



GLENCOE PARK DISTRICT
Special Projects and Facilities Committee Meeting
Tuesday, April 2, 2019 - 7:00pm
Takiff Center

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 the Takiff Center, 999 Green Bay Rd, Glencoe, IL 60022

AGENDA

- I. Call to Order
- II. Roll Call
- III. Matters from the Public
- IV. Discussion on Takiff Play Space (pgs. 2-60)
- V. Discussion on the Old Green Bay Linear Trail (pgs. 61-65)
- VI. Other Business (pgs. 66-71)
- VII. Closed Session
 - A. The acquisition or lease of real property or the selling or rental price of real estate
5ILCS 120/2 (c)(5)
- VIII. Adjourn

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

IV. Discussion on Takiff Play Space

Glencoe Park District

April 2, 2019

Special Projects and Facilities Committee Meeting



INTEROFFICE MEMORANDUM

TO: BOARD OF PARK COMMISSIONERS
FROM: LISA SHEPPARD
SUBJECT: TAKIFF PLAY SPACE
DATE: APRIL 2, 2019
CC:

Attached to this memo is the presentation given at the March Board meeting by both staff and Altamanu. No changes have been made to the design since that presentation.

Staff will be prepared to address any questions you may have at the meeting.

I am looking for advancement of the project for approval at the April Board meeting so that we can stay on schedule for construction starting in August, once camp is complete. While there will never be a good time to remove the playground, August tends to have less students in attendance because ELC and GJK are off for summer break and Children's Circle is closed for one week.

Early Childhood Play Space

March 19, 2019
Board Meeting

The Importance of Appropriate Play Space

- Studies have shown a decline in preschoolers gross motor skills and overall stability
- Gross motor skills decrease risk of childhood obesity and are connected to school readiness
- Gross motor skills are needed to perform every day functions
- Poor gross motor skills are strongly linked to poor fine motor skills
- Age appropriate equipment promotes safe but challenging play

Program User Overview

Programs:

- Children's Circle (Full Day)
- ELC (1/2 Day Preschool)
- GJK
- Camp

249 individual children in our programs use the playground multiple times per week.

80 Children Circle children are mandated to have outside play twice a day.

This area is effectively a classroom and is used from 7:15 AM – 6:30 PM

Program Financial Facts

Program	FY14/15	FY15/16	FY16/17	FY17/18	Total By Program
Children's Circle Daycare	\$170,204	\$154,418	\$171,379	\$226,616	\$722,617
ELC	\$172,154	\$185,747	\$191,357	\$169,121	\$718,379
GJK	\$180,339	\$196,868	\$160,649	\$169,662	\$707,518
Grand Total – Program Surplus					\$2,148,514

Current Infant/Toddler Playground

- Jellyfish - 6 weeks to 15 months
- Frogs - 15 month to 24 months
 - Children range from 26-37 inches



2 Year Old Area

- Turtles - 24 Months to 36 Months (Young)
- Starfish - 24 Months to 36 Months (Old)
 - Height 38-42 inches



3-4 Year Old Area

- Dolphins – Age 3
- Beluga's – Age 4
 - Height 40-48 inches



Project Driver

- Condition of existing area and limitations
- Growth of programs
- DCFS requirements
- Parent expectations

Department of Children & Family Services (DCFS) specialized requirements

- Minimum of 75 square feet of safe outdoor area per child for the total number of children using the area at any one time
- Individual play areas must be fenced, with 2 entrances
- Shall accommodate 25% of licensed capacity at any one time
- The area shall be arranged so that all areas are visible to staff at all times
- Shaded area is required
- Square foot requirements

AGE	# of Kids	Square Feet
6 Weeks - 15 Months	15	1125
15-24 Months	16	1200
3 Yrs Old	20	1500
4-5 year olds	40	3000

