



GLENCOE PARK DISTRICT
Committee of the Whole Meeting
Tuesday, March 2, 2021
Immediately Following the 6:45p Special Board Meeting
Zoom Video/Audio Conference or In-Person

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 **Zoom -or-** Takiff Center, 999 Green Bay Rd, Glencoe, IL 60022

The Board of Park Commissioners President determined that an in-person meeting is not practical or prudent due to the issuance by the Governor of a disaster declaration related to public health concerns in all or a part of the jurisdiction of the District, and the President stated that physical presence at the meeting location was determined by the District to be unfeasible due to the disaster. If you prefer to attend in-person, please enter Takiff Center around the back at the main entrance. Please note that the Board of Park Commissioners will be attending via Zoom, not in-person, and Executive Director Lisa Sheppard will be attending in-person.

AGENDA

- I. Call to Order
- II. Roll Call
- III. Matters from the Public
- IV. Discussion on Professional Service Contract for Pier Renovation (pgs. 2-12)
- V. Discussion on Beach Pass and Daily Fees (pgs. 13-29)
- VI. Other Business
- VII. Executive Session
 - a. Personnel 5ILCS 120/2c(1)
- 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

Three Ways to Join this Meeting on Zoom

Meeting ID: 835 3188 6608
Password: 999

Via Phone Dial In
312-626-6799

Via Computer
Go to Zoom.us, Click 'Join a Meeting', Enter the Meeting ID and Password above

Via SmartPhone
If you don't already have the app, go to your smartphone's app store and load 'Zoom Cloud Meeting' (free)

The Board of Park Commissioners welcomes public comments during all meetings.

Via Zoom Video - Attend the Zoom meeting via video indicate your desire to speak once prompted that it is Matters from the Public.

Via Zoom Dial In - Attend the Zoom meeting via Dial In (audio only) and indicate your desire to speak once prompted that it is Matters from the Public.

Via In Person – Attend the meeting at Takiff Center

Key rules governing participation

All comments will be limited to three (3) minutes per person and no longer than 30 minutes for all comments.

IV. Discussion on Professional Service Contract for Pier Renovation

Glencoe Park District
March 2, 2021 Committee of the Whole Meeting

MEMORANDUM

TO: Board of Park Commissioners
FROM: Lisa Sheppard, Executive Director and Chris Leiner, Director of Parks & Maintenance
SUBJECT: Discussion on Professional Service Contract for Pier Renovation
DATE: February 22, 2021

EXECUTIVE SUMMARY:

In the December 23, 2020, Committee of the Whole Meeting, the Board reached a consensus to pursue repairing the Glencoe Beach pier with a concrete solution.

Attached is the proposed professional service contract with Baird to execute this project's design and construction management phases. Included in the proposal are costs related to IDNR and IEPA regulatory compliance. In addition, Baird will be filing a Section 10 (River and Harbors Act 1899) Permit for construction.

Project goals include:

- Installing a new pedestrian walking surface on the pier
- Improving the railings
- Ensuring IDNR and IEPA regulatory compliance

The total cost of this professional service contract is \$94,147.

Mr. Chris Leiner
Director of Parks and Maintenance | Glencoe Park District
999 Green Bay Road
Glencoe, IL 60022

via email to cleiner@glencoeParkDistrict.com

Status: Final
January 25, 2021

Reference # P13359.200.P1.Rev1

RE: GLENCOE BEACH PIER DECK REPAIR – PHASE 2 PROPOSAL

Dear Mr. Leiner,

The Glencoe Park District (Park District) has requested a proposal for permitting, final design, bidding, and construction services from W.F. Baird & Associates Ltd. (Baird) for the repair of the Glencoe Beach pier deck in Glencoe, IL. During the Phase 1 Conceptual Design Services, Baird developed a Basis of Design (13359.101.R1.Rev0_Basis of Design) and two alternatives (13359.101.L3.Rev0_Conceptual Design). The Parks District has selected to move forward with Alternative 2 – Cast-In-Place Concrete Overlay Deck (Preferred Alternative).

Alternative 2 includes the following elements:

- Demo remaining asphalt overlay, existing perimeter angle, HSS handrail sleeve, and handrail. Preserve and protect the steel sheet pile channel cap.
- Cast-in-place concrete overlay with a decorative concrete finish (stained and stamped).
- New handrails, handrail sleeves, and perimeter angle.
- LED light fixture replacement and confirm grounding is acceptable.

Scope of Work

Baird recommends the following scope of work to achieve the project objectives.

Task 1 – Permitting

- Pre-submission regulatory coordination – Baird will discuss the Preferred Alternative with the USACE, IDNR, and IEPA via conference call in order to confirm the regulatory process outlined in Phase 1.
- Baird will assist the Parks District in preparing a Section 10 (River and Harbors Act of 1899) permit (USACE). The duration required to secure a permit for construction cannot be defined in advance;

however, based on our recent experience, we expect that the regulatory approval process may take several months.

- Baird assumes a state (IDNR/IEPA) permit is not required.
- Our proposal includes the cost to prepare and submit the Section 10 permit and 4 hours of professional staff time following this submission for liaison with the agencies. Any additional services required to support the regulatory approval process can be provided on a time and materials basis.
- **Deliverable(s): Section 10 Permit Application (USACE)**

Task 2 – Final Design

- Baird will develop three alternatives for the pier decorative concrete finish, including photo-realistic renderings, for Park District review and selection.
- Baird will prepare final design documents for the proposed works including plans, sections, details, general requirements specification (Division 1), technical specifications (Division 2+), and an updated opinion of probable construction cost. The design documents will be submitted at the 50% and 90% design stage for Park District Review.
- Baird will subcontract with an electrical/lighting engineering specialist to specify the electrical/lighting elements and inspect that the existing grounding system is functioning properly and up to code. The proposal includes one site visit by the electrical/lighting subconsultant.
- **Deliverable(s): 50%, 90%, and 100% (Bid Set) Design Documents**

