



VILLAGE OF EST. 1892
LA GRANGE PARK

VILLAGE OF LA GRANGE PARK - REQUEST FOR PROPOSALS (RFP)

RFP Name: Artistic Design Services for the Paint and Post Pilot Project
Date Issued: Tuesday, December 2nd, 2025
Contact Person: Derek Rockwell, Senior Planner/Project Coordinator
Email Address: drockwell@lagrangepark.org
Phone Number: (708) 354-0225, x206

RFP Response (Proposal) Submission Deadline

Your Proposal shall be placed in a sealed envelope, marked:

“ARTISTIC DESIGN SERVICES FOR THE PAINT AND POST PILOT PROJECT”

and addressed to Derek Rockwell, Senior Planner/Project Coordinator and delivered to the Village at the below listed “DELIVERY/MAILING ADDRESS” prior to the acceptance deadline, **4:30 PM ON WEDNESDAY, DECEMBER 31, 2025**. The required paper copies of the RFP Response Submittals and the electronic version (PDF format) of the RFP Response Submittals stored on a USB drive may be delivered to the Village by United States Mail, messenger delivery or personal delivery. The electronic version of the RFP Response Submittals may also be submitted via email to drockwell@lagrangepark.org.

Please inform the Village of your intent to submit by **4:30 PM on Tuesday, December 16, 2025** by delivering a Letter of Intent addressed to Derek Rockwell, Senior Planner/Project Coordinator at the below listed “DELIVERY/MAILING ADDRESS”. The Letter of Intent may be delivered to the Village by United States Mail, messenger delivery, personal delivery or emailed to drockwell@lagrangepark.org.

DELIVERY/MAILING ADDRESS
Village of La Grange Park
447 N. Catherine Avenue
La Grange Park, IL 60526
Attention: Derek Rockwell
Senior Planner/Project Coordinator

Please submit **three (3) paper copies** and **one (1) electronic version (PDF format)** of the RFP response documents. Electronic version should be submitted via USB drive or emailed to drockwell@lagrangepark.org.

Location of RFP and Addenda: A copy of this RFP can be examined or obtained on the Village's website (<https://www.lagrangepark.org/177/Transparency-Portal>). You are encouraged to check the Village's website prior to submitting a Proposal to ensure that you are responding to the current version of the RFP and to any issued addenda.

I. Project Background

The Paint and Post Pilot Project is a temporary traffic calming and safety initiative proposed in the [Village Market Streetscape Improvement Plan](#). It aims to enhance safety and visibility at the intersection of Homestead Road and Sherwood Road as well as the intersection of Sherwood Road and Woodlawn Avenue by testing quick-build treatments such as pavement markings, flexible delineator posts, and curb extensions. The pilot is designed to slow vehicle speeds, shorten pedestrian crossings, and gather community feedback for potential permanent improvements. This initiative also integrates the Village's newly adopted [Branding and Identity Plan](#) to reinforce visual identity and placemaking.

II. Project Location

The project focuses on two intersections within the Village Market TIF District and Business Development District:

- Homestead Road and Sherwood Road
- Sherwood Road and Woodlawn Avenue

Improvements here are intended to act as a model for potential similar interventions throughout the Village. The attached map/plan documents ("Exhibit 1") illustrate the project area and offer a visual representation of the project scope.

III. Project Description

The Paint and Post Pilot Project includes artwork elements that incorporate the Village's branding, including color palette, symbols, and visual motifs, that will be developed and integrated into the curb extensions and delineator posts that will be constructed and installed by the Village. The project will also include public outreach and a post-installation evaluation to inform future enhancements.

IV. Key Objectives/Expected Outcomes

The Paint and Post Pilot Project will be organized around the following outcomes:

- **Safety Improvements.** Improve safety for all users (pedestrians, cyclists, motorists) by shortening crossing distances and increasing visibility.
- **Traffic Calming.** Calm traffic by visually and physically narrowing the roadway.
- **Branding Incorporation.** Reinforce community identity through branded public art and pavement treatment. This portion of the project will require coordination with the Village-wide [Branding and Identity Plan](#).
- **Post Project Implementation Recommendations.** Inform future permanent improvements.

V. Scope of Services/Project Deliverables

The expected project stages, activities, and deliverables include:

- A. Design & Materials.** Develop the final decorative designs for enhanced crosswalks and bump-outs using Village branding elements. Utilize the attached plan drawings with detailed specifications, and document material requirements for effective installation.
- B. Project Execution & Timeline.** Create an installation schedule to coordinate setup, adjustments, and ensure timely delivery.
- C. Community Engagement Event.** Assist the Village in planning and executing a community engagement event. This may include a ribbon cutting ceremony, a community painting day, or similar public-facing activity designed to promote community participation and celebrate the project's implementation.

The selected consultant will be responsible for the following:

- Development of design drawings, including branding and art integration;
- Coordination, procurement, and installation of artwork materials;
- Coordination of installation and facilitation of artwork on to roadway;
- Participate in one (1) public engagement event.

