

# REQUEST FOR QUALIFICATIONS/PROPOSAL

## Open-Air Roof at Riverside Ice Arena Design/Build Services

ISSUE DATE: April 17, 2025

The Belvidere Township Park District seeks professional services qualifications for the design and construction of an open-air roof over the Riverside Ice Arena in Doty Park, located at 365 West Locust Street, Belvidere, IL. All proposals must be sealed and received no later than **4:00 pm on Thursday, May 15, 2025.**

No late proposals will be accepted.

**Send proposals to:**  
Belvidere Township Park District  
Attn: Superintendent of Parks  
1006 West Lincoln Avenue  
Belvidere, IL 61008

### Introduction

The Belvidere Township Park District are seeking qualified firms to provide Design-Build Services for the design and construction of an open-air roof over the Riverside Ice Arena with a separate proposal for relocation of electrical utilities to provide lighting under the open-air roof ("Project"). The location of the project is the Riverside Ice Arena in Doty Park, located at 365 West Locust Street, Belvidere, IL. Design-Builder shall be responsible for furnishing design, engineering, and construction services for the satisfactory completion of the Project.

The Belvidere Township Park District has budgeted one million dollars (\$1,000,000) for this project. The funds for the project come from a combination allocated capital dollars (\$250,000) and Build Illinois Funds from the State of Illinois (\$750,000).

The cost of the work shall include all fees, material, fixed equipment, labor and services necessary, including design and engineering, to produce the construction required by the Contract.

The General Contractor will be responsible for establishing a professional "design-build" team and responding to this RFQ/P. The team should consist of professionals (licensed where required) in the areas of open-air structures, architectural design, structural design, site design, and geo-technical, along with various subcontractors.

Proposals provided in response to this RFQ/P that comply with the submittal requirements will be evaluated in accordance with the criteria and procedures described herein. Based on the results of the evaluation, the Belvidere Township Park District will award the project to the most advantageous Proposer based on the cost and the evaluation factors set forth in the request.

### Selection Process

Each proposal will be reviewed to determine whether it has been submitted in accordance with the proposal requirements. Proposals deemed non-responsive will be rejected from further review. Proposals deemed responsive will be evaluated based on the evaluation criteria set forth in this RFQ/P. Belvidere Township Park District will determine which proposals are reasonably susceptible to being selected for award based on the evaluation criteria.

The Belvidere Township Park District may conduct a Best and Final Offer (BAFO) process, and each Offeror determined to be susceptible of being selected will be given the same opportunity to participate in the discussions, negotiations, and revisions of the proposals for the purposes of obtaining the BAFO. The Belvidere Township Park District may also conduct oral presentations/interviews.

Belvidere Township Park District staff will evaluate all proposals. It is possible that interviews will be conducted with a select number of contractors prior to the formulations of a bid-award recommendation to the Board of Commissioners. Evaluation of the proposals shall be based upon, but not limited to, the factors listed below, not necessarily in the order of their importance:

- Experience, qualifications, and general abilities of the "design-build" team
- Quality of the overall project approach
- Cost proposal
- Proposed project schedule
- Specified warranties and other after-service provisions
- Bonding capacity, insurance coverage, and other legal matters
- Quality of references, prior business experience with the contractor, or reputation of contractor with other local municipalities/clients
- Responsiveness to items as set forth in this RFQ/P

The Belvidere Township Park District will make an award to the responsible and responsive Offeror whose proposal is determined to be the most advantageous to the Belvidere Township Park District taking into consideration the evaluation factors set forth in this RFQ/P.

## Contact Person and Inquiries

Any questions or suggestions regarding this RFQ/P must be submitted in writing by Thursday, May 1, 2025 at 4:00 pm to the Belvidere Township Park District by email to Tony Williams, Superintendent of Parks, at [twilliams@belviderepark.org](mailto:twilliams@belviderepark.org). Any response made by the Belvidere Township Park District will be provided in writing to all Proposers by addendum. No verbal responses shall be authoritative. Responses to the questions will be posted on the Park District's website within one week of the questions deadline: <https://www.belviderepark.org/about-us/request-for-proposals-rfps-qualifications-bids-and-quotes/>

## Special Instructions

Parties interested in acquiring this contract with the Belvidere Township Park District shall submit one (1) original and four (4) copies of the proposal package to meet the requirements below:

