PARK DISTRICT OF OAK PARK
Continued Regular Board Meeting from February 21, 2019

Hedges Administrative Center
218 Madison Street
Oak Park, Illinois

Thursday, March 7, 2019, 7:30pm

AGENDA

I. Call to Order/Roll Call

II. Approval of Agenda

III. Old Business
   A. Recreation and Special Facilities Program Committee – None
   B. Parks and Planning Committee
      1. Stevenson Professional Fees Contract*
      2. Barrie Flooring Contract*
   C. Administration and Finance Committee – None

IV. New Business

V. Closed Session

VI. Adjournment

* Indicates information attached.
** Indicates information to be provided before or at the meeting.

In partnership with the community, we enrich lives by providing meaningful experiences through programs, parks and facilities.
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AGENDA COMMENTS

I. Call to Order/Roll Call

II. Approval of Agenda

III. Old Business
   A. Recreation and Facility Program Committee – None
   B. Parks and Planning Committee – Commissioner Lentz
      1. Stevenson Professional Fees Contract*
         (Roll Call Vote) (III.B.1) Commission Lentz: I move that the Park Board of Commissioners approve the authorization to engage Altamanu, Inc., Chicago, Illinois, for a total cost not to exceed $89,979 to create project bid specifications consistent with the approved master plan for Stevenson Park and to provide oversight of construction. Altamanu, Incorporation’s fee is $70,029 and will serve as the lead consultant and SMP Group Design Associates, LLC will be the sub-contractor with a fee of $17,750.
      2. Barrie Flooring Contract*
         (Roll Call Vote) (III.B.2) Commission Lentz: I move that the Park Board of Commissioners authorize the Executive Director to sign a contract with Johnson Floor Company, Inc., from Countryside, IL, in an amount not to exceed $30,416.
   C. Administration and Finance Committee – None

IV. New Business

V. Closed Session

VI. Adjournment

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** Indicates information to be provided before or at the meeting.
Memo

To: Sandy Lentz, Chair, Parks and Planning Committee  
   Board of Park Commissioners

From: Jan R. Arnold, Executive Director

Date: February 27, 2019

Re: Professional Architectural Services for Stevenson Park

Statement
Stevenson Park was acquired by the Village of Oak Park in 1916 and named after author Robert Louis Stevenson. The Park District entered into a 99-year lease agreement with the Village in 2006, rather than purchasing the property outright, because the park contains two underground water reservoirs. The center was built in 1965. The second water reservoir was installed in the eastern part of the park in 2002. Other park features include a baseball diamond, multi-purpose field, and a skateboard activity area.

Improvements are slated for Stevenson Park in 2019. Improvements include handicap accessible entrance on the west side of the park and a continuous walking path on the east side of the park along with a new playground with handicap accessible surface, outdoor table tennis, hit/kick wall, and a bio swale.

Discussion
Altamanu, Inc. created the Stevenson Park Master Plan in 2010. Altamanu, Inc. will provide the Landscape Architectural Services and SMP Group Design Associates, LLC will provide Civil Engineering scope items as related to the design.

The 2019-2020 CIP has only $40,000 allocated for professional services for Stevenson Park in 2019, but this does not include the expanded scope with the recent award of the OSLAD grant. The attached fee proposal submitted by Altamanu, Inc. is for the preparation of landscape architectural and engineering construction documents, accompanying project details and specifications, bid and permit assistance, and site observation of the construction phase of the project, which is scheduled to begin in July, 2019. Final completion of the project improvements is anticipated by mid-November 2019.

Conclusion
The Parks and Planning Committee recommends the Park Board approve the authorization to engage Altamanu, Inc., Chicago, Illinois, for a total cost not to exceed $89,979 to create project bid specifications consistent with the approved master plan for Stevenson Park and to provide oversight of construction. Altamanu, Incorporation’s fee is $70,029 and will serve as the lead consultant and SMP Group Design Associates, LLC will be the sub-contractor with a fee of $17,750.

Attachment: Professional Services Proposal from Altamanu, Inc. – Stevenson Park
February 11, 2019

February 12, 2019  REVISED

Jan R. Arnold, MBA, CPRP  
Executive Director  
Park District of Oak Park  
218 Madison Street  
Oak Park, Illinois 60302

Re:  Fee Proposal for Professional Architectural & Engineering Services for Stevenson Park Playground and Site Improvements

Dear Jan,

We are very pleased that you have requested a proposal from Altamanu Inc. to assist the Park District of Oak Park (PDOP/the Client) with the design and construction of the Stevenson Park Playground and Site improvements.

