



Joe Doud Administration Building  
545 Academy Drive  
Northbrook, IL 60062  
847-291-2960  
[nbparks.org](http://nbparks.org)

## Parks and Properties Committee Meeting

February 15, 2021

6pm or immediately following the Golf Operations Committee Meeting  
Joe Doud Administration Building, 545 Academy Drive

The Northbrook Park District Board of Commissioners will offer a hybrid option to attend the Committee Meetings on Monday, February 15 starting at 5:30pm. If you wish to attend electronically, provisions have been made to join via Zoom. Please contact Wendy Peterson at [wpeterson@nbparks.org](mailto:wpeterson@nbparks.org) or 847-897-6106 by 4pm, Monday, February 15 to request login information. For those who wish to attend in-person, Commissioners and staff will be meeting in the Joe Doud Administration Building, 545 Academy Drive. CDC guidelines will be followed, and a face covering is required. Community members wishing to respectfully share thoughts about any matter concerning the Northbrook Park District may do so during Recognition of Visitors. The Board typically does not immediately respond to public comments or engage in open dialogue, but we are of course actively listening to your comments. If follow up communication is necessary, a Northbrook Park District staff member will contact you within two business days. Thank you for your understanding of these guidelines.

### AGENDA

- I. Call to Order—Chair Randel; Members Chalem and Curin
- II. Recognition of Visitors
- III. Approval of Meeting Minutes  
2/15.4 Parks and Properties Committee Meeting of January 18, 2021
- IV. Informational Items / Verbal Updates
  - A. Activity Center Change Orders and Update
  - B. Activity Center Budget Update
- V. Unfinished Business
- VI. New Business
  - 2/15.5 Consider Contractor Agreements for Northbrook Sports Center Replacements, Bid #2193
  - 2/15.6 Consider Professional Services Agreement with Corporate Construction Services for Northbrook Sports Center Replacements
  - 2/15.7 Consider Professional Services Agreement with Hitchcock Design Group for Comprehensive Master Plan Update
- VII. Old Business
- VIII. Next Meeting – March 15, 2021, at 6pm or immediately following the Golf Operations Committee Meeting, Joe Doud Administration Building, 545 Academy Drive
- IX. Adjournment

Copies to: Park Board, Attorney, Directors, All Staff and Park District Facilities, Daily Herald, Village of Northbrook,  
Posted on Park District Website: [nbparks.org](http://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](mailto: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](http://nbparks.org)

# MEMORANDUM

To: Parks and Properties Committee  
From: Ed Dalton, Director of Parks and Properties  
Agenda Item: VI. 2/15.5 Consider Contractor Agreements for the Northbrook Sports Center Replacements, Bid #2193  
Date: February 12, 2021

---

## Staff Recommendation:

Based upon review of the bids by Corporate Construction Services (CCS) and staff and the section of Alternate #2 and #3, we are recommending the following contractors at this time.

## Background & Analysis:

On January 28, 2021, the Northbrook Park District and consultants opened 33 bids for the Northbrook Sports Center Replacement project. These bids were a result of contacting over 86 contractors to generate interest in six bid packages for specific trade contractor scopes of work. A total of 86 sets of bidding documents were distributed. Corporate Construction Services' letter of recommendation is attached for your review (Exhibit A). Recommended contractors are listed below, and a complete bid summary is attached for your reference (Exhibit B).

Bid Package	Bidder	Amount
#1 Carpentry/General Trades	Efraim Carlson & Son 14052 Petronella Drive, Ste. 105 Northbrook, IL 60062	\$186,280.00
#3 Roofing/Metal Panels	DCG Roofing Solutions, Inc. 2045 Janice Avenue Melrose Park, IL 6016	\$1,164,527.00
#4 Mechanical/Plumbing	FE Moran Inc. 2265 Carlson Drive Northbrook, IL 60062	\$586,000.00
#5 Electrical	Arc-1 Electric, Inc. 7707 W. 98 Street Hickory Hills, IL 60457	\$412,995.00
#6 Paving	Advantage Paving Solutions 20502 S. Cherry Hill Road Joliet, IL 60433	\$232,000.00
<b>Total Trades Contracts</b>		<b>\$2,581,802.00</b>

The three Alternates are as follows:

1. Alternate #1: TPO Roof
  - a. Base Bid: Roofing membrane to be PVC
  - b. Alternate: Roofing membrane to be TPO
2. Alternate #2: Mechanical Pumps

# NORTHBROOK PARK DISTRICT

- a. Alternate: Include Sub-Floor Pump, Snowmelt Pump, Glycol Pump A, glycol Pump B, and Glycol Pump C
3. Alternate #3: Exterior Masonry Cleaning
  - a. Alternate: Clean Masonry as noted on plans, labor and material