Task 3 – Bidding Services

- Baird will prepare bidding documents. We assume that the Parks District will provide their standard front-end documents that will require minimal modification and be included into the overall bidding documents.
- Baird will provide assistance to the Parks District during the bidding phase. Specifically, Baird will assist with bid advertising, participate in the pre-bid meeting, address technical questions raised by potential bidders, prepare addenda, review/evaluate the bids received, and provide a recommendation regarding contractor selection.
- **Deliverable: Bidding Documents, Bid Addenda, Bid Award Recommendation Letter**

Task 4 – Construction Services

- Baird will assist the Park District during construction with the following tasks:
 - Issue contract documents for construction
 - Organize and attend the preconstruction meeting
 - Provide written responses to questions raised by the Contractor (assume 5 RFIs)
 - Shop drawing and submittal review (assume 10 submittals)
 - Preparation of change/field orders (assume 1 change order and 1 field order)
 - Payment application review (assume 3 payment applications)
 - Site Visits (assume 2 site visits during construction; 1 of the site visits will be scheduled to coincide with a demonstration of the decorative concrete surface finish)
 - Determine substantial completion and develop final punch list (1 site visit)

Exclusions

The following items are excluded from the proposed scope of work but may be provided in accordance with the attached fee schedule:

- Structural assessment of the existing pier
- Permit fees
- Additional in-person meetings or site visits during construction
- Additional construction administration services beyond the assumptions listed for Task 4
- Full-time construction observation

Schedule and Fees

Baird proposes to complete the scope of services described above for the fixed fee amount of \$94,147.00, inclusive of expenses, as detailed in Table 1. A breakdown of the labor hours per task is provided in Table 2.

Table 1: Fees

Task	Baird Labor	Expenses	Sub Consultant	Subtotal
Task 1 - Permitting	\$5,976	\$0	\$0	\$5,976
Task 2 – Final Design	\$49,700	\$0	\$7,000	\$56,700
Task 3 – Bidding Services	\$8,035	\$145	\$0	\$8,180
Task 4 – Construction Services	\$22,136	\$655	\$500	\$23,291
			Total	\$94,147

Table 2: Baird Labor Breakdown

Task	Senior Prof. II \$225 / Hr.	Senior Prof. I \$196 / Hr.	Staff Prof. III \$172 / Hr.	Staff Prof. I \$132 / Hr.	Senior Tech. \$120 / Hr.
Task 1 - Permitting					
1.1 Pre-Submission Coordination			4		
1.2 Permit Application/Drawings			10		24
1.3 Post-Submission Coordination			4		
Task 2 – Final Design					
2.1 Decorative Concrete Finish Alternatives			8	12	
2.2 50% Design Submission (Drawings, Tech. Specs., Division 1 Specs., Revised Opinion of Cost)		30	46	3	60
2.3 90% Design Submission (Drawings, Tech. Specs., Division 1 Specs., Revised Opinion of Cost)		30	44	3	24
2.4 100% Design Submission (Drawings, Tech. Specs., Division 1 Specs., Revised Opinion of Cost)		8	22	3	24
Task 3 – Bidding Services					
3.1 Front-end Bidding Documents	1		16		
3.2 Pre-bid Meeting and 1 Addendum	1		16		4
3.3 Bid Recommendation	1		8		
Task 4 – Construction Services					
		8	114		8

Any work items beyond the scope of services described above will be invoiced in accordance with the attached fee schedule (Attachment 1). Baird will not proceed with any additional work without the prior approval of the Park District.

Baird provides the schedule in Figure 1 for discussion purposes. The schedule was created assuming approval of this proposal by February 15, 2021. A refined schedule can be provided following the review/acceptance of the proposal.