Glencoe Park District Design Requirements

- Re-use existing shade structures
- Re-use/repair existing retaining wall
- Re-use existing sidewalks
- Use synthetic grass fall surface
- Bright colors
- Open area for modular play pieces; media tables, sprinkler, basketball, new play elements
- Approach from a participant supervisor stand point

Address Existing Design Issues

- Replace existing outdoor lighting
- Replace existing drinking fountains with properly sized
- Correct drainage to prevent pathway and playground flooding
- Select site appropriate plantings
- Source materials and finishes which will not require replacement for 15-20 years



Brief Site History

- The existing play site cost \$481,000 in 2008
- The original concept was heavily value engineered based on the higher than expected Takiff Center construction costs

Municipal Bid Climate

- Recent OSLAD grants have added more projects to the 2019 season
- Tariffs have raised the prices on raw materials (Steel, Aluminum, Wood)
- Increase in labor costs

Municipal Playground Facts

- Based on Consumer Products Safety Commission standards the Park District cannot use residential play equipment. (Little Tike's, Home Depot Playgrounds). This is still a public park.
- The existing playground and safety surface has reached the end of it's useful life and requires replacement.



Extension of Takiff Play Space is the Takiff Trail

We plan to enhance Takiff Park Trail by adding different natural elements such as bird houses, bat houses and butterfly gardens to the already existing bio swales. This will to extend the play experience when our children venture out on a “ Nature Field Trip”

Takiff Play Area

A presentation of the Takiff
Play Space Design by
John Mac Manus and
Josephine Bellalta from
Altamanu

Costs Associate with Project

- To develop a project concept that met DCFS legal licensing standards and Glencoe Park District directives Altamanu had to go outside the initial project budget.
- The project does not, in our opinion, have any over the top features and is an estimated \$350,000 over budget (with design and contingency built in)

Where Will Additional \$350,000 Come From?

From additional fund balance reserves in Corporate and Recreation Funds generated in FY2018/19, *over and above what was anticipated.*

Corporate Fund:

Budgeted Fund Balance, 2/28/19	\$2,056,375	
Projected Fund Balance, 2/28/19	\$2,468,613	+\$350,000

Recreation:

Budgeted Fund Balance, 2/28/19	\$3,503,050	
Projected Fund Balance, 2/28/19	\$3,908,265	+\$400,000