Bid Package #2 - Painting did not receive any bids. The paint selected for the ice rink floors has several restricting factors that prevented the painting contractors from submitting a bid. Staff are addressing their concerns and will re-bid the painting portion of the project. The re-bid package will be presented at the March Parks and Properties Committee Meeting

**Explanation:**

1. Budgeted Cost: \$5,616,000
2. Budget Source: 2020 and 2021 Capital Improvement Plan
3. Legal Requirement: None

**Pc:** Molly Hamer, Executive Director



Joe Doud Administration Building  
545 Academy Drive  
Northbrook, IL 60062  
847-291-2960  
[nbparks.org](http://nbparks.org)

# MEMORANDUM

To: Parks and Properties Committee  
From: Ed Dalton, Director of Parks and Properties  
Agenda Item: VI. 2/15.6 Consider Professional Service Agreement with Corporate Construction Services  
Date: February 12, 2021

---

## **Staff Recommendation:**

Staff recommends the approval of the Professional Services Agreement for construction management services as advisor with Corporate Construction Services, Downers Grove, Illinois for construction management services at a fee of 9.5% of the cost of the work, currently estimated at \$3,000,000 with a not to exceed amount of \$10,000 for Reimbursable Expenses.

## **Background & Analysis:**

At previous Parks and Properties Committee Meetings, staff has presented building maintenance needs for the Northbrook Sports Center. Last year, the District hired FGM Architects to begin planning and engineering for this project which will consist of roof replacement, exterior skin (sheet metal) replacement, painting rink floors, ceiling, ducts and beams, HVAC/RTU/MAU replacements, glycol pipe repairs, evaporative condenser and ice mechanical replacements, emergency generator replacement and exterior lighting upgrades. Corporate Construction Services has been involved with the District as we developed the scope of the project and reviewed the construction drawings through the bidding process.

Corporate Construction Services was involved with the renovation of the Sports Center in 2000, the 2017 Sports Center pool renovation project and most recently, the Sports Center front entry renovation that occurred in 2018. In addition, Corporate Construction Services assisted with the 2004-2006 Anetsberger Golf Course renovation and the development of Techny Prairie Park and Fields, the 2020 Techny Prairie Activity Center and the current course renovation and clubhouse construction at Heritage Oaks Golf Club.

## **Explanation:**

1. Budgeted Cost: \$5,616,000
2. Budget Source: 2020-2021 Capital Improvement Plan
3. Public / Customer Impact: None
4. Legal Requirement: None

## **Motion:**

The Parks and Properties Committee Chair moves to approve the Agreement for Professional Services with Corporate Construction Services, Downers Grove, Illinois for construction management services as advisor to the full Board for approval.

**Pc:** Molly Hamer, Executive Director



Joe Doud Administration Building  
545 Academy Drive  
Northbrook, IL 60062  
847-291-2960  
[nbparks.org](http://nbparks.org)

# MEMORANDUM

To: Parks and Properties Committee  
From: Ed Dalton, Director of Parks and Properties  
Agenda Item: VI. 2/15.7 Consider Professional Services Agreement for Comprehensive Master Plan Update  
Date: February 12, 2021

---

## Staff Recommendation:

Staffs recommends the approval of a Professional Services Agreement for an update to the Comprehensive Master Plan (CMP) with Hitchcock Design Group, Naperville, Illinois for a fee of \$82,400 and a not to exceed amount of \$1,500 for Reimbursable Expenses.

## Background and Analysis:

We have reached the mid-point of our District-wide Comprehensive Master Plan. Detailed goals were outlined for the first five years of the current plan with recommendations being provided for the remaining five years of the ten-year Comprehensive Master Plan.

As part of this year's work plan, staff intends to update the Comprehensive Master Plan and create actionable goals for the next five years (2022-2026) and recommendations for years 2027-2031. Hitchcock Design Group was selected to perform the update as they had created the current CMP and will be able to easily update portions of the plan such as the parks inventory with minimal effort and cost.

A breakout of the agreed upon services is as follows:

• Inventory and Analysis Phase	\$ 8,900
• Community Engagement Phase	\$10,200
• Preliminary Strategies Phase	\$10,800
• Final Strategies Phase	\$ 7,600
• Final Report and Action Plan Phase	\$ 9,400
• Program Analysis and Recommendation	\$14,500
• Online Engagement Platform	\$ 4,500
• Statistically Valid Survey	<u>\$16,500</u>
Total	\$82,400

Staff is confident that Hitchcock Design Group will provide a well-developed and updated CMP that can be used as a road map to assist with program and capital expenditure questions moving forward.

## Motion:

The Parks and Properties Committee Chair moves to approve the Agreement for Professional Services with Hitchcock Design Group, Naperville, Illinois for the update of the Comprehensive Master Plan, subject to final negotiation and approval by legal counsel and the Executive Director, to the full Board for approval.

Pc: Molly Hamer, Executive Director