



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

## Parks and Properties Committee Meeting

April 8, 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  
4/8.15 Parks and Properties Committee Meeting of March 11, 2024
- IV. Informational Items / Verbal Updates
  - A. Land Acquisition Opportunity
  - B. Outdoor Athletic Field and Hard-Court Assessment – Velodrome Assessment
  - C. West Park OSLAD and 1710 Pfingsten Road
- V. New Business  
4/8.16 Consider HVAC Services, Bid #2264  
4/8.17 Consider HVACR Services – Ice Refrigeration Equipment: Northbrook Sports Center, Bid #2265  
4/8.18 Consider District Asphalt, Paving, Sealcoating & Repairs (FY 2024), Bid #2266  
4/8.19 Consider Professional Services Agreement with Wight & Company – Leisure Center Renovation
- VI. Old Business
- VII. Next Meeting – Committee-of-the-Whole, May 14, 2024, at 6:45pm or immediately following the previous Committee Meeting, Joe Doud Administration Building, 545 Academy Drive
- VIII. 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: James Kim, Director of Parks & Properties  
Agenda Item: V. 4/8.16 Consider HVAC Services – All Buildings, Bid #2264  
Date: April 5, 2024

---

**Staff Recommendation:**

Staff recommends the approval of the HVAC Services – All Buildings, Bid #2264 to The Stone Group of Chicago, Illinois in the amount of \$68,424.00 for three years.

**Background and Analysis:**

The services involve preventative maintenance and inspections of the District’s heating and cooling equipment at the Joe Doud Administration Building, Leisure Center, Meadowhill Aquatic Center, Heritage Oaks Golf Club Clubhouse, Maintenance Building and Halfway House, Techny Prairie Activity Center, the Village Green Center and the Northbrook Sports Center.

Four contractors submitted bids and are listed below.

Bidder	Base Bid Year 1	Base Bid Year 2	Base Bid Year 3	Total Bid Amount
The Stone Group 228 North Washtenaw Chicago, Illinois 60612	\$21,780.00	\$22,908.00	\$23,736.00	\$68,424.00
PremiStar - North 780 Aec Drive Wood Dale, Illinois 60191	\$27,996.00	\$28,464.00	\$29,064.00	\$85,524.00
Mechanical Inc. dba Helm Service 2279 Yellow Creek Road Freeport, Illinois 61032	\$50,532.00	\$51,936.00	\$53,496.00	\$155,964.00
Midwest Mechanical Group 801 Parkview Boulevard Lombard, Illinois 60148	\$117,468.00	\$121,128.00	\$121,128.00	\$359,724.00

The Stone Group has been the service contractor for the District the past three years and has provided satisfactory service and repairs.

**Explanation:**

1. Budgeted Cost: \$13,500
2. Budgeted Source: 2024 Facility Operating Budgets
3. Legal Requirement: None

# NORTHBROOK PARK DISTRICT

**Motion:**

The Parks and Properties Committee Chair moves to approve HVAC Services – All Buildings, Bid #2264 to The Stone Group of Chicago, Illinois in the amount of \$68,424.00 for three years to the full Board for approval.

**Pc:** Chris Leiner, 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: James Kim, Director of Parks & Properties  
Agenda Item: V. 4/8.17 Consider HVACR Services – Ice Refrigeration Equipment: Northbrook Sports Center, Bid #2265  
Date: April 5, 2024

---

**Staff Recommendation:**

Staff recommends the approval of the HVACR Services – Ice Refrigeration Equipment: Northbrook Sports Center, Bid #2265 from PremiStar - North of Wood Dale, Illinois in the amount of \$80,988.00 for three years.

**Background and Analysis:**

The services involve Preventative Maintenance (PM) of the ice rink ammonia refrigeration equipment and dehumidifiers at the Northbrook Sports Center.

Two contractors attended the non-mandatory Pre-Bid Meeting, with one contractor submitting a bid. This is a very specialized service and not all HVACR contractors are qualified to conduct PM and repairs services.

Bidder	Base Bid Year 1	Base Bid Year 2	Base Bid Year 3	Total Bid Amount
PremiStar - North 780 Aec Drive Wood Dale, Illinois 60191	\$25,992.00	\$27,000.00	\$27,996.00	\$80,988.00

PremiStar – North, formerly known as RMC Mechanical, Inc. has been the District’s service contractor for ice equipment and all heating and cooling equipment for over 25 years and has performed service and repairs in a satisfactory manner.

**Explanation:**

1. Budgeted Cost: \$29,750
2. Budgeted Source: FY 2024 Northbrook Sports Center Operating Budget
3. Legal Requirement: None

**Motion:**

The Parks and Properties Committee Chair moves to approve HVACR Services – Ice Refrigeration Equipment: Northbrook Sports Center, Bid #2265 to PremiStar - North of Wood Dale, Illinois in the amount of \$80,988.00 for three years to the full Board for approval.

Pc: Chris Leiner, 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: James Kim, Director of Parks & Properties  
Agenda Item: V. 4/8.18 Consider District Asphalt, Paving, Sealcoating & Repairs (FY 2024), Bid #2266  
Date: April 5, 2024

---

## Staff Recommendation:

Staff recommends the approval of the District Asphalt, Paving, Sealcoating & Repairs (FY 2024), Bid #2266 to Pavement Systems Inc. of Blue Island, Illinois in the amount of \$43,799.00.

## Background and Analysis:

Asphalt improvements included in the Bid are listed below. All sealcoating will be Village compliant non-coal tar sealant.

- Greenfield Park pathways and bleacher pads near the ballfields will be crack filled and sealcoated. The project start and completion is scheduled for end of August.
- Wescott Park pathway from Farnsworth Lane to the playground will be crack filled and sealcoated. The project start and completion is scheduled for end of August after the playground renovation is completed.
- West Park pathways and bleacher pads near the ballfields will be crack filled and sealcoated. The project start and completion is scheduled for August.
- Northbrook Sports Center parking lot will be crack filled, sealcoated and striped. The timeline is mid-May with work completed prior to the pool opening.
- Village Green Center parking lot