

REQUEST FOR PROPOSALS (RFP)

CONSULTING SERVICES FOR PROGRAM EVALUATION OF EVENTS AND RECREATION DIVISION

VILLAGE OF ALGONQUIN, ILLINOIS

JANUARY 21, 2009

INTRODUCTION

The Village of Algonquin is seeking to retain the services of a qualified and experienced consultant to assist in the evaluation of programming, facilities, and staffing of the Events and Recreation division, pending Fiscal Year 2009 - 2010 budget approval.

BACKGROUND

The Village of Algonquin was settled in 1834 and incorporated in 1890, and sits in both Kane and McHenry Counties. Located approximately 47 miles northwest of the Chicago Loop, the Village has experienced significant growth over the last two decades. At the 1990 Census, the Village had a population of 11,663 which grew 99.57% to 23,276 at the 2000 Census. A special census conducted in 2007 showed the Village had a population of 30,482.

The Village has a balanced land use distribution with approximately 63% of its land zoned residential, 14% commercial, 13% industrial, and 10% open space. Neighboring communities include Lake in the Hills and Cary to the north, Barrington Hills to the east, Carpentersville and West Dundee to the south, and Huntley to the west.

The Village's operations are divided into four (4) major function areas: General Services Administration, Community Development, Police, and Public Works. These departments are further divided into specialized divisions. The Village has 154 full-time employees and 65 part-time and seasonal employees.

In 2002, the Village of Algonquin began to offer recreation and leisure programming to Village residents. The Events and Recreation Division, housed in the General Services Administration Department, is staffed by a full-time Recreation Superintendent and is supported by a part-time Principal Assistant as well as seasonal and part-time staff for its operations. The department encompasses a number of programs focused towards various populations of our community including programs in Aquatics, Athletics, Dance, Early Childhood, Nature and Science, Teens, Seniors, Senior Bus Program, Special Events, and Special Trips. Portions of the Village are also served by the Huntley Park District, Dundee Township Park District, and Barrington-Countryside Park District.

SCOPE OF PROJECT

The Village of Algonquin requests proposals from consultants with appropriate expertise to directly guide Village staff in the evaluation of Events and Recreation programming, facilities,

and staffing. Evaluation and recommendations should conform to the Village's existing parameters for recreation programming which include the following:

1. Program offerings should not duplicate programs of park districts that have service areas within the boundaries of the Village.
2. Offered programs should not compete with existing programs of non-profit/volunteer entities.
3. Overall, programs should fiscally break-even, excluding some overhead personnel costs.
4. Village-owned and School District facilities should be fully utilized, to the extent possible.
5. Programs should be offered at locations throughout all areas of the Village, to the extent possible.
6. Commitments to safety, education, fitness, socialization, fun, and environment should be maintained.
7. Programs should be available for all ages and income levels.
8. Programming should focus in a multitude of interest areas and leisure pursuits, both active and passive.

The Village envisions completing this process with a phased approach.

SCHEDULE

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| 1. Request for Proposal (RFP) Due Date: | February 17, 2009 |
| 2. Consultant Finalist Interviews: | March 2009 |
| 3. Evaluation Committee Consultant Selection: | March 2009 |
| 4. Recommendation of Award: | April/May 2009 |

SCOPE OF SERVICES

Consultant will guide Village staff in the design and implementation of a program evaluation of the Events and Recreation division. The goal of this project is to evaluate Events and Recreation programming, facilities, and staffing for the present and short-term future, while taking into consideration the Village's Comprehensive Plan and Parks, Trails, and Open Space Plan.

The Village is receptive to a proven alternative approach with corresponding itemized costs should the consultant have one available. A recommended approach working with and/or leading Village staff may include, but is not limited to the following:

Phase I: Needs Assessment (Demographics of Service Area)

- Identify trends of growing population segments which exist in the present and future and how these trends relate to and/or impact recreation programming.
 - o Village will provide data from its decennial census and special census

Phase II: Individual Program Evaluation

- Develop survey instrument, collection method, and analysis method that allows for data to be collected efficiently, accurately, and without overburdening staff
 - o Shall be used for participants of individual recreation programs

Phase III: Process Analysis

- Identify major/routine processes
- Determine if process outcomes reach target populations
- Determine if processes are being done efficiently, effectively, and with reasonable internal controls

Phase IV: Cost-Benefit/Cost-Effectiveness Analysis

- Identify overall efficiency and effectiveness of individual recreation programs and make recommendations for change/improvement or to better meet goals
- Prioritize programs on basis of efficiency/effectiveness and identify areas of possible investment

Phase V: Program Theory

- Develop division's vision statement, goals, and objectives within existing parameters previously outlined
- Incorporate performance targets related to objectives

Phase VI: Community-Wide Survey

- Further develop existing survey instruments and collection/analysis methods to be distributed to a sample of Village residents
- Survey shall help determine preferences for programming as well as importance and satisfaction of existing programs and facilities

Throughout the process; the Village shall:

1. Provide to the consultant all information in its possession which is necessary for the completion of the program evaluation. This may include, but is not limited to, the following: Census data, facility data, program enrollment data, costs, and recreation brochures.
2. Assist consultant in coordinating meetings with Village staff as necessary for the completion of the program evaluation.
3. Review and comment on all drafts, studies, reports, or any other document submitted by the consultant.
4. Designate a staff contact that has the authority to transmit instructions, receive information, interpret Village policies, and make decisions with respect to services provided by the consultant.

CONCLUSION

Four (4) copies of the following shall be submitted by February 17, 2009 at 4:00 PM to the following address:

Village of Algonquin
Attn: Deputy Village Clerk
2200 Harnish Drive
Algonquin, IL 60102-5995

Qualifications of Key Personnel

Consultant resumes or professional qualification statements of the key personnel that will be working on this project.

Related Experience

An experience statement for the consultant with examples of at least two (2) similar projects completed by key personnel and a listing of references for each of the projects will also need to be submitted. Additionally; an implementation timeline is required to be submitted with all proposals.

Response to RFP

Pricing shall be itemized to the aforementioned Phases or to the specific program areas that a consultant may recommend. The following criteria will be considered during the evaluation of potential consultants:

1. Professional qualification
2. Experience with program evaluation of municipal recreation departments
3. Ability to analyze; organize; and present data
4. Overall cost

Qualified consultants will be invited to interview with Village staff prior to award of contract. The Village of Algonquin reserves the right to reject any or all proposals or parts thereof, or waive any irregularities or informalities, and to make the award in the best interest of the Village. Bidders must comply with the Illinois Statutory requirements regarding labor, including Equal Employment Opportunity Laws. Each bidder shall adopt a written sexual harassment policy in compliance with ILCS 5/2-105 (1992).

ADDITIONAL INFORMATION

Those requiring further information should contact:

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