1. All bids must be labeled **"Belvidere Township Park District-Open-Air Roof at Riverside Ice Arena Design/Build Services"**
2. Proposer must be properly licensed and secure necessary permits wherever applicable.
3. The Belvidere Township Park District strongly encourages the inclusion of a sketch plan accompanying your bid.
4. Preservation of Rights: The Owner reserves the right to reject any and/or all proposals/bids and waive all minor technicalities, informalities and irregularities. The Owner reserves the right to accept the proposal/bid, which in the judgment of the Owner, is in their best interest.
5. The Belvidere Township Park District, and their representatives, are the sole determiners of a qualified professional services firm and may request other information sufficient to determine the bidder's ability to meet these minimum standards listed above. Request for information contained in this section may also occur at any time during the effective period of this Contract, or any extension/renewal thereof.
6. Provide a minimum of three (3) references for similar projects to include company name, contact person, address, phone number, e-mail and project cost. Forms to be submitted are discussed later in the document.
7. Termination of Contract: The Belvidere Township Park District may, at any time they deem necessary, terminate this agreement with thirty (30) calendar days written notice.
8. Freight Terms: Unless otherwise noted, all freight and shipping must be prepaid. All freight charges must be included in the prices submitted on proposal.
9. Discounts: Any discounts allowed prompt payment, etc., must be noted and reflected in bid figures and not entered as separate pricing on the proposal form.

## Instructions to Offerors

Design/Build Team must have a minimum of five(5) years' experience in commercial structure building and design/construction of similar facilities. Submit qualifications and references, including job experience, certifications, licenses, and professional references.

All work proposed by the qualified Design/Build Team must be completed to the standards of the Belvidere Township Park District, meet all State of Illinois and Federal laws, codes and regulations and meet or exceed industry standards. Submit examples of similar work including drawings, equipment specifications and photos of facilities completed.

The proposal must include a written strategy that clearly defines how the team will go about completing the project – both design and construction. This strategy must include detailed information for:

- Project management, assignments, and responsibilities
- Project design process, including review stages by the Belvidere Township Park District staff
- Cost estimating procedures and value engineering opportunities
- Construction process, including sub coordination and procedures
- Procedures for shop drawings, submittals, and design changes
- Construction inspections and quality control procedures
- Project wrap-up procedures

Submit a copy of the Business License and proof of the company's insurance for Design/Build Team members. Each proposal must also include information regarding the following legal matters:

- Litigation filed within the past three (3) years relating to construction work or compliances with the law
- The current bonding capacity of the general contractor
- The financial strength of the general contractor

There is no obligation on the part of the Belvidere Township Park District to award the contract to the lowest Offeror and the Belvidere Township Park District reserves the right to award the contract to the responsible Offerors submitting responsive proposals with resulting agreements most advantageous and in the best interest of the Belvidere Township Park District. The Belvidere Township Park District shall be the sole judge of the proposals and the resulting agreements that are in its best interest and its decision shall be final.

Evaluation Criteria	Weight
Qualifications & Experience	30%
Past or Current Experience with Similar Projects	25%
Knowledge of Area & Services	15%
Resumes & References	10%
Accreditations & Affiliations	10%
Cost Proposal	10%

This Project is expected to commence and to be completed in 2025 following the Notice to Proceed is given to the successful Design/Build Team, with a **desired** opening end of the year 2025/beginning of the year 2026.

## Project Description

Contracted Design/Build Team will survey the site and design, engineer and provide architectural drawings and documents to:

- a. Design and construct an open-air roof over the Riverside Ice Arena, with possible addition of relocation of electrical utilities
- b. Grade site as needed to accommodate construction and drainage
- c. Coordinate with the Belvidere Township Park District and include review at critical points, such as conceptual, 50% complete, 90% complete, and Final
- d. Explain this coordination process clearly in your proposal
- e. Incorporate a process of construction cost estimating and procedures for value engineering.
- f. Explain the estimating and value engineering process clearly in your proposal
- g. Receive approval of selected equipment and finish as part of the design process

The Belvidere Township Park District reserves the right to amend, alter, or delete the above list of services to deliver a project within acceptable budget parameters. The successful contractor will be required to work closely with the Belvidere Township Park District staff to control costs and potentially value engineer certain components of this project.

## Terms and Conditions

Contracts – The successful contractor shall enter into a binding contract with the Belvidere Township Park District. The contractor shall prepare:

- Agreement Between Owner and Design-Builder, AIA Document A141-2014 and applicable amendments

Any reference to mandatory arbitration or mediation shall be deleted. Final contract documents must be approved to the satisfaction of the Belvidere Township District. All contract documents shall be executed and returned to the Belvidere Township Park District with fifteen (15) calendar days after receipt of Notice of Award (NOA).

