

# LAKE LAND COLLEGE

## Request for Proposals (RFP)

### Landscape Architect and Design Services for Lake Land College Main Campus, Mattoon, IL

#### Purpose of RFP

Lake Land College invites the submittal of responses to this Request for Proposals (RFP) from qualified firms in providing landscaping architecture and landscape design services as herein outlined.

#### Project Background

Lake Land College is seeking to create a three year landscape beautification plan to enhance and modernize the landscaping of the main campus grounds in Mattoon, IL. The College sits upon 171 acres in Mattoon, IL located on Illinois Route 45.

#### Objectives

The College proposes to retain a highly-qualified, capable firm to provide a multi-year landscape design plan. The College requests qualifications from architects, engineers, or combination thereof in preparing a multi-year landscaping plan that includes a visual of baseline and proposed conditions, preliminary project mapping with phasing, preliminary cost estimates and other services as necessary during each phase of the project.

The College will give prime consideration to the firm with significant, current experience in the development and design of similar landscape designs. The College reserves the right to negotiate with one or more parties and is not obligated to enter into a contract with any respondent on any terms or conditions.

#### Scope of Work

The selected firm will be required to perform basic services to be specified more fully in a contract agreement to be negotiated after selection. The project will be separated out in 3 distinct phases as outlined below:

- Phase I - Landscape renovation of east side of campus directly off Route 45 to include the following concepts or elements:
  - Redesign, renovation of overgrown bushes, trees and plants to enhance visibility of campus from Route 45
  - Address landscaping point of view and create a welcoming entry to campus at Entrance Point 1 and Entrance Point 2

- Design of an additional 9-hole Frisbee disc golf course and aesthetic improvements to the current 9 holes
- Consider existing and potential signage with lighting viewable from road
- Phase II – Landscape renovation of interior portion of campus
  - Redesign, renovation of overgrown, bushes, trees and plants
  - Redesign, renovation of current sunken common areas
  - Redesign, renovation of current exterior artwork areas on campus
  - Consideration/creation of outside student meeting and study spaces
- Phase III- Landscape renovation of West portion of Campus
  - Redesign, renovation of overgrown, bushes, trees and plants
  - Consideration of additional outdoor seating, gazebo for students, etc.
  - Clean up of campus retention ponds and creation of a water based focal point, with potential water features such as a fountain or pier

**Note:** All landscaping plans should be designed around as needing minimal landscape maintenance as possible once items are planted and installed yet maintaining improved aesthetics in the future. In addition, the landscape design should consider the use of natural, native and local trees and plants if possible.

The contract will include, but is not limited to:

Submit a site survey and analysis:

- Provide site plan and a narrative report for Phase I, II and III
- Based on site survey analysis provide design concepts for landscaping on Campus for Phase I,II & III
- Provide Cost estimates and estimate time to complete for Phase I,II and III

### Selection Process

The College may invite several firms to be interviewed prior to making a final decision for this project. If the College desires to interview a firm, the firm will be notified of the date and time of the interview.

The selected respondent will negotiate with the College on the fee and current conditions. If, in the opinion of the College, a reasonable fee cannot be achieved with the respondents of choice negotiations will proceed with the second choice respondent until a mutually agreed-upon contract can be negotiated.

### Submittal Requirements

Interested parties shall submit the following items:

1. Firm profile including staff size and rate structure
2. Approximate number of staff hours for the project broken down by position
3. Statement of experience with similar projects including information on completed similar projects

4. Narrative on management and organizational approach to the project including the following:
  - a. Description of understanding of the project description of how the firm will organize to perform services
  - b. Description of firms approach to communicate with the College
5. Three (3) references to assist the College in determining the firm's capability to complete the project
6. Cost proposal including a detailed budget

### **Evaluation Criteria**

The criteria used to evaluate the RFP will include, but are not limited to, the following (items are not listed in order of importance):

