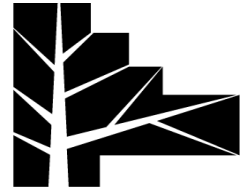


FOREST PRESERVE DISTRICT WILL COUNTY



Advertisement for Professional Services

The FOREST PRESERVE DISTRICT OF WILL COUNTY will receive Proposals for Professional Services at the Forest Preserve Office until 4 p.m. prevailing time on Tuesday, January 3, 2023, for:

KAYAK CONCESSIONAIRE at WHALON LAKE, in NAPERVILLE ILLINOIS

Proposals must be submitted in accordance with the Request for Proposals and Qualifications for Professional Services.

This project consists of kayak concessionaire service at Whalon Lake in Naperville, Illinois. For additional information and to download this request for professional service and qualifications proposal, please visit our website at www.ReconnectWithNature.org.

A Request for Proposals and Qualifications for Professional Services can be obtained between 8:00 a.m. and 4:00 p.m., Monday through Friday beginning Monday, November 21, 2022 from:

Forest Preserve District of Will County, 17540 W. Laraway Road, Joliet, Illinois, 60433. Phone: 815/727-8700.

The FOREST PRESERVE DISTRICT OF WILL COUNTY reserves the right to accept any proposal or any part or parts or combinations thereof, to waive any informalities, and to reject any or all proposals.

By Order of the Board of Commissioners of the Forest Preserve District of Will County.

**Request for Professional Services -
Kayak Concessionaire at Whalon Lake, in Naperville, Illinois**

November 21, 2022

I. General Information

A. Project Identification

Kayak Concessionaire, Whalon Lake, Naperville, Illinois
Forest Preserve District of Will County (Forest Preserve)

Whalon Lake preserve is located on Royce Road, west of Route 53.

B. Project Purpose

The intent of this project is to foster a recreational activity via a concessionaire license for kayak rentals at Whalon Lake including rentals, storage, safety, and supervision. Project components include:

1. Operational plan for Kayak Rentals at Whalon Lake
2. Financial plan
3. Employment and staffing plan
4. Equipment provided and Equipment storage plan
5. Safety plan and insurance
6. Signage, marketing, and advertising plan

C. Schedule

1. Proposals shall be returned to:
Jen Guest - Recreation Program Coordinator
Sugar Creek Administration Center
17540 W Laraway Road
Joliet, Illinois 60433

by 4:00 p.m. on January 3, 2023

2. Kayak Concessionaire rentals shall be ready for operation at Whalon Lake by May 2023.

D. Forest Preserve Contact Person

Address all inquiries concerning this Request for Proposals and Qualifications to:

Jen Guest
Recreation Program Coordinator
jquest@fpdwc.org
815.722.5889

II. Scope of Services

This scope of services is provided as a guide and will be used as a basis to evaluate proposals that are submitted to the Forest Preserve. Consultants may wish to clarify, separate, or subcontract work items to meet their firm's particular qualifications or expertise.

A. Overall operational plan for kayak rentals at Whalon Lake

Operational plan should include:

1. Start and end date for rentals.
Please note the Forest Preserve has established a rental season of no sooner than May 1 and ending no later than October 31.
2. Hours of Operations.

Please note Whalon Lake is open from dawn to dusk daily by Forest Preserve police; rentals must conclude 30-minutes prior to sunset.

3. Rental Fees
4. Year-End Assessment

B. Financial Plan

Financial plan should include:

1. Fees charged for rentals and rental options
2. Fee collection process
3. Revenue paid to the Forest Preserve and schedule for payment
4. Reporting revenue and payment to the Forest Preserve
5. Financial audit of operation's

C. Employment and Staffing Plan

Employment and staffing plan should include:

1. Number of employees
2. Shift schedules
3. Training and safety plan for employees

D. Equipment Provided and Storage plan

List of equipment provided including:

