



**Village of  
Richton Park**

# REQUEST FOR PROPOSAL

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**Owner's Representative & Project Management Services**

**Village of Richton Park  
Wasiu A. Fashina  
Finance Director/Treasurer  
4455 Sauk Trail  
Richton Park, IL. 60471**



# 1. INTRODUCTION

Notice is hereby given that the Village of Richton Park (“Village”) is requesting proposals from qualified, responsible firms (“Respondents”) to provide owner’s representative and project management services.

The Village seeks to work with a Respondent that demonstrates an understanding of the Village’s organizational goals and mission as well as the context of existing and potential resources available to the Village. The Village is also interested in a Respondent that demonstrates the capacity to provide owner’s representative and project management services throughout the design and construction of a new Village Administrative building. The Village is asking interested parties to submit proposals for owner’s representative and project management services demonstrating the ability to deliver value to the Village through cost and time savings on this project.

## 2. GENERAL REQUIREMENTS

### 2.1 Owner’s Representative and Project Management Scope of Work

The below statements are intended to describe the general nature and scope of work expected to be performed by the firm. This is not a complete listing of all responsibilities, duties and/or skills required. Other relevant duties may be assigned. The selected firm will be responsible for the following tasks:

#### Project and Budget Management

- Develop and maintain a comprehensive project schedule, tracking milestones and deliverables.
- Create a responsibility matrix identifying roles and responsibilities of all members of the project team.
- Facilitate regular project meetings and maintain minutes for all discussions.
- Coordinate communication between the project team, construction team, and stakeholders.
- Review and approve project budget and track all expenditures against this budget.
- Provide cost estimating services throughout design and construction phases.
- Ensure project is delivered within established schedule and project budget
- Review payment vouchers and change orders, submit for approval to the Village with written comments, as necessary.
- Ensure that all project activities comply with local, state, and federal regulations.
- Assist with obtaining necessary permits and approval from regulatory agencies and local utilities.
- Provide monthly status report to the Village, including, at a minimum: Schedule, budget status, outstanding and action items, and risk assessments.
- Assist with developing and implementing a community and stakeholder engagement plan throughout both phases of the project and be responsible for responding to complaints or inquiries related to the project.
- Develop contingency plans, when necessary.
- Attend in-person meetings, present to the Village Board of Trustees, and perform other onsite tasks within the scope of work as required, during all stages of the project. Office space at 4455 Sauk Trail, Richton Park will be provided.

### **Phase 1: Design Oversight**

- Work with landscape architect and engineers to review and advance design concepts for Village approval.
- Coordinate the submission of designs to relevant local jurisdictions for approvals.
- Participate in value engineering exercises and evaluate design alternatives for initial costs, maintenance cost, quality, constructability, and availability.
- Compile and provide to the Village all design documents, relevant studies, meeting notes, and reports.

### **Phase 2: Construction Oversight**

- Ensure cost effectiveness, adherence to budget constraints, and alignment with the Village's M/WBE goals.
- Conduct regular site visits to monitor construction progress and quality, ensuring adherence to design specifications.
- Lead Weekly Village, architect, and contractor meetings
- Review design professionals' and general contractor's recommended scope changes and submit recommendations to Village for consideration.
- Monitor and coordinate between design professionals and general contractor for completion of work in accordance with the budget and schedule.
- Process and deliver close-out documents, including but not limited to: guarantees, warranties, operating and maintenance manuals, and certificate of completion.
- Provide training resources for the operation and maintenance of the space, post-construction, to the Village staff. Provide final accounting report detailing projected budget vs actual costs.

## **3. OFFER REQUIREMENTS**

- The pricing proposal shall include Respondent's proposed fees associated with the provision of the Services.
- The Respondent must provide separate costs for Phase 1: Design Oversight and Phase 2: Construction Oversight in their Pricing Proposal.
- The costs proposal must be detailed (lump sum or hourly with a not-to-exceed amount).
- The Village reserves the right to negotiate pricing with any Respondent at any point during the RFP review and selection process and to obtain Respondents revised and best and final offers.
- The Respondent must provide firm qualifications and relevant municipal project experience.
- The Respondent must provide three references for comparable capital projects.
- Respondents must identify and provide a narrative of the project team members.

#### **4. TIMELINE**

Responses Due: January 2nd, 2026

Anticipated Award: January 14, 2026

Project Start: Upon execution of agreement

To be considered, all prospective firms must submit three copies of the response no later than 5:00 PM on January 2nd, 2026 along with an electronic copy via email to [Wfashina@richtonpark.org](mailto:Wfashina@richtonpark.org).

**Submit to:**

Wasiu A. Fashina

Finance Director

Village of Richton Park

4455 Sauk Trail

Richton Park, IL 60471

Email: [Wfashina@richtonpark.org](mailto:Wfashina@richtonpark.org)

#### **5. EVALUATION OF OFFERS**

- An Evaluation Committee (“EC”) of no fewer than three (3) persons will review and evaluate the Proposals.
- The Village reserves the right to engage independent consultants or other third party to assist with the evaluation of all or any portion of the submitted Proposals.
- The EC will first assess the Respondent’s compliance with and adherence to the requirements of the solicitation.
- Any Proposal that is incomplete, missing key components necessary to fully evaluate the response, or fails to meet the stated requirements, may be rejected from further consideration as non-responsive.
- The Village reserves the right to seek clarification of any information that is submitted by Respondent in any portion of its Proposal or to request additional information at any time during the evaluation process.
- Any material misrepresentation made by the Respondent may void the Proposal and eliminate the Respondent from further consideration.

#### **6. RFP RESPONSE EVALUATION CRITERIA**

- Respondent team and firm composition, depth and qualifications of individual team members and firm as a whole.
- Key personnel to be assigned to this engagement, their experience related to the Services and the related roles and responsibilities to be assumed for this engagement.
- A demonstrated understanding of the Village’s structure, related particularities, organizational objectives, mission, and vision.
- Respondents team’s overall diversity and MBE/WBE status or participation.
- Respondent’s firm or team experience representing similarly situated clients within the scope of services.
- Quality of references from prior engagements
- Respondent’s detailed plan for fulfilling the RFP Scope of Services
- Rates, structure, and competitiveness of pricing proposal

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## **7. SHORTLIST PROCESS AND PRESENTATIONS**

The EC, after completing its review of the RFP responses, may develop a "shortlist" of Respondents who may be invited to deliver presentations to the EC. The shortlisted Respondents will be advised of the content and format of the presentations and framework for evaluation at the appropriate time.

## **8. FINAL APPROVAL**

The Village, in its sole and absolute discretion, may select a Respondent with whom to commence negotiations for the Services. The Village will attempt to negotiate a fair and reasonable agreements with the selected Respondents. If the Village is unable to negotiate such agreements to its conclusion with the selected Respondent, the Village may either issue a new request for proposals, enter into discussions with other Respondents, or take any other action deemed fair and reasonable by the Village. The Village also reserves the right to make no selection as a result of this solicitation. The Village will determine the award by considering the Offer, the Respondent's qualifications, and other relevant factors in the sole discretion of the Village.

## **9. INQUIRIES**

Inquiries concerning the request for proposal and the subject of the request for proposal must be made to:

Wasiu Fashina, Finance Director at (708) 481-8950 ext. 142, Email: [Wfashina@richtonpark.org](mailto:Wfashina@richtonpark.org)

Or

Regan Stockstell, Village Manager at (708) 481-8950 ext. 110, Email: [Rstockstell@richtonpark.org](mailto:Rstockstell@richtonpark.org)