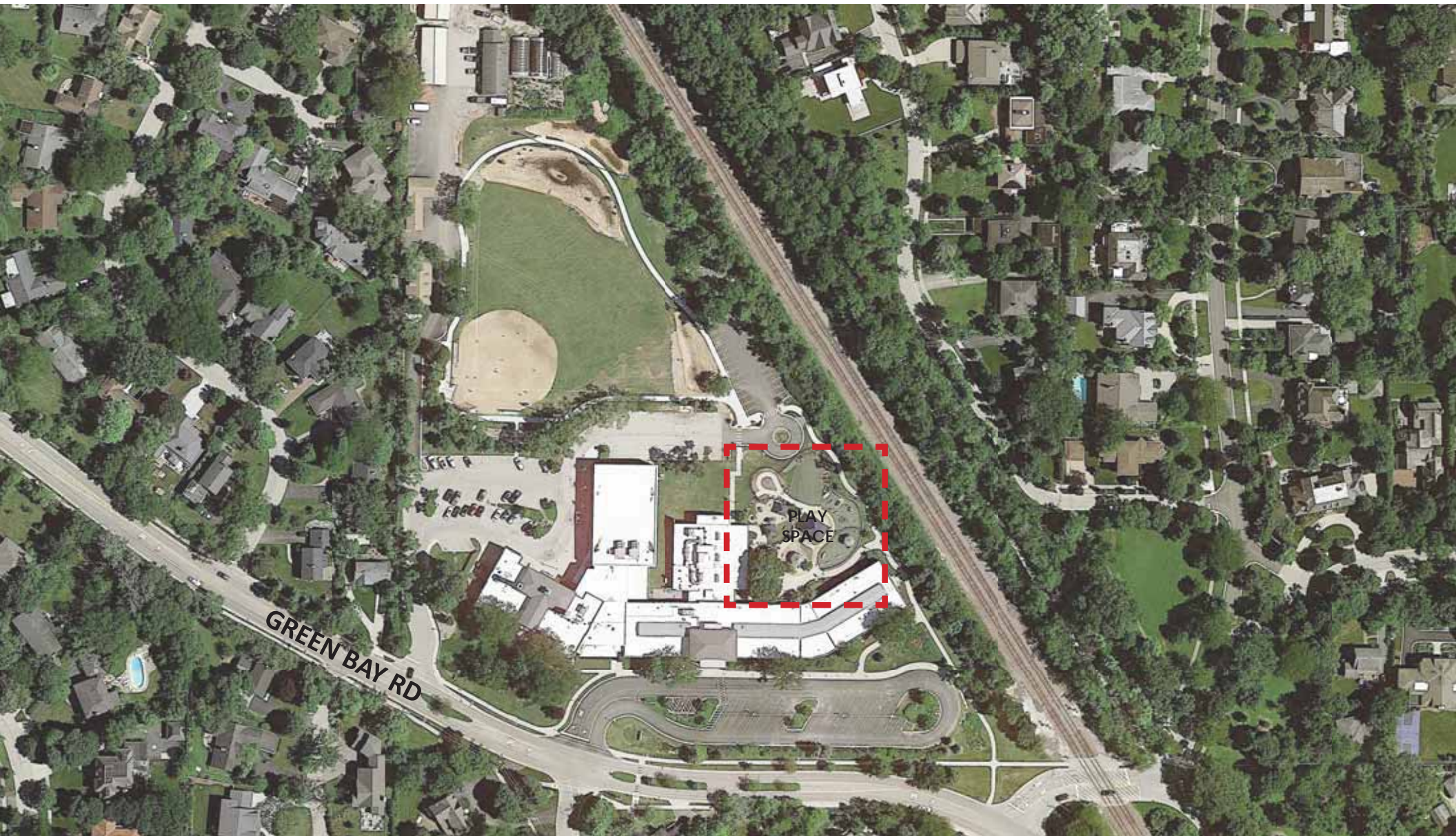
Reasons for Additional Fund Balance Reserves as of 2/28/19

- Lower than budgeted expenses across all departments in Corporate and Recreation Funds – primarily in health insurance, wages, utilities, operational capital costs.
- Higher than budgeted real estate tax revenues.
- Higher than budgeted interest income.
- Higher than budgeted net surpluses in Beach, Recreation Program, and Daycare Program departments.

Will We Have to Amend The FY2019/20 Budget?

No, we will not. The Approval Draft FY19/20 Budget is scheduled for approval at tonight's regular board meeting. The motion to approve would state "approval for FY19/20 Approval Budget as presented but including a \$350,000 additional increase in the budget for Fund 69 Master Plan Fund for the specific purposes of the Takiff Early Childhood play area project. (From a cost of \$525,000 to \$875,000).

The Budget and Appropriations Ordinance (BAO) is the legal document that is approved by the Board **at the April 16, 2019 regular meeting**, which will reflect the \$875,000 budgeted amount. The BAO is the legal document that must be filed with the County Clerk's Office.



03.14.2019

TAKIFF CENTER EARLY CHILDHOOD PROGRAM PLAY SPACE

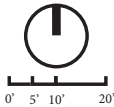
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PLAY SPACE

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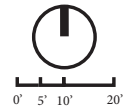
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CONCEPT B



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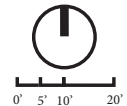
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CONCEPT B WITH EQUIPMENT



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EQUIPMENT

Takiff EC - Section 1 (0-15 months)
Glencoe, IL March 13, 2019 glc19tak1



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EQUIPMENT

Takiff EC - Section 2 (15-24 months)

Glencoe, IL March 13, 2019 glc19tak1



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EQUIPMENT

Takiff EC - Section 3 (3 Year Olds)
Glencoe, IL March 13, 2019 glc19tak1



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PLAY SPACE EQUIPMENT



Encourage Natural Play with PlayMounds!