Securities – The successful contractor shall furnish, within fifteen (15) calendar days after receipt of NOA, a Performance Bond and a Payment Bond, each in the amount of one hundred percent (100%) of the Contract Price.

The bonds shall be issued by a surety company licensed and authorized to conduct business in the State of Illinois. Bonds shall clearly refer to this invitation by title and shall show the Belvidere Township Park District as holder.

Insurance Requirements – The selected firm agrees to provide Liability Insurance containing contractual Indemnification Coverage in the amount of two million dollars (\$2,000,000.00). The firm shall include the following on the Certificate of Insurance as Additional Insured:

Belvidere Park District  
1006 West Lincoln Avenue  
Belvidere, IL 61008

Reserved Rights – The Belvidere Township Park District reserve the right to accept or reject any and/or all proposals, to waive irregularities and technicalities, and to request resubmission. Any sole response received by the first submission date may or may not be rejected by the Belvidere Township Park District. The Belvidere Township Park District reserves the right to award the order to the most responsible contractor submitting a proposal, with a resulting negotiated agreement which is most advantageous and in the best interests of the Belvidere Township Park District. The Belvidere Township Park District shall be the sole judge of the proposal, and the resulting negotiated agreement that is in its best interest and its decision shall be final. Additionally, the Belvidere Township Park District reserves the right to make such investigation or to request clarifications, as it deems necessary, to determine the ability of any contractor to complete the delivery of the order.

Cost of Proposal – This RFQ/P is not to be construed as a contract or as a commitment of any kind; nor does it commit the Belvidere Township Park District to pay for any cost incurred in the submission of a response or for any cost incurred prior to the execution of a formal contract.

Hold Harmless Statement – The following statement must be included in the accepted contract – The firm (your name) agrees to hold harmless, indemnify and defend Belvidere Township Park District, their officers, commissioners, employees, successors and assigns from and against any and all losses, costs, judgments, suits, liabilities, claims, demands and expenses (including reasonable attorney fees) incurred by any one or more of said indemnitees and arising out of or connected with any personal injury, property damage or death resulting from the performance or malperformance.

## Submission Requirements

Submission of qualifications shall include, but not be limited to:

- a. A brief profile of the firm's history, principals, staff and facilities;
- b. A statement that neither the firm nor any of its principals or licensed staff has ever been disbarred, suspended or otherwise prohibited from professional practice;
- c. A statement on the firm's ability to provide the professional services listed above. Evidence shall be submitted in the form of project profiles and recently completed relevant project concepts and layouts of similar scope. Descriptions of previous projects must identify the firm's principal and staff who were primarily assigned to such projects along with owner representative and contact numbers;
- d. The firm shall identify the professional(s) to be primarily assigned to this project (including resume and history of projects) and note the approximate percentage of time each listed principal or key staff member will be committed for direct participation.

- e. Firms are required to identify any relevant sub-consultants they propose to engage for this project and describe previous experience of working together; firms shall include a section in their submission that articulates their understanding of the nature of the project and site;
- f. The firm is required submit at least three (3) references on the forms provided;
- g. The proposal as listed in the Instructions to Offerors.
- h. Firms are required to submit their Cost Proposal in a separate sealed envelope;
- i. In a third envelope, please submit the cost proposal for relocation of electrical utilities as described in the introduction.
- j. Any special conditions that the firm intends to propose should be disclosed in their response to this RFQ/P.

