



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

Parks and Properties Committee Meeting

February 12, 2024

6:45pm or immediately following the Administration and Finance Committee Meeting
Joe Doud Administration Building, 545 Academy Drive

AGENDA

- I. Call to Order—Chair Goodman; Members Kumar and Silverman
- II. Recognition of Visitors
- III. Approval of Meeting Minutes
2/12.7 Parks and Properties Committee Meeting of January 18, 2024
- IV. Informational Items / Verbal Updates
 - A. Leisure Center Renovation Project Scope and FY 2025 Capital Improvement Plan Discussion
 - B. Recreational Trails Program (RTP) Grant for Techny Prairie Park and Fields
 - C. Meadowhill Aquatic Center OSLAD Grant Update
- V. Unfinished Business
- VI. New Business
 - 2/12.8 Consider Professional Services Agreement with Bulley & Andrews – Meadowhill Aquatic Center Construction Manager at Risk (CMAR)
 - 2/12.9 Consider Hard Court Repairs – Various Parks
 - 2/12.10 Consider Ordinance 24-O-2, Park District Surplus
- VII. Old Business
- VIII. Next Meeting – March 11, 2024, at 6:45pm or immediately following the previous 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

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.



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MEMORANDUM

To: Parks and Properties Committee
From: James Kim, Director of Parks & Properties
Agenda Item: V. C. Meadowhill Aquatic Center OSLAD Grant Update
Date: February 9, 2024

Background & Analysis:

On January 30, Governor Pritzker announced 111 Open Space Land Acquisition and Development (OSLAD) Grants and the District was awarded \$600,000 for the Meadowhill Aquatic Center renovation project. The grant submission was a multi-departmental project led by the District's Planning Department with support from the Marketing, Recreation, Finance and Administration Divisions. This is the third OSLAD Grant awarded to the District in the last two years, where the Hitchcock Design Group developed the application and the final submitted concept plan for both projects.

Pc: Chris Leiner, Executive Director



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MEMORANDUM

To: Parks and Properties Committee
From: Chris Leiner, Executive Director
James Kim, Director of Parks & Properties
Agenda Item: V. 2/12.8 Consider Professional Services Agreement with Bulley & Andrews – Meadowhill Aquatic Center
Date: February 9, 2024

Staff Recommendations:

Staff recommends the approval of the Professional Services Agreement with Bulley & Andrews (Bulley) of Chicago, Illinois for Construction Manager at Risk (CMAR) services for updates and repairs at the Meadowhill Aquatic Center (MAC) for a fixed fee of \$444,173 and Reimbursable Expenses in the amount not to exceed \$71,158 for a total amount of \$515,331.

Background & Analysis:

After reviewing several presentations by construction management consultants at the October 19, 2023 Parks and Properties Committee Meeting, the Board provided consensus for staff to begin negotiations with Bulley to provide CMAR services to the District for the renovation of the Meadowhill Aquatic Center. As this was the first contractual relationship between Bulley and the District, staff waited to bring the formal Agreement to the Board for approval until the contract terms were negotiated. Nicole Karas, District legal counsel, will attend the Committee Meeting to answer questions regarding the terms of the Agreement.

The District and Bulley agreed to a pre-construction Agreement in the amount of \$23,856 to maintain the project timeline.

Fees are as follows:

Construction Manager's Fee: Shall be 2.75% of the cost of construction (currently estimated at \$2.7 million, fee of \$74,250)

General Conditions: Lump Sum Fee amount of \$289,273 includes full time Superintendent, Project Manager, Assistant Project Manager, General Superintendent, accounting staff, Safety Coordinator, field office and supplies, site logistics, toilets, safety, first aid, extinguishers, temporary signage, technology, telephones, printing and travel. The fee amount is conservative, representing continuous construction from September 1, 2024 to June 15, 2025. If work is paused for an extended period due to outdoor conditions or early completion, the fee will be adjusted.

Commercial Grade Liability Insurance: Lump Sum Fee amount of \$27,000, 1% of cost of construction, provides coverage for Automobile and Workers Compensation Insurance.

Builders Risk Insurance: Lump Sum Fee amount of \$2,450 provides coverage for damages to the construction site by fire, lightning, hail, wind, theft and vandalism. This is not covered by PDRMA.