This is What Kids Were Meant to Play on!

With many playground architects going back to old school design, natural play is the latest buzz. Playground Grass™ by ForeverLawn® has once again answered the call by introducing a line of pre-fabricated foam mounds that make it easy to achieve a fun, safe environment for kids to play and exercise.

PlayMounds	Conventional Mounds (Made of stone or concrete)
<ul style="list-style-type: none"> • Two-layer foam system provides longevity and its own fall protection. • Arrives in easy to assemble sections, which saves time and money! • Can be portable, allowing the mound to be brought inside for winter climates or moved to other locations. 	<ul style="list-style-type: none"> • Hard surface that needs fall protection added. • Costly and time consuming to install. • Permanent.

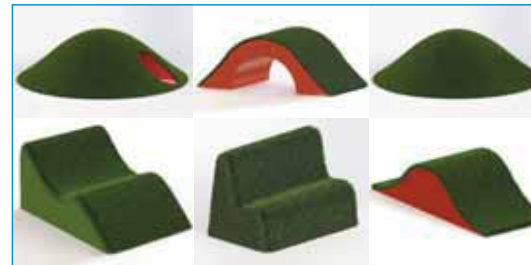
*Custom PlayMounds Available.



*Custom PlayMound



Standard PlayMounds



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M1194 Rev. 08/18

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COLORED PAVEMENT



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CYCLE TRACK



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SHADE STRUCTURE



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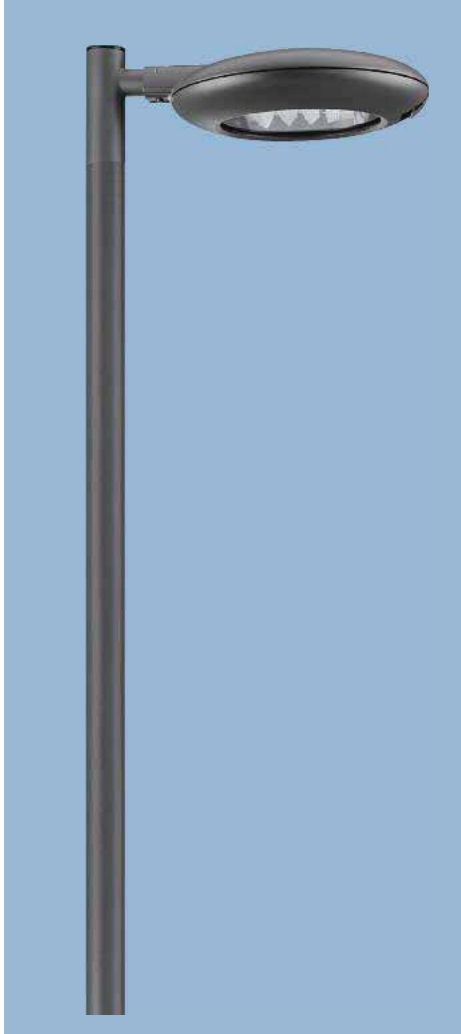
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LIGHTING



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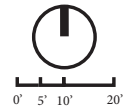


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CONCEPT A



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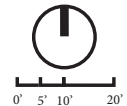
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CONCEPT A WITH EQUIPMENT



03.14.2019

TAKIFF CENTER EARLY CHILDHOOD PROGRAM PLAY SPACE

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V. Discussion on the Old Green Bay Linear Trail

Glencoe Park District

April 2, 2019

Special Projects and Facilities Committee Meeting



INTEROFFICE MEMORANDUM

TO: BOARD OF PARK COMMISSIONERS
FROM: LISA SHEPPARD
SUBJECT: OLD GREEN BAY LINEAR PARK MASTER PLAN
DATE: APRIL 2, 2019
CC:

Attached is the Master Plan for Old Green Bay Linear Parks. If you would like to see the entire presentation provided by Altamanu, please refer to your September Special Projects and Facilities meeting packet or email me and I will send you a copy.

