The services to be provided by the selected designer/team may include, but are not limited to:

- A. Creating 3-5 concept designs and renderings for the primary and secondary place of remembrance upon being selected as a shortlisted finalist
- B. Engaging with the community and stakeholders to inform the design
- C. Developing a final detailed design plan
- D. Coordinating with City staff, the working group, and other relevant parties
- E. Ensuring accessibility and sustainability in the design
- F. Adhering to project timelines and budget constraints

### 5. PROJECT SCHEDULE

April 30, 2025	RFQ Issued
May 9, 2025	Questions in writing due to the City
May 14, 2025	Questions and Answers published on the City's website
May 30, 2025	Submissions due to the City
June 20, 2025	Shortlist Announced
July 21, 2025	Shortlist Designs Submitted
August 21, 22 & 27, 2025	Interviews
September 8, 2025	Final Selection

### 6. SUBMITTAL REQUIREMENTS

All proposals must contain the following information:

## 1. Firm Details

- a. Letter of Interest:** A brief description of the firm, interest in the project and relevant experience.
- b. Portfolio:** Examples of past designs, particularly in memorial or public spaces. Budget and timeline for each project.
- c. References:** Contact information for at least three references from past projects, preferably including details of the project scope, budget and outcome.
- d. Project Approach:** A brief description on how the applicant envisions approaching the permanent place of remembrance's design and community engagement.
- e. Project Manager:** The name and relevant experience of the principal or project manager in the firm who will have direct and continued responsibility for the project. This person will be the City's contact on all matters dealing with the project and will handle all day-to-day activities through to completion. If called for an interview, this person is required to attend.
- f. Staff:** The names and resumes of all staff who will work on the project. Individual resumes shall be limited to two pages and shall detail recent relevant experience. Include each individual's availability for this project. Only individuals who will actually work on the project need to be included.
- g. Sub-Consultants:** If the prime consultant proposes to use sub-consultants, the following must be included:
  - i. The names of any outside consultants and the individuals to be utilized. Include a brief description of their role on the project, a brief overview of the firm, an organizational chart, and a minimum of three examples of recent relevant experience.
  - ii. Resumes of all personnel that will work on the project. Individual resumes shall detail any relevant experience. Only individuals who will actually work on the project need to be included.
- h. Conflict of Interest Statements:** Provide a list of any contracts for work which your firm is currently involved in which could be considered a conflict of interest.
- i. Artificial Intelligence:** If artificial intelligence is used in your work provide a detailed explanation of the specific tools utilized and approach to implementation.
- j. Required City Resources:** Provide a listing of all resources you will need to have supplied by the City.

## 2. Project Plan

The proposed work plan shall include, at a minimum, the following:

- The consultant's understanding of the project and proposed approach to the work.
- A detailed list of the items of work to be performed. Each task shall include the personnel, assigned by name and title.
- A schedule showing the various tasks and total timeframe proposed to complete the project.
- Any other relevant information.

## 7. SUBMITTAL PROCEDURES

### 1. Questions and Clarifications

All questions regarding this proposal should be directed in writing to Madeline Kati, Resiliency Manager, at [mkati@cityhpil.com](mailto:mkati@cityhpil.com). Questions will be accepted until May 9, 2025 at noon CST. All questions and responses will be compiled and submitted to all those firms submitting a letter of interest electronically in one general response memorandum by May 14, 2025 at Noon CST and posted on the City's website at [www.cityhpil.com](http://www.cityhpil.com).

### 2. RFQ Submittals

Proposals must be submitted digitally. To submit a digital copy, please e-mail to [mkati@cityhpil.com](mailto:mkati@cityhpil.com) with subject line, "RFQ: Place of Remembrance."

Submittals must be received by e-mail no later than Noon CST on May 30, 2025. Submissions received after closing time will not be accepted.

## 8. SELECTION PROCESS AND CRITERIA

The selection team will use, but will not be limited to, the following criteria to evaluate each submission:

- Adherence to the intent of this RFQ
- Approach to the project and its fit with the community
- Respondent's qualifications and reputation
- Prior experience on similar or related types of projects
- Quality of the proposed project plan and proposed deliverables
- Community engagement approach and process
- For shortlisted finalists: design concepts for the places of remembrance

All consultants are advised that in the event of receipt of an adequate number of submissions, which in the opinion of the City require no clarification and/or supplementary information, such submissions may be evaluated without discussion. Hence, submissions should be initially submitted on the most complete and favorable terms which the consultant is capable of providing to the City.

The City may conduct discussions with any consultant who submits an acceptable or potentially acceptable submission. The City reserves the right to request the consultant provide additional information during this process.

The City will identify a shortlist of two or more consultants. Each consultant will be offered a \$2,500 stipend to provide 3-5 designs of the primary and secondary place of remembrance for review in advance of an interview. Any unsolicited designs submitted will not be eligible for the stipend. Interviews are expected to be approximately thirty minutes to one hour in length.

## 9. TERMS AND CONDITIONS

- 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 selection, if any, will be based on the proposal which best meets the requirements set forth in the RFQ and is in the best interest of the City.
- 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.
- The City reserves the right to request clarification of information submitted and to request additional information of one or more proposers.
- 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 RFQ 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 RFQ.
- The City reserves the right to accept the proposal that is, in its judgement, 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; and to waive irregularities and informalities in any proposal submitted or in the RFQ 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 submitted their proposal.
- A proposer may withdraw its proposal by written request at any time before the submittal deadline. No proposal may be withdrawn for 60 days after the date set for opening proposals. Submissions will be subject to acceptance during this period.
- 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.