



GLENCOE PARK DISTRICT
Committee of the Whole Meeting
Tuesday, June 1, 2021 | 7:00pm
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 Takiff Center, 999 Green Bay Rd, Glencoe, IL 60022

AGENDA

- I. Call to Order
- II. Roll Call
- III. Matters from the Public
- IV. Discuss PARC Grant for Watts Recreation Center
 - A. Scope (pgs. 3-18)
 - B. Architects Agreement for Project (pgs. 19-27)
- V. Capital Funding Planning Review (pg. 28)
- VI. Present Updated Employee Compensation Study (pgs. 29-48)
- VII. Other Business
- 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 email: lsheppard@glencoeParkdistrict.com

NEW! Attend the meeting IN PERSON at Takiff Center -OR- Livestream via YouTube

YouTube Livestream

Option 1: Copy/paste this link into your browser <https://www.youtube.com/c/GlencoeParkDistrict>

Option 2: Go to YouTube.com and search Glencoe Park District

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

Option 1: In person at Takiff Center

Option 2: Email comments to be read aloud at the meeting to lsheppard@glencoeParkdistrict.com, comments must be received by 6:00pm.

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. Discuss PARC Grant for Watts Recreation Center

A. Scope

B. Architects Agreement for Project

Glencoe Park District

June 1, 2021 Committee of the Whole Meeting



WATTS RECREATIONAL CENTER

PARC Grant Update

June 1, 2021

Enriching lives and creating memorable experiences.



The Park District has been
awarded a \$2.5m PARC Grant!

Enriching lives and creating memorable experiences.



How we got here

5 Year Condition Assessment - Engineering Survey

- 5 New Amenity
- 4 Remaining useful life expected to be greater than 6 years
- 3 Amenity is in generally good serviceable condition. May need repairs or renovations to improve functionality/operational efficiency.
- 2 Amenity is near the end of its useful life, managing the element is inefficient and costly. The functionality may be impacted by changing site conditions. Amenity is duplicated within the District's infrastructure
- 1 Amenity is at the end of its useful life

Priority	Amenity		Typical Useful Life	Conditon Assesment
	WATTS CENTER EQUIPMENT/ROOFS	Date	Years	Remaining Useful Life %
● 1	DOMESTIC HOT WATER HEATER ZAM/BACK BATH	2001	10	5%<
● 1	FIRE PROTECTION PANEL	2001	15	5%<
● 1	BASEMENT AC/HEATER	2001	15	5%<
● 1	WATER MAIN (LEAD)	1965	-	5%<
● 1	SHINGLE ROOF	2001	20	5%<
● 1	DASHER BOARDS	2001	20	5%<
● 2	EVAPORATIVE CONDENSOR	2001	20	10%
● 2	COMPRESSOR CONTROL COMPUTERS	2001	20	10%
● 2	COMPRESSOR ROOM LIFE SAFETY SYSTEMS UPDATE	2001	20	10%
● 3	OVERHEAD RINK LIGHTS	2001	25	28%
● 3	COMPRESSORS	2001	30	40%
● 3	COOLING FLOOR	2001	30	40%
● 4	DOMESTIC HOT WATER HEATER SINGLE BATH-CONC	2013	10	40%
● 4	EXTERIOR FACILITY LIGHTS	2016	20	85%
● 4	RTU 1	2018	15	93%
● 4	RTU 2	2018	15	93%
● 4	RTU 3	2018	15	93%
● 4	RTU 4	2018	15	93%
● 4	EXTERIOR PAINTING	2019	12	100%
● 4	MEMBRANE ROOF	2019	20	100%

What is a PARC Grant?

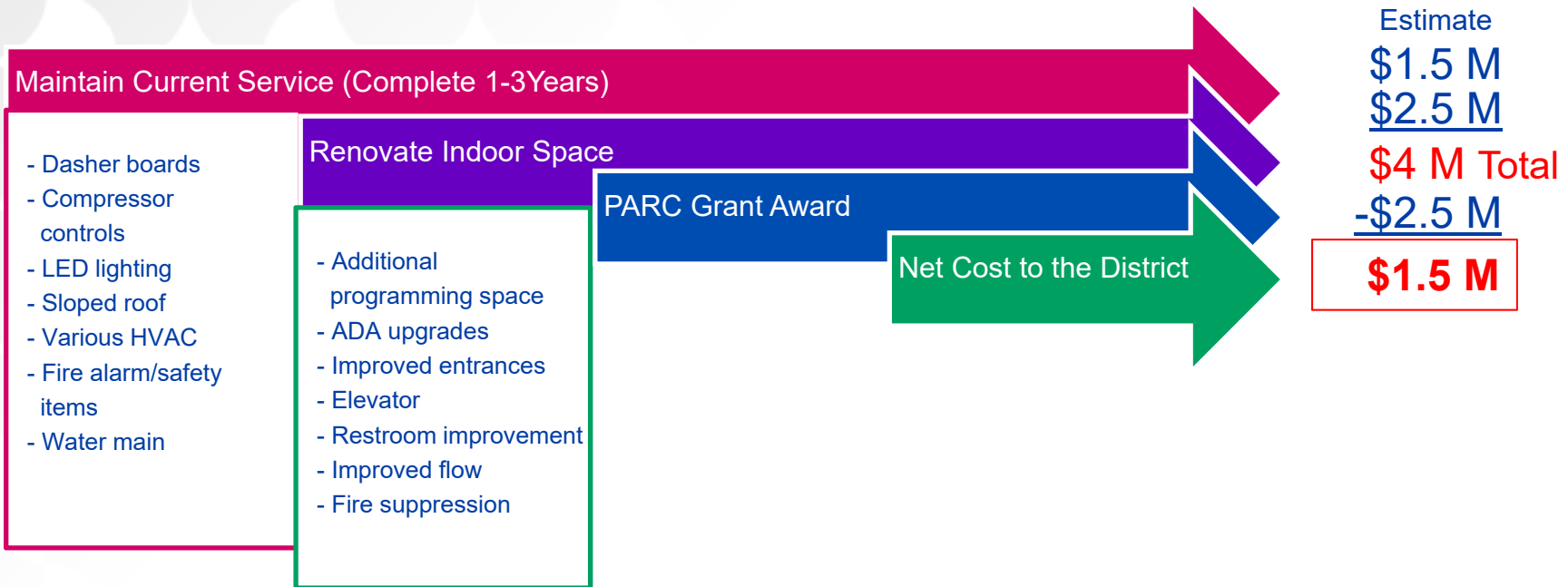
- The Park and Recreational Facility Construction Grant program is specifically designed for infrastructure enhancements and replacements. The grant provides up to a 75% funding match and up to \$2.5 million towards a project.
- The Glencoe Park District will fund \$1.5 million.

