



Board of Park Commissioners

Regular Board Meeting

Joe Doud Administration Building
545 Academy Drive
Northbrook, IL 60062
847-291-2960
nbparks.org

June 27, 2018

Joe Doud Administration Building, 545 Academy Drive, Northbrook, Illinois
7pm

REGULAR BOARD MEETING AGENDA

1. Call to Order and Roll Call
2. Recognition of Visitors
3. Approval of Agenda
4. Lauterbach and Amen – Comprehensive Annual Financial Report Presentation
5. Approval of Minutes
 - a. Regular Board Meeting of May 23, 2018
6. Board Committee Reports
7. Consent Agenda

The matters listed for consideration on the Consent Agenda have been discussed by the Board of Commissioners previously at the June 18, 2018 Committee meetings and are matters on which there was unanimity for placement on the Consent Agenda at this meeting. Consent Agenda items are those that are approved by one motion, unless any Board Member or staff requests an item be removed. If a Consent Agenda item(s) is removed it is then relocated to Action Items for discussion and consideration.

 - a. Approval of May 2018 Vouchers
 - b. Rejection of District Painting, Bid #2155
 - c. Approval of District Asphalt Additions, Replacement and Repairs, Bid #2156
8. Action Items
 - a. Adoption of Resolution 18-R-1, Determine Closed Session Confidentiality and Destruction of Verbatim Recordings
 - b. Approval of Contract for Professional Services with RATIO Architects, Inc.
 - c. Approval of Sponsorship and Naming Rights Agreement with The Superlative Group
 - d. Approval of Contract for Professional Services with Martin Design Partnership, Ltd.
9. Executive Director Report
10. Commissioner Reports
11. President's Report
12. Unfinished Business
13. New Business
14. Move into Closed Session to Discuss Setting of a Price for Sale or Lease of Property, Section 2(c)6.
15. Next Meeting
 - a. Regular Board Meeting, July 25, 2018, 7pm, Joe Doud Administration Building, 545 Academy Drive
16. Adjourn

Copies to: Park Board, Attorney, Directors, All Staff and Park District Facilities, Northbrook Star, Village of Northbrook,
Posted on Park District Website: nbparks.org

Persons with disabilities requiring reasonable accommodation to participate in this meeting should contact Eileen Loftus, the Park District's ADA Compliance Officer, at the Park District's Administration Building by mail at 545 Academy Drive, Northbrook, Illinois 60062, by phone at (847) 291-2960, Monday through Friday 8:30am until 5:00pm, or by email to eloftus@nbparks.org at least 48 hours prior to the meeting. Requests for a qualified ASL interpreter generally require at least 5 business days' advance notice. For the deaf or hearing impaired, please use the Illinois Relay Center voice only operator at (800) 526-0857.



Joe Doud Administration Building
545 Academy Drive
Northbrook, IL 60062
847-291-2960
nbparks.org

MEMORANDUM

To: Northbrook Park District Board of Commissioners
From: Ed Dalton, Director of Parks and Properties
Agenda Item: 8.d. Approval of Contract for Professional Services with Martin Design Partnership, Ltd.
Date: June 22, 2018

Staff Recommendation:

Staff recommends the approval of the professional services contract for Concept and Master Planning services (Phase 1) with Martin Design Partnership, Ltd., Sugar Grove, Illinois for consultant services at a flat fee of \$243,792 and a not to exceed amount of \$5,000 for reimbursable expenses.

Background & Analysis:

The District completed a Golf Course Operations Assessment in 2017. From the Assessment, it was determined we would proceed with hiring a team of architects to create a master plan of improvements to the Golf Course, including the Golf Course practice area, clubhouse site improvements, stormwater management and engineering and environmental improvements.

After a Request for Qualification, we conducted a series of interviews of teams of golf course architects. The Selection Team chose the team of Martin Design Partnership, with primary sub-consultants of Daniel Wohlfeil Design and Gewalt-Hamilton Associates, Inc.

The complexity of this project, with renovating the Course and the uncertainty of building a new clubhouse or renovating the existing clubhouse, requires us to contract the work into phases. The first phase will be a contract for the development of a Concept and Master Plan. Additional phases will include: Design Development and Construction Document Phase, Bidding Documents and Bidding Phase, Construction Services/Administration Phase and Post Construction Phase. Because of this complexity, the contract negotiation has been a long process with it coming together June 20th. In the interest of keeping this project on track, we are bringing the contract to you now instead of waiting until late July for approval.

Consultant Fee for Basic Services:

Concept and Master Planning Phase:	
Golf Course Architecture:	\$67,200
Clubhouse Architecture:	\$73,200
Civil Engineering:	\$50,722
• Data collection – Site Survey Work	\$48,370
• Wetland Delineation	\$4,300
Total:	\$243,792

References for Martin Design Partnership, Ltd., and its primary sub-consultants, were checked and all were favorable. The references included The Forest Preserve District of DuPage County, Wheaton Park District, Wilmette Park District and Aurora Parks Department.

NORTHBROOK PARK DISTRICT

Explanation:

1. Budgeted Cost: \$12,000,000
2. Budget Source: Capital Improvement Plan
3. Public/Customer Impact:
4. Legal Requirement: None

Motion:

I move to approve the contract for professional services with Martin Design Partnership, Ltd. of Sugar Grove, Illinois for architectural consulting services in the amount of \$243,792, with a not to exceed amount of \$5,000 for reimbursable expenses.

Pc: Molly Hamer, Executive Director