

CITY OF BLUE ISLAND REQUEST FOR PROPOSAL

CALUMET-SAG TRAIL CORRIDOR DEVELOPMENT PLAN

I. GENERAL INFORMATION

The City of Blue Island (the “City”) seeks a qualified and experienced professional individual or firm (the “Consultant”) to provide Preliminary Design Services for the development of a Signage and Wayfinding Plan and Public Spaces Master Plan (the “Development Plan”) for the Calumet-Sag Trail Project. The City invites all qualified Consultants who possess experience, capability and expertise in the planning and design of signage and wayfinding systems, as well as master planning of public spaces to submit scope and fee proposals for the provision of professional services as set forth in this Request for Proposal. It is anticipated that the selected Consultant will have the specialized skills to write, illustrate, and design gateway, wayfinding, interpretive and informational signage along the proposed Calumet-Sag Trail as well as engaging in a variety of public participation procedures to determine the type, size and location of public spaces to be located within the Calumet-Sag Trail Corridor. The Consultant shall have proven project experience in:

- Signage and wayfinding systems
- Bicycle trail, riverwalk and linear park projects
- Public participation process
- Public space programming and design
- Federal aid projects

The selected Consultant shall be able to furnish the materials, supplies, equipment and labor required to complete the professional services contracted for, perform all of its obligations and have sufficient experience and competence to do so. All personnel provided by the Consultant, under Agreement with the City, for any project shall be qualified by training and experience to perform their assigned tasks.

The City of Blue Island is serving as lead agency for a host of other agencies, including Forest Preserve District of Cook County, Village of Palos Park, City of Palos Heights, Alsip Park District, Village of Riverdale, Village of Dolton, Dolton Park District, City of Calumet City and Village of Burnham, participating in the contracted and ongoing planning and design project for the proposed 32-mile long Calumet-Sag Trail, a regional, multi-use trail. When completed, the Calumet-Sag Trail will extend from the I&M Canal Trail near Lemont in southwestern Cook County east through Cook County to the Burnham Trail, east of Torrance Avenue, in southern Cook County. The Calumet-Sag Trail will provide numerous public benefits, including:

- Directly serve the transportation and recreational needs of more than 250,000 individuals residing in 16 communities adjacent to the trail;
- Link those individuals to thousands of acres of public open space, four major existing trail systems, more than 100 miles of bicycle trails, industrial parks, major employment centers, retirement communities, METRA stations, PACE stops, major recreational facilities such as the Cook County Forest Preserve, historic sites, and a variety of cultural and educational buildings and facilities;
- Provide an alternative means of transportation for individuals commuting to work, shopping, recreation and other destinations; and
- Provide a stimulus for economic redevelopment throughout the Southland

The Calumet-Sag Trail is designated a “priority greenway” in the Northeastern Illinois Regional Greenways Plan and will serve as an important link in the interconnecting trail system in Northeastern Illinois.

The Development Plan project is Federally funded being regulated and run through the Illinois Department of Transportation (IDOT). The Consultant shall be diligent in minimizing impacts to existing trees, wetlands and habitats while also being sensitive to safety, costs, and future operations and maintenance.

The services of the Consultant for the Development Plan project will include, but not be limited to, public participation, conceptual design, cost estimation, implementation planning and client reporting.

The City will provide Topographic Survey to the selected Consultant.

For reference, a general location map of the proposed Calumet-Sag Trail is attached to this Request for Proposal.

Signage and Wayfinding

The Development Plan project will establish a program resulting in a coordinated greeting, wayfinding, interpretive and informational signage system. The system announces entry into each municipality or jurisdiction along the Calumet-Sag Trail, identifies key destinations and linkages, provides users directions to those destinations and linkages, imparts relevant and significant natural and cultural historic information, and provides current community events information. The Consultant would assess and evaluate the context and character of the corridor and its communities, and gain a deep understanding of the opportunities and constraints affecting the development of the program and to achieve maximize messaging capabilities as well as being relevant, appropriate and authentic.