We have teamed up with SMP Group Design Associates, LLC for Civil Engineering scope items as related to the design. The firm’s principal, Jerry Pilipowicz, is very familiar with PDOP projects as he has worked on numerous park designs with the team.

The following fee proposal is for the preparation of design development, construction documents, bid assistance and construction observation for a new playground for ages 2 to 12 years, entry ramps into the site, access path on the south side of the park, and associated site furnishings and amenities.

We anticipate the project will go out to bid in late May of 2019 with construction scheduled to begin in around July 29th, 2019 with Final Completion of the project improvements by mid-November 2019.

Survey
The Park District has a topographic survey prepared in 2006. The western half of the survey was partially updated in 2014. Due to the 13 year age of the 2006 survey, we feel that the available survey and as built information should be updated for use in the preparation of construction documents for the playground/site improvements by a Surveyor engaged separately by the Park District of Oak Park.

MWRDGC WMO Permit
We will submit the Proposed Improvements Plan to the Metropolitan Water Reclamation District of Greater Chicago (MWRDGC) for review and assessment by them to determine if there is a need for
a Watershed Management Ordinance (WMO) Permit. We expect a determination letter from MWRD that will state how to proceed with any storm water solutions if necessary.

**Construction Items Scope**

We understand the scope of this project to include:

- New playground for ages 2-12 years
- Poured in Place Rubber surfacing
- Concrete flush curb edging
- Ornamental metal fencing at playground’s south side
- Underdrainage and connection to existing storm system
- Benches, Picnic Tables, Play Table and Trash Receptacles (concrete pads only-benches and receptacles by client)
- Bike racks and concrete pads
- Drinking fountain
- Concrete sidewalks/ramps from public sidewalk into site
- Concrete retaining walls at entry ramps topped with chain link fencing for safety
- Concrete vehicular/pedestrian path from Humphrey in site
- Hit/kick wall, Lacrosse/Soccer Practice Area at RR embankment wall
- Infiltration Bioswale at public parkway near park entry
- New tree plantings and tree relocations
- Shrub plantings
- Sodded Lawn restoration

**SCOPE OF WORK**

The following is an outline of the “Scope of Work” to be carried out by Altamanu Inc. Please see attached “Exhibit A” for scope of work to be performed by SMP Group Design Associates, LLC.

**TASK 1: PRE-DESIGN, DETAILED DESIGN DEVELOPMENT & CONSTRUCTION DOCUMENTS**

**Goals:** Develop and then finalize the relevant design elements as shown in the Final Concept Plan. Incorporate all Clients’ comments and produce the final Construction Documents.

1. Meet/coordinate with Client to discuss next steps prior to the construction document phase. (Meeting #1)

2. Verify existing conditions using available site data such as surveys, aerial photos, and topographic maps. The Client will furnish Altamanu with an accurate base map, site survey and topographic map of the site. The map and survey will be at a working scale for the preparation of site improvements construction documentation for the site. The survey will show existing contours, detailed site features, and existing utilities to the center line of adjacent streets. The team will verify if the extents of the survey are sufficient for the intended scope of improvements and advise the Client if any further topographic information is required. The cost for survey is not part of this proposal and shall be the fiscal responsibility of the Client.
3. The Construction Documents will include the following (it is possible that some of these items will be shown on the same plans):
   - Detailed Final Landscape Plan (1”=20’)
   - Layout and Dimension Plan (1”=20’)
   - Enlarged Site/Landscape Plans as needed for clarity.
   - Site Detail Sheets - Layout/Dimensioned of Related Special Site Elements including: play equipment, site furnishings--benches, picnic table, play table, trash receptacle, bike racks and concrete pads, concrete walk paving, concrete flush curbs, concrete retaining walls, poured in place surfacing, drinking fountain, chain link fencing and ornamental metal fencing.
   - Grading and Drainage/Utility Details, utility connections, (SMP Engineering)
   - Grading and Drainage Plan (SMP Engineering)
   - Planting Details, Plant Schedules and General Notes
   - Related Technical Specifications (Altamanu and SMP)

4. Visit the site as needed to refine site design.

5. Coordinate with the Team to develop details of the Landscape Plan, specific site elements, materials palette, and planting design/palette as per Concept Plan.