After the last meeting, it seems that some Board members were unsure of which aspects we were moving forward with and details of some of the aspects, therefore we tabled the Altamanu contract at the March Board meeting to insure that we are all on the same page prior to moving forward.

It is staff's understanding that the trail, playground and interactive fountain components are funded and will proceed to design and construction based on the approved conceptual plan.

Trail

The trail was one aspect that was clear in discussions; approved and grants applied for. The approved aspects of the trail are:

- A ten (10) foot wide, approximately 3,000 feet long trail from Maple Hill Road to Park Avenue, composed of decomposed granite surfacing
- Five (5) accessible street crossings
- Trail head plazas with specialty paving and plantings at Maple Hill Road and at Park Avenue
- Drinking fountain at Maple Hill Road plaza
- Tree and display plantings along trail at select locations
- Benches, trash receptacles, bike racks, trail signage, root aeration, irrigation at select locations and sod restoration

We also agreed that I would talk to the Village to request coordination with the Village as it relates to the design of the trailheads at Maple Hill Road. A priority identified by the Active Transportation Committee is to see improvements made to the Maple Hill intersection where Green Bay Trail meets that intersection. Chris and I have met with the Village. We have

included a proposal from Altamanu to the Village to design the portion of the Green Bay Trail to meet up with our new trail. I do need a consensus from the Board that there is agreement that this section should be paid for by the Village, but the path could go on Park District land, if that is in the best interest of the design.

Playground

Aspects of the playground include:

- Play structures for ages 2 -12
- Group swing
- Engineered wood fiber surfacing at playground
- Necessary concrete walk pavement, barrier curb, underdrainage, benches, trash receptacles, bike racks, plantings and sod restoration.
- Playground budget is \$275,000

Interactive Fountain

Aspects of the interactive fountain include:

- Spray features, flush to finished to grade
- Concrete surfacing
- Concrete runnel
- Connection to sewer
- Control system

The subsequent three (3) projects (play train, Veteran’s Memorial, and fitness stations) will proceed to 100% construction document phase only. In the event that funding for these projects becomes available, they can then proceed to construction phase.

Veteran’s Memorial

This is staff’s current understanding of the design for the Veterans Memorial:

- Remove stairs to memorial
 - Add ADA accessible path/ramp to memorial
 - Expand concrete circular pad around memorial flag
 - Relocate memorial stone and plaque
 - Add stone wall at memorial circular pad
 - Regrade up to memorial circular pad
 - Tree and shrub planting and sod restoration
- ~ Is this the understanding of the Board?

Fitness Stations or “Play Together Pods”

Staff understanding is to:

- Install 6 fitness stations along proposed trail on concrete pads between Walden Drive and Lincoln Avenue
- Sod restoration

~ Is this the understanding of the Board? There seems to be neighbor push back on these pods. I would like consensus to move forward and give Altamanu ideas for these pods prior to final design development.

Play Train

- Train tracks on concrete base
- Hand cranked train cars
- Enclosed wood fiber surfacing
- Concrete walk pavement to access tracks, underdrainage, root aeration and sod restoration.

Components from the conceptual drawing that were not approved for advancement include:

- Children's bike training circuit
- Woodland labyrinth
- Sculpture garden
- Display gardens



OLD GREEN BAY ROAD LINEAR PARKS MASTER PLAN
Glencoe Illinois

V. Other Business:

BauerLatoza Studio contract for architectural services for the Halfway House/Safran Beach House restoration and repairs to be approved at the April Regular Board meeting.

