



WILMETTE PARK DISTRICT

REQUEST FOR PROPOSALS (RFP)

- Comprehensive Recreation Facilities Feasibility Study
- Community Recreation Center | Centennial Recreation Complex | Big Tree Lane Site
- **Date Issued:** Monday, March 30, 2026 at 5:00 pm
- **Proposals Due:** Tuesday, April 21, 2026 at 2:00 pm
 - Upload PDF documents to Web Portal: <https://wilmettepark.org/bids-rfps/>

Contact: Chris Lindgren, Executive Director
Wilmette Park District
clingdren@wilpark.org
(847) 256-9617



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Section 1: Introduction

The Wilmette Park District (“District”) is seeking proposals from qualified consulting teams to conduct a comprehensive feasibility study evaluating the Community Recreation Center, Centennial Recreation Complex, and the Big Tree Lane site.

This study is intended to provide a thorough and data-driven evaluation of existing facilities, including infrastructure conditions, deferred maintenance, programming alignment, and community demand. In addition, the study will evaluate the feasibility of future development opportunities at the Big Tree Lane site.

The Big Tree Lane site was purchased from the Beth Hillel Congregation in 2024 by the District and is located at 3220 Big Tree Lane. The site is currently leased to Beth Hillel and the Wilmette Police Department through 2027.

The outcome of this work will guide long-term capital investment decisions, strategic planning efforts, and future facility development initiatives for the District.

Section 2: General Background

The Wilmette Park District serves approximately 28,000 residents and maintains over 300 acres of parkland and recreational facilities. The District provides a wide range of programs and services across all age groups and operates under a Board-Manager form of government.

The District currently generates approximately 70% of its revenue through user fees and 30% through tax-based funding. As community expectations evolve and facilities age, the District is seeking to proactively evaluate its assets and plan for the future.

The Community Recreation Center and Centennial Recreation Complex are critical assets within the District’s portfolio and require a comprehensive evaluation to determine their long-term viability and alignment with community needs.

Desired Outcomes

The feasibility study will assist the District in:

- Identifying deferred maintenance and capital replacement needs across 2 key facilities.
- Evaluating current programming and how effectively existing spaces are being utilized.
- Understanding current and future community recreation needs.
- Determining the feasibility of development at the Big Tree Lane site.
- Establishing a long-term capital investment strategy aligned with District goals.



Section 3: Submission Requirements

- Proposals must be submitted electronically in PDF format. Upload PDF documents to Web Portal: <https://wilmettepark.org/bids-rfps/>
- Submission Deadline: **April 21, 2026 at 2:00pm CST**
- Primary Contact: Chris Lindgren, Executive Director, Wilmette Park District, clindgren@wilpark.org
- All proposals must be received prior to the deadline. Late submissions will not be accepted.

All respondents to the RFP must include the items provided in the following list. All the listed items should be addressed completely and should follow, as closely as possible, the order and format in which it is listed below. These categories and criteria will be major considerations in the evaluation and determination of the most qualified, innovative and capable Firm(s). The sequence of the listing is not intended to reflect the relative weight of each category.

Proposals must be submitted electronically in PDF format.

The proposal should include the following sections:

- Executive Summary: A high-level overview of your understanding of the project and expected outcomes/deliverables.
- Company Background and Experience: Profile, size, location, and relevant experience in the industry. Please include bios of key staff who will be assigned to this project.
- Detailed Scope of Work & Project Approach: A thorough description of how you will meet the project requirements, including methods, tools, and materials.
- Proposed Timeline and Milestones: Clear milestones, deliverables, and deadlines.
- Project Management & Communication Plan: How you will manage the project, team structure, and communication methods (WPD staff, WPD board, Wilmette residents and other stakeholders).
- Cost Proposal & Pricing Structure: A detailed breakdown of costs, fee structures, and payment terms.
- References and Case Studies: Examples of similar, successful projects and contact info for past clients.
- Technical Expertise/Infrastructure: Specific technical capabilities, security, and compliance information.
- Other Information: Any additional information you wish to share.

