



BUFFALO
GROVE
PARK
DISTRICT

REQUEST FOR PROPOSAL

Exterior Lighting at the Community Arts Center

The Buffalo Grove Park District is seeking qualifications and proposals from firms to provide lighting design services for work at the Community Arts Center.

Issue Date:
December 30, 2024

Submission Deadline:
January 29, 2025

Point of Contact:
Laurie Hoffman
Planning and Development
Manager
847.850.2115
laurie@bgparks.org

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I. INTRODUCTION

The Buffalo Grove Park District aims to improve the exterior lighting at the Community Arts Center to better serve its residents and patrons. Interested design teams are invited to submit a proposal packet for the opportunity to collaborate with the Buffalo Grove Park District on this project.

II. INSTRUCTIONS FOR APPLICANTS

The proposal packet shall describe the approach to the scope of services as described in [Section V](#) of this document, including process and schedule. This criterion will be evaluated based on the respondent's understanding of the objectives and ability to demonstrate a process that efficiently and effectively achieves the desired outcomes.

All respondents to the RFP must include the items listed in [Section VII](#) of this document.

All communications concerning this qualifications request should be directed to:

Laurie Hoffman, AIA, CDT, NCARB
Planning and Development Manager
530 Bernard Drive, Buffalo Grove, Illinois 60089
D: 847.850.2115 Email: laurie@bgparks.org

Only written communication regarding this RFP will be accepted. Unauthorized contact regarding this RFP may result in disqualification. Any oral communications to the District will be considered unofficial and non-binding to the District. The respondent should rely on written statements from the Planning and Development Manager.

- A pre-proposal walk-thru on Friday, January 10, 2025, at 10 am. Please send an email to laurie@bgparks.org confirming your attendance at the walk-thru. We will meet at the main entrance of the facility at 225 MCHENRY ROAD, BUFFALO GROVE, IL 60089.
- Requests for clarification or additional information must be made in writing no later than 5:00 pm CST on Wednesday, January 15, 2025.
- Written responses to all requests will be furnished to all potential respondents no later than 5:00 pm CST on Friday, January 17, 2025.
- The qualifications packet shall be delivered digitally, in PDF format, to the Planning and Development Manager no later than 5 pm CST on Wednesday, January 29, 2025. PDF page size not to exceed 11x17.

III. ABOUT THE BUFFALO GROVE PARK DISTRICT

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The Buffalo Grove Park District was organized on September 22, 1969, as a special purpose unit of government as provided by the Illinois Park District Code. There are currently 58 full-time staff employed and are supported by more than 300 part-time and 400 seasonal staff.

Mission Enriching life and community through premier parks, programs, and facilities.

Values

Character	Build respect, integrity, and trust Foster teamwork through communication and collaboration Demonstrate professionalism
Excellence	Promote staff development Follow best practices Provide quality experience through guest-centered services Exceed expectations Assure safety through a comprehensive risk management program
Stewardship	Demand fiscal responsibility to assure transparency Build green infrastructure Ensure resource efficiency Create and maintain effective partnerships Celebrate history
Community	Embrace cultural diversity Encourage inclusion Celebrate contributions of residents, board, staff, and volunteer
Innovation:	Implement new technology Communicate a shared vision Recognize trends by being responsive and adaptive Inspire creativity

The Mission, Vision, and Values were adopted by the Board of Commissioners in January 2013. Last reviewed by staff and Board as a part of Strategic Planning in August 2019.

The boundaries of the Park District are 98% contiguous with those of the Village of Buffalo Grove except in the southern and western parts, which include areas from the Village of Arlington Heights and the Village of Wheeling. At present, the total land area of the Park District is approximately 9.04 square miles.

The Park District maintains 47 park sites, totaling approximately 397.05 acres of land. Facilities include the Raupp Museum, Alcott Center, Community Arts Center, Emmerich Park (recreation building and maintenance facility), Rick Drazner Park (recreation building and maintenance facility), Golf Dome, Spray 'N Play, Willow Stream Outdoor Pool, and Fitness Center.

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IV. PROJECT BACKGROUND

The Community Arts Center (CAC) started as a Siegel Hardware Store, operated as a Crate and Barrel Outlet, and, as recently as 2012, was a synagogue for Congregation Beth Am in the Buffalo Grove community. In 2014, following its purchase, the Buffalo Grove Park District renovated and converted the building into a performing arts center. In 2017, with funding assistance from the Park and Recreational Facilities Construction Program (PARC) Grant, the building underwent an interior renovation.



FIGURE 1: COMMUNITY ARTS CENTER SITE, 225 MCHENRY ROAD, BUFFALO GROVE, IL 60089

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Recently, The Clove, a multi-use residential development, was constructed across the street from the CAC. With increased vehicular traffic and higher program attendance, it has been suggested that the district enhance the building's curb appeal through improved exterior lighting. When the building was renovated in 2014, the façade facing McHenry Road was painted a dark grey. While this color helps the building stand out during the day, it makes the structure appear less visible at night.