Glencoe Park District

April 2, 2019

Special Projects and Facilities Committee Meeting



To: Board of Commissioners

Date: 3/26/19

From: Lisa Sheppard, Executive Director and Chris Leiner, Director of Parks & Maintenance

SUBJECT: Approval of the BauerLatoza Studio contract for architectural services for the Halfway House/Safran Beach House Restoration and Repairs

In the FY2019/20 Fund 69 budget, \$235,000 was earmarked for repairs to the Halfway House and Beach House. The required work was outlined as Priority 1 repairs in the Beach Bluff Conditions Assessment received by the Park District in 2018. Attached is an agreement from BauerLatoza Studio for architectural services, specifically the development of the design and legal bid documents including construction management support to address the Priority 1 items.

Staff is requesting at the April Board meeting that the Board approve BauerLatoza's contract in the amount of \$29,500. Construction would begin after Labor Day weekend.

Recommended Motion:

Approval of the BauerLatoza Studio agreement for architectural services, specifically the development of the design and legal bid documents including construction management support for a total of \$ 29,500.

March 26, 2019

Chris Leiner
Director of Parks/Maintenance
Glencoe Park District
999 Green Bay Road
Glencoe, IL 60022

Dear Chris,

Bauer Latoza Studio (BLS) is pleased to submit this proposal for design and bid documents for the Halfway House and Beach House located in the Glencoe lakefront. Our services will include architectural services for the project. We understand that your project budget is approximately \$200,000 and that both buildings are owned by the Glencoe Park District (referred to as the "Owner" in this proposal).

We understand that the project will include as scope of work as recommended in the Glencoe Lakefront Assessment report submitted by BLS in 2018. The scope of work included the replacement of the clay tile roof with new clay tile along with some wood decking repair, 100% repointing of the exterior and interior walls and resetting the existing floor stone pavers at the Halfway House. It is also recommended that the Beach House work to include repointing the stone surrounding the window and doors and at the corners of the building. Other minimal repairs are also recommended including replacing the gutter at the west elevation.

SCOPE SUMMARY

Halfway House

- a. Remove and replace 100% clay tile roof with appropriate tile with deck repairs
- b. Repoint 100% stone walls at interior and exterior sides of the building
- c. Remove loose stones and rebuild deteriorated areas of exterior wall
- d. Remove stone pavers and reset on new substrate
- e. Refinish wood ceiling and rafters
- f. Clean exterior and interior sides of walls
- g. Provide new LED lighting on building

Beach House

- a. Repoint stone at windows, doors and building corners.
- b. Replace existing gutter and downspouts at east elevation
- c. Provide new LED lighting on building

BLS SCOPE OF SERVICES

Our proposed scope of service includes:

1. Design Documents:

- Develop design documents that will include the restoration of the exterior and interior stone walls, stone floor and clay tile roof. Select methods will be tested to match original materials such as mortars and grouts. Colors of the clay tile will also be coordinated to match original as close as possible.
- BLS will provide documents to include re-setting stone pavers to improve the functionality of the floor and transition to adjacent existing grades.
- The design documents may include some value engineering options if required to meet a budget and schedule. This includes some design options that could be implemented at a later time. The priority of our scope of services is to implement work recommend in the 2018 Lakefront Assessment Report as noted above.

2. Construction & Permit Documents:

Based on approval of the design documents, BLS will complete the set which will form the basis for pricing and construction. The scope of our service will include the following:

- Construction Drawings will be prepared with details, dimensions, annotations and code required content. Documents may include the following:
 - Stone Floor
 - Reflecting Wood Ceiling Plans
 - Interior Elevations
 - Floor, Wall, and Wood Ceiling Details
 - Sections and Details
 - Exterior Elevations, Sections and Details
 - Miscellaneous Details
- Technical specifications will be included on the drawings.
- Design review meeting (1) with the Owner is included to discuss minor design refinements and value engineering revisions, if requested.

3. Construction Administration:

BLS has included construction administration services to include the following.