Signage design efforts should incorporate each municipality’s established brand or identification, in a manner that references and enhances the established character of the community.

Signage shall be designed to established standards, and in accordance with the principles of Universal Design, and must be effectively legible and understandable to Calumet-Sag Trail users.

Signage design will specify durable materials and connections and will feature uncomplicated constructability means and methods. Signage elements will be vandal-resistant, easily maintained and easily replaced.

Public Spaces Master Plan

The Development Plan project will also establish the type, size and location of a series of public spaces to be proposed within the Calumet-Sag Trail Corridor. The nature of these public spaces will be determined through public participation processes, which may include key person interviews, user surveys, focus group research, visioning exercises, design charrettes, and public hearings. It is intended that the Consultant will come away from the public participation process with an understanding of the types of spaces that are desired by each community, balanced against a realistic and pragmatic assessment of what is achievable and maintainable.

Based on the consensus derived from the public participation process, with review and approval of those points of consensus by the City, the Consultant will develop conceptual designs of the public spaces proposed within the corridor. These designs will achieve relevance and authenticity in relation to the communities within which they are located, while employing a design vocabulary and materiality that knits the various public space elements into the unified whole of the Calumet-Sag Trail. In all instances public spaces would be sited in a manner sensitive to the constraints of existing woodlands, wetlands and habitat. The design process will take into account the proposed site improvements of the current Multi-Use Trail Project, which will specify such aspects as comfort stations and site furnishings.

Given that the design of the proposed public spaces is conceptual in nature, the Consultant will develop order of magnitude budgets for each of the public spaces. The Consultant will develop funding strategies and a phasing schedule for development of the public spaces, so that future budgets of the municipalities and jurisdictions along the Calumet-Sag Trail may allow for specific capital improvements expenditures from time to time.

II. SCOPE OF WORK

A. Consultant Performance

1. The City will appoint a Project Manager who will be the designated point of contact for the Consultant.
2. The Consultant will participate in one Project Initiation meeting with the Project Manager, City staff and key stakeholders (as identified by the Project Manager), to review milestones, confirm deliverables and establish project protocols. The Project Initiation meeting will be held at

the Blue Island City Hall East Annex, 2434 Vermont Street, Blue Island, IL, and at the City's discretion, may be conducted during normal business hours or in the evening.

3. The Consultant will meet with all jurisdictions along the Calumet-Sag Trail in order to procure digital branding/identification data and to understand the expectations, as well as the maintenance and operations procedures, of the separate municipalities and jurisdictions as they relate to signage and wayfinding.
4. The Consultant will prepare the Public Participation Plan, detailing the process to be employed, format and number of events, venue coordination and publicity requirements (the City will be responsible for the venue coordination and publicity tasks), and how anticipated results will guide preliminary design. The Public Participation Plan will be submitted to the City for review, modification and approval.
5. The Consultant will prepare a Site Analysis exhibit which describes the opportunities and constraints within the area of work affecting the potential siting of signage elements and public spaces. The Consultant will review the findings of the Site Analysis in one meeting with the City and Agencies.
6. The Consultant will engage in the public participatory process in accordance with the approved Public Participation Plan. At the conclusion of the process, the Consultant will prepare a Summary Memorandum detailing the findings from the public participation and the resultant goals for public spaces within the Calumet-Sag Trail corridor. The Summary Memorandum will, minimally, identify the type of public space, its general location, general program/role, capacity and area, logistical and security implications, general energy requirements, permitting and licensing requirements, public/private partnership opportunities, initial O&M requirements, and basis of design.
7. Produce a map identifying suggested signage locations and at least two preliminary designs for:
 - a. Gateway Signage at locations of entrance to each municipality or jurisdiction (City of Blue Island, Forest Preserve District of Cook County, Village of Palos Park, City of Palos Heights, Alsip Park District, Village of Riverdale, Village of Dolton and the Dolton Park District, City of Calumet City, and Village of Burnham).
 - b. Wayfinding Signage
 - c. Two types of Community Information Signage
 - d. Interpretive Signage elements, emphasizing the natural and cultural heritage of the region, the corridor and the site specific locale.