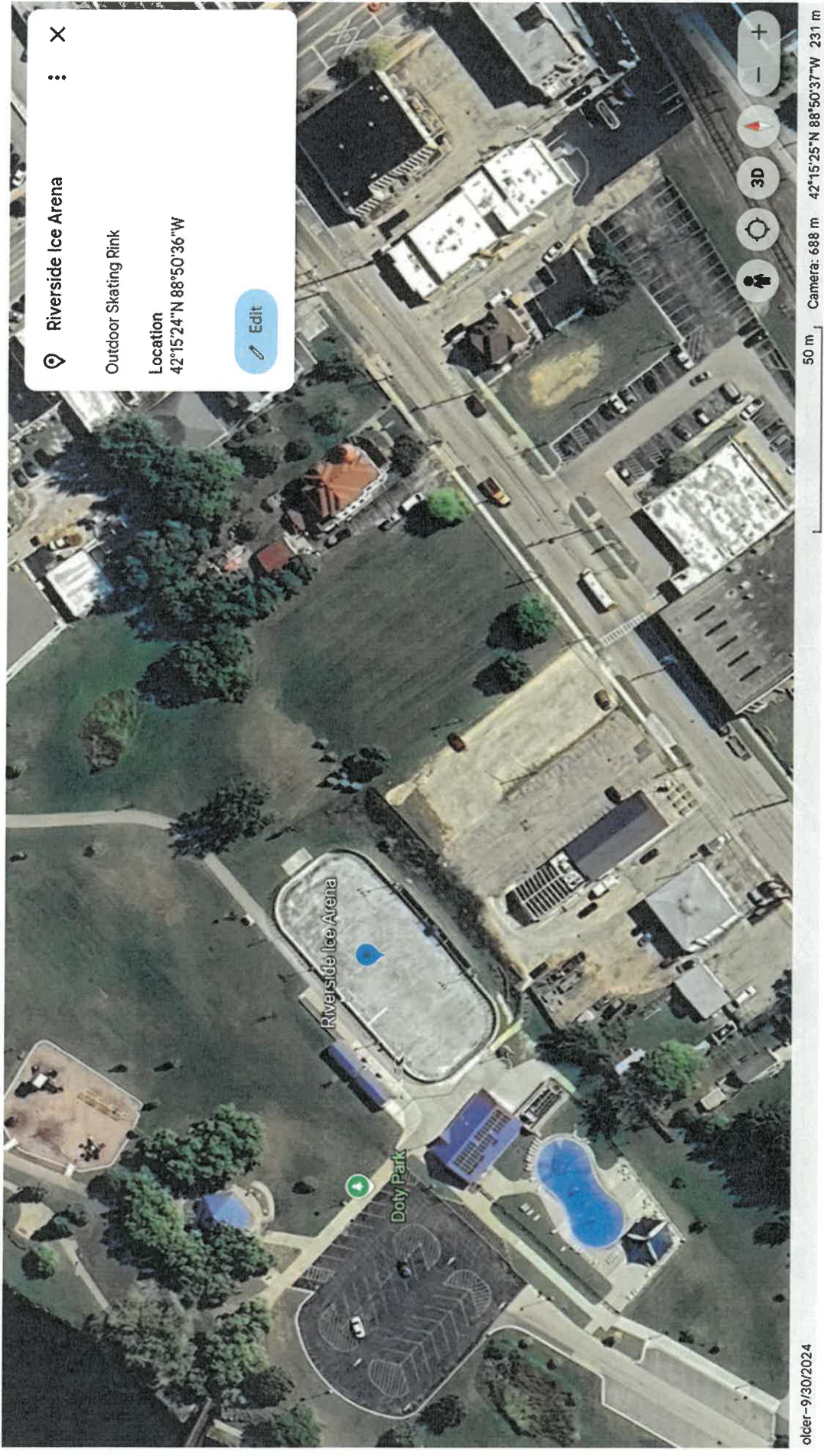
#### **RFQ/P Task Timeline**

Notice of Intent	April 3, 2025
Issue RFQ/P	April 17, 2025
Questions Due	May 1, 2025
Addendums Posted*	May 5, 2025
RFQ/P Responses Due	May 15, 2025
Evaluation Committee Meets*	May 16, 2025
Interviews Conducted (as needed)	May 20-22, 2025
Selection of Design/Build Team	May 27, 2025
Award, Agreement & Notice to Proceed	May 30, 2025

Exhibit A | Site map of project area

Exhibit B | Doty Park Final Plan Set created by C.E.S., Inc.

Exhibit A | Riverside Ice Arena, located in Doty Park, 365 West Locust Street, Belvidere, IL