Glencoe Beach Pier Deck Repair - Phase 2

Schedule

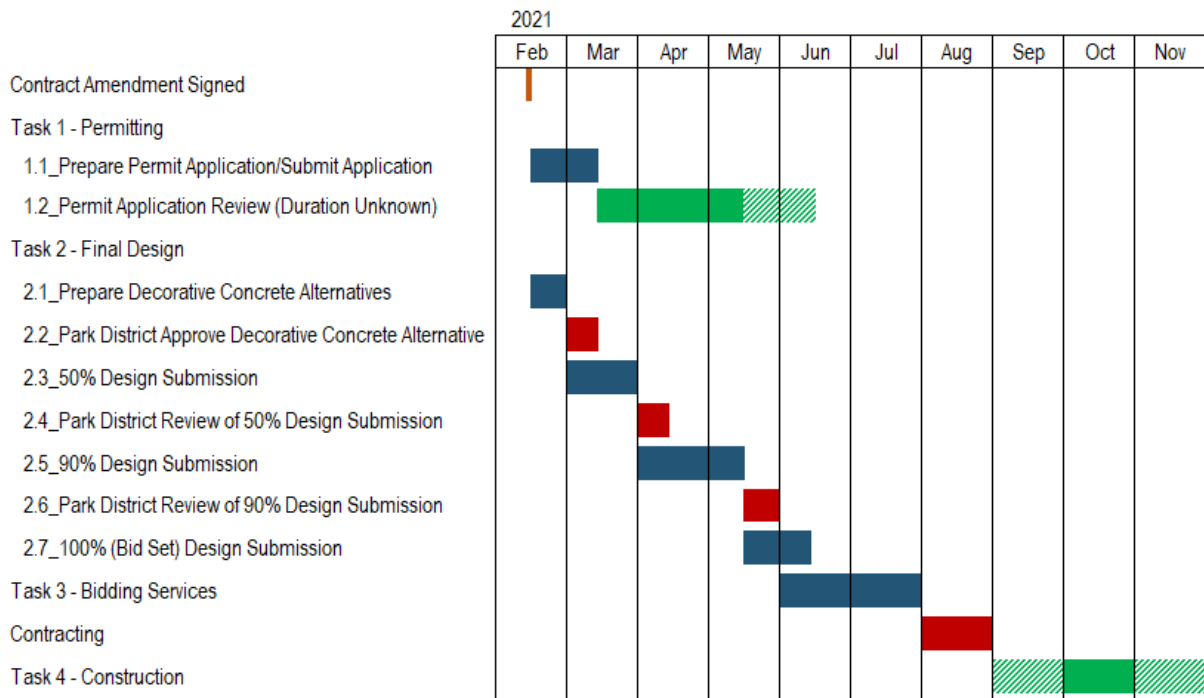


Figure 1: Proposed Project Schedule

Services will be provided as a contract modification in accordance with the terms and conditions outlined in the current contract between W.F. Baird & Associates Ltd. and the Glencoe Park District, dated September 10, 2020. The variation order is provided in Attachment 2.

We appreciate the opportunity to submit this proposal and look forward working with the Park District on this project.

Sincerely,



Caleb Barth | Marine Engineer
Baird & Associates
E: cbarth@baird.com

Attachment(s) 1. Standard Fee Schedule
2. Variation Order

Attachment 1 - Standard Fee Schedule

2021 US Fee Schedule

The fee for our services will be based on the charges listed below. All fee quotations are estimates, and actual fees are based on actual time and expenses incurred by W.F. Baird & Associates Ltd. (Baird) unless otherwise stated in the proposal. All rates are listed in US dollars.

Personnel

Staff Category	Hourly Rate
Senior Consultant	\$307.00
Principal	\$260.00
Senior Professional III	\$241.00
Senior Professional II	\$225.00
Senior Professional I	\$196.00
Staff Professional III	\$172.00
Staff Professional II	\$152.00
Staff Professional I	\$132.00
Senior Technician	\$120.00
Technical Staff	\$112.00
Support	\$94.00

Expert witness services including: trial, mediation and arbitration preparation, depositions, court appearances and attendance at related proceedings, will be charged at 2.0 times the above rates.

Expenses

Direct expenses incurred on the client's behalf are charged at our cost plus 10%. Such items include, but are not limited to, equipment rental, subsistence, printing and reproduction, transportation and travel charges and any special equipment or fees unique to the project. Professional sub-consultant fees are charged at our cost plus 10%. Automobile mileage will be charged at \$0.58/mile.

Rates for hydraulic laboratory, field equipment, specialized numerical models and associated computer time are available on request depending on facilities and equipment used. Deposits for hydraulic basin rental are applied to total rental costs, but are not refundable.

Invoices

Progress invoices shall be issued monthly and shall be paid within thirty days of date of invoice. Balances remaining unpaid at due date are subject to a monthly finance charge of 1.0% (which is an annual rate of 12% per year) until paid. Baird reserves the right to stop work on any project that has past due invoices until all outstanding balances are paid.

Advance payment is required on all non-public work.

Attachment 2 - Variation Order

V. Discussion on Beach Pass and Daily Fees

Glencoe Park District
March 2, 2021 Committee of the Whole Meeting



2021 Glencoe Beach Pricing



Enriching lives and creating memorable experiences.



2021 Operations Beach Admissions Options

OPTION 1
Season Pass Holders Only
No Change to
2020 Operation

OPTION 2
Season Passes
&
Limited Daily's

OPTION 3
Return to
Regular Operations
Pre-COVID

OPTION 2A
Season Passes: 7 days per week
Daily Admission: Available
Monday-Thursday After 12PM
(No Holidays, Friday - Sunday)

OPTION 2B
Season Passes: 7 days per week
Daily Admission: Available
7 Days per Week After 12PM
(No Holidays)

OPTION 2A Hybrid
(Board Consensus)
Season passes: 7 days per week
Limited daily admission: Mon-Fri starting at 12pm
No daily admission on weekends or holidays



Pricing Strategy

Objective

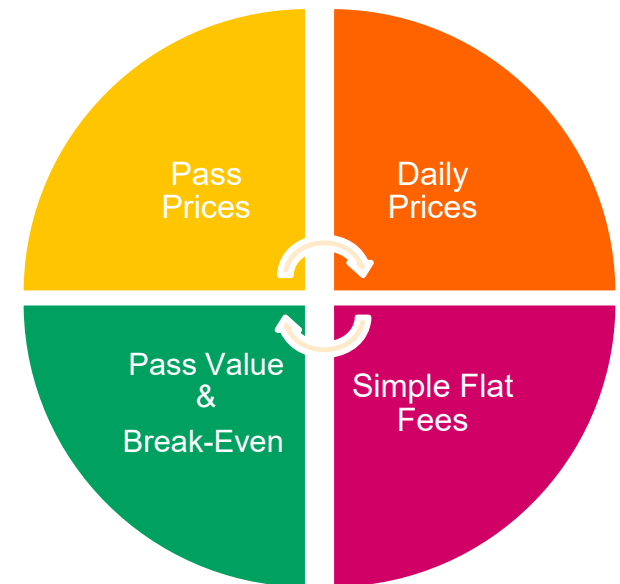
- Increasing pass value to maximize pass sales

How?

- Pricing
- Exclusive access
- Guest passes
- Discounts
- Pass holder appreciation events

Why?