These services may include:

- Participation in a pre-construction meeting.
- Review of shop drawings and sample submittals.
- Respond to Requests For Information (RFIs).
- Perform eight (8) site visits and observation reports.
- Review pay applications from contractor
- Assist the owner with reviewing the contractor's punch list

Project Schedule:

We understand that you would like to start construction in the fall after Labor Day weekend 2019 to Memorial Day Weekend 2020.

Architectural Services Fee:

The estimated Fee for the proposed work above is \$29,500

Billing Terms:

BLS will invoice monthly based on a percentage of completion with payment due within 30 business days. The retainer will be deducted from our final invoice.

Proposed Reimbursable expenses:

Standard reimbursable expenses for printing, delivery, local travel and parking will be billed at our direct cost. These expenses will not exceed \$1,500 without the owner's prior authorization.

Basis of the Fee Proposal:

- a) The scope as specified above.
- b) Other supplemental services not mentioned above can be provided and invoiced hourly, or per a negotiated fee upon request (see hourly rates attached).
- c) Drawings will be prepared using AutoCAD
- f) Fees for materials testing, cost estimating, permitting, and permit expediting are not included.
- g) Environmental Engineering Services (for environmental mediation/abatement for Lead Containing Materials or Asbestos Containing Materials) are not included in this proposal.
- f) Fees for structural, Civil, MEP, LA or any other disciplines is not included in the proposal.
- g) Based on BLS Current Insurance Coverage for Professional Liability and General Liability

Terms

This proposed scope of work has been assumed to be performed in accordance with the standard requirements of a fully executed AIA Contract (AIA B100 Series, Agreement between Owner and Architect). Upon acceptance of this proposal by the Board, a contract will be drafted for execution edited specifically to this project scope of services

We thank you for the opportunity to submit our proposal for this important project for the Village of Glencoe! We look forward to working with you again. If you have any questions, please give me a call at 312-567-1000, ext. 126 or at 312-446-3170.

Respectfully,



Edward Torrez, AIA, LEED AP
President

Attachment: BLS Schedule of Charges

PROPOSAL ACCEPTANCE:

Proposal Accepted By: _____ Date: _____

Print Name & Title: _____

SCHEDULE OF CHARGES

Effective January 2019

Where compensation is based on hourly billing rates, those rates are set forth below. In January of each year hourly rates within this schedule increase in accordance with CPI increases for Chicago, Illinois.

<u>Personnel Category</u>	<u>Maximum Hourly Rate</u>		
	<u>2019</u>	<u>2020</u>	<u>2021</u>
Principal II	\$255	\$265	\$270
Principal I	\$235	\$245	\$255
Project Architect/Director IV	\$170	\$180	\$190
Project Architect/Director III	\$150	\$160	\$165
Project Architect/Director II	\$130	\$135	\$140
Project Architect/Director I	\$110	\$115	\$120
Architectural Designer II	\$95	\$100	\$105
Architectural Designer I	\$80	\$85	\$90
Administrative	\$75	\$80	\$80

Principals are persons with degrees in architecture with fifteen or more years of professional experience. Principals hold professional licenses in their respective fields.

Project Architects/Directors are employees with degrees in architecture and seven or more years of professional experience. These employees hold professional licenses in their respective fields.

Architectural Designers are employees with degrees in architecture with less than five years of experience.

Standard Payment Terms: An invoice for services shall be provided on a monthly basis in proportion to the services performed. Payments are due within thirty (30) days of the invoice date. Amounts unpaid sixty (60) days after the invoice date will bear interest at the rate of one and one-half percent (1½%) per month, or fraction thereof.

Standard Reimbursable Expenses: Reimbursable expenses are in addition to fees for services and include expenses incurred in the interest of the project. These expenses may include transportation, communication, delivery, reproduction, photography, model making, and specialized equipment costs. These expenses will be invoiced monthly and will include a 10% handling charge.

Reimbursable Consultants: Costs incurred by other consultants engaged by Bauer Latoza Studio to assist on a project will be invoiced monthly and will include a 10% handling charge.