6. Coordinate Landscape Plan with Civil Engineer's (SMP) Grading/Drainage, Utility Plans.

7. Revise Opinion of Probable Costs to reflect adjustments to Landscape/Engineering Plans.

8. Prepare outline specifications and review Opinion of Probable Construction Costs as related to landscape/site elements.

9. Prepare and submit 50% Construction Set and Outline Specifications to Client for review.

10. Meet with Client to review 50% Construction Set. (Meeting # 2)

11. Coordinate Landscape Plan with Civil Engineer's (SMP) Grading/Drainage, Utility, Lighting Plans. (Internal Meeting # 3)

12. Coordinate with Village of Oak Park and MWRD (if necessary) and verify permit submission requirements.

13. Prepare and submit 90% Construction Set and Outline Specifications to Client for review.

14. Meet with Client to review 90% Construction Set. (Meeting # 4)

15. Make revisions and submit 90% Construction Set and Specifications to Client for final review.
16. Submit Final 100% Construction Documents Package and related Technical Specifications to Client for review and subsequently for bidding.

**TASK 2: PERMITTING, BIDDING & BID ASSISTANCE**

Goal: Assist in obtaining appropriate approvals as required for construction. Assist in the packaging and distribution of construction drawing sets and specifications to selected contractors for pricing. Bids will be reviewed, assessed and clarified with Client to assist in the selection of a contractor(s). Time tables and schedules for construction will be established with selected contractors.

1. Assist Client in submitting Permit Set for appropriate approvals and coordinate with Village of Oak Park and MWRD. (SMP will manage permit approvals)

2. Provide Client Construction Set prior to bidding for review. Assist Client with preparation of advertisement of project for placement in local paper.

3. Issue addenda as appropriate to interpret, clarify or expand the Construction Documents.

4. Coordinate with Client to assist in preparation of Bid Packages. Include Site Landscape Construction Bid Form, cover letter and related addenda with Bid/Drawing Package. Distribute Bid/Drawing Package to contractors on selected list.

5. Assist the Client in conducting a Pre-Bid Review Meeting with selected Contractors. (Mtg # 5)

6. Assist Client in preparing Bid Analysis for comparison of proposed bids.

7. Assist Client with the selection(s) of appropriate contractors.

8. Develop Landscape Installation Timetable with Client & Contractor.

**TASK 3: CONSTRUCTION ADMINISTRATION & PROJECT CLOSEOUT**

Goal: Provide on site review and observation of landscape construction related to the Site Landscape Construction Package and its Related Specifications

1. Provide on-site observation of site and landscape construction related to the Altamanu-SMP Landscape /Engineering Plans and their related elements. Visit site at intervals appropriate to the stage of landscape construction to review proper construction methods and adherence to the design intent. We estimate an average of one visit per week for the duration of construction. At this we will assume up to 16 site meetings. (Meetings #6 through #21). SMP will attend up to six (6) of those site meetings.
2. Make written reports regarding site construction progress for landscape improvements.

3. Review and respond to contractor’s requests for information and provide interpretations and clarifications for the Construction Documents.

4. Review and approve samples of materials and shop drawings and assess change order requests.

5. Review contractor’s request for payments.

6. Conduct a final on-site observation/inspection of Landscape Construction with Client and Contractor. (Meeting # 22)

7. Coordinate with Contractor so that Contractor provides Client with ‘As Built’ drawings of work installed during the construction phase.

8. Prepare a Final Punch List prior to final acceptance of job.


10. Troubleshoot after construction is complete as related to landscape improvement items to close out the project. (we estimate 16 hours of effort for this task).

PROFESSIONAL FEES
Fees for the project are broken down by discipline and by tasks as follows:

**Professional Fees**

**Total Landscape Architecture Fees (Altamanu)** $ 70,029.00

- Task 1—Predesign, Design Development & Construction Documents $ 48,204.00
- Task 2—Permitting, Bidding and Bid Assistance $ 5,436.80
- Task 3—Construction Administration & Project Closeout $ 16,388.20

**Total Civil Engineering Fees (SMP)** $ 17,750.00

- Task 1a – Schematic Design $ 5,300.00
- Task 1b – Design Development & Construction Documents $ 9,750.00
- Task 2 – Permitting, Bidding & Bid Assist. $ 700.00
- Task 3 – Construction Administration $ 2,000.00

**Professional Fees Total** $ 2,200.00

Estimated Expenses (Altamanu) $ 1,800.00

Estimated Expenses (SMP) $ 400.00

**TOTAL PROFESSIONAL FEES & EXPENSES (Altamanu & SMP)** $ 89,979.00
The above estimated fees do not include reimbursable expenses which will be billed at direct expense. Reimbursable expenses related to this project shall include, but may not be limited to the following:

- Transportation/Parking
- Reproduction
- Special Supplies
- Photography
- Copies
- Messenger/Delivery
- Large Scale Scans
- Soils Analysis/Consultation

Professional fees and expenses will be billed monthly for work completed and are due within 30 days.