WHAT MAKES THIS AN ATTRACTIVE GRANT?

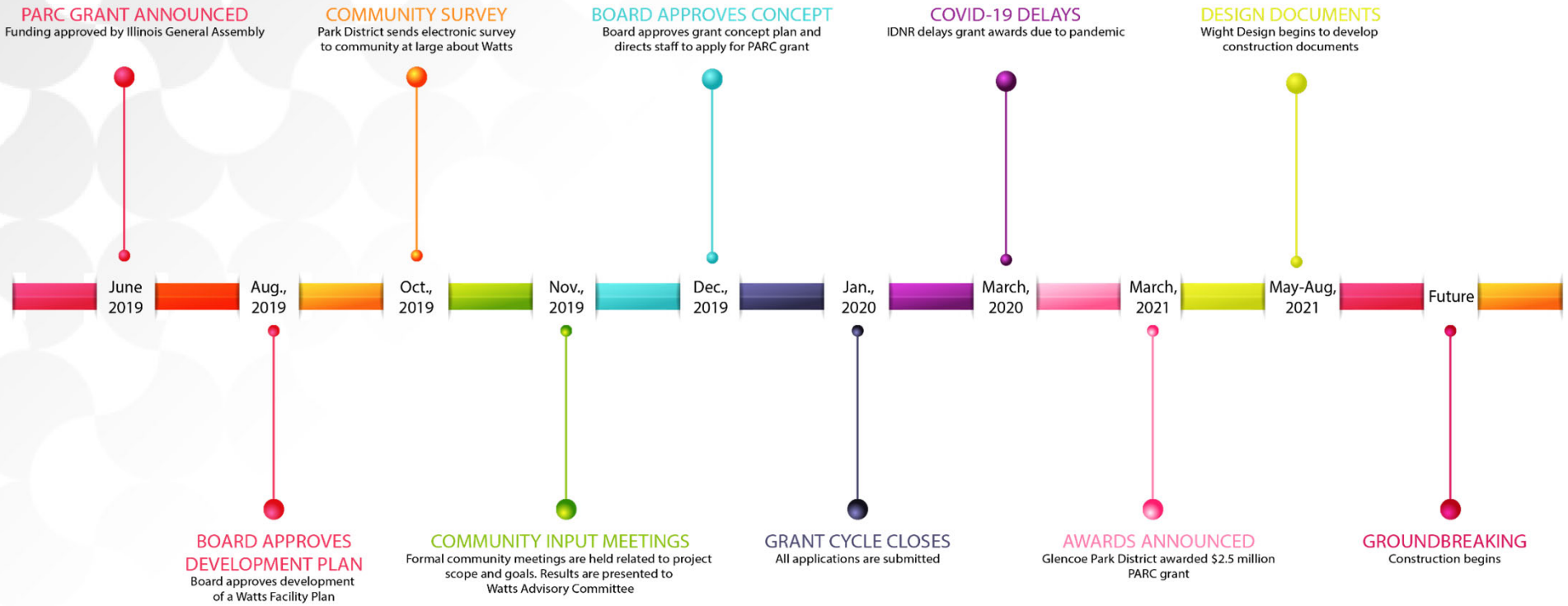
- (1) Useful life of existing facilities and improvements
- (2) Address public health and safety needs
- (3) Correct accessibility deficiencies as defined by the Americans with Disabilities Act

“The priority of the PARC grant program is the **renovation or construction of indoor** recreation facilities since they are not eligible under other IDNR grant programs”