Section 4: Evaluation and Selection Process

Proposals will be evaluated based on the following criteria:

- Relevant experience with similar recreation feasibility studies.



- Qualifications and experience of the proposed project team.
- Understanding of the project and proposed methodology.
- Ability to meet the proposed schedule.
- Overall cost and value to the District.

The selection process may include a staff review, shortlisting of firms, interviews, and final approval by the Board of Commissioners.

Section 5: Detailed Scope of Services

A. Facility Condition & Infrastructure Assessment

The consultant shall perform a comprehensive assessment of the Community Recreation Center and Centennial Recreation Complex.

This work shall include a detailed evaluation of building systems including HVAC, electrical, plumbing, structural components, site utilities, and building envelope. The consultant shall also evaluate ADA accessibility and life safety systems.

The consultant shall identify deferred maintenance items and develop a capital replacement schedule outlining short-term, mid-term, and long-term needs. This analysis should provide clear cost estimates and prioritization of improvements.

B. Program & Space Utilization Analysis

The consultant shall evaluate existing programming and facility usage to determine how effectively current spaces are being utilized.

This analysis shall include a review of participation trends, space allocation, program performance, and revenue versus operating costs. The consultant shall identify gaps in programming and opportunities to better align facilities with community demand.

Recommendations should include strategies to optimize space usage and improve program offerings.

C. Community Needs & Market Analysis

The consultant shall conduct a comprehensive community needs assessment to understand current and future recreation demand.

This shall include demographic analysis, community surveys, stakeholder interviews, and evaluation of regional recreation trends. The consultant shall also analyze comparable facilities and service providers in the surrounding market.



The outcome should clearly identify priority needs and opportunities for the District.

D. Big Tree Lane Site Feasibility

The consultant shall evaluate the feasibility of developing recreation amenities at the Big Tree Lane site.

This shall include site analysis, identification of constraints and opportunities, access and circulation considerations, and potential development scenarios.

The consultant shall develop conceptual options and provide order-of-magnitude cost estimates for each scenario.

E. Concept Design Development

The consultant shall prepare concept-level plans and diagrams to illustrate potential improvements and development scenarios.

Concepts should include space allocation, layout options, and potential phasing strategies. These concepts should be supported by preliminary cost estimates and clearly communicate the scale and impact of proposed improvements.

F. Financial Analysis

The consultant shall prepare financial analysis to support decision-making.

This shall include capital cost projections, operating cost estimates, revenue projections, and potential funding strategies. The analysis should evaluate financial sustainability and provide clear comparisons between scenarios.

G. Public Engagement

The consultant shall implement a public engagement process to gather input from the community.

This process may include surveys, public meetings, stakeholder interviews, and workshops. The consultant shall summarize feedback and incorporate it into project recommendations.

This process is key to community buy-in and the ability to creatively reach and gain feedback from residents will be critical to the success.



Section 6: Big Tree Lane Program Assumptions

To ensure consistency across proposals, the consultant shall evaluate development scenarios based on a core set of assumed program elements.

These may include indoor recreation space, fitness areas, walking track, program rooms, early childhood space, potential aquatics, and supporting site amenities such as parking and circulation.

Consultants may propose alternative concepts but must clearly identify any deviations from these assumptions.

Section 7: Project Schedule & Deliverables

The consultant shall provide a detailed project schedule including key milestones such as kickoff, data collection, analysis phases, draft report, and final report.

Timetable for RFP Process:

March 30, 2026	Request for Proposal is released
April 6, 2026	Deadline to submit Proposal questions
April 14, 2026	Responses to questions distributed
April 21, 2026	RFPs due by 2:00pm local time
April 27, 2026	Finalists Contacted
May 4-7, 2026	Finalist Interviews
May 2026	Board of Commissioners awards Professional Service Contract
June - October 2026	Period of Feasibility Study Creation
October 15, 2026	Draft Feasibility Study Completed
October 26, 2026	Presentation of Draft Feasibility Study to Board of Commissioners
November 9, 2026	Completion of Feasibility Study
December 14, 2026	Presentation of Final Feasibility Study to Board of Commissioners

Section 8: Board Presentation Expectations

The consultant shall present findings to the Board of Commissioners.