- Revenue less impacted by weather
 - Pass holders visit shorter, but more frequent
 - Pass holders more vested in maintaining the lakefront
 - Builds sense of community
- Limit financial burden on taxpayer
 - Simplify fee structure
 - Increase access



2020 Pass Financials

Season Pass	Price	# Sold	Revenue
Resident	\$76*/95 1st Pass \$42*/54 Senior 1st Pass \$15 Additional Pass Average Pass Price \$29.81	4,399	\$131,127
Non-Resident	\$143*/190 1st Pass \$84*/108 Senior 1st Pass \$30 Additional Pass Average Pass Price \$60.17	1,612	\$97,001
<i>*Early Bird</i>	Total	6,011	\$228,128

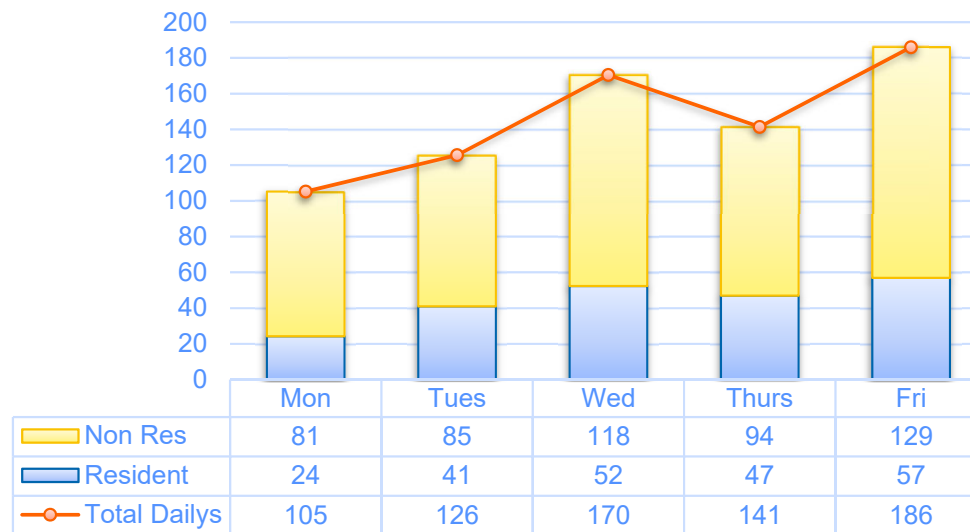
Guest Pass	Price	# Sold	Revenue	% Redeemed	Revenue Per Visit
Resident	\$50 Per 10 Punch	373	\$18,650	37%	\$13.38
Non-Resident	\$100 Per 10 Punch	85	\$8,500	40%	\$25.15
	Total	458	\$27,150		



2019 Daily Financials

Daily Visit	Price*	# Visits Mon-Fri**	# Visits 7 Days	Revenue Mon-Fri**	Revenue 7 Days
Resident	\$7/5 Senior	2,111	4,424	\$14,587	\$29,982
Non-Resident	\$14/10 Senior	4,848	12,606	\$67,184	\$167,922
*Under Age 2 - Free Seniors <5% of visits		Total	6,959	17,030	\$81,771
**Excluding Holidays					
Total		6,959	17,030	\$81,771	\$197,904

2019 Daily's Purchased (Average)

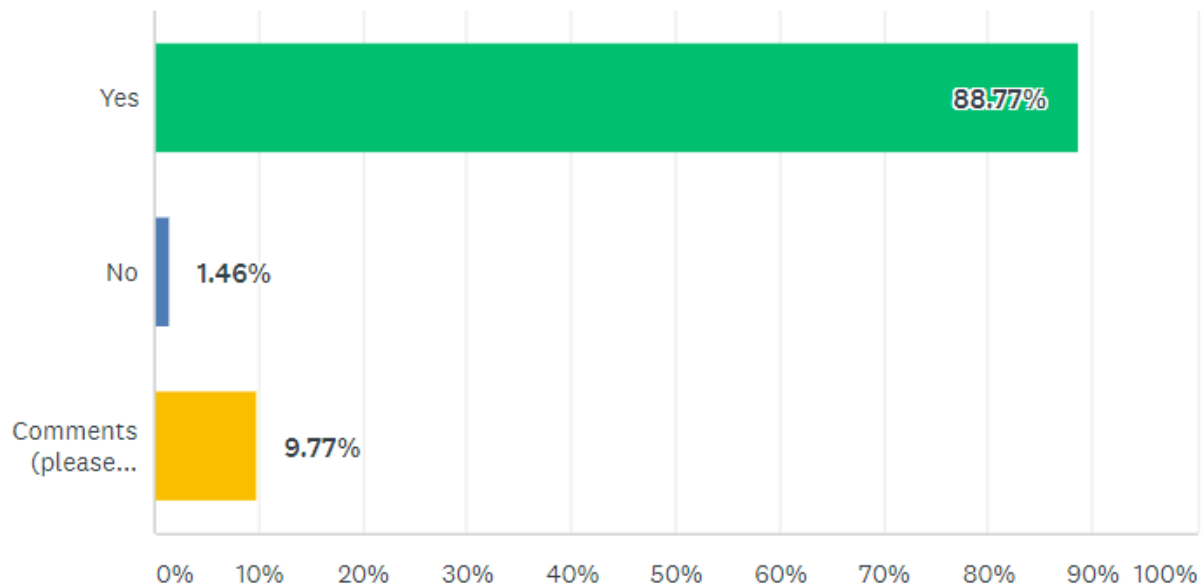


Q22



Do you plan to purchase a season pass for the summer of 2021?