NORTHBROOK PARK DISTRICT

Subcontractor's Default Insurance: Lump Sum Fee amount of \$32,400, 1.2% of cost of construction, provides coverage for economic loss incurred by the construction manager caused by the default of performance of their subcontractor.

Performance and Payment Bond: Lump Sum Fee amount of \$18,800 is a Payment Bond guaranteeing a party pays all entities, such as subcontractors, suppliers and laborers, involved in a particular project when the project is completed. A Performance Bond ensures the completion of a project.

The District has requested Bulley provide all Bonds for the project in lieu of each subcontractor. The District will hold one set of Bonds versus unique Bonds from all subcontractors. The District will not incur these costs in each subcontractor bid amount.

Reimbursable Expenses: Not to exceed \$71,158. This includes allowances for the following:

- \$38,833 for periodic site cleanup which equates to eight hours per week for 39 weeks
- \$3,200 for street/parking lot cleaning which equates to four street sweeper trips at \$800 per trip
- \$12,000 for winter conditions
- \$6,625 for dumpsters
- \$10,500 for layout and surveying (which equates to 3 trips at \$3,500 per trip for a survey crew)

Explanation:

1. Budgeted Cost: \$3.7 million
2. Budget Source: FY 2024 and FY 2025 Capital Improvement Plan
3. Legal Requirement: Contract negotiated by legal counsel

Motion:

The Parks and Properties Committee Chair moves to approve the Professional Services Agreement with Bulley & Andrews of Chicago, Illinois for Construction Manager at Risk services for updates and repairs at the Meadowhill Aquatic Center for a fixed fee of \$444,173 and Reimbursable Expenses in the amount not to exceed \$71,158 for a total amount of \$515,331 to the full Board for approval.



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MEMORANDUM

To: Parks and Properties Committee
From: James Kim, Director of Parks & Properties
Agenda Item: V. 2/12.9 Consider Hard Court Repairs – Various Parks
Date: February 9, 2024

Staff Recommendation:

Staff recommends the approval of the proposal from US Tennis Court Construction Company of Lockport, Illinois for court repairs at Crestwood Park, Meadow Road Tot Lot, Stonegate Park and Wood Oaks Green Park in the amount of \$200,802.55.

Background & Analysis:

The project includes surface cleaning, grinding, crack fill, ARMOR patching and applying two coats of acrylic resurfacer for color coating and line striping of four tennis courts at Crestwood Park, a basketball court at Meadow Road Tot Lot, six pickleball courts Stonegate Park and a practice court and eight tennis courts Wood Oaks Green Park. The project is included in the 2024 Capital Improvement Plan.

US Tennis Court Construction Company submitted a proposal through the cooperative purchasing group of The Interlocal Purchasing System (TIPS). Legal counsel has reviewed documents and approved purchases through TIPS. A Supplement Agreement from the District drafted by legal counsel will be included requiring US Tennis Court Construction Company to provide lien waivers, certificate of insurance, certified payroll documents, payment and performance bonds and payment of Prevailing Wage for all work completed.

The proposal per site is as follows:

Vendor	Crestwood Park Tennis Courts (4)	Meadow Road Tot Lot Basketball Court	Stonegate Park Pickleball Courts (6)	Wood Oaks Green Park Practice Court and Tennis Courts (8)
US Tennis Court Construction Company 1301 Canal Street Lockport, IL 60441	\$44,700.50	\$11,749.28	\$27,421.75	\$116,931.02

US Tennis Court Construction Company has completed many projects with the District including the Oaklane Park tennis courts, Countryside Park basketball court and Cedar Lane Tot Lot basketball court.

NORTHBROOK PARK DISTRICT

Explanation:

1. Budgeted Cost: Court Repairs Project Budget \$221,000.00
2. Budget Source: 2024 Capital Improvement Plan
3. Legal Requirements: Legal Counsel reviewed and approved TIPS Contract

Motion:

The Parks and Properties Committee Chair moves to the approval of the proposal from US Tennis Court Construction Company, of Lockport, Illinois for court repairs at Crestwood Park, Meadow Road Tot Lot, Stonegate Park and Wood Oaks Green Park in the amount of \$200,802.55.to the full Board for approval.

