

Highland Park Country Club RFP Q&A

Budget

- I was wondering if a budget has been established for this project and if so what is it.
Preliminary budget until discovery, design, and estimate process completed:
 - Building FY2024: \$3.05M
 - Parking FY2024: \$1.325MThese numbers will be reviewed and updated accordingly as part of the FY2024 Budget development process which begins in May and concludes in November.
- Does the City have a set budget for the renovation work outlined in the RFP and described in person during the facility walk-through?
[See above](#)
- What is the budget for this project?
[See above](#)
- What is the renovation project budget amount? [See above](#)
- If a budget has not be set, is the expectation that our team would work with the City and approved contractor to help develop that budget? [As needed based on cost estimates for work proposed and any amendments recommended to the current budget.](#)
- What is the design services budget amount? [See above](#)
- What is included in the project budget? Parking? Interior finishes? Sound?
[See above](#)

Scope

- Under item (4) Scope of Work the various tasks are listed. It is implied that full construction documents for the selected options will NOT be required (items E, F, and G use the term “preliminary”. However, item G says “Prepare preliminary options as well as *final plans* for interior design complete with recommended fixtures and finishes”. Does “final plans” mean a comprehensive conceptual / schematic design set for review and pricing?
[Yes, final plans means floor plans and site plans that can then be used for bid documents.](#)
- If we understand correctly, the scope of work for this RFP is limited to schematic design-level drawings, with attached cost estimates. Can you confirm? If so, does the City intend to continue the design and documentation process with the same design team under a separate scope of work?
[Yes, the City prefers to retain the work of the consultant\(s\) throughout the project.](#)
[A separate RFP will be issued at a later date to obtain a CM or GC.](#)

- Do we need to hire a Cost Estimator to estimate drawings at the end of the design development phase and construction document phase? [Yes](#)
- Confirm the scope of the furniture package:
 - new event planning furniture such as large round tables/ chairs
 - new office furniture
 - new café seating/bar height tables
 - new lounge seating in the lobby area
 - new lounge seating in bride/ groom rooms
 - new exterior terrace seating, tables, etc.

[Conceptual for design and budgeting purposes.](#)

- Confirm new exterior windows are not a part of the scope of work.
[If warranted, windows may be included depending on the design\(s\) recommended.](#)
- Confirm if the renovation of the existing locker rooms is in the scope of work.
[Existing locker rooms not in scope of the City project.](#)
- Confirm all toilet rooms should be renovated.
[If warranted, only restrooms within the HPCC/Senior Center space](#)
- What are you looking for in the proposal?
 - Design Options? [Not at this time](#)
 - Design Services costs? [Yes](#)
 - Design Services timeline? [Preferred](#)
- Does the scope include expanding the existing parking lot?
[The parking lot may be expanded onto the former golf cart storage area. This will depend on the building design, and possibly if a new entrance is established for the Senior Center. The parking lot construction and design is not the responsibility of the selected contractor of this RFP.](#)
- Is (exterior or interior) signage in the scope of work? [Yes](#)
- Do you have a preferred vendor for the A/V scope of work? [No](#)
- Should the scope of work include a refresh/update to the existing entry canopy?
[Yes, we are seeking recommendations for interior and exterior renovation](#)
- Please confirm the scope of services is limited to planning/programming and conceptual design efforts with a resulting design package and cost estimate. That is to say, please confirm the City is not looking for proposals that include Design Development, Construction Documents, Bidding/Permitting, and/or Construction phase services.
[Final design and construction documents should be included as part of final product delivery under this contract. The City prefers to retain the work of the selected firm throughout the life of the](#)

construction project as part of the contract associated with this RFP. A separate RFP will be issued at a later date for bidding, permitting, and construction phase services.

- RFP Item 4B mentions evaluating, assessing, and recommending options for drainage. Is the 'drainage' related to plumbing or site work? If site work, please provide details related to the scope of the site work contemplated.
Exterior draining and grating as well as potential interior plumbing repair, relocation, and replacement as warranted and based on design recommendations.

Sustainable Practices

- Do we need to achieve LEED or Well Certification? **No.**
- Can you elaborate on how this building wants to achieve Net Zero practices?
Sustainable recommendations to the building design are desired ex: appliances, windows, potential for solar etc.

