



**GLENCOE PARK DISTRICT
SPECIAL PROJECTS AND FACILITIES COMMITTEE MEETING**

Monday, June 29, 2015 7:00 p.m.

Meet Point: Takiff Center – Lobby

(Meeting will then move to various park sites in Glencoe)

Consistent with the requirements of the Illinois Compiled Statutes
5 ILCS 120/1 through 120/6 (Open Meetings Act), notices of this meeting were posted.
Location of the meeting is in the Takiff Center, 999 Green Bay Road, Glencoe, IL 60022

A G E N D A

- I. Call to Order
- II. Roll Call
- III. Tour and Discussion on Potential Park Projects
- IV. Matters from the Public
- V. Adjournment

The Glencoe Park District is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or facilities, are asked to contact the Park District at 847-835-3030.

Executive Director E-mail address: lsheppard@glencoeParkDistrict.com



June 26, 2015

To: Special Projects and Facilities Committee Meeting
From: Lisa Sheppard, Executive Director and Chris Leiner, Director of Parks & Maintenance

SUBJECT: Site Visit Itinerary 6/29/15

During the Special Projects and Facility Committee meeting we will be visiting the following sites:

- Takiff Center (Start Tour)
 - Skate Park
 - Former Parks & Maintenance Director House

- Kalk Park
 - Liza's Gazebo
 - Park ID Sign Area
 - General Park Pathway (ADA)

- Shelton Park (2-5) (5-12)
 - Playground Equipment
 - Link to Green Bay Trail
 - Gazebo

- South School Preschool Playground (2-5)
 - Playground Equipment
 - Accessible Path of Travel
 - Basketball Courts/Hoops

- West School Preschool Playground (2-5)
 - Playground Equipment
 - Link Tennis/Accessibility

- End Tour unless any committee member would like to visit another site



June 26, 2015

To: Special Projects and Facilities Committee
From: Lisa Sheppard, Executive Director and Chris Leiner, Director of Parks & Maintenance

SUBJECT: Playground/Asset Replacement Process **DRAFT**

Below is an outline our recommendations regarding the formal process we believe the Glencoe Park District should adopt in replacing playground equipment.

1. The Park District will develop and formalize an internal standard for playground equipment components, site furnishings, safety surface and design features with the goal of selecting components and furnishings that maximize the life of the playground/park and lend to efficient, cost effective maintenance.
2. Key staff members need to identify which playgrounds are in need of replacement in the next fiscal year based upon usage, ADA accessibility and equipment condition. These recommendations would then be presented to the Committee/Board for further input and discussion.
3. Staff will then survey the neighborhood through an electronic format on desired playground components, design and function.
4. With the support of a Landscape Architect, a budget should be created based upon the size of the playground and what amenities should be included in the project.
5. Staff will provide recommendations based upon the surveys and project goals to the contracted Landscape Architects to begin design.
6. After the initial first meeting, staff will perform a concept review meeting with the architects once again to further evaluate the design and continue to develop the project.
7. With the design 75% complete, the Park District would hold two open forum meetings where coffee and cookies would be served for residents to review the designs in an art gallery style format with staff stationed at each project board to record comments and concerns. This style of meeting avoids the ability of one or two individuals to monopolize a public meeting. Board members would also be invited to view the boards during these meetings. A final review would take place where staff would evaluate any resident/Board concerns and comments and the design would be finalized.
8. After the final review, the construction documents would be submitted to the Village of Glencoe/MWRD for permitting and review. Any corrections would be made prior to bidding.
9. Upon a finalized site design and permitting, the Park District would contact playground vendors for RFP's on playground design as well as placing a legal ad in the local paper. The Park District would provide the manufacturer's representatives with the internal standard for equipment and a budget figure. District staff would meet with three vendors

to describe the desired character for the playground and discuss possible landmark type components. The vendors would be permitted to submit only two project boards for each project to the Park District.

10. Project boards would be evaluated by select key internal staff using a numerical format. The internal evaluation would focus on creativity, function, ADA accessibility, play - value and adherence to internal standards. The Park District's CPSI certified staff should be present for this evaluation.
11. After the internal evaluation, Park District staff would select the top designs and hold a final informal community forum. The designs would be showcased to the community for further input and feedback.
12. After thorough equipment evaluation and community forum feedback, staff would make a recommendation to the Board regarding which equipment to purchase. Upon Board approval, the equipment would be purchased by the Park District to keep the cost of the project down.
13. With the support of the Landscape Architect, the Park District would legally bid out all site improvements and the playground equipment installation as required by law. Any appropriate site furnishings and equipment would be owner provided.
14. After the bid opening and reference checks, staff would make a recommendation to the Board regarding which contractor to use for the project. Upon Board approval, the project would commence.
15. Throughout the construction phase, several paid site visits would be made as needed by the Landscape Architect's representative to ensure adherence to design criteria. The Director of Parks & Maintenance would act as the project manager reviewing all footings for proper depth and curbs for proper structural rebar placement in compliance with local codes and design criteria. No pours would be accepted without District representation viewing the forms and processes.
16. All site drainage work would be photographed and documented for future projects.
17. Upon project completion, certified staff will perform a playground audit ensuring the playground meets all current CPSI standards for safety. The manufacturer will then send a representative to provide a letter stating that the playground has been installed according to manufacturer's specifications.
18. Park District staff will then organize a special park opening event to showcase the new asset in the community.