These preliminary designs may be hand-generated sketch or CAD generated format, but should include plan, section, elevation views and one perspective rendering, as relevant and appropriate. The preliminary design will be approved by the City prior to the Consultant preparing Preliminary Design.

8. Produce a map identifying the type, size and location of public spaces, resulting from the public participation process and at least two preliminary designs of each public space. These preliminary designs may be hand-generated sketch or CAD generated format, but should include plan, section, elevation views and one perspective rendering, as relevant and appropriate. The preliminary design will be approved by the City and Agencies prior to the Consultant preparing Preliminary Design.
9. Prepare IDOT/FHWA Categorical Exclusion, Group I Memorandum.
10. During the preparation of Final Preliminary Design, and through the coordination of the Project Manager, the Consultant will meet monthly, up to eight (8) times with City staff, stakeholders and/or elected officials during the performance of the work to review project progress and status. There will be two public meetings, allowing for public comment and discussion, conducted at the 30% and 60% stages of completion. The Consultant will also participate in one Final Presentation at 95% completion of the Development Plan project. All meetings will take place in the City of Blue Island City Hall East Annex, unless otherwise indicated by staff. The meetings will take place either during normal business hours or during the evening.
11. Prepare plans, specifications, and estimates based on IDOT Local Roads Manual. Final Preliminary plans will be prepared to guide the subsequent Pre-Final and Final Plans, which shall be the documents for construction, indicating the siting, manufacture and fabrication of approved signage elements and public spaces generated during the Development Plan project. The provision of Pre-Final and Final Plans will be let under a separate contract.
12. Attend four (04) meetings with IDOT, District One.
13. Provide sixteen (16) paper copies of the Final Preliminary Design report, with additional provision of all information in Microsoft Office, Adobe PDF or other formats, as directed by the Project Manager. All materials and documents provided in the Scope of Work shall become the property of the City.

B. Design Criteria

The City is seeking a Preliminary Design for the Development Plan project that takes into consideration the following design criteria:

1. Signage and Wayfinding Program:
 - a. Sign text should be legible, straightforward, and executed in an appropriate font.
 - b. Signs should convey only essential information.
 - c. Signage shall incorporate the principles of Universal Design, being capable of providing messaging to users of varied cognitive abilities.
 - d. Signs should be oriented and set at appropriate heights to maximize visibility.

- e. Signs should complement the character of each participating municipality.
- f. Signs should be coordinated with each municipality's brand or identification program.
- g. Signs should be appropriately scaled to the environment of their proposed locations.
- h. To the degree possible, signs should have standardized sizes and components.
- i. Signs should be of durable and easily maintained/repaired/replaced components.
- j. Signs should be structurally secure and resistant to vandalism.
- k. Signs should take advantage of existing ambient lighting if possible.

2. Public Spaces

- a. Public spaces should be designed according to the principles of Universal Design and Sustainable Design.
- b. The public spaces should be coordinated with each municipality's (or combination of municipalities') brand or identification program, as appropriate.
- c. Public spaces should be a destination for community members as well as users of the Calumet-Sag Trail.
- d. Public spaces should be safe and easily accessed by first responders.
- e. The design and components of proposed public spaces will avoid redundancies with the amenities proposed by the ongoing Multi-Use Trail Project or by considerations of other municipalities and jurisdictions.
- f. The program and design of the public spaces should result in a destination that users will come back to repeatedly.
- g. Programming and planning for O&M should be realistic and be acceptable and achievable for potential IGA and Public Private Partnerships.
- h. Components should have materiality and finishes that are durable and easily repaired/replaced.
- i. The nature of the public space should be readily apparent to first time visitors.