Building Information

- Does the City have access to CAD files of the facility that the design team can use as a starting point? If so, will both floor plans and reflected ceiling plans be available?
At this time Highland Park is unaware of any CAD drawings/files in its possession.
- Does the City have drawings of the existing facility, and/or as-built drawings for the recent mechanical upgrades?
The City has drawings from a renovation that was done in 1999 and the Rec Center addition drawings from 2004 that will be available.
- Will documents and blueprints be available?
Yes, the files will be available to the selected contractor.
- Please confirm CAD files are available for the scope of work. Does it include Civil, Architectural, MEP/FP, and Structural drawings?
At this time Highland Park is unaware of any CAD drawings/files in its possession.
- Do you have plans/digital files of the adjacent Rec Center?
Yes, the files will be available to the selected firm.
- Are you able to confirm the square footage for the area of work? The RFP references an area of 46,000 SF, but we believe that this may refer to the entire facility, including the portion controlled by the Park District. **Work area is estimated to be approximately 25,000sf.**
- Can the ballroom currently accommodate 250 people seated with the dance floor?
With the air wall open utilizing the East Salon, site can currently accommodate 250 people seated with the dance floor – but 250 and the dance floor is not achievable in the ballroom on its own.

- Are there issues with sound in the facility?
Sound is pretty well insulated between spaces, with the exception of floor to ceiling sound from upstairs to downstairs. Facility will need full sound systems installed throughout the upstairs, as well as AV.
- Aside from the Recreation Center addition, describe other previous work at this facility (e.g. new roof when?). New Roof (2019), New HVAC (2020), some additional minor electrical upgrades

Hazardous Materials

- Will the City require asbestos, lead or hazardous materials sampling prior to renovation activities? Are there asbestos concerns? Should the first phase of the project consider an environmental report?
The City contracts with an asbestos sampling company and will conduct samplings to identify any potential mitigation or encapsulation needs prior to construction.

Kitchen Specific

- Do you have a specific kitchen consultant we should contact for the RFP? No.
- Does the scope include new Kitchen equipment? As warranted. Preference is to reuse any identified/needed equipment that is functioning and not at end of useful life for the renovated space.
- Do you plan to reuse any of the existing kitchen equipment? Preference is to reuse any identified needed equipment that is functioning and not at end of useful life in the renovate space.
- Will you be teaching cooking classes in the kitchen?
Incorporating the flexibility to offer cooking classes / demonstrations in one of the kitchens is desirable.
- Will the kitchen be used for full service cooking or as a catering kitchen?
We anticipate that the main kitchen will be used as a catering kitchen.
- Does the City have a kitchen consultant who will assist with the project, or should a kitchen consultant be a part of the design team? The City is not working with a kitchen consultant. It is highly recommended that a commercial kitchen consultant be part of the design team whether it be the one used by the catering company or by choice of the contracted firm. Responding firms may include variable pricing with and without a kitchen designer attached to the project.
- Is kitchen design requested or will the catering company provide the kitchen design services? Should the design firm consider an option of splitting the existing main kitchen space, kitchen design services are requested as part of the recommendation and final architectural plans.

Current Use/Users

- Are there any programs you would like to offer, but that you don't have space for?

The City currently has space available for all the programs we'd like to offer. However, looking towards the future, we believe we will continue to have growth and would like to plan for additional spaces to accommodate future needs.

- Has there been growth since moving Senior Services to the HPCC?
Yes, Senior Center membership has grown approximately 60% more in the past two years with continued growth anticipated following the renovation.
- What percentage of Senior Center members use the elevator?
We have no set numbers for elevator use but estimate approximately 40%.
- What is the average age of Senior Center members?
Members range in age from 50 to over 100 with an estimated average age of 75 at this point in time.
- Do Senior Center members use the locker rooms?
Member use the bathrooms in the locker rooms, but don't change their clothes or use the lockers themselves. However, that could certainly change in the future.
- Can you elaborate on the preschool activities? Are there any shared activities with the rec center?
There are no preschool activities as part of the Senior Center; the chosen firm will be able to meet with the Park District to discuss their programming plans at the adjoining Rec Center.

Other

- Will a company be dismissed from consideration because we haven't done park district or other public facilities recently?
While preferred that the vendor has public facility experience, it is not required.
- Does the City require Union labor?
The City complies with prevailing wage requirements.
- Is there a plan for Senior Center operations during the renovation?
The City is looking for recommendations from the vendors as to whether it will be more beneficial to relocate during the renovation or whether construction and updates can be done in phases while we retain operations in specified areas on site.
- How will communication and approvals work with the shared Park District/Rec Center spaces?
Direct feedback from Park District as to needs/wants to be obtained during the stakeholder engagement process by selected firm; with final details being worked out by City and Park direct communications.
- Items 4.I and 4.J - public meetings: can bidders qualify their bid with a maximum number of such meetings? Yes.

- Item 5.J - consulting firm's information: is the minimum requirement just the names? Are we allowed to include consultants' resumes and related project experience?
Minimum information is names though additional information such as resumes and related projects appreciated.
- Are there any other exterior concerns?
 - Potential for conflict with drop-off and pick-up activities at RecCenter and proximity of entrances.
 - North side of building should be evaluated as well.
 - Exterior review for repairs & updates as warranted and/or by design.