



**Village of Milan**  
405 E 1st Street  
Milan, IL 61264  
(309) 787-8500

## ***Request for Professional Design Services***

*February, 9th, 2024*

### **Request for Qualifications**

The Village of Milan Parks and Recreation Department is seeking letters of Interest and Statements of Qualifications for professional architectural design services for the Dickson Park Project. It is the Village's intent to select one qualified firm with demonstrated experience in the design of parks and recreation. The selected firm must be able to provide services promptly upon request.

**Submittal Due Date: 12 PM, Friday, March 1st, 2024**

### **Scope of Work**

The proposed Dickson Park Project includes architectural design and planning to revitalize the existing park. The project includes updating the existing ball field to safety standards and providing the surrounding area with new recreation opportunities for the community. The firm selected for the project will be responsible for leading public design workshops to gather input resulting in conceptual designs and ultimately receive Village approval for a preferred schematic design. Services include investigation of the existing park's conditions/verification, modification recommendations, and feasibility studies. Upon preparation of the final design details, the firm will be required to prepare specifications and documents for the project as a whole for a public bid letting.

The firm must also have demonstrated experience in full site design and working on teams with other architectural and engineering professionals. The firm's team must possess the engineering expertise essential to complete the project and to perform the full range of services required for this scope of work. The construction documents must contain all the information necessary, including any structural engineering, for a contractor to bid and build the designed park to its completion. The estimated project cost is approximately \$250,000-\$300,000.

The Village of Milan plans to carry out the parks and recreation revitalization into multiple phases to include other surrounding parks. This partnership with the selected firm is planned to continue throughout these future phases.

## Location

Dickson Park  
314 4th Avenue East  
Milan, IL

## Proposed Timeline

February 9th, 2024, Publish Advertisement  
**March 1st, 2024, 12:00 p.m. Qualifications submittals due**  
March 18th, 2024, Selection Committee Meeting  
April 1st, 2024, Notification

The Parks and Recreation Department reserves the sole rights to change these dates. Prospective candidates will be notified of any changes.

## Selection Process

A Consultant Evaluation Committee will be established to review Statements of Qualifications. Members of the Committee may include, but will not be limited to, city staff and community representatives. They will represent a range of experience and involvement in the park.

The Committee will review the Firm's submittals and rate them based on the criteria below. Follow up may be requested for in-person interviews. From this, the Committee will select the most qualified Firm.

## Statement of Qualifications Submittal Requirements - Rating Criteria

Submittals shall be combined into one package. The SoQ must include the following documents to qualify:

1. *Letter of Interest*: Provide a one-page letter of interest. Describe why your firm is interested in pursuing these projects and why you believe your firm should be selected. Also describe what it is that makes your designs outstanding and what some of your driving philosophies are.
2. *Project Team*: List the members of your project team, describe their role in the project, the strength they bring to the team and provide a brief resume showing years of and type of experience. Describe a project you've worked on with other architectural and engineering professionals and how it was successful.
3. *Project Examples*: List (6) of your firm's most successful projects varying in size and parks and recreation projects. Provide drawings and/or photographs. Provide a brief project description, completion dates or current phase, actual/estimated construction cost and project team members.

4. *Project Schedule*: Provide a proposed design schedule to carry out the project timeline from date of selection.

Statement of Qualifications must be submitted by mail or email to:

Shawn Johnson  
405 E 1st Street  
Milan, IL 61264  
*shawnjohnson@milan.il.us*