**ASSUMPTIONS**

- All base information (architectural building plans, site survey) will be provided by the Client to Altamanu.
- Site base information will be provided in a form compatible with AutoCAD 2018 format.
- Any services beyond what is outlined above will be considered extra services and will be billed at our standard hourly rates.

**ADDITIONAL TERMS**

- Altamanu’s standard terms and conditions will apply and are attached.
- This scope of work is based on documents available as of this date.
- This agreement does not include: traffic, soils or environmental studies or property surveys.
- This agreement may be terminated by either party 15 days after written notice. Altamanu shall be compensated for all services performed up to this date.
- If the aforementioned terms are acceptable to you, we would appreciate the execution of this document in the space provided below and returning a copy to us for our files.

Altamanu appreciates the opportunity to provide the Park District of Oak Park with Landscape Architectural services.

Very truly yours,

Josephine Bellalta, PLA, ASLA
President
EXHIBIT A

Civil Engineering Services
SMP Group Design Associates, LLC.

For Stevenson Park Playground and Site Improvements, Oak Park, Illinois
Park District of Oak Park

Dated

February 10, 2019
February 10, 2019

Civil Engineering Proposal
Stevenson Park – Oak Park

Dear Ms. Bellalta

We are pleased to provide ALTAMANU (“Client”) with a proposal for civil engineering services for the construction of a new playground, sidewalks, bioswales and retaining walls at Stevenson Park in Oak Park, Illinois. We understand that this will include the removal of existing playgrounds and enhancements to the site with ADA complaint sidewalks. The project is understood to be as follows;

New playground for ages 2-12 years old;
- poured in Place Rubber surfacing,
- concrete flush curb edging,
- Underdrainage and connection to existing storm system,
Ornamental metal fencing at playground’s south side,
Benchs, Picnic Tables, Play Table and Trash Receptacles (benches and receptacles by client),
Bike racks and concrete pads,
Drinking fountain,
Concrete sidewalks/ramps from public sidewalk into site,
Concrete retaining walls at entry ramps topped with chain link fencing for safety,
Concrete vehicular/pedestrian path from Humphrey in site,
Hit/kick wall, Lacrosse/Soccer Practice Area at RR embankment wall,
Infiltration Bioswale at public parkway near park entry,
New tree plantings and tree relocations,
Shrub plantings and sodded Lawn restoration,

This fee proposal is based on your recent email request and our previous conversations.
Scope of Work

We understand that ALTAMANU will take the lead on the site planning and strategy meetings with the Park District and the Public. We understand that this project is under MWRD jurisdiction and we will be responsible for obtaining a letter of determination and any required permitting.

Schematic Design

The Schematic Design Phase is intended to obtain and review all background information available from the Park District, review site constraints and existing conditions in a detailed manner, and to review/verify the concept design that is included in the Park’s Master Plan. This phase will begin to identify stormwater management ideas and utility routing to meet the requirements of the MWRD and local authorities. Tasks include;

- Site visit to evaluate existing conditions and establish project limits
- Attend a project kick-off meeting with ALTAMANU and the Park District.
- Survey review.
- Complete a MWRD determination application.
- Develop concept level grading and utility plans.

Design Development and Construction Documents

This phase of the project builds on the Schematic Design Phase and is expected to produce a permit ready civil engineering drawing set. This phase will begin once schematic design has been completed and the Project Team is confident that no substantial revisions to the site plan will occur. This includes intermediate document submittals and coordination with the Park District at a 50% and 90% level to develop a cohesive drawing package. Tasks include;

- Coordinate with ALTAMANU and the Park District to finalize construction documents.
- Finalize the utility and drainage routing/strategy.
- Continue with coordination efforts with other subconsultants
- Prepare final demolition, dimension, grading, utility, erosion & sedimentation control, civil construction detail plans.
- Prepare technical specifications in CSI format for Civil Engineering scope items as requested.
- Assistance with the review of a Cost Opinion.
Permitting, Bidding and Bid Assistance
With the documents prepared in the DD/CD Phase we will work with Altamanu towards obtaining a construction permit for site works and the playground. Here, we will also work with your office on the preparation of a contract bid package as well as the selection of a contractor. Tasks include;

* Compile the necessary civil drawings to issue for Permit through the Village of Oak Park and MWRD.
* Assist with project bidding, contractor RFI’s and contractor selection.