FIGURE 2: BUILDING FAÇADE WHEN IT WAS STILL OPERATING AS TEMPLE BETH AM

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FIGURE 3: CURRENT BUILDING FACADE DURING THE DAY.

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Due to the combination of the dark color and the building's setback from the main street, it can get lost in its surroundings, creating the opposite of the intended effect. The monument sign at the parking lot entrance also needs an update. The existing ground light fails to illuminate the sign evenly and can make the parking lot entrance difficult to locate.



FIGURE 4: CURRENT BUILDING FAÇADE AT NIGHT

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FIGURE 5: VIEW OF COMMUNITY ARTS CENTER FROM PARKING LOT ENTRANCE

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FIGURE 6: IMAGE OF MONUMENT SIGN GOING SOUTH ON MCHENRY ROAD

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FIGURE 7: IMAGE OF MONUMENT SIGN GOING NORTH ON MCHENRY ROAD

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The district has looked into some possible lighting options for the front façade of the building and the entrance monument sign. See Figure 8 below for design intent. There is a window graphic on the front windows showing the Park District's logo that gets lost in the overall elevation. A design option we would like to explore is how to make that a more prominent feature on the front of the building.

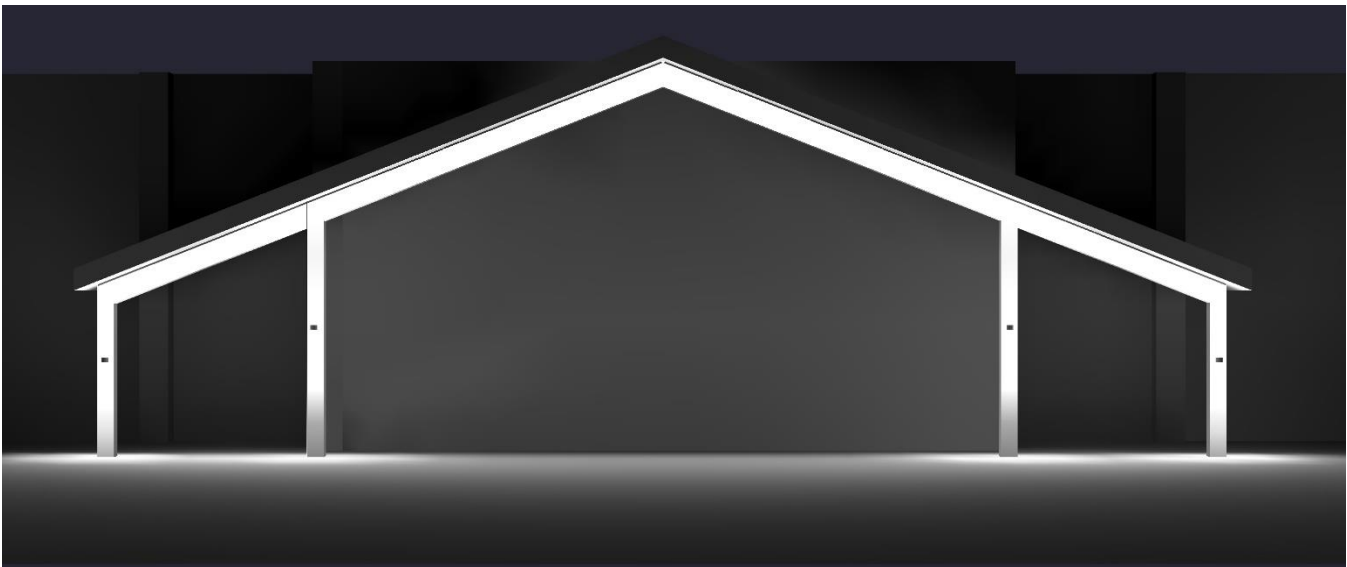


FIGURE 8: DESIGN INTENT FOR NEW EXTERIOR LIGHTING AT MAIN ENTRANCE

The goal of this RFP is to find a design team to help ensure that the new lighting is correctly integrated into the building's existing automation system.

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V. SCOPE OF SERVICES

The Planning and Development Manager will serve as the lead liaison for the project and provide all existing documentation available. They will also schedule, and coordinate the availability of Park District staff for meetings necessitated by the project.

The following services are anticipated to be necessary for the success of the project. This is not an all-inclusive list. Respondents are encouraged to make suggestions to amend the scope of services to achieve project goals. Reasoned creativity is encouraged.