C. Cost Estimation

Provide an estimate of probable cost for the Development Plan project. Preliminary estimates will be submitted at the stages of 30%, 60%, 90% and 100% completion of the project.

D. Client Reporting

The Consultant will provide monthly project memoranda, updating the progress of the Project, preferably via e-mail. In addition, the Consultant will e-mail a written monthly report to be distributed to City officials.

Format of periodic reporting will be confirmed at the Project Initiation meeting.

E. Term of Contract

Proposals for an eight-month agreement are being sought. Upon selection of the Consultant, the City and Consultant will enter into an agreement for a period of up to eight months beginning May 1, 2009 and ending December 31, 2009, unless otherwise amended by the City of Blue Island. All costs will remain fixed for the term of the contract period. The contract shall include a 30-day termination clause.

III. PROPOSAL SUBMITTAL REQUIREMENTS

Respondents shall provide twelve (12) paper copies of the proposal, in addition to one e-mailed PDF file. The proposal shall be submitted to:

City of Blue Island
13051 S. Greenwood Avenue
Blue Island, Illinois 60406
Attention: Mary Poulsen, Marketing Director
mpoulsen@cityofblueisland.org

Proposals shall be clearly marked “**Request for Proposal for Calumet-Sag Trail Development Plan**” and delivered on or before 4:30 PM Central Standard Time (CST), Tuesday, April 7, 2009. Please do not fax proposals. The City shall not be responsible for late delivery of a proposal under any condition. Late proposals will not be considered.

All costs, including but not limited to the preparation of a response to the Request for Proposal, any oral presentations required to supplement and/or clarify a proposal, and/or reasonable demonstrations which may be required by the City of Blue Island shall be the sole responsibility of the Respondent.

Proposals must include the following information in response to the Request for Proposal:

A. Consultant Information

1. Consultant Organization:
 - a. Name and address of the Consultant entity, whether individual or firm; include year founded and organizational structure.
 - b. Name, title, e-mail, address and telephone number of the principal contact person, having the authority to act on behalf of the firm.
 - c. Name, title, e-mail address, and telephone number of proposed project manager, if different from above.
 - d. Insurance Requirements: During the term of any Agreement with the City, the Consultant will maintain insurance coverage which will satisfactorily insure them against claims and liabilities which could arise in connection with this Agreement. The forms of

coverage, limits of liability, deductibles or self-insured portions, insurance provider and premium for such insurance coverage is subject to the City's prior review and approval. The minimum insurance coverage required is as follows:

- Contractor shall purchase and maintain during the term of this Contract insurance coverage which will satisfactorily insure him against claims and liabilities which could arise because of performance of the Contract.
 - Worker's Compensation Insurance covering any and all claims which may arise because of the Worker's Compensation and Occupational Disease Acts of the State of Illinois. The employer's liability section of the Worker's Compensation policy shall have a limit of not less than \$500,000.00 each Accident, \$500,000.00 each Employee, \$500,000.00 policy limit for disease and Broad form all states coverage.
 - Commercial General Liability insurance protecting against public liability claims which may arise in the course of performance of this Agreement with a combined bodily injury and property damage limit of \$1,000,000.00 per occurrence and \$1,000,000.00 aggregate.
 - Comprehensive Automobile Liability Insurance, including employers non-ownership and hired car coverage, protecting against automobile claims whether on or off the City's premises with bodily injury limits of not less than \$1,000,000 per person and \$1,000,000 per occurrence and property damage limits of not less than \$1,000,000 per occurrence. The uninsured motorists insurance shall be in accordance with Illinois requirements.
 - Valuable Papers Insurance in an amount not less than \$500,000 to cover any loss occasioned by fire, theft or any other cause.
 - Umbrella Excess Liability Insurance with limits of not less than \$1,000,000.00 for each occurrence for all liability and \$1,000,000.00 in the aggregate per policy year.
- e. Firm Profile of the Consultant and subconsultant(s) teamed specifically for the Development Plan project

2. Consultant Qualifications and Experience

- a. Provide a brief overview of the Consultant's capability to undertake the Development Plan project.
- b. Provide credentials of proposed project manager (i.e., certifications, education, other professional signage and wayfinding program design experience, etc). The City will assume that the Consultant's Project Manager will be the primary point of contact representing the Consultant at all meetings with the City. List and describe all other members of the proposed team with their title and project role, including subconsultants. Provide

resumes that include education, experience and certification for each.