1. Types, make, and number of kayaks, paddles, and pfds.
Please note the Forest Preserve allows at a maximum 40 watercraft rentals to be out on Whalon Lake at any given time.
Kayak rentals may include fishing, sit-upon, and sit-in; single and tandem.
Prohibited rentals include paddleboards, tubes, rafts, sailboats, or other floatation vessels that allow for the user to be in the water while using the watercraft.
2. Equipment inspection plan and reporting
3. Maintenance and repair plan
4. Equipment storage plan

E. Safety Plan

Safety plan should include:

1. Waivers and rules for use by rental customers
2. Incident reporting
3. Emergency Plan
4. Certificate of Insurance
5. List of safety equipment provided on-site

F. Signage, marketing, and advertising

G. Services Provided by the Forest Preserve

1. Maintain the kayak launch site
2. Mow designated turf areas as determined by the Forest Preserve
3. Open and close the preserve gate and ensure all public are out of the preserve by closing
4. Provide trash and recycling containers and collection
5. Advertise rental information on Forest Preserve website and social media
6. Promote rentals at Whalon Lake via a seasonal story
7. Allow for on-site storage of equipment (after approval by District).

III. Proposal Requirements

A. Format

1. Responses to this request shall be in one (1) volume. Two-sided printing/copying is acceptable. No bindings; clip or staple.
2. One (1) copy is required.
3. Proposals shall be in a package clearly marked "Professional Services Proposal – Kayak Concessionaire at Whalon Lake"
4. Failure to include any of the services listed will qualify the proposal as incomplete and the proposal will be disqualified.

B. Contents

Each submittal will be reviewed by an Evaluation Committee to determine the ability of each firm to provide the required services. The recommendation of the Evaluation Committee may be subject to approval by the Forest Preserve District Board of Commissioners. Proposals will be evaluated on the basis and percentage of importance shown below:

- 1. Completeness** **5 points**
Proposals that do not contain all of the requested information will be disqualified from consideration.
- 2. Team** **35 points**
Provide a brief history and description of your business. Describe the experience and skills of your business that qualify it to undertake this project for the Forest Preserve. Identify the project manager and professional staff person(s) who would participate in this project. Indicate the abilities, qualifications, and experience of all persons who would be assigned to provide the required services. Indicate professional registration and/or license numbers.
- 3. Business Resources and Capabilities** **25 points**
Provide information on your business current and planned workload and your ability to provide this service within the desired timeline. Include a statement regarding the key personnel listed in this submission and their availability for the duration of this contract. Provide your firm's approach to quality assurance standards to protect the Forest Preserve.
- 4. Contract Understanding** **35 points**
Describe three (3) relevant concessions contracts undertaken within the last eight (8) years. Indicate any innovative strategies to promote the business or provide the service. Provide references including name, address, and telephone number of a contact person for each service described. References will only be contacted for the top ranked Consultants.
- 5. Contact Person**
Provide information on contact person(s) who have been involved in the development of the proposal and whom the Forest Preserve may notify if there are any questions or clarifications needed regarding the proposal.

IV. Selection Process

- A. The Evaluation Committee will review the submitted proposals and rank them based upon the criteria described above (Section III. B. Contents).
- B. The Committee will select up to three firms to meet with in an interview format to discuss the project and the Consultant's qualifications in greater detail.
- C. The selected Consultant will meet with the Forest Preserve to negotiate a final scope of work, project schedule, and fee compensation for the project.

- D. The Forest Preserve reserves the right to use its discretion to eliminate proposals that are deemed unacceptable. Only the proposals that meet the requirements will be eligible for short-list consideration.
- E. The Forest Preserve will select a Consultant on the basis of the responsiveness of the proposal to the Request for Proposals and Qualifications requirements, and the Consultant's willingness to negotiate and execute an acceptable written agreement.
- F. The Forest Preserve reserves the right to reject any, some, or all proposals, and to request written clarification of proposals and supporting materials.
- G. The Forest Preserve shall not be liable for any costs incurred by the Consultant in response to the Request for Proposals and Qualifications, or any cost incurred in connection with any discussions, correspondence, or attendance at negotiation sessions.
- H. The Forest Preserve will not discriminate on the basis of race, creed, or national origin against any applicant.