Answered: 481 Skipped: 28



ANSWER CHOICES	RESPONSES	
Yes	88.77%	427
No	1.46%	7
Comments (please specify)	Responses	9.77% 47
TOTAL		481



1. No Price Increase

	Best	Base	Worst	2020 Actual
% of 2020 Pass Sales	100% (6,011)	75% (4,508)	50% (3,006)	100% (6,011)
Pass Price	\$35/70 R/NR Each \$140/280 R/NR Family of 4			Tiered Passes \$140/280 R/NR Family of 4
Pass Revenue	\$266,805	\$200,104	\$161,613	\$228,128
Daily Sales	25% of 2019 Resident Sales 75% of 2019 Non-Resident Sales			N/A
Daily Price	No Price Increase Daily's \$7/14 R/NR Pass break-even is 5 visits			N/A
Daily Revenue	<u>\$54,600</u>	<u>\$54,600</u>	<u>\$54,600</u>	<u>\$0</u>
Total Revenue	\$321,405	\$254,704	\$216,213	\$228,128



2. Daily Price Increase

	Best	Base	Worst	2020 Actual
% of 2020 Pass Sales	100% (6,011)	75% (4,508)	50% (3,006)	100% (6,011)
Pass Price	\$35/70 R/NR Each \$140/280 Family of 4			Tiered Passes \$140/280 Family of 4
Pass Rev.	\$266,805	\$200,104	\$161,613	\$228,128
Daily Sales	25% of 2019 Res. Sales 75% of 2019 NR Sales			N/A
Daily Price	~40% Price Increase Daily's \$10/20 R/NR Pass break-even is 3.5 visits			N/A
Daily Rev.	<u>\$78,000</u>	<u>\$78,000</u>	<u>\$78,000</u>	<u>\$0</u>
Option 2 Total Rev.	\$344,805	\$278,104	\$239,613	\$228,128
Option 1 Total Rev.	\$321,405	\$254,704	\$216,213	



Staff Recommendation

- Pass Price

	Proposed 2021	2020
Resident	\$35/Pass Free/65+Seniors	\$76*/95 1st Pass \$42*/54 Senior 1st Pass \$15 Additional Pass
Non-Resident	\$70/Pass	\$143*/190 1st Pass \$84*/108 Senior 1st Pass \$30 Additional Pass
		*Early Bird

- Daily Fee

	Proposed 2021	2020
Resident	\$10/Day	\$7/Day
Non-Resident	\$20/Day	\$14/Day



Other Beaches

Wilmette: Undecided

Winnetka: - Daily's (Mon-Wed only): \$10/20 R/NR
- Season Pass: \$135 Family of 4