Grant Scope & Financial Commitment



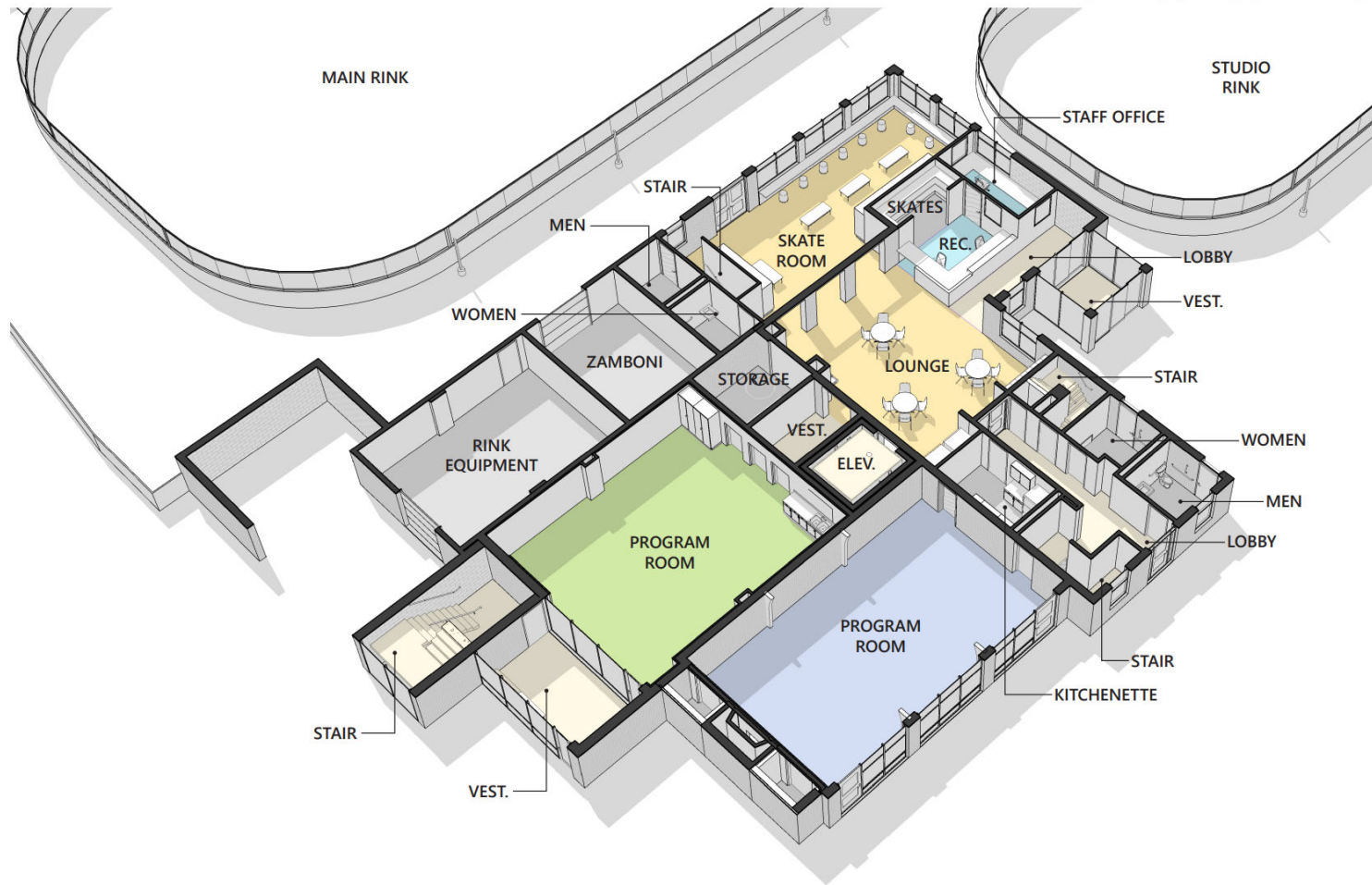
Project Timeline



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