



## PLEASURE DRIVEWAY and PARK DISTRICT of PEORIA, ILLINOIS

Planning, Design and Construction Division ▪ 1314 N. Park Road  
Peoria, IL 61604 ▪ Phone (309) 686-3386 ▪ Fax (309) 686-3383

December 17, 2024

Dear Sir/Ma'am:

The Pleasure Driveway and Park District of Peoria, Illinois (Peoria Park District) is soliciting Letters of Interest and qualification information for design and construction documents and construction observation phase services for the renovation of Owens Rec Center located at 1019 W. Lake Avenue, Peoria, IL 61614.

### **PROJECT BACKGROUND & SCOPE:**

Owens Recreation Center, which boasts 2 full size sheets of ice, opened in Lakeview Park in 1980 following an increase in popularity of ice sports in Peoria. While Owens Rec Center has faithfully served ice enthusiasts for over 40 years, the deficiencies and limitations of the aging structure struggle to keep up with the increasing needs of its users and make facility upkeep difficult and costly.

The Peoria Park District is committed to renovating the existing Owens Center to a modern ice facility that we are proud to have in our inventory.

Desired scope of work shall include the following elements:

- Replacement of 2 rinks, including refrigeration piping and sub-floor heat
- Replacement of chiller
- Replacement of obsolete R-22 refrigeration system
- Replace air condenser with water condenser
- Replace bleachers in rink #1
- Addition of bleacher seating to rink #2
- Addition of locker rooms to rink #2
- Soft renovation of existing locker rooms
- Renovation of large classroom/changing room
- Lobby renovation and reorganization (to possibly include food service, small eating area with bar and high-top tables)

1. **Conceptual Design:** The designer will create a plan using the parameters above. Conceptual design drawings, sketches, and renderings shall be included to help show proposed changes.
2. **Site Analysis and Assessment:** The designer will conduct a thorough analysis of Owens Center to guide design decisions and help identify opportunities and challenges for the renovation.

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3. **Design:** The designer will create detailed plans, drawings, and specifications for these updates, ensuring they are safe, functional, energy efficient, and have the ability to meet the needs of our users/enhance user experience in a high-quality modern facility.
4. **Sustainability and Environmental Considerations:** Designers will integrate sustainable practices into the renovation plan, incorporating energy-efficient technologies, and materials with low environmental impact where practical.
5. **Budgeting and Phasing Strategy:** The designer will work with the Peoria Park District to develop a renovation budget to prioritize highest need items while remaining in budget. The designer will work with the Peoria Park District to phase/schedule work to minimize complete down-time for the facility and users.
6. **Construction and Bidding Documentation:** Detailed bidding and construction documents will be created for each aspect of the renovation, including architectural plans, engineering drawings, specifications, and any necessary permits.
7. **3D Visualizations and Presentations:** To communicate the renovation plans effectively, the designer shall create 3D visualizations, animations, and presentations that showcase the proposed changes in a realistic and engaging manner.

It is anticipated that design will begin in early 2025 with phased construction to begin in 2026.

**SUBMITTAL REQUIREMENTS:**

Those firms interested in providing design services and construction observation phase services for the Owens Recreation Center renovation located at 1019 W. Lake Avenue should provide a maximum 10 page submittal with the following:

A **written Letter of Interest** in the project which should include general qualifications of the firm, including history, resources (for example, qualifications and/or mix of design professionals within the firm, size of the firm and/or location(s), etc.), a statement of team composition (If you are proposing a collaboration of firms or will propose using “sub-consultants”, these firms’ qualifications must also be included), and other pertinent information.

**Specific qualifications of the firm** which demonstrates work/experience of construction similar to this project. Include list of pertinent projects you have completed within the last five years along with the names and phone numbers of the owner’s contact person.

**MISCELLANEOUS INFORMATION:**

- The design and construction documents shall be provided in both paper and electronic format.
- When bidding the project, the Park District will provide the “front end” construction project manual documents (that is, Instructions to Bidders, Bid Form, General Conditions, Supplementary General Conditions, General Requirements, Insurance Requirements, EEO Requirements, etc.). The architect/engineer shall provide technical specifications and drawings.
- The Peoria Park District strongly encourages diversity of race, color, gender, disability, age, and culture for those that we work with to fairly represent the same diversity in our community. The Architect/Engineer must be EEO certified by the Peoria Park District prior to approval.
- Provisions of the Illinois Preference Act and the Illinois Drug Free Workplace Act must be adhered to.

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- The Park District will provide a project manager from its Planning, Design, and Construction Department who will be the Owner's Representative and provide project direction, interface, and coordination.
- The Park District's project manager will, during the construction phase, continue to act as the Owner's Representative and specifically, provide day to day construction observation (in addition to that provided by your firm), and process payment requests and change orders.

**SELECTION PROCESS:**

The Park District will form a selection committee who will recommend a "short-list" of a minimum of three firms. These firms will be invited to interview and present their qualifications via zoom (any/all expenses related to the interviewing and selection process will be the sole responsibility of the firm and not the Park District).

At the completion of the interviews, the selection committee will rank the firms interviewed in accordance with the committee's determination of which firm is most competent and compatible with the project needs, goals, and objectives. The Park District will then enter into negotiations with the highest ranked firm for a contract to provide the necessary services. If contract terms cannot be reached, the firm ranked second will be invited in for contract negotiations, and so on until contract terms that are satisfactory to the Park District are reached.

Please do not hesitate to call me at (309) 686-3386 if you have questions prior to the submission of your materials.

**Date, Time, and Place of Submittals:**

The Peoria Park District will receive qualification packages until 1:00pm, Thursday, January 30, 2025. Qualification packages should be emailed to [mharden@peoriaparks.org](mailto:mharden@peoriaparks.org) .

Sincerely,

Mary Harden  
Planner II

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