- c. Description of specific signage and wayfinding services provided by the Consultant and examples of no less than three and no more than five relevant projects, completed in the last five years. Subconsultant project experience may be provided as part of this requirement. Include client contact, date completed and construction budget.
- d. Description of specific public space planning and design provided by the Consultant and examples of no less than three and no more than five relevant projects; completed in the last five years. Subconsultant project experience may be provided as part of this requirement. Include client contact, date completed and construction budget.
- e. Provide information relating to any pending or past litigation against you or your firm in the past five years. (Note that any pending or past litigation does not automatically disqualify candidates).

3. References

- a. List five municipal/public clients that have employed the Consultant for design and planning services, and the projects completed. Please indicate which projects have been or are being implemented. Please include the contact person, and phone number/e-mail address for each client.
- b. List any municipal/public clients that have employed the Consultant's signage and wayfinding design services within the last three (3) years.

B. Scope of Services

1. Project Understanding: The Consultant will describe their specific understanding of the character of the communities along the Calumet-Sag Trail, including references to relevant work within these communities or on similar projects that may inform the Consultant's approach to the work.
2. Project Approach: The Consultant will describe, in detail, the approach to the Development Plan project, including anticipated deliverables, public meetings and public participation procedures.
3. Project Timeline: An estimated schedule for completing the work is required. This schedule should address all work and meetings recommended by the Consultant in a manner clearly corresponding to the Consultant's Project Approach to the Development Plan project.
4. Fee Schedule: An itemized, not-to-exceed budget to complete all work items, as described in the Project Approach, is required. Additionally, the budget should include hourly rates by classification of staff assigned to the work, anticipated direct expenses and a breakdown of hours, by task, to complete the project.

IV. SELECTION PROCESS

A. Review and Presentation

The City will review the proposal submittals. Depending on the number of proposals received, the City may elect to interview all of the responding Consultants, or develop a preferred list, to be interviewed by the City and participating agency staff. Responding Consultants selected for an interview will be required to make a formal presentation of their qualifications and their approach to the work. Presentations should include a description of typical analysis of needs techniques employed by the Consultant, programming methodologies as well as design strategies and philosophies, with greater emphasis on the needs and opportunities of this project than on past project accomplishments, although citing of relevant past examples is encouraged. Following the completion of the presentation process, a recommendation will be submitted to the City of Blue Island Board of Trustees for award of the contract.

B. Award of Contract

The City will award the contract in the manner which will obtain the highest quality of service at the most competitive price. Proposals will be evaluated using the following criteria:

1. Experience in designing signage and wayfinding programs for public and private entities.
2. Experience in the design of public spaces.
3. Experience in the public participation process.
4. Cost of providing professional services.
5. Overall qualification, proven performance, capabilities and references of the Consultant.
6. Completeness of the submission's requested information and documentation.
7. Any other factors the City deems relevant and appropriate in its decision-making process.

C. Award of Contract

The City reserves the right to request additional information during the evaluation process. Acceptance of a proposal will be based on the total package of services offered by the Consultant. The City reserves the right to reject any or all proposals, waive all technicalities, errors, omissions, erasures, alterations, and additions not called for, and to make an award which, in its judgment, is the best and most favorable to the interests of the City.

D. Further Information

For additional information or to answer questions relative to this request, please contact Mary Poulsen, Marketing Director at (708) 396-7035 or via e-mail at mpoulsen@cityofblueisland.org.

Thank you in advance for the time and effort to be put forward by interested Consultants for this important and meaningful project.