Presentations should be clear, visually engaging, and focused on key decision points. Materials should include graphics, cost summaries, and recommendations.

The consultant should be prepared to present both draft and final findings.



Section 9: Fee Proposal

_____ proposes to complete and deliver a Feasibility Study as outlined above to the Wilmette Park District no later than December 14, 2026, for the total cost of

\$ _____ dollars

HOURLY RATE \$ _____
(For Principles and Staff attach a rate sheet)

***A full, detailed proposal is included for all items noted in section 3 with bid total matching above.**

Signed: _____

Title: _____

Address: _____

Phone: _____

Email: _____

Dated: _____

_____, being first duly sworn, on oath, deposes and says that the Vendor on the above Proposal is organized as indicated below and that all statements herein made on behalf of such Vendor and that their deponent is authorized to make them, and also deposes and says that deponent has examined and carefully prepared their proposal from the Contract Specifications and has checked the same in detail before submitting their Proposal; that the statements contained herein are true and correct.

Signature of Vendor authorizes the Wilmette Park District to verify references of business and credit at its option.

Signature of Vendor shall also be acknowledged before a Notary Public or other person authorized by law to execute such acknowledgments.

Dated _____



Organization Name

(Seal - If Corporation)

By _____
Authorized Signature

Address

Telephone

Subscribed and sworn to before me this _____ day of _____, 2026.

Notary Public

In the State of _____.

My Commission Expires _____.

(Complete Applicable Paragraph Below)

(a) Corporation

The Vendor is a corporation, which operates under the legal name of

_____ and is organized and existing

under the laws of the state of _____.

The full names of its officers are:

President _____

Secretary _____

Treasurer _____

The corporation does have a corporate seal. (In the event that this proposal is executed by a person other than the president, attach hereto a certified copy of that section of corporate by-laws or other authorization by the corporation that permits the person to execute the offer for the corporation.)



(b) Partnership

Name, signature and addresses of all partners

The partnership does business under the legal name of

_____, which name is registered with
the office of _____ in the county of _____.

(c) Sole Proprietor

The Vendor is a sole proprietor whose full name is _____

If the Vendor is operating under a trade name, said trade name is _____

_____ which name is registered with the office of _____

in the county of _____.

Signed _____



Section 10: General Conditions

This RFP is not a contract or an offer of employment.

The cost of preparation of proposals shall be the sole obligation of the consultant.

All submitted proposals, whether accepted or rejected, are property of the Wilmette Park District.

Elements and/or tasks in a proposal may be added or deleted at the discretion of the Park District pending negotiation of the scope of work and compensation.

All Services and related documents, ancillary reports, and the final report, whether in written, video or electronic formats, will be the property of the Park District.

The consultant selected to perform the work must enter into a standard Park District “contract for services” to perform the Services. The consultant shall certify that no official or employee of the Park District or any business entity, in which an official of the Park District has an interest, has been employed or retained to solicit or aid in the procuring of the contract.

Consultants must provide a detailed fee proposal including total project cost, breakdown by phase, hourly rates, and assumptions.

The proposal should clearly define the scope of work included in the fee.



Appendix A: Facility Data

Centennial Recreation Complex

Centennial Recreation Complex (Ice Rink, Indoor Tennis & Pool)

Address: 2300 Old Glenview Road, Wilmette, IL

Site Size: 16.6 acres

Year Built: 1968

Building Size:

- Main Building: 119,467 sq ft
- Pool Dressing/Shower Building: 7,864 sq ft
- Total: 127,331 sq ft
- Main Building: 1972
- Pool Building: 2002

Renovations / Additions:

- 1975 Addition
- Ice rinks renovated in 2001

Community Recreation Center

Community Recreation Center (CRC)

Address: 3000 Glenview Road, Wilmette, IL

Site Size: 4.0 acres (Hibbard Park is 8.30 Acres)

Year Built: 1968

Building Size: 100,870 sq ft

Renovations / Additions:

- 1995 Conversion and Addition
- 1996 Gym Addition
- 1998 Auditorium Addition
- 2021 Roof Project
- 2022 HVAC Improvements
- 2025 Solar Installation (1,054 panels)

Facility Includes: classrooms, indoor track, auditorium, gymnasium, fitness, recreation space



Appendix B: Existing Program Data

Centennial Recreation Complex

Family Aquatic Center (seasonal)

Program areas: Adult lap swim, youth swim lessons, diving, open swim, summer camp swim, concessions

Facility amenities: 2 water slides in the activity pool, wading (tot) pool, diving well (3M & 1M boards) with 2 drop slides, 50M/8lane lap pool, dining/picnic area, full-service concession stand.