📍 Riverside Ice Arena

Outdoor Skating Rink

Location  
42°15'24"N 88°50'36"W

Edit

October - 9/30/2024

50 m

Camera: 688 m 42°15'25"N 88°50'37"W 231 m



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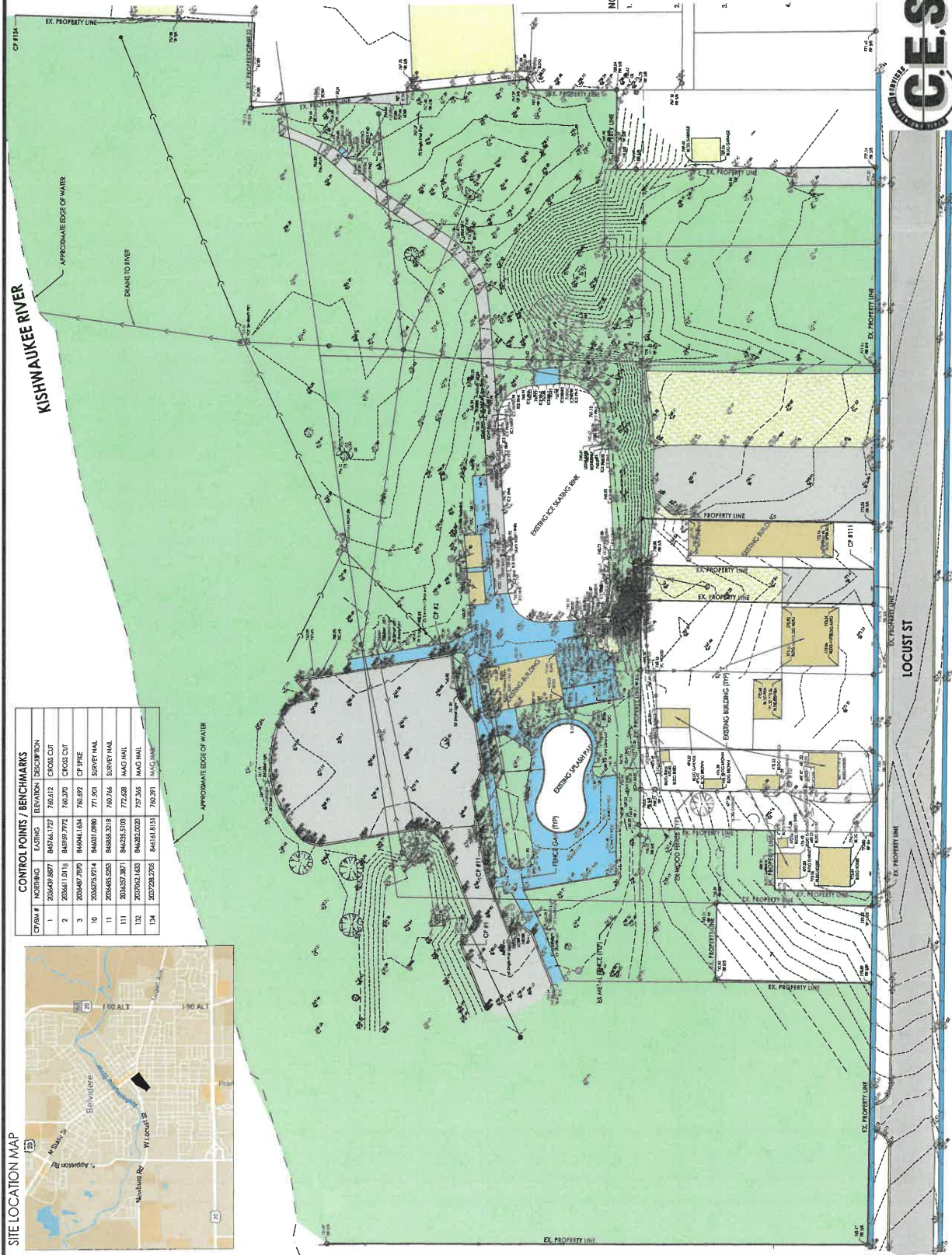
# SITE LOCATION MAP



## CONTROL POINTS / BENCHMARKS

CP/BM #	NORTHING	EASTING	ELEVATION	DESCRIPTION
1	205409.897	84076.172	765.12	CCSC CUT
2	205411.011	84099.772	765.20	CCSC CUT
3	205487.760	84046.164	765.82	CP SPRE
10	205273.714	84031.090	771.90	SURVEY NAIL
11	205445.520	84038.218	769.54	SURVEY NAIL
111	205357.391	84035.510	772.28	MAG NAIL
132	205062.163	84082.025	757.55	MAG NAIL
134	205228.705	84161.813	763.91	MAG NAIL