- Create a lighting design for the exterior of the Community Arts Center, including the monument sign at the entrance to the parking lot for improved visibility.
 - Design should be in compliance with the current ordinances and meet or exceed 2018 IBC requirements as adopted by the Village of Buffalo Grove.
- Review of As-built Documentation and existing Building Automation System (BACnet).
- Engage with the Superintendent of Facilities and the Superintendent of Recreation in charge of the Community Arts Center about operational requirements.
- Consult with the Park District on budgetary and funding matters. Provide two cost estimates for the work (1) at 50% - 65% document completion and the other at 95% - 100% document completion.
- Provide the following deliverables for zoning and permitting review:
 - Lighting calculations
 - Two Renderings of the new elevation – (1) during the day, (1) at night
 - Lighting layout and specifications
 - Detail drawings
- Provide Bid and Construction Administration support to the Park District
 - Provide drawings and specifications
 - Answering RFI's
 - Reviewing Submittals
 - Performing a punch list after installation.

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VI. SCHEDULE

The following is a tentative project schedule. Dates are subject to change based on how the project progresses with the exception of the Construction Completion Date. Construction needs to be completed no later than September 8, 2025.

Proposed Project Schedule

RFP Issued	December 30, 2024
RFP Submission Deadline	January 29, 2025
Proposal Selection	February 4, 2025
Recommendation Given to the Board	February 9, 2025
Board Meeting Award	February 23, 2025
Project Kick-off	March 2, 2025
Issued for Zoning Review	April 11, 2025
Issued for Permit / Issued for Bid	May 18, 2025
Bid Award / Board Approval	June 22, 2025
Construction Start	July 1, 2025
Construction Completion	September 8, 2025

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VII. EVALUATION AND SELECTION PROCESS

All items should be addressed entirely and should follow as closely as possible the order and format in which they are listed. These categories and criteria will be major considerations in the evaluation and determination of the most qualified, innovative, and capable respondent(s).

- Letter of Transmittal
 - Statement indicating an understanding of the work to be performed and an interest in the success of the project(s).
 - Identification of a key contact person for communicating with the Park District on the qualifications packet and any follow-up correspondence.
- Qualifications / Project Portfolio
 - Areas of specialization
 - Years in the business and history of the firm
 - Experience in public projects and grant application procedures
 - Provide a minimum of three projects that are similar in size and scope to the one described in the RFP. (A maximum of six project examples may be provided.)
- Methodology and Process
 - Include detailed descriptions of the procedures and methods you propose to use to complete all tasks within the scope of work.
 - Discuss tasks, timelines, and anticipated deliverables.
 - Process and methods to assure quality, cost, and schedule control.

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Project Management

- Introduction to the team, including all firm staff and sub-consultant staff anticipated to work on the project. This includes resumes of key personnel, their educational background/training, experience, and roles played on past projects.
 - Team structure – services / functional roles to be performed by each team member.
 - If any team members work remotely or are at a different office location than the rest of the team, provide the team members' location.
 - Capability to take on this project in addition to the current workload.
- References
 - Provide at least three references we may contact from projects that have been undertaken during the past five years. (A maximum of six references may be submitted)

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VIII. GENERAL TERMS AND CONDITIONS

The purpose of this request for proposal (RFP) is to identify an experienced consultant team of Architecture and Engineering professionals with the best combination of qualifications. All firms/companies listed as part of the consultant team must be eligible to perform work in the State of Illinois.

All proposed sub-consultants must be included in the submission. Each sub-consultant anticipated to be part of the project team must be identified, and their qualifications should be provided in the submittal. The Park District reserves the right to accept or reject any submittal or any proposed sub-consultant, in whole or in part.

This RFP does not commit the District to enter into a contract. The Buffalo Grove Park District reserves the right to award one, more than one, or no contract(s) in response to this RFP. The District reserves the right to terminate this RFP and reissue a subsequent solicitation, and/or modify any technical errors found in the RFP process.

All respondents are prohibited from making any contact with the Park District personnel, Board of Commissioners, Executive Director, or any other administrator or employee of the District concerning the RFP. All communication must go through the Planning and Development Manager identified in [Section II](#) of this document.

The District reserves the right to request clarification of information from any proposer or to request supplemental material deemed necessary to assist in the evaluation of the submitted qualifications.

The respondent shall bear all costs associated with developing or submitting a qualifications packet in response to this request or providing written clarification of its content. The Buffalo Grove Park District assumes no responsibility for these costs. This RFP does not commit the District to pay any expenses incurred in preparing or submitting of a response. Individual requests for site visits and introductory meetings will not be permitted.

The proposal will disclose any professional or personal financial interest that could be a possible conflict of interest in contracting with the District. Consultant teams shall further disclose arrangements to derive additional compensation from various products or services, including financial. The consultant team must also list all current and unresolved litigations, arbitrations, or mediations of member firms/companies in its proposal.