VI. Procurement Details

Selection Process & Tentative Schedule

- **December 2, 2025:** Release Request for Proposals
- **December 16, 2025:** Notice of intent to submit due
- **December 31, 2025:** Proposals due
- **January 2026:** Candidate interviews
- **January / February 2026:** Consultant selection and Village Board approval
- **March / April 2026:** Project kickoff
- **April / May 2026:** Project initiation / construction

Inquiries or Requests for Clarification

Any inquiries or requests for clarification shall be directed and sent to Senior Planner / Project Coordinator Derek Rockwell at drockwell@lagrangepark.org and shall be received no later than 4:30 p.m. on Tuesday, December 16, 2025. Responses to such inquiries or requests for clarification will be provided in writing by reply email to all potential consultants who have declared their intent to respond to this RFP, and who have provided email contact information to Derek Rockwell. No clarification will be provided verbally, either in person or over the telephone.

The Village may issue one or more addenda to the RFP and may extend the above time schedule to allow the consultants to prepare and submit supplemental materials in response to the addenda.

Reserved Rights: The Village reserves the right to seek clarification of information submitted by any consultant(s) in response to this RFP and/or to request additional information from the consultants during the evaluation process. The Village reserves the right, at any time and for any reason, to cancel this consultant procurement process, to reject any or all proposals, to accept an alternative proposal or to waive any technical compliance issues with the proposals.

Incurred Costs and Submitted Proposals: The Village will not be liable in any way for any costs incurred by consultants in replying to this RFP or any part of the procurement process. The submitted Proposals shall become public records of the Village upon receipt by the Village and shall not be returned to the consultant.

Proposal Submittal Requirements

1. Cover Letter
2. Statement of Qualifications
 - Description and qualifications of your firm and team.
 - Resumes of key staff. Identify the project manager.
 - Identify any portion of the scope of work that will be subcontracted. Include firm qualifications and key personnel for the subcontractor.
 - A detailed description of no less than three (3) similar projects successfully completed by the firm or consultant team in the past three to five years and a detailed description of the results of that work.
 - Three (3) references for which the consultant has completed similar projects, including the project title and the reference's name, email address, and phone number.
3. Project Understanding
 - Provide a written description of your firm's understanding of the project services outlined in the scope.
4. Approach to Scope of Work
 - Provide a description of how you will complete the work, identifying all major phases to the work and the sequence of tasks to be completed.
 - Indicate how your firm would schedule the work and coordinate the construction and installation of the designs.
5. Preparation of preliminary design concept(s). This would include at least one design concept for the bump-out area and one for the crosswalk areas. If several options for each can be proposed, that would be helpful.
6. Project Cost
 - Provide a lump sum total cost (not-to-exceed amount) for the scope of work, including any reimbursable expenses.
 - Specify the number of hours and hourly rates for key staff, and any other expenses in the estimation of cost.

Evaluation Criteria

- Quality and alignment of preliminary design concepts with project goals, including the Village's evaluation of overall appeal, creativity, and responsiveness to the project vision.
- Demonstrated record of experience of the consultant firm, as well as identified staff, in providing the professional services identified in this scope of work.
- Quality of past work.
- Clarity and creativity in presentation.
- References.
- Cost of proposed services.

Right to Reject Proposals

The Village reserves the right to accept any Proposal, any part or parts thereof, or to reject any and all Proposals. The Village reserves the right to waive minor informalities or irregularities in the Proposals received, to accept any Proposal deemed advantageous to the Village, or to reject any and all Proposals submitted. A conditional Proposal may be considered non-responsive and may be rejected. The Village may make such investigations as it deems necessary to determine the ability of the proposer to perform the work in conformity with the proposer, and the proposer shall furnish to the Village all such information and data for this purpose as the Village may request.

Negotiations

The Village reserves the right to negotiate specifications, terms, and conditions, which may be necessary or appropriate to the accomplishment of the purpose of this RFP. The Village may require the entire Proposal be made an integral part of the resulting professional services contract. This implies that all responses, supplemental, and other submissions provided by the proposer during the discussions or negotiations will be held by the Village as contractually binding on the successful proposer.