# KISHWAKEE RIVER



## Contours

10' Contour

## NOTES

- EXISTING TOPOGRAPHY SHOWN REPRESENTS THE CONDITIONS AS SHOWN BY C.E.S. INC. ON DECEMBER 4, 2024. CONTRACTOR SHALL FIELD CHECK EXISTING TOPOGRAPHY AND VERIFY ACCURACY. ANY DISCREPANCIES SHALL BE REPORTED TO ARCHITECT AND ENGINEER OF ANY DISCREPANCIES PRIOR TO STARTING CONSTRUCTION.
- THE UNDERGROUND UTILITY INFORMATION AS SHOWN HEREON IS BASED ON THE RECORD DRAWINGS AND FIELD SURVEY. CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE LOCATION AND DEPTH OF ALL UTILITIES PRIOR TO CONSTRUCTION. ANY DISCREPANCIES SHALL BE REPORTED TO ARCHITECT AND ENGINEER OF ANY DISCREPANCIES PRIOR TO STARTING CONSTRUCTION.
- EXISTING CONDITIONS AND DIMENSION PLAN REPRESENT THE CONDITIONS AS SHOWN BY C.E.S. INC. ON DECEMBER 4, 2024. CONTRACTOR SHALL FIELD CHECK EXISTING CONDITIONS AND VERIFY ACCURACY. ANY DISCREPANCIES SHALL BE REPORTED TO ARCHITECT AND ENGINEER OF ANY DISCREPANCIES PRIOR TO STARTING CONSTRUCTION.
- THE CONTRACTOR IS RESPONSIBLE FOR REMOVAL, REPAIR, AND DISPOSAL OF ALL EXISTING UTILITIES, STRUCTURES, AND OTHER OBSTRUCTIONS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL MUNICIPALITY, STATE, AND FEDERAL AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL MUNICIPALITY, STATE, AND FEDERAL AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL MUNICIPALITY, STATE, AND FEDERAL AGENCIES.

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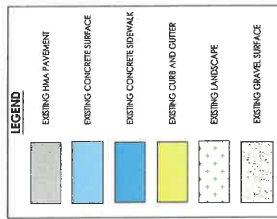
**C.E.S. INC.**  
 700 WEST LOCUST ST., BELLEVILLE, ILLINOIS 62206  
 PHONE: 618-336-8888 FAX: 618-336-8887  
 WWW.CESINC.COM

Duty Park

Existing Conditions and Overall Plan with Points

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Date: 3/20/25	Date: 3/20/25
Sheet	2 of 8





## Contours

**NOTES:**

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360 WEST LOGIST ST., MELVINE, ILLINOIS 61088

PHONE: (815) 547-6435, FAX: (815) 544-0421  
ILLINOIS DESIGN FIRM NO. 184-001249

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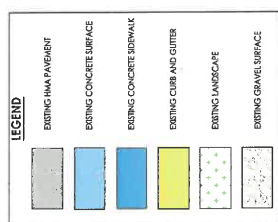




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Existing

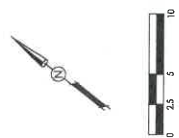
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**GE. INC.**  
700 WEST LOCUST ST., BELLEVILLE, ILLINOIS 61008  
PHONE: (815) 447-4405, FAC: (815) 544-9421  
ILLINOIS DESIGN TEAM NO. 154-007240







LEGEND	
	EXISTING HMA PAVEMENT
	EXISTING CONCRETE SURFACE
	EXISTING CONCRETE SIDEWALK
	EXISTING CURB AND GUTTER
	EXISTING LANDSCAPE
	EXISTING GRAVEL SURFACE



Contours  
Existing  
Major  
Minor

NOTES:

1. EXISTING TOPOGRAPHY SHOWN REPRESENTS SITE CONDITIONS AS PREPARED BY C.E.S. INC. ON DECEMBER 4, 2024. CONTRACTOR SHALL FIELD CHECK EXISTING ELEVATIONS AND CONDITIONS PRIOR TO STARTING CONSTRUCTION.
2. THE UNDERGROUND UTILITY INFORMATION AS SHOWN HEREON IS BASED IN PART UPON INFORMATION FURNISHED BY UTILITY COMPANIES AND THE LOCAL MUNICIPALITY. WHILE THIS INFORMATION IS PROVIDED AS THE BEST AVAILABLE INFORMATION, ITS ACCURACY AND COMPLETENESS CANNOT BE GUARANTEED FOR ANY PURPOSE.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE EXISTING CONDITIONS AS SHOWN ON THESE PLANS. ANY DISCREPANCIES SHALL BE REPORTED TO THE ENGINEER PRIOR TO THE START OF CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FOR THE PROPOSED IMPROVEMENTS.
4. THE CONTRACTOR IS RESPONSIBLE FOR REMOVAL, REPAIR, AND DISPOSAL OF ALL MATERIALS AND DEBRIS FROM THE PROJECT SITE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FOR THE PROPOSED IMPROVEMENTS.

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Duty Park Ice Rink Detail Existing Conditions Plan W/ Points		
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Sheet		8 of 8