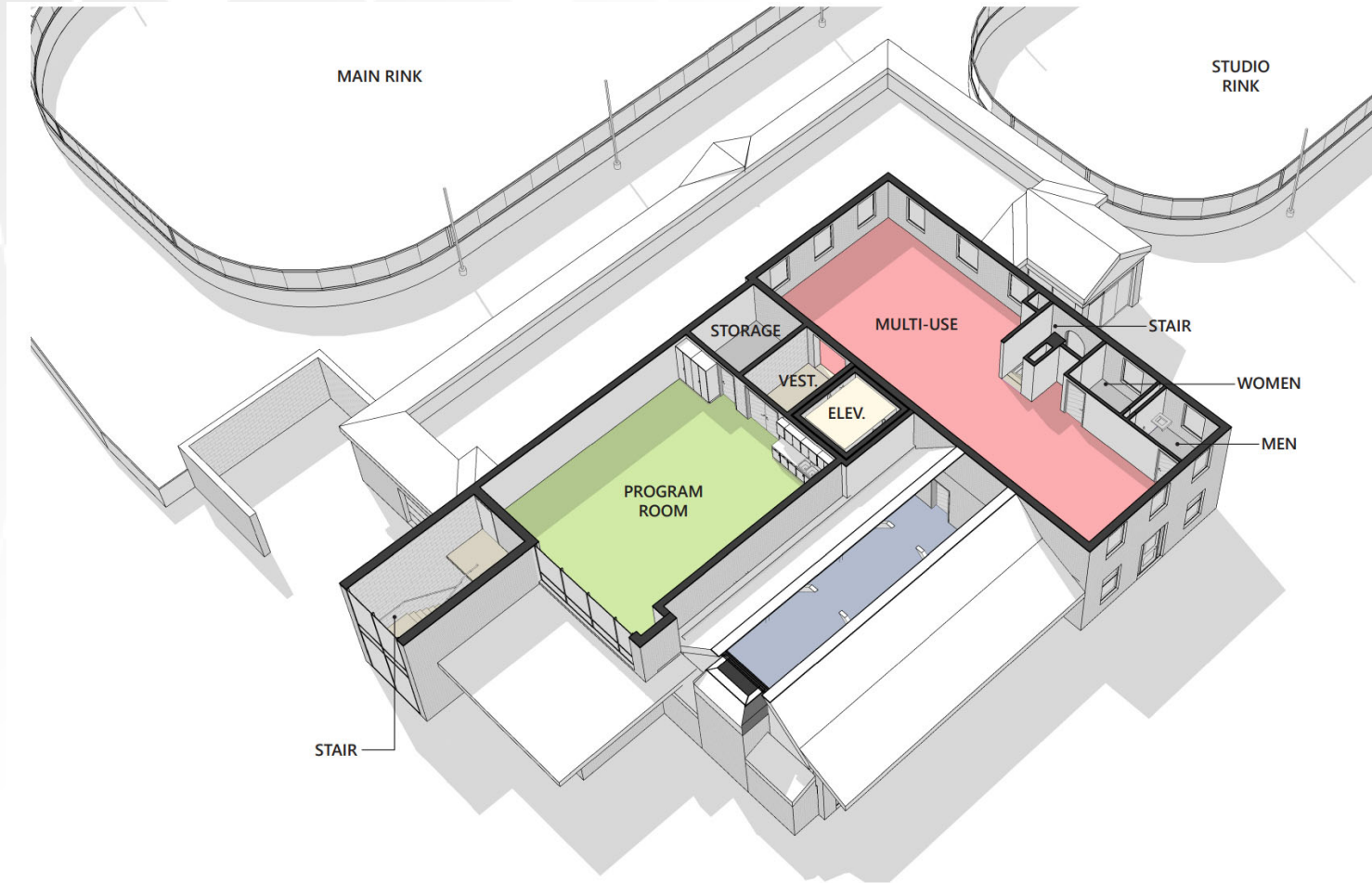
1ST FLOOR PLAN



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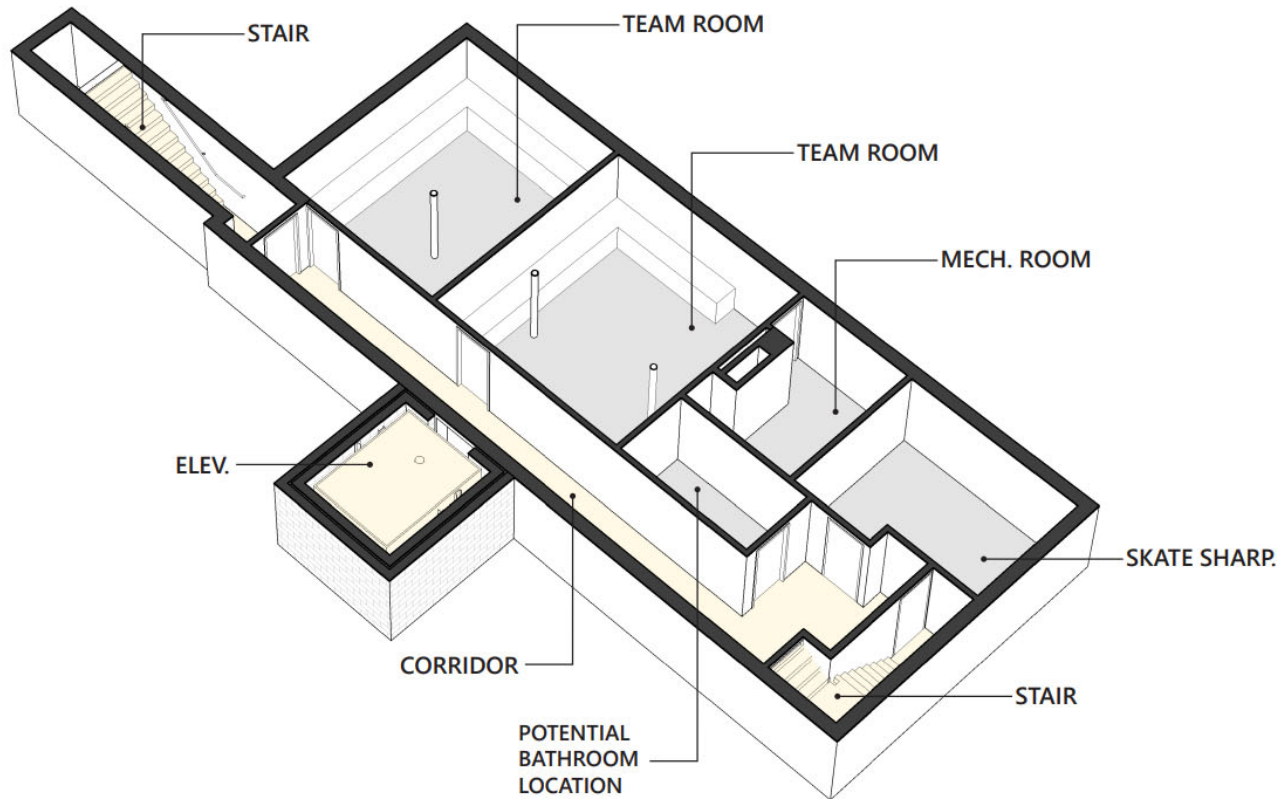
2ND FLOOR PLAN