Wilmette Tennis Club

Facility amenities: 8 Indoor tennis courts in 4 pods (2 courts each), 2 full-sized locker rooms, tennis reception/pro shot & staff offices.

Program areas: Youth & adult lessons, adult league play & drill, tournaments, indoor pickleball (temp courts)

Centennial Ice Rinks

Facility amenities: 1 full-sheet with stadium seating (approx. 1500), ½ sheet (studio) with no seating, 8 locker rooms, 3 multi-purpose rooms, staff offices, skate/equipment rental, reception desk, small concession area & large lobby/gathering area.

Program areas: Park district learn-to-skate programming, Youth hockey (primarily Wilmette Hockey Association), Public Skate/Freestyle skating, hockey rentals (incl. tournaments & games), special events (incl. birthday parties), camps, and ice show/competitions.

Community Recreation Center

Located adjacent to Hibbard Park

Early Childhood Center

Facility amenities: Two sections of classrooms w/individual restrooms (full-day preschool & half-day preschool), small kitchen, staff offices & adjacent outdoor playground. This area is access controlled.

Program areas: Preschool, camps, Afterschool recreation classrooms

Gymnastics

Facility amenities: Full array of gymnastics competition equipment, foam pit, bouldering/ninja wall, open floor, staff offices, and lobby/waiting area. The activity area has direct access to restrooms.

Program areas: tot/youth (wide range of ages) programs, team competition, parties, and camps.

Center Fitness Club

Facility amenities: Indoor running/walking track (elevated above/around gymnastics), group fitness studio, spinning studio, functional training studio and a fitness floor with cardio, free weights and select machines, 2 small locker rooms, staff office/reception desk.

Programming areas: Membership based fitness floor access, group exercise classes, personal training, special/group events & programs



Performing Arts

Facility amenities: 175 seat auditorium with a full complement of production anterooms (dressing rooms, storage, sound/lighting, etc.), two dance studios, private/small music lesson spaces (2).

Program areas: Wilmette Childrens Theatre, dance/theatre classes, dance teams, music lessons

Visual Arts

Facility amenities: 3 creative rooms (including ceramics studio with wheels & 2 kilns)

Program areas: Ceramics, general art, painting, sewing, camps

Sports

Facility amenities: One small gymnasium (80' main court) with 6 baskets total. No seating/spectator area. WPD relies heavily on District 39 facilities for indoor sports programming.

Program areas: Youth sports classes & leagues, preschool activities, camps

General Facility use

Facility amenities: 8 multi-purpose (sizes vary) meeting rooms, kitchen, vending/waiting area, reception desk, staff offices (from varied divisions)

Program areas: WPD programming (varied divisions), community meeting & rentals (incl. elections, religious services, blood drives, etc.), WPD meetings & events, after school programming



Attachment A: RFP Acknowledgement Form

Attachment A – RFP Acknowledgment Form

I hereby acknowledge receipt of the District Request for Proposal for a Comprehensive Feasibility Study and my firm’s intent to submit a proposal in accordance with the RFP.

Please send any and all communication regarding the RFP to the following individual:

Name:

Address:

Phone:

Fax:

E-Mail:

Signature _____

Date _____

Please Remit Acknowledgment Forms to:

Wilmette Park District
Attn: Chris Lindgren
1200 Wilmette Ave
Wilmette, IL 60091
e-mail: clindgren@wilpark.org

Please Note: Responses to questions received regarding the RFP will be released on April 14, 2026 to those firms which have submitted an RFP Acknowledgment Form.