

- c. Key deliverables to the Village,
 - d. An estimated timeframe for completing the task.
4. **Fee Proposal** including
- a. Not to exceed fee for all services to be provided by the respondent/consultant team required to fulfill the deliverables described herein and within their proposal
 - b. Breakdown for fee proposal by each task and by prime consultant and any sub-consultants
 - c. Breakdown of any proposed reimbursables for travel, printing, and/or other anticipated charges
 - d. Fees for any optional and/or additional services for out-of-scope work products that consultant feels necessary to achieve the goals of the project.
5. **Project Experience.** A description of similar work experience and projects involving design and construction management and/or inspection services performed.
6. **Work Sample(s).** A representative work sample similar to the work being requested. Sample may be provided digitally as a PDF or link can be provided. A minimum of two (2) samples is required.
7. **References.** A minimum of three (3) professional references for similar project work completed within the past ten (10) years. Provide the name, phone number, and email address of each professional contact.

RFP Schedule

The anticipated schedule for the RFP is below:

Availability of RFP: July 20, 2026

Walkthrough of project area: July 29

All questions due by email: August 5, 2026

Responses to questions posted: August 18, 2026

Proposal due: September 28, 2026 by 10:00 AM (REVISED)

Interviews conducted (if needed): Week of October 19, 2026

Consultant selected and notified: November 2, 2026

Anticipated project start: November 16, 2026

All interested candidates are encouraged to attend a site visit with municipal staff on July 29, 2026. The site visit will begin at 10:00 a.m. at the proposed Village Park. All interested candidates are also free to examine the project site during regular business hours.