



County of Kankakee Planning Department

Historic Preservation Commission

189 East Court Street, Room 201, Kankakee, IL 60901

815-937-2940 • 815-937-2974 Fax

www.k3countyhistoricpreservation.com

REQUEST FOR QUALIFICATIONS (RFQ)
Architectural Services for Courthouse Square Landscape Plan
Kankakee County Government
Kankakee County Historic Preservation Commission

Issue Date: March 20, 2019

Submission Deadline: April 3, 2019 at 4:00 p.m.

Submit to: Michelle Sadler

Kankakee County Planning Department

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Kankakee, IL 60901

1. PURPOSE

The County of Kankakee is seeking a landscape architect or other qualified professional to create a landscape and monument placement plan for the courthouse square located in downtown Kankakee.

2. PRELIMINARY SCOPE OF WORK

It is anticipated that the project will include the following work elements. The County of Kankakee is seeking proposals from qualified landscape architects with historic landscape experience to design a manageable plan for our Courthouse Square that has a vision for the future. The plan would include:

- Appropriate specifications for new monuments,
- General placement suggestions for future monuments,
- Appropriate plant species & landscape/monument construction materials (new and replacement) for the future, and
- Suggestions for walking paths other than existing paths, with consideration for ADA compliance.

3. FUNDING

The project is contingent upon the County of Kankakee receiving a Certified Local Government (CLG) Grant. Therefore, the chosen professional will need to provide the following before the grant application deadline:

- Develop and provide a final Scope of Work for the CLG grant application.
- Develop and provide a cost estimate and budget for the plan.
- Consultant must meet the Secretary of Interior's Professional Qualification Standards (nps.gov/history/local-law/arch_stnds-9.htm).

The chosen professional will need to attend a start-up meeting with the committee to discuss the project's needs and specifications.

4. GRANT PERIOD

- The 2019 CLG grant period is from October 1, 2018 to September 30, 2020.
- Although the official federal grant period begins October 1, 2018, costs incurred prior to the execution of a signed CLG Grant Agreement with the Illinois Department of Natural Resources (IDNR) are not eligible for reimbursement. However, project planning, including drafting any applicable Requests for Proposals (RFPs), may begin before grant requests are awarded and a Grant Agreement signed.
- Complete grant application with supporting documents must be emailed to DNR.Grants@illinois.gov and be received by 5 P.M. on Monday, April 15, 2019.

5. REQUEST FOR QUALIFICATIONS

All applicants shall provide the following by the submission deadline.

- Documentation identifying the applicant's qualifications for performing the preliminary Scope of Work. Include all professional licenses and certifications.
- Examples of similar work performed.
- At least three professional references.

- Documentation indicating how you would address each item of the preliminary Scope of Work.

5. SELECTION PROCESS

The successful candidate shall be chosen based on qualifications by the Kankakee County Board. The following process will be followed.

- Applications will be opened and reviewed by the Courthouse Square Advisory Committee and this committee will make a recommendation to the County Board as to the most qualified candidate.
- The Planning, Zoning, and Agriculture Committee of the County Board shall review the recommendation of the Courthouse Square Advisory Committee and make a recommendation to the County Board.
- The County Board shall review the recommendations of the Planning, Zoning, and Agriculture Committee and the Courthouse Square Advisory Committee and make a final decision.

The Courthouse Square Advisory Committee consists of:

- The County Board Chair
- The Planning Manager/GIS Manager
- The Chair of Kankakee County Historic Preservation Commission
- The Commission's Architectural Review Chair

This committee shall serve as an advisory committee to reflect the future needs and past history of Courthouse Square, evaluate proposals, and work with the chosen consultant through the plan development process.

Members of the committee are:

- Andrew Wheeler, County Board Chair
- Delbert Skimerhorn, Planning Manager/GIS Manager
- Patricia Wagner, Chair of County Historic Preservation Commission
- Mardene Hinton, Commission's Architectural Review Chair

Figure 1: Courthouse Square