V. Attachments

- A. Map of Whalon Lake
- B. Map of Kayak Launch area and equipment storage

VI. Signature

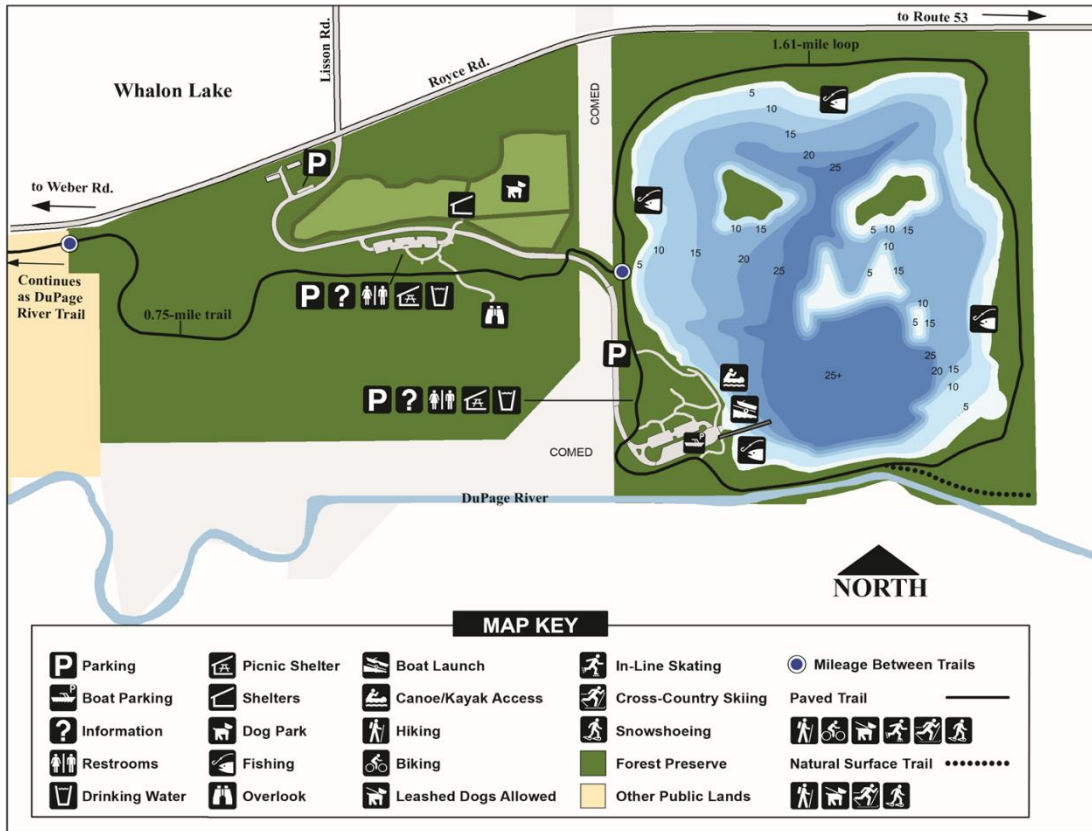
I have read and understand the requirements for professional services to the Forest Preserve, and will abide by them.

COMPANY: _____ POSITION: _____

NAME: _____ SIGNATURE: _____ DATE: _____

Attachment A: Map of Whalon Lake

Whalon Lake



Directions to Preserve:

Whalon Lake is located on Royce Road, west of Route 53 and east of Weber Road in the Bolingbrook/Naperville area.

Forest Preserve District
OF WILL COUNTY
Bringing People and Nature Together

For information, please call 815.727.8700 or visit ReconnectWithNature.org.

Attachment B: Map of Kayak Launch and Equipment Storage