VII. Insurance Requirements

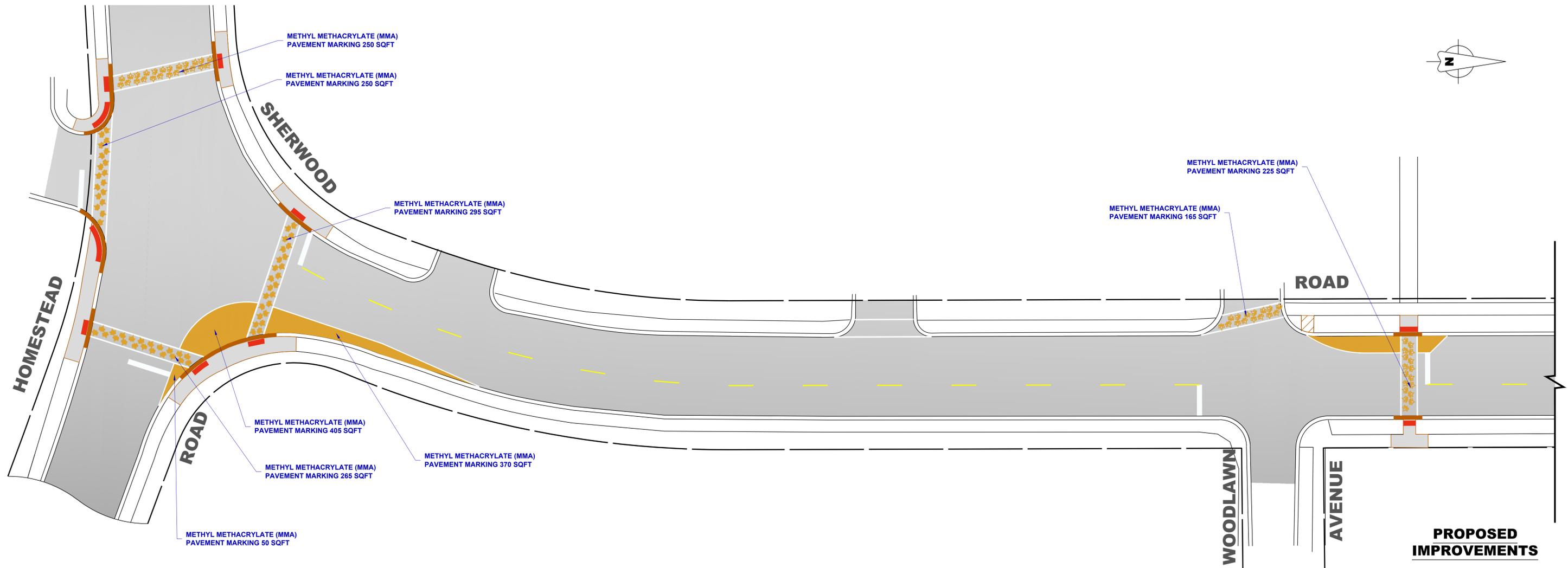
Prior to entering into a professional services contract with the Village, the successful consultant must provide a Certificate of Insurance showing proof of insurance, which meets or exceeds requirements set forth below.

- A. During the term of the professional services contract, the contractor shall provide the following types of insurance in not less than the specified amounts:
 - a. Commercial General Liability - \$1,000,000.00 per occurrence, \$2,000,000.00 aggregate;
 - b. Auto Liability - Combined Single Limit Amount of \$1,000,000.00 on any contractor owned, and/or hired, and/or non-owned motor vehicles engaged in operations within the scope of this contract;
 - c. Professional Liability - \$1,000,000.00;
 - d. Workers Compensation - Statutory; Employers Liability \$500,000.00 (the policy shall include a 'waiver of subrogation'); and

e. Umbrella Coverage - \$2,000,000.00

- B. The aforementioned insurance requirements shall be fulfilled by the contractor by maintaining insurance policies which name the Village, its officers, agents, employees, representatives, and assigns as additional insureds (except on policies for professional liability and workers compensation). Such insurance shall be primary and non-contributory with respect to any insurance or self-insurance programs covering the Village, its officers, agents, employees, representatives, and assigns. Contractor and its insurers will waive subrogation on workers compensation and general liability coverages. The contractor shall furnish to the Village satisfactory proof of coverage by a reliable company or companies, before commencing any work. Such proof shall consist of certificates executed by the respective insurance companies and filed with the Village together with executed copies of an Additional Insured Endorsement (Insurance Form CG2010 - 1985 version). Said certificates shall contain a clause to the effect that, for the duration of the contract, the insurance policy shall be canceled, expired, or changed so as to the amount of coverage only after written notification 30 days in advance has been given to the Village.
- C. The contractor shall require subcontractors, if any, not protected under the contractor's policies, to take out and maintain insurance of the same nature in amounts, and under the same terms, as required of the contractor.

Exhibit 1



PROPOSED IMPROVEMENTS

Drawing file: W:\Projects_by_Village\La Grange Park\52025 - Sherwood Ave Striping\Site\Sherwood Ave.dwg Aug 07, 2025 - 1:34pm



100+ Years of Excellence

- ◆ Civil Engineers
- ◆ Municipal Consultants
- ◆ Established 1911

9933 Roosevelt Road
Westchester, IL, 60154-2780
Phone: 708-865-0300
www.ehancock.com

VILLAGE OF LA GRANGE PARK, ILLINOIS

**SHERWOOD ROAD
MMA STRIPING PLAN**

REVISION:	SCALE: 1" = 20'	SHEET 1 OF 1
	DRAWN BY: ECW	
	BOOK NO.: XX	
	DATE: 8/7/2025	
	E.H.E. NO.: -	