1. Qualifications of firm, specifically as they relate to the Scope of Work of this project
2. Firm experience on similar projects and related project experience of the individuals who would be assigned to the project
3. Available resources to complete project, including analytical, design tools, personnel, resources, or methodologies commonly used by the firm that may be applicable to the project categories
4. Professional references

### **Cost Proposal Additional Instructions**

1. No gratuities: Respondents will not offer any gratuities, favors or anything of monetary value to any official or employee of the College for purpose of influencing this selection. Any attempt by a Respondent to influence the selection process by any means, other than disclosure of qualifications and credentials through the proper channels, will be grounds for exclusion from the selection process
2. By submitting a response, Respondents represent and warrant to the College that all information provided in the response submitted shall be true, correct and complete. Respondents who provide false, misleading, or incomplete information, whether intentional or not, in any of the documents presented to the College for consideration in the selection process may be excluded
3. Interviews: After the initial evaluation of the statements of qualifications, Respondents will be notified of their status in the selection process. If the interviews are initiated, they will focus not only on the Respondent's program approach but also on an appraisal of the design professionals who would be directly involved in the project.
4. Inquiries: All inquiries should be directed to Greg Nuxoll, Vice President of Business Services; [gnuxoll1@lakelandcollege.edu](mailto:gnuxoll1@lakelandcollege.edu) 217-234-5224
5. Cost of Responses: The College will not be responsible for any costs incurred by anyone in the submittal of responses
6. Contract Negotiations: This RFP is not to be construed as a contract or a commitment of any kind. If this RFP results in a contract offer by the College, the specific scope of work, associated fees, and other contractual matters will be determined during contract negotiations
7. No Obligation: The College reserves the right to reject any and all proposals

8. Professional Liability Insurance: The Respondent shall be licensed and bonded and the appropriate liability insurance as required by the state of Illinois and show proof with submittal
9. Respondents must consider and follow Illinois Prevailing Wage Act, 820 ILCS 130/1 et seq. ("the Act") and that the Contractor and its subcontractors shall be required to comply with the Act when performing work in connection with this Contract. The Act requires contractors and subcontractors to pay laborers, workers and mechanics performing services on public works projects no less than the current "prevailing rate of wages" (hourly cash wages plus amount for fringe benefits) in the county where such work is performed. The Department publishes the prevailing wage rates, including those for Coles County, on its website (accessible at [www2.labor.illinois.gov](http://www2.labor.illinois.gov)). The Department revises the prevailing wage rates from time to time. The Contractor, and each subcontractor performing work in furtherance of this Contract, has an obligation to check the Department's website for revisions to prevailing wage rates for Coles County. For information regarding current prevailing wage rates, the Contractor shall refer to the Illinois Department of Labor's website. The Contractor and all subcontractors performing work under this Contract must comply with all requirements of the Act, including but not limited to all wage, notice, record-keeping and reporting requirements. If requested by the College, the Contractor shall also submit certified payroll documentation to the College for all work performed by the Contractor or any subcontractor in connection with the Contract. Such documentation, if requested, shall be submitted by the Contractor no later than the 15th of each month following the performance of work in connection with this Contract. In the event the College requires the Contractor to submit such documentation, the Contractor shall not be relieved of its obligations to otherwise comply with the Act
10. Lake Land College actively promotes continuing economic development in compliance with the Business Enterprise for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575) . Successful Prospective Vendors shall have the sole responsibility of complying with all aspects
11. Contractors submitting proposals should review the attached Sample Contractor Service Agreement before responding to the RFP Proposal enclosed herein. The terms of the agreement including insurance and bonding requirements have been mandated by College's Board of Trustees. Your response to the RFP must indicate if you unwilling or unable to execute the agreement as drafted as well as providing for these requirements. The College will consider this in determining responsiveness to the RFP
12. Submittal Instructions Two copies of the proposal, in a sealed envelope, must be delivered before 2pm on September 7, 2021. Faxes and email submissions will **not** be accepted. Please include on the envelope: **"PROPOSAL FOR Landscape Architect and Design Services for Lake Land College Main Campus, Mattoon, IL**