Highland Park: Undecided

Lake Forest: - Access free for Residents
- Daily Fee NR \$25/person



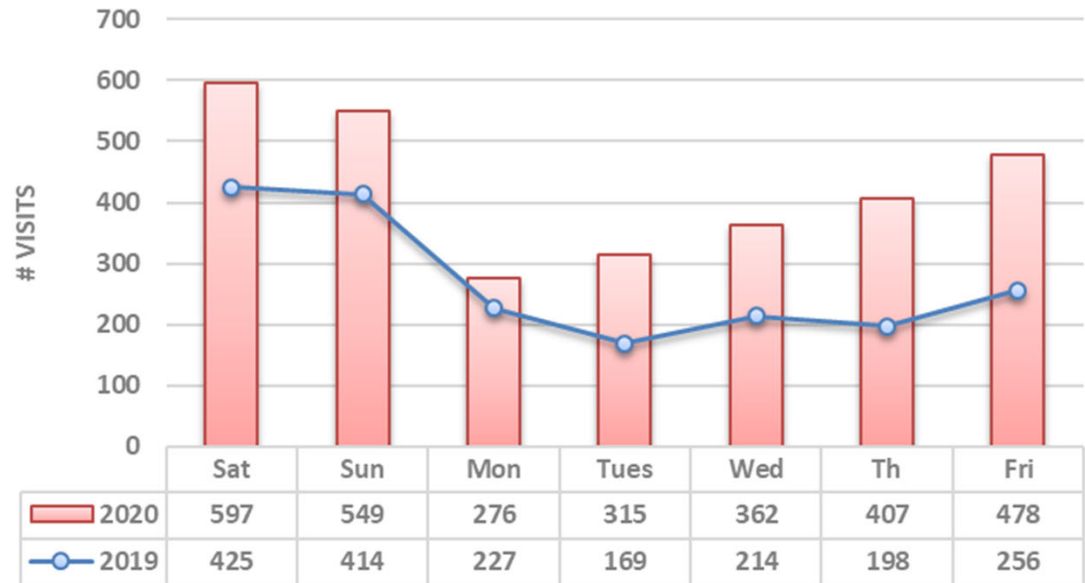


glencoeParkDistrict.com

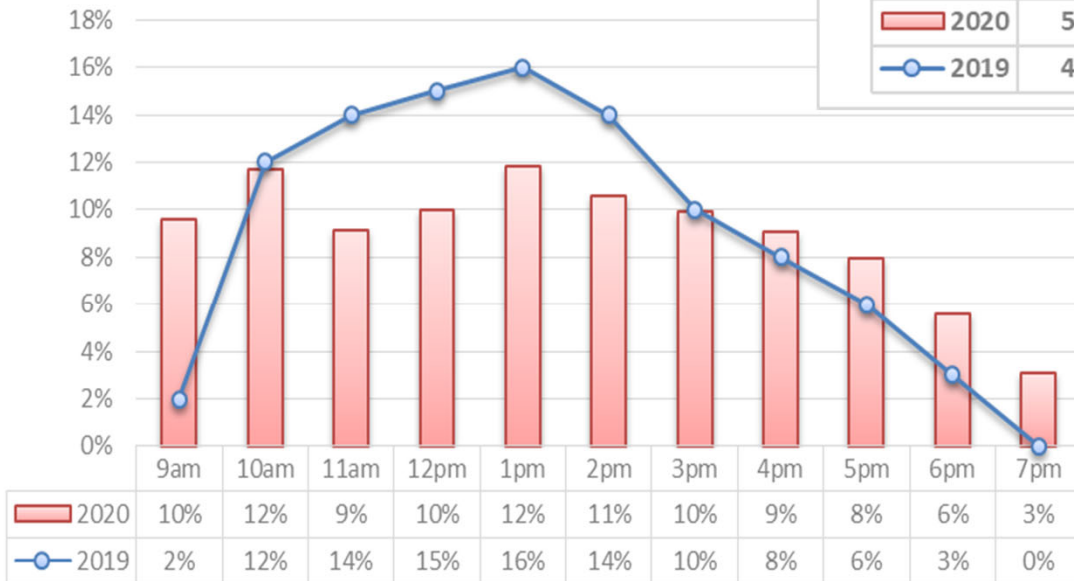