Construction Administration
We propose the following limited scope to assist in technical field questions regarding civil engineering items. Common tasks included with construction administration generally include the following;

* Attend a pre-construction meeting with the Client and Contractor to review construction schedule.
* Review submittals and shop drawings applicable to engineering construction.
* Respond to RFI’s as requested.
* Issue interpretations or clarifications of the documents when requested by the Owner or the Contractor.
* When requested by ALTAMANU, attend weekly project meetings and prepare site reports during the construction phase as requested. We assume a 6 site visits to review and assist with items directly related to civil engineering.
* Conduct a punch list review of the engineering construction and prepare recommendations regarding the Contractor’s request for acceptance of substantial completion.

Compensation

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<tr>
<th>TASK</th>
<th>FEE</th>
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<tr>
<td>Schematic Design</td>
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<td><strong>Subtotal</strong></td>
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<td>Reimbursables (estimated)</td>
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Limits of Service

Surveying: Sewer televising
Earthwork Calculations: Site Logistics Planning
Pump Design: Landscape Architecture
Geotechnical/Environmental: Flood plain/floodway/wetland mitigation or delineation or design
Engineering & Testing: Review and sign-off of payment applications or waivers
Traffic Engineering/Studies:  
Structural engineering (retaining walls):  

Additional Services

Changes to completed documents due to revised input or direction, change of project limits or scope and preparation of additional drawings shall be invoiced as an Additional Service. Work will not be performed without your expressed, written consent. Estimates for additional services will be provided upon your request.

Acceptance

This proposal, with the signature of the appropriate personnel, constitutes acceptance of fee and terms as stated herein. Please return one copy of the signed proposal to me as authorization to begin work.
If you have any questions or need clarification on any of the above, please do not hesitate to call. We look forward to working with you on this project and sharing the success.

Yours truly,

Jerry Pilipowicz, P.E.
Civil Engineer
Principal & Managing Member
SMP Group Design Associates, LLC

j.pilipowicz@smpgroupllc.com

Accepted by

Date: ____________________
Printed name: ___________________________
Signed name: ___________________________
Title: __________________________________
Memo

To: Sandy Lentz, Chair, Parks and Planning Committee
   Board of Commissioners

From: Chris Lindgren, Superintendent of Buildings & Grounds

Cc: Jan Arnold, Executive Director

Date: February 27, 2019

Re: Flooring replacement at Barrie Center

Statement

In 2014, the Park District created its 2015-2024 Comprehensive Master Plan (CMP). During that process, the Park District developed an evaluation tool with the assistance of our consultants for park conditions. This tool has been used the past three years to rate our parks and assist in planning and resource allocation. Since then, staff has expressed a desire to have a similar tool to assess the same level of detail for our buildings to ensure appropriate planning and allocation of resources. In 2016, a Building Report Card was developed to rate our seven community centers (Andersen, Barrie, Carroll, Field, Fox, Longfellow, and Stevenson).

Discussion

The Park District has compiled a comprehensive list of deferred maintenance based off of the findings in the Building Report Card process. The center that is identified to complete work in 2019, is Barrie Center. The flooring at Barrie is in poor condition and was reflected in the building assessment. The square footage for Barrie is 2600 sq. ft. The current flooring is VCT (Vinyl Composition Tile) tiles and quarry tiles. This project will be installing LVT (Luxury Vinyl Tiles), which is very durable and would not require the higher level of maintenance that VCT currently needs. Also added to the bid, is new carpet tile in the office area. Existing flooring will need to be removed in the activity rooms.

The project went out to bid on February 13, with two bids received on February 28. The low bidder is Johnson Floor Company, Inc. The references were checked with positive feedback.

The 2019-2023 CIP has $115,000 allocated for the buildings repairs in 2019. These projects are being planned during program breaks for the least disruption of programming.

Conclusion

The Parks and Planning Committee recommends the Board authorize the Executive Director to sign a contract with Johnson Floor Company, Inc., from Countryside, IL, in an amount not to exceed $30,416.