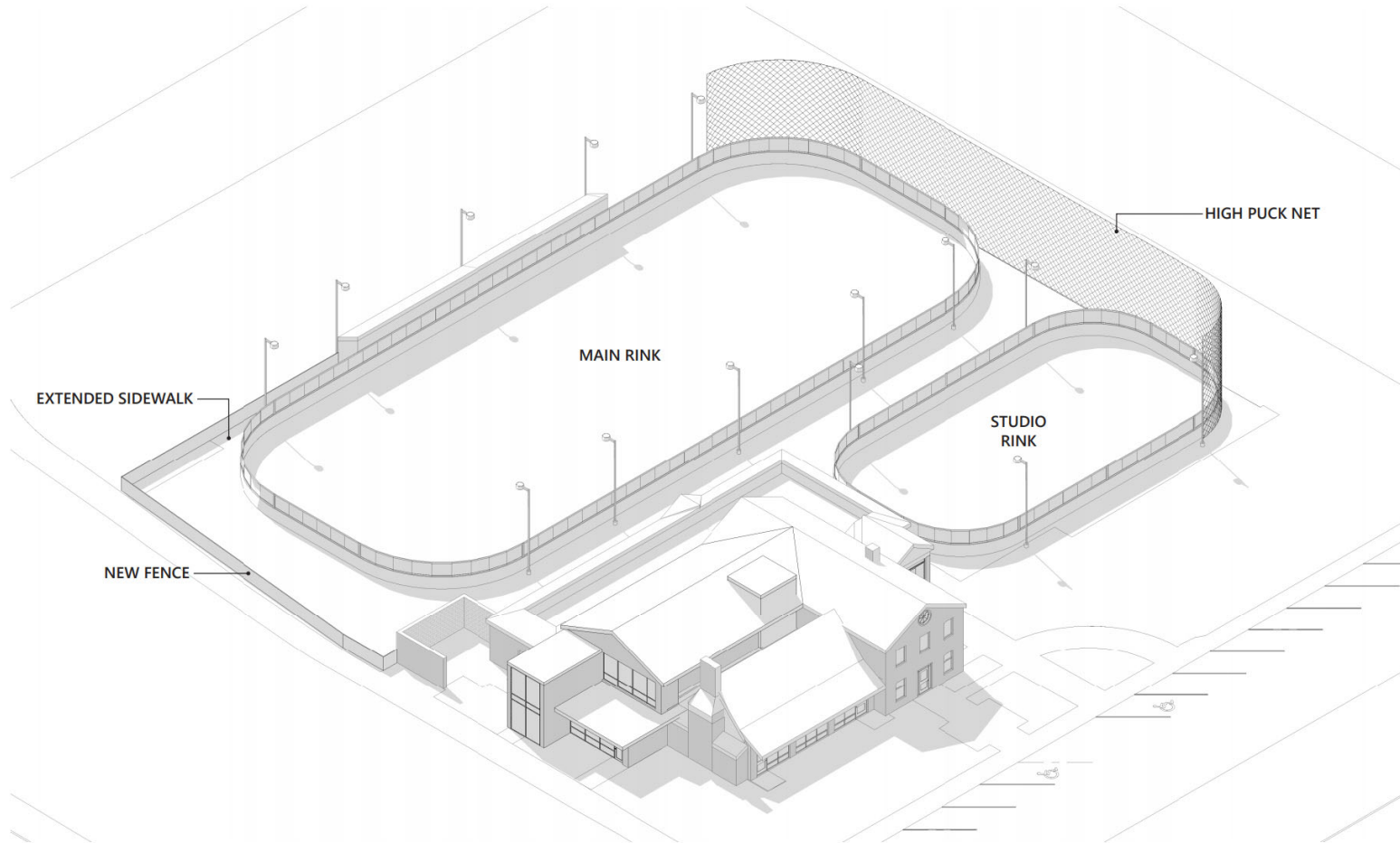
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BASEMENT PLAN



EXTERIOR PLAN



WATTS RECREATION CENTER | 11.22.2019 | 13

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Watts Advisory Group Feedback

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Questions

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COMMUNITY INPUT

What makes Watts special to you and your family?

- All children in Glencoe **schools learn** to skate.
- A **unique facility** that differentiates Glencoe from other communities
- Skate here every year with **friends** since the facility opened and is one of the reasons still lives in this town
- Grew up here with great **memories** skating and drinking hot cocoa in a safe environment and now wants her kids to have that experience
- A way to **enjoy winter** and darkness **under the stars**. It is not the same in indoor facilities and would be nice to see it continue.
- Bring someone from outside of Glencoe and they are blown away by the facility being under the lights **outside at night**. It is what makes Glencoe very **special**.
- Worked at Watts for four years in high school and would want his kids to have the experience of a **job** there.
- Taught their kids how to skate at Watts, their kids played hockey in high school, and then one became a skate guard. Without Watts, their child would not have had that **leadership opportunity**.
- Watts drew their family to Glencoe and have held Thanksgiving events there with such good **memories**.
- It is something for kids to be **active in the winter**.
- Watts is **magical and unique** and wants to see it live on.