Supplemental Information

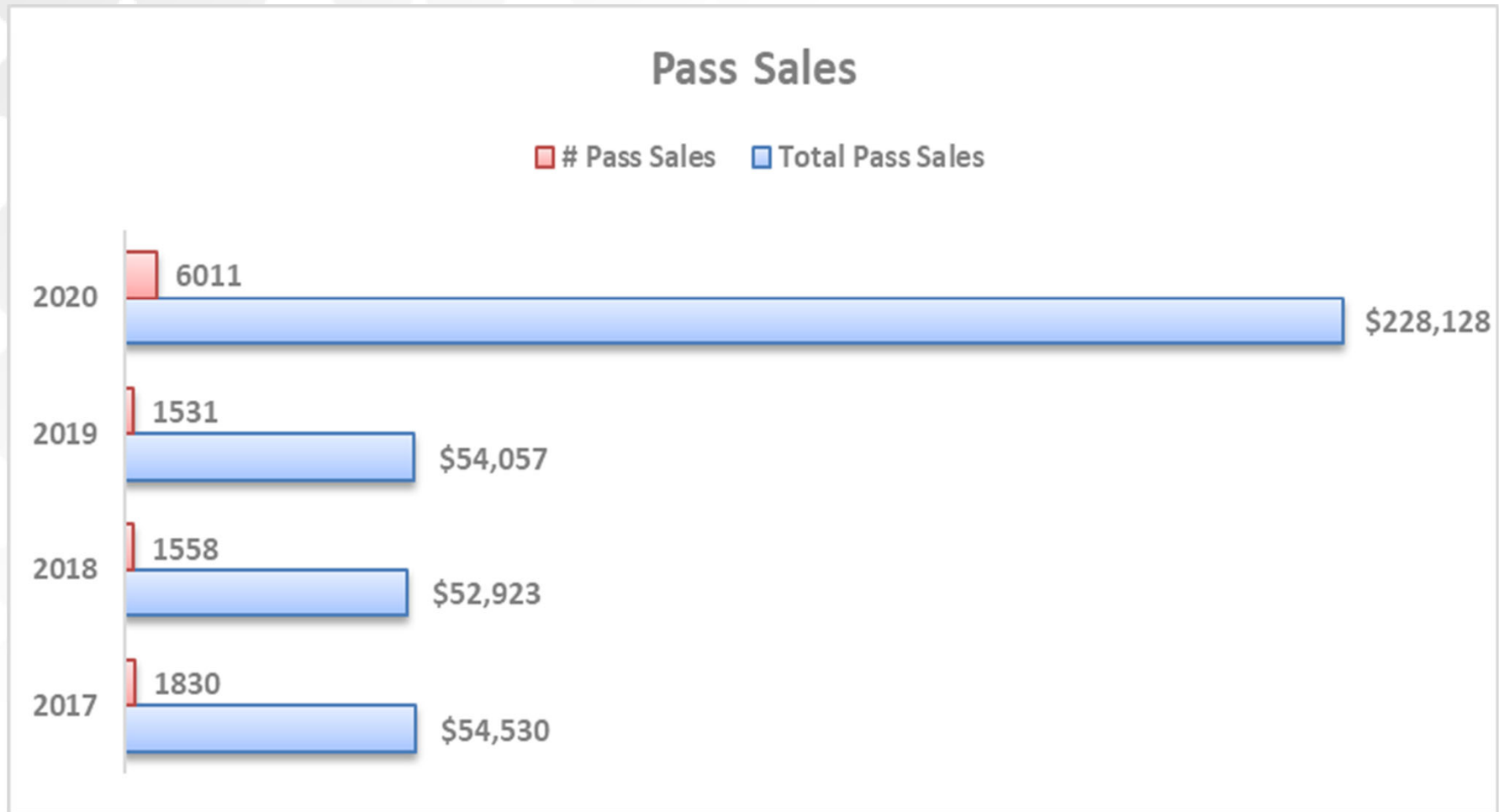
2020 v 2019 Average Daily Attendance



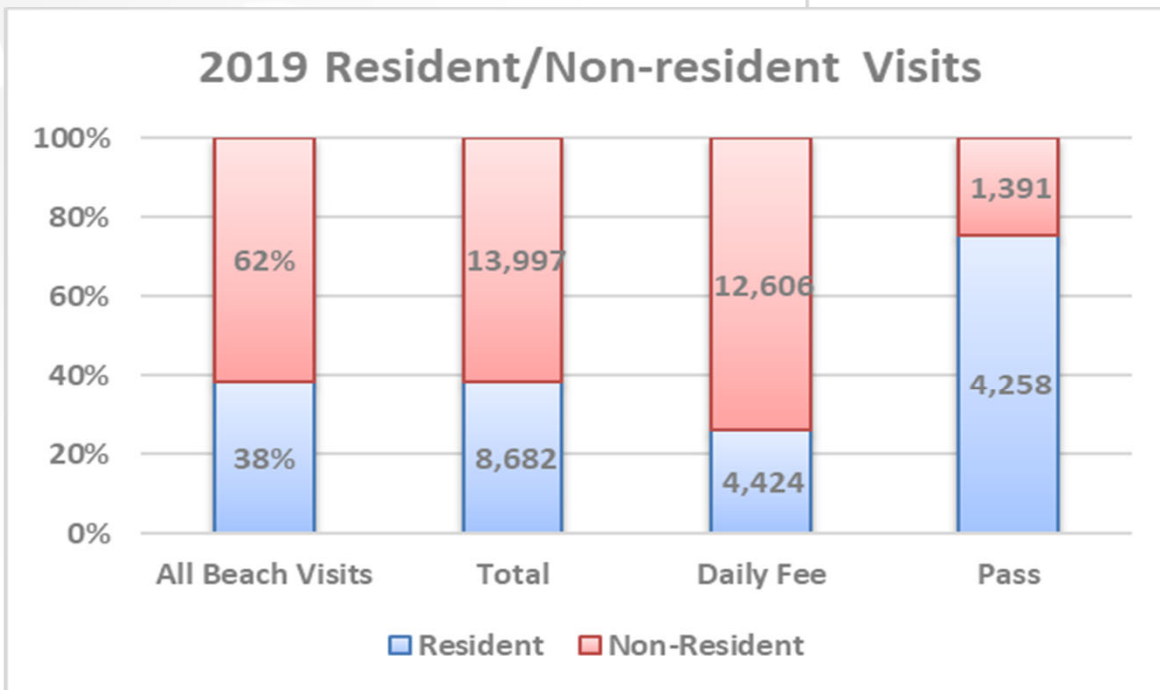
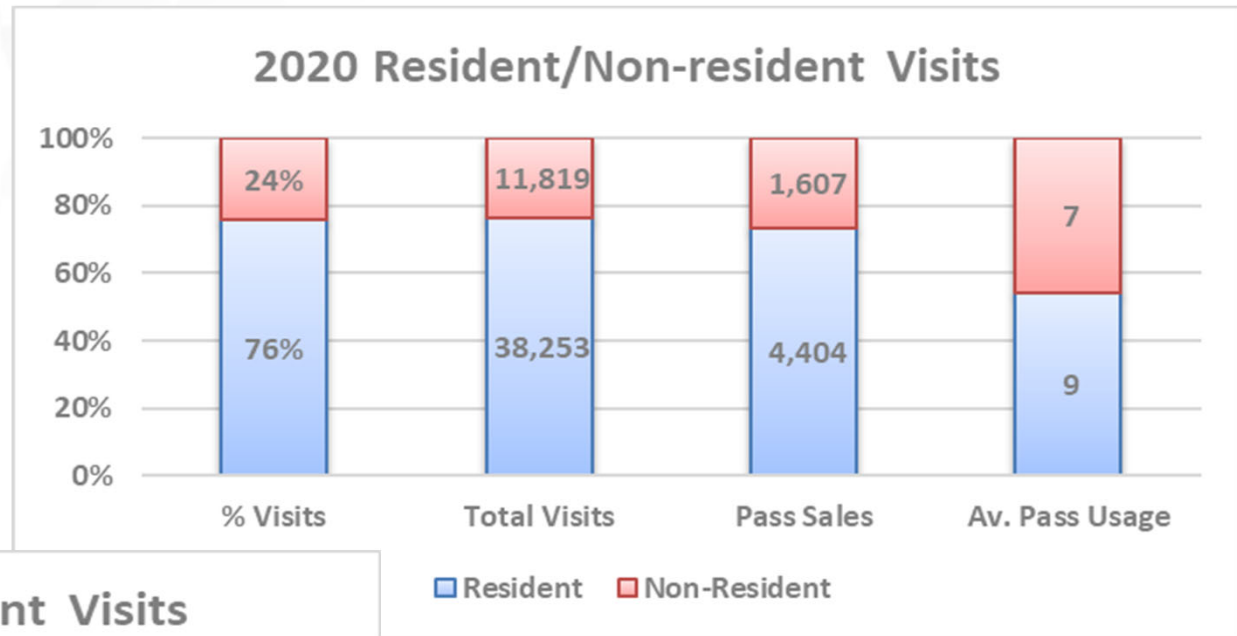
2020 V 2019 BUSIEST TIMES