Pc: Chris Leiner, Executive Director



MEMORANDUM

To: Parks and Properties Committee
From: Randy Truhlar, Facility & Fleet Manager
Agenda Item: V. 2/12.10 Consider Surplus Ordinance 24-O-2, Park District Equipment
Date: February 9, 2024

Staff Recommendation:

Staff recommends the approval of the following as surplus Park District equipment.

Golf:

- (1)- 2009 Toro Groundsmaster Model 4700D; Serial # 290001016
- (1)- 2007 Toro Groundsmaster Sidewinder Model 3500-D; Serial # 270000647
- (1)- 1987 Ditch Witch Model 2310; Serial # 3D0287
- (1)- 2011 Club Car Model Carryall; Serial # QB1210-265596
- (1)- 2000 Club Car Model Carryall; Serial # HG0038-935681
- (1)- 2005 Club Car Model Precedent; Serial # PQ0529524668
- (1)- 2007 John Deere Model Gator TX; Serial # WOTURFD005742
- (1)- 2006 Toro Model Workman; Serial # 270000160
- (1)- 2006 Toro Model Workman; Serial # 270000158
- (1)- 2011 No Ramp Trailer Model U19; Serial # 1P9BF232XB1646133

Parks:

- (1)- 2008 Haulmark Enclosed Trailer; Serial # 16HGB20277H166041
- (1)- 2010 Towmaster Tilt Trailer Model T10; Serial # 4KN TT1820AL160371
- (1)- 1997 Kubota Tractor Model M5400; Serial # 60155
- (1)- 2002 Kubota Tractor Model M5700; Serial # 50463
- (1)- 2007 Chevy Silverado Pickup Truck #202 Model 1500; Serial # 1GCEC14X67Z127853
- (1)- 2010 Ford Van #301 Model Transit Connect; Serial # NMOLS7DN7AT023097
- (1)- 2008 GMC Sierra Pickup Truck #303 Model 2500; Serial # 1GDHK24K28E131736
- (1)- 2005 GMC Sierra Pickup Truck #304 Model 2500; Serial # 1GTHC24U15E319694
- (1)- 2005 Chevy Silverado Pickup Truck #305 Model 2500; Serial # 1GCHC24U05E309481
- (1)- 2010 GMC Sierra Pickup Truck #309 Model 2500; Serial # 1GD3KZBK6AF145581
- (1)- 2009 Chevy Silverado Pickup Truck #603 Model 2500; Serial # 1GCHC44K39E157485
- (1)- 2010 Toyota Car #319 Model Prius; Serial # JTDKN3DU3A0100460
- (1)- 2008 GMC Sierra Pickup Truck #321 Model 2500; Serial # 1GTHC23K88F132452
- (1)- 2008 Chevy Silverado Pickup Truck #603 Model 2500; Serial # 1GCHK24K28E205418
- (1)- 1991 Brutus Roller Model AR5; Serial # 5877
- (1)- 1976 Layton 3 Ton Roller Model 607-W; Serial # 7W-468-1

Recreation:

- (24)- Card tables
- (160)- Padded program chairs

Background & Analysis:

Staff recommends that the equipment listed above be declared surplus Park District equipment to be sold, traded or discarded, whichever is the best method of disposal.

NORTHBROOK PARK DISTRICT

Motion:

The Parks and Properties Committee Chair moves to approve Surplus Ordinance 24-O-2, Park District Equipment to the full Board for approval.

Pc: Chris Leiner, Executive Director

ORDINANCE NO. 24-O-2

NORTHBROOK PARK DISTRICT

**AN ORDINANCE DECLARING CERTAIN NORTHBROOK PARK DISTRICT
PERSONAL PROPERTY AS SURPLUS AND AUTHORIZING SALE OR DISPOSAL**

* * *

WHEREAS, the Northbrook Park District, Cook County, Illinois (the "District") has accumulated certain personal property (the "Property") which has been used for various park and recreation purposes including:

Golf:

- (1)- 2009 Toro Groundsmaster Model 4700D; Serial # 290001016
- (1)- 2007 Toro Groundsmaster Sidewinder Model 3500-D; Serial # 270000647
- (1)- 1987 Ditch Witch Model 2310; Serial # 3D0287
- (1)- 2011 Club Car Model Carryall; Serial # QB1210-265596
- (1)- 2000 Club Car Model Carryall; Serial # HG0038-935681
- (1)- 2005 Club Car Model Precedent; Serial # PQ0529524668
- (1)- 2007 John Deere Model Gator TX; Serial # WOTURFD005742
- (1)- 2006 Toro Model Workman; Serial # 270000160
- (1)- 2006 Toro Model Workman; Serial # 270000158
- (1)- 2011 No Ramp Trailer Model U19; Serial # 1P9BF232XB1646133

Parks:

- (1)- 2008 Haulmark Enclosed Trailer; Serial # 16HGB20277H166041
- (1)- 2010 Towmaster Tilt Trailer Model T10; Serial # 4KN TT1820AL160371
- (1)- 1997 Kubota Tractor Model M5400; Serial # 60155
- (1)- 2002 Kubota Tractor Model M5700; Serial # 50463
- (1)- 2007 Chevy Silverado Pickup Truck #202 Model 1500; Serial # 1GCEC14X67Z127853
- (1)- 2010 Ford Van #301 Model Transit Connect; Serial # NMOLS7DN7AT023097
- (1)- 2008 GMC Sierra Pickup Truck #303 Model 2500; Serial # 1GDHK24K28E131736
- (1)- 2005 GMC Sierra Pickup Truck #304 Model 2500; Serial # 1GTHC24U15E319694
- (1)- 2005 Chevy Silverado Pickup Truck #305 Model 2500; Serial # 1GCHC24U05E309481
- (1)- 2010 GMC Sierra Pickup Truck #309 Model 2500; Serial # 1GD3KZBK6AF145581
- (1)- 2009 Chevy Silverado Pickup Truck #603 Model 2500; Serial # 1GCHC44K39E157485
- (1)- 2010 Toyota Car #319 Model Prius; Serial # JTDKN3DU3A0100460
- (1)- 2008 GMC Sierra Pickup Truck #321 Model 2500; Serial # 1GTHC23K88F132452
- (1)- 2008 Chevy Silverado Pickup Truck #603 Model 2500; Serial # 1GCHK24K28E205418
- (1)- 1991 Brutus Roller Model AR5; Serial # 5877
- (1)- 1976 Layton 3 Ton Roller Model 607-W; Serial # 7W-468-1

Recreation:

- (24)- Card tables
- (160)- Padded program chairs

WHEREAS, the District has determined that the Property is beyond its useful service life; and

WHEREAS, Section 8-22 of the Illinois Park District Code provides as follows:

“Whenever a park district owns any personal property that in the opinion of three fifths of the members of the board then holding office is no longer necessary, useful to, or for the best interests of the park district, three-fifths of the park board then holding office, at any regular meeting or at any special meeting called for that purpose, by ordinance, may authorize the conveyance or sale of the personal property in any manner that they may designate, with or without advertising the sale”; and

WHEREAS, this ordinance is being considered at a regular meeting of the Board of Park Commissioners of the District.

NOW, THEREFORE, BE IT AND IT IS HEREBY ORDAINED BY THE BOARD OF PARK COMMISSIONERS OF THE NORTHBROOK PARK DISTRICT AS FOLLOWS:

Section 1. It is hereby found and determined by the Board of Park Commissioners that the Property is no longer necessary, useful to, or for the best interest of the District.

Section 2. That the District hereby authorizes staff to sell, trade, transfer, donate or convey the Property as follows:

Golf:

- (1)- 2009 Toro Groundskeeper Model 4700D; Serial # 290001016
- (1)- 2007 Toro Groundskeeper Sidewinder Model 3500-D; Serial # 270000647
- (1)- 1987 Ditch Witch Model 2310; Serial # 3D0287
- (1)- 2011 Club Car Model Carryall; Serial # QB1210-265596
- (1)- 2000 Club Car Model Carryall; Serial # HG0038-935681
- (1)- 2005 Club Car Model Precedent; Serial # PQ0529524668
- (1)- 2007 John Deere Model Gator TX; Serial # WOTURFD005742
- (1)- 2006 Toro Model Workman; Serial # 270000160
- (1)- 2006 Toro Model Workman; Serial # 270000158
- (1)- 2011 No Ramp Trailer Model U19; Serial # 1P9BF232XB1646133

Parks:

- (1)- 2008 Haulmark Enclosed Trailer; Serial # 16HGB20277H166041
- (1)- 2010 Towmaster Tilt Trailer Model T10; Serial # 4KNNT1820AL160371
- (1)- 1997 Kubota Tractor Model M5400; Serial # 60155
- (1)- 2002 Kubota Tractor Model M5700; Serial # 50463
- (1)- 2007 Chevy Silverado Pickup Truck #202 Model 1500; Serial # 1GCEC14X67Z127853
- (1)- 2010 Ford Van #301 Model Transit Connect; Serial # NMOLS7DN7AT023097
- (1)- 2008 GMC Sierra Pickup Truck #303 Model 2500; Serial # 1GDHK24K28E131736
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- (1)- 2005 Chevy Silverado Pickup Truck #305 Model 2500; Serial # 1GCHC24U05E309481
- (1)- 2010 GMC Sierra Pickup Truck #309 Model 2500; Serial # 1GD3KZBK6AF145581
- (1)- 2009 Chevy Silverado Pickup Truck #315 Model 2500; Serial # 1GCHC44K39E157485
- (1)- 2010 Toyota Car #319 Model Prius; Serial # JTDKN3DU3A0100460
- (1)- 2008 GMC Sierra Pickup Truck #321 Model 2500; Serial # 1GTHC23K88F132452
- (1)- 2008 Chevy Silverado Pickup Truck #603 Model 2500; Serial # 1GCHK24K28E205418
- (1)- 1991 Brutus Roller Model AR5; Serial # 5877
- (1)- 1976 Layton 3 Ton Roller Model 607-W; Serial # 7W-468-1

Recreation:

(24)- Card tables

(160)- Padded program chairs

Section 3. The Property shall be conveyed in “as is condition” without any warranties, express or implied at the time the benefactor takes possession of the Property.

Section 4. This Ordinance shall be effective immediately upon passage and approval by a three-fifths majority of the members of this Board of Park Commissioners.

Section 5. All prior ordinances, resolutions, motions, orders or policies in conflict herewith, be and the same hereby are, repealed to the extent the conflict herewith.

Section 6. If any clause or provision of this Ordinance shall be adjudged invalid or unenforceable by a court of competent jurisdiction or by operation of any applicable law, it shall not affect the validity of any other clause or provision, which shall remain in full force and effect.

PASSED: This 28th day of February 2024

APPROVED: This 28th day of February 2024

RECORDED: This 28th day of February 2024

VOTES: Ayes: Nays:

Absents:

ATTEST:

Secretary, Board of Park Commissioners
Northbrook Park District
Cook County, Illinois

President, Board of Park Commissioners
Northbrook Park District
Cook County, Illinois

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

I, CHRIS LEINER, DO HEREBY CERTIFY that I am the duly elected, qualified and acting Secretary of the Northbrook Park District and of the Board of Park Commissioners of the Northbrook Park District; and that I have access to and am custodian of the official Minutes of the Meetings of the Board of Park Commissioners and of the Northbrook Park District.

I DO FUTHER CERTIFY that the above and foregoing is a true and correct copy (duplicate) of a certain Ordinance entitled:

ORDINANCE NO. 24-O-2

NORTHBROOK PARK DISTRICT

**AN ORDINANCE DECLARING CERTAIN NORTHBROOK PARK DISTRICT
PERSONAL PROPERTY AS SURPLUS AND AUTHORIZING SALE OR DISPOSAL**

That the foregoing was passed by the Board of Park Commissioners of said Northbrook Park District on the 28th day of February 2024 and was on the same day executed by the President; that it was filed and recorded in the office of the Secretary of the Northbrook Park District, of which the foregoing is a true copy (duplicate) and is now on file in the office of such Secretary.

GIVEN under my hand and seal of the Northbrook Park District this 28th day of February 2024.

Secretary
Northbrook Park District
Cook County, Illinois

(SEAL)