COMMUNITY INPUT RECAP

- Improve and expand Kids Club & camp space
- Off season use
- Atmosphere
- Ice quality/ skating experience
- Sustainability
- Parking
- Being a good neighbor
- **Other?**

MEMORANDUM

TO: Board of Park Commissioners
FROM: Lisa Sheppard, Executive Director and Chris Leiner, Director of Parks & Maintenance
SUBJECT: Discussion on design services for Watts PARC Project
DATE: May 25, 2021

Within the Board approved Year Two Bond Issuance Capital Plan, \$4,000,000 was earmarked for the Watts Recreation Center PARC Project. As previously discussed, the Park District was awarded the \$2,500,000 PARC grant by the IDNR and is proceeding with the project.

Wight Design was the firm that prepared the Concept Plan that the Board approved as part of the PARC Grant submission.

At tonight's meeting, representatives from Wight will be in attendance to discuss the PARC Grant Concept Plan's scope and answer any questions about their professional service agreement. The Concept Plan developed for the grant did not contain detailed construction drawings or bid documents. The design costs for this phase of the project were included in the budget submitted for the PARC Grant. Wight's design fees are part of the match required to receive the grant.

This contract includes fees for design and construction management. The scope of tonight's discussion is related to design fees. We will be discussing construction management at a later meeting.

The total cost of this professional design service contract is \$299,500. This fee represents 7.5% of the entire project budget which is \$4,000,000.



May 20, 2021

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

**Glencoe Park District
Watts Recreation Center Renovation
Professional Services Proposal**

Dear Mr. Leiner:

Wight & Company (Wight) is pleased to submit this proposal to you and the Glencoe Park District (GPD) to provide design services for the renovation of the Watts Recreation Center (Watts). This proposal includes:

UNDERSTANDING
APPROACH
SCOPE OF SERVICES
SCHEDULE
COMPENSATION
REFERENCES
TERMS & CONDITIONS

UNDERSTANDING

First, congratulations on being awarded the \$2.5M PARC Grant through the IDNR and thank you for the opportunity to assist in the initial conceptual renovation strategy and grant application for the Watts Recreation Center. The PARC Grant application is based upon the following programmatic items and improvements:

- 1st floor and basement renovation
- 2nd floor renovation
- 2nd floor addition
- Elevator (basement, 1st floor and 2nd floor)
- Site utilities
- New on-street parking
- Ice rink dasher boards & concrete repairs
- Budget: \$3,996,301

Based on our discussions, we understand GPD would like to advance the approved conceptual plan for Watts outlined in the grant application from January 2020. Once the IDNR executes the grant agreement, the GPD will have 2 years to complete the project (+/-summer 2023). In order to minimize impacts to the ice operations, GPD would like to accomplish the work to the ice arena first, during the off-season (March-November 2022).

APPROACH

For this assignment, architecture, landscape architecture, civil, electrical, mechanical and structural engineering, fire protection and cost estimating, from concept refinement through construction, will be provided as a part of our base design services by Wight's in-house personnel. As an optional service, we can provide construction management services in addition to our base design services for a complete Design Led-Design Build approach. This process will benefit the GPD by eliminating unnecessary steps and communication learning curves of a typical project, which is critical for the accelerated schedule of your project. The construction management services include trade contractor procurement, project management and site superintendence to execute the entire construction phase. Our design team will be led by Project Manager Matthew Duggan. Craig Polte will serve as the Construction Project Executive and will lead our CM staff in the delivery of our preconstruction and construction phase services.

SCOPE OF SERVICES

Wight proposes to provide the following services outlined in the Understanding through the Scope of Services below:

CONCEPT REFINEMENT & BUDGET CONFIRMATION / LOGISTICS PLANNING

CONCEPT REFINEMENT

The concept of the renovation has been previously prepared and was included in the PARC Grant application.

- A. Review space needs including quantity and size of the program and support spaces proposed for the project.
- B. Review building code and zoning requirements that will have an impact on the design and execution of the project.
- C. Perform preliminary field investigation to confirm existing conditions, including MEP systems, and develop preliminary base floor plans.
- D. Refine the concept floor plans for the second-floor renovation and addition as well as renovation of the existing first-floor space.
- E. Prepare a narrative approach to addressing mechanical, electrical and plumbing systems for the addition and renovation scope.

BUDGET CONFIRMATION / LOGISTICS PLANNING

During the Concept Refinement, Wight will update and advance the preliminary cost budget for execution of the work scope and a project site logistics plan.

- A. This estimate will include all trade costs required to build the addition and complete the renovation. We will also include cost budgets for furniture, project contingencies and professional fees including permitting.
- B. The objective is to establish a complete project budget aligned with the design goals to confirm this meets your financial requirements.

- C. Additionally, we propose to work closely with you to determine a preliminary logistics plan for the execution of the construction to ensure this project will be executed with minimal impact to your operations, and to confirm any safety issues that will require movement of existing functions.
- D. The logistics plan will study potential partial use of completed areas to allow for the continued ice rink operations during the entire project renovation.

DESIGN DEVELOPMENT, CONSTRUCTION DOCUMENTS & CONSTRUCTION ADMINISTRATION

Following approval of the concept refinement and project budget refinement, Wight will proceed with the completion of design, preparation of construction and permit documents, and execution of the construction.

DESIGN DEVELOPMENT

Utilizing the approved design concept, Wight will perform Design Services to fix the scope and design detail of the project. These services will include the following:

- A. Preparation of final floor plan layouts showing all interior building requirements including furniture layouts for the space.
- B. Preparation of ceiling plans showing lighting and equipment placements, as well as providing product information on fixtures and equipment planned for use.
- C. Development of interior finish selections including all flooring, wall finishes and ceilings.
- D. Development of exterior elevations showing materials, windows, and other exterior features.
- E. Development of building and wall sections to confirm heights, roof and floor construction and showing materials, systems and building structure.
- F. Preparation of MEP/FP design plan documents to convey the design concept and confirm utility service connections.
- G. Preparation of Structural Design plan documents to convey the structural systems for the addition, as well as modifications that might be required to the existing structure.
- H. Preparation of a site plan as required to show any modifications that may be necessary as a part of this project.
- I. Proposed new refrigeration.

The control system on the refrigeration package should be updated to provide the best possible monitoring and troubleshooting information. The existing control panel uses V2 hardware, which is still supported by M&M Refrigeration, and the new hardware is backwardly compatible. The existing control panel is running the older version of the ice rink software which can be upgraded to the newest version which includes a 365-day planner feature. The new panel software can support customization to add features such as exhaust fan control, VFD rink pumps, leak detection and more. In addition, the new panel software interfaces with M&M's PC Monitor Enterprise product which is a Windows 10 compliant HMI for remote monitoring of the system.

CONSTRUCTION DOCUMENTS

Based on approval of the Design Phase Documents, Wight will prepare final construction drawings and specifications suitable for competitive contractor bidding, permit review and construction of the proposed improvements. Wight will also prepare the necessary permit forms for submittal to the Village of Glencoe and work with the Village to secure the necessary building permits.

CONSTRUCTION ADMINISTRATION

Wight & Company will perform Construction Administration services during the course of construction as follows:

- A. Review contractor's shop drawings, product data submittals and samples for conformance with the contract documents.
- B. Perform site visits at intervals appropriate to the stage of the contractor's operations to become generally familiar with, and to keep the owner informed about the progress and quality of the portion of the work completed. Site visits will include a field observation report.
- C. Attend regular meetings during construction to review project status and address open questions of the contractors or Owner.
- D. Provide responses to Requests for Information (RFIs) related to interpretation of the Contract Documents.
- E. Prepare quarterly statements and provide final documentation, payout apps, contractor contracts, breakdown of final costs compared to grant DOC-4 Development Data and assist the Park District with IDNR grant reimbursement submittal.
- F. Perform a substantial completion inspection and prepare a punch list for work to be completed.
- G. Perform a final completion walk-through to confirm punch list has been completed.

PROJECT CLOSEOUT

Wight & Company will perform Construction Administration services during the course of construction as follows:

- A. Review contractors as-built documents and prepare Record Drawings for Park District.
- B. Assemble closeout documents prepared by the contractors and turn over to the Park District.

CONSTRUCTION MANAGEMENT (OPTIONAL SERVICE)

As an optional additional service, Wight can provide our pioneered Design Led-Design Build approach and serve as your professional Construction Manager to procure, schedule and manage the entire construction process in a transparent and open-book approach allowing you to be as involved in the process as you wish, but without burdening you with the day-to-day direction of the construction. At a point in the design process agreed to by all parties, Wight will develop a Guaranteed Maximum Price (GMAX) proposal for approval by the Park District Board.

Upon completion of the bid documents, we conduct trade contractor bidding in an open book approach with complete transparency and openness so that you are engaged in the process from bid to award. We have a full-time, on-site superintendent who will direct the activities of trade contractors and coordinate with your personnel to address any questions or issues immediately. We also return 100% of any unused project contingency while delivering the project under budget so that you are sure to be getting the best possible financial arrangement. Our CM Services are divided into two main phases: (1) Preconstruction and Bidding, and (2) Construction Phase.

CM | PRECONSTRUCTION & BIDDING PHASE

- A. Prepare a project schedule to incorporate the completion of design, procurement, permitting, construction, and closeout.

- B. Collaborate with the design team to identify long-lead items and develop an effective subcontract plan.
- C. Perform constructability reviews, providing input to design details and product selections that could impact the construction schedule, sequencing, and budget.
- D. Develop work scopes and prepare bid packages for the various components of the work.
- E. Identify qualified trade contractors and generate interest in bidding to provide the most competitive construction pricing.
- F. As design documents are developed, prepare a detailed construction schedule, incorporating input from local trade contractors with regards to equipment lead times and resource availability.
- G. Work with your staff to assure that the site logistics and schedule support the on-going operational needs of the facility.
- H. Oversee the bidding process: prepare and distribute bid documents; conduct pre-bid meetings; coordinate responses to bidders' questions during the bid period; and handle all the bid openings in compliance with Illinois public procurement and GPD requirements.
- I. Review and qualify bids to assure completeness of scope and compliance with bidding requirements. Document bidders' understanding and abilities to execute the required scope per the required schedule. Make recommendations to Park District Board for awarding subcontracts.

CM | CONSTRUCTION PHASE

- A. Conduct a kick-off meeting with all trade contractors: distribute updated project schedule; review site access and logistical requirements; review safety standards and expectations.
- B. Manage submittals and long-lead material items to assure no impact to the project schedule.
- C. Obtain and review the necessary Insurance Certificates and Payment and Performance Bonds, if required.
- D. Manage sub-contractor work to be in compliance with the overall project schedule.
- E. Conduct weekly trade contractor coordination meetings.
- F. Manage and resolve unforeseen changes in the field. Manage and review subcontractor change requests to assure validity. Report on budget status throughout the project.
- G. Communicate regularly with the Park District team to assure that construction activities are coordinated with on-going operational needs. Work with the trade contractors to make appropriate adjustments as needs change.
- H. Provide regular updates on the project schedule and budget.
- I. Assure that the necessary inspections are completed as required by the permitting agencies.
- J. Prepare punch lists in coordination with the design team and Owner and distribute to the subcontractors. Assure that deficiencies are corrected in a timely manner.
- K. Review the completed work to obtain Owner's sign-off on the punch list.

CM | PROJECT CLOSEOUT

- A. Submit specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
- B. Obtain and submit releases permitting the Park District unrestricted use of the work and access to services and utilities. Include permits, operating certificates, and similar releases.

- C. Prepare and submit Project Record Documents, operation and maintenance manuals, damage or settlement surveys, and similar final record information.
- D. Deliver tools, spare parts, extra materials, and similar items to location designated by Owner. Label with manufacturer's name and model number where applicable.
- E. Complete startup testing of systems.
- F. Submit test/adjust/balance records.
- G. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.

Additional Services (Not included in this proposal)

- A. Design beyond the concept plans provided with the Grant application.
- B. Services not specified in the scope of services will be considered additional services. Prior to any additional services work, we will discuss additional services with the client for written authorization to proceed.
- C. Services of sub-consultants not indicated in the scope of services, including acoustical, lighting, and ice rink engineering beyond described above.
- D. Services required due to unforeseen site conditions or circumstances beyond the control of the project team.
- E. Services requested after Final Acceptance of Contractor's work. Other Services not included currently are available upon request.
- F. Geotechnical Engineering
- G. Hazardous material survey report (potential asbestos containing material (ACM) on 2nd floor)
- H. Topography map/Survey
- I. Redesign after Concept approval
- J. Professional/photorealistic renderings and models
- K. Furnishings, fixtures, and equipment (FF&E)

For additional services beyond those described above, a mutually agreeable rate will be determined prior to commencing with the additional service. Additional services will not be performed without prior authorization.

SCHEDULE

We propose to begin work on this assignment upon your authorization and anticipate approximately 5-6 months to complete the design work. Duration can be impacted by approvals by the Park District and others.

COMPENSATION

Wight & Company proposes to perform these professional services listed in the Scope of Services for a fee below what was allocated the project budget, broken down as follows:

BASE DESIGN SERVICES

- Design fees (Architecture, Landscape Architecture, Civil Engineering, Electrical Engineering, Mechanical and Structural Engineering and Fire Protection): \$279,500

- Reimbursable expenses (reproduction, handling, and delivery of bid documents and project photos, travel, etc.) budget: \$20,000

OPTIONAL CM SERVICES (Design Led-Design Build)

- Preconstruction Fee = \$19,000 to cover Preconstruction and Bidding Phase services.
- Construction Management (CM) fee: 3.5% of the cost of construction, including contingencies. This amount (currently estimated at \$117,786) will be fixed at the time of the GMAX.
- General Conditions/General Requirements will be included in the project budget and fixed at the time of the GMAX and will be billed each month as incurred. These costs include General Conditions Labor (project management, site supervision, project administration and construction engineering support), General Conditions expenses (expenses for site facilities including jobsite trailer, office equipment, cell phones, technology and integrated Project Management Software), and General Requirements (including costs associated with maintenance and upkeep of the site (dumpsters, porta-johns, safety audits, signage, SWPP maintenance, travel, reproductions, etc.). Also included in the budget will be General Liability Insurance for the project. The budget for these General Conditions/General Requirements is 11% of the construction costs and will be finalized based on the project schedule and other factors.

The GMAX proposal will include the fees listed above, as well as the direct construction costs, general conditions, other costs and an appropriate allowance for contingency.

REFERENCES

Ray McGury, Executive Director
Naperville Park District
320 W. Jackson Avenue
Naperville, IL 60540
630.848.3500

Mr. Dave Harris, Executive Director
Glen Ellyn Park District
185 Spring Avenue
Glen Ellyn, Illinois 60137
630.942.7255

Joe LoVerde, Executive Director (retired)
Niles Park District
6676 West Howard Street
Niles, Illinois 60714
847.651.6633

TERMS & CONDITIONS

This proposal assumes the terms and conditions outlined in the AIA Document B101-2017, "Standard Form of Agreement between Owner and Architect."

Wight will invoice monthly based on a percentage of the work completed and payment will be due in 30-days (or in accordance with the Illinois Prompt Payment Act).

We thank you for the opportunity to continue our partnering relationship with the Glencoe Park District and look forward to working with you on this project. If this proposal meets your approval, please sign one copy and return it to us. If you have any questions regarding this proposal, please do not hesitate to contact us.

Respectfully submitted,

Wight & Company



Robert S. Ijams, PLA
Director of Parks & Recreation



James Nagle, LEED AP
Senior Vice President, Director of Construction

Approved by:

Signature

Date

Printed Name

Title

V. Capital Funding Planning Review

**Capital Funding Planning binders delivered to
Commissioners on May 27, 2021**

Glencoe Park District

June 1, 2021 Committee of the Whole Meeting

VI. Present Updated Employee Compensation Study

**Hard copies delivered to
Commissioners on May 27, 2021**

Glencoe Park District
June 1, 2021 Committee of the Whole Meeting