Supplemental Information



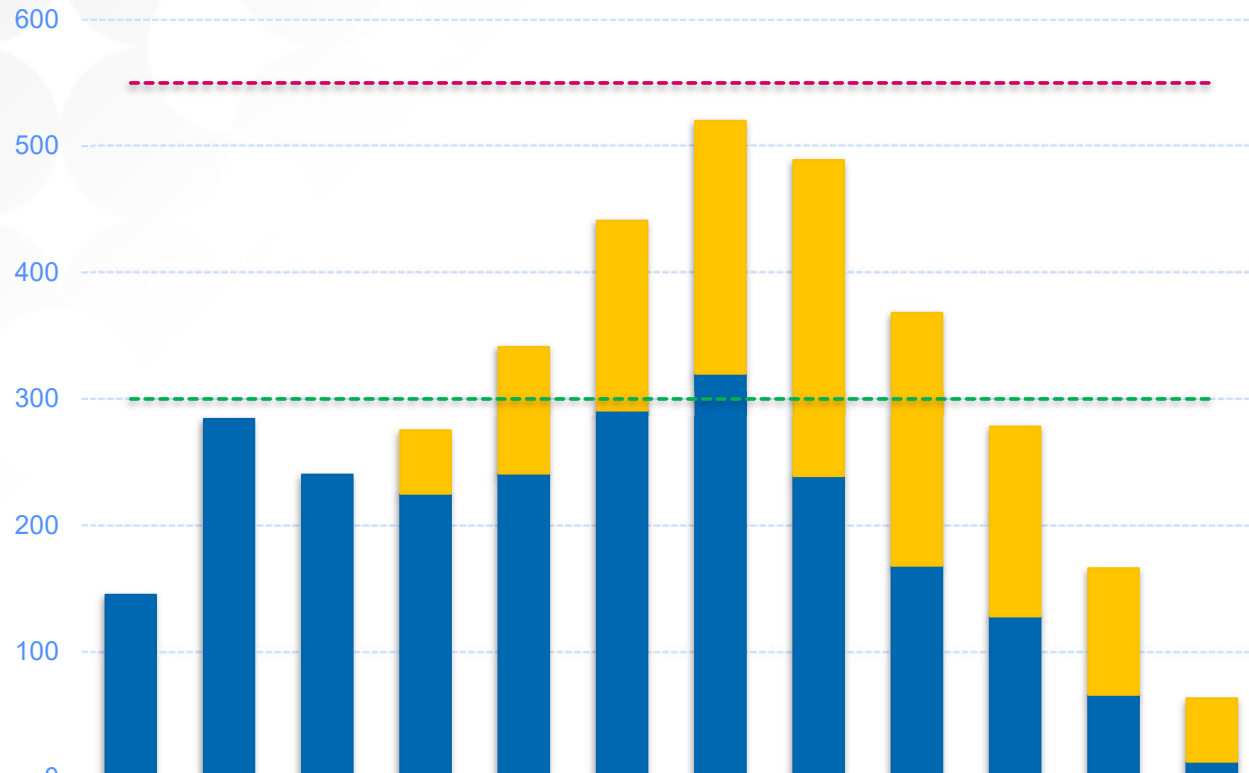
Supplemental Information



2021 Capacity Model

Busiest Day (August 9th | 89° & Sunny) v. Capacity Limits

PEOPLE ON THE BEACH

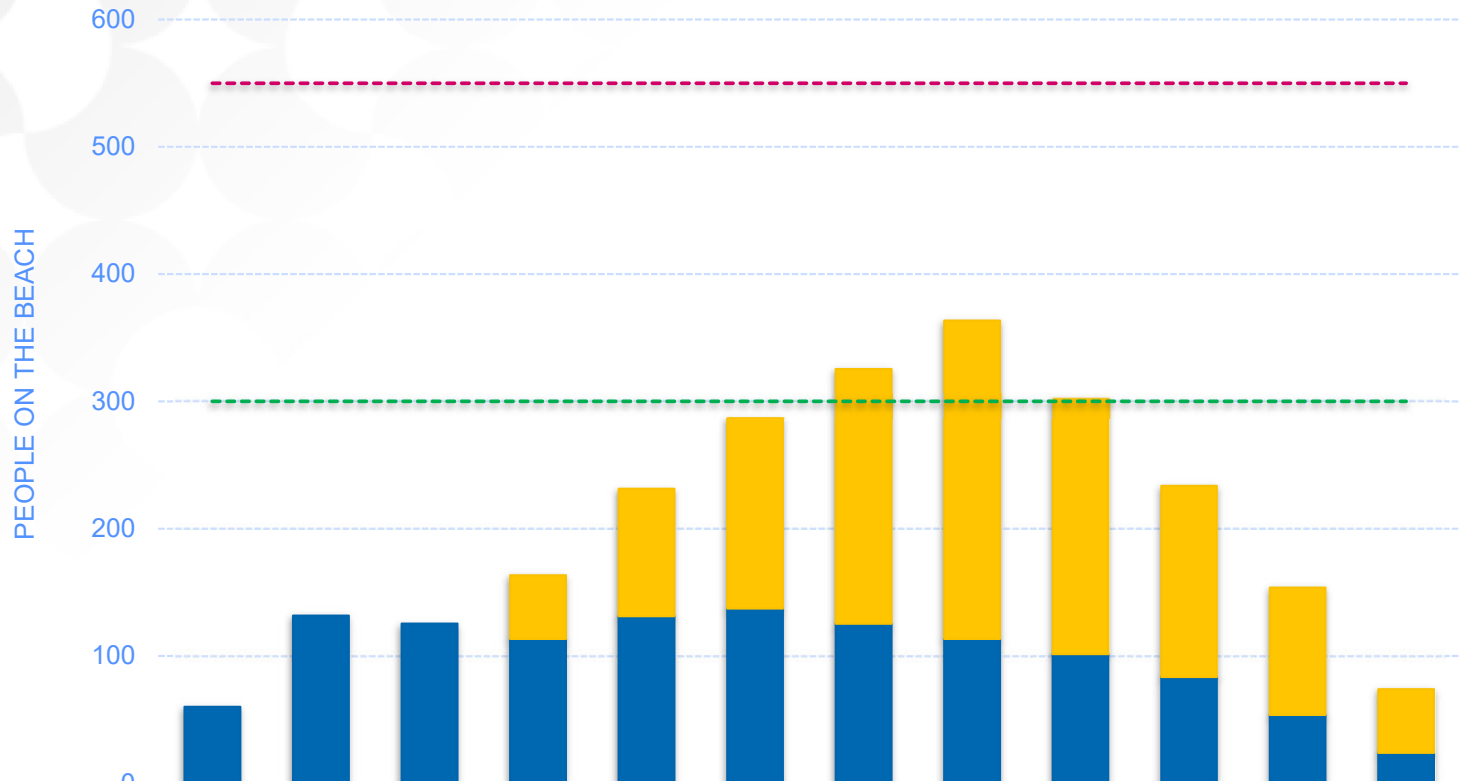


	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	8pm
■ Dailys (250 Max)	0	0	0	50	100	150	200	250	200	150	100	50
■ Passholders (2020 Actual)	145	284	240	225	241	291	320	239	168	128	66	13
- - - Max Beach Capacity	550	550	550	550	550	550	550	550	550	550	550	550
- - - Prime Waterfont Capacity	300	300	300	300	300	300	300	300	300	300	300	300



2021 Capacity Model

Average Weekend Day v. Capacity Limits



	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	8pm
Dailys (250 max)	0	0	0	50	100	150	200	250	200	150	100	50
Passholders (2020 Actual)	60	132	125	113	131	137	125	113	101	84	54	24
Max Beach Capacity	550	550	550	550	550	550	550	550	550	550	550	550
Prime Waterfront Capacity	300	300	300	300	300	300	300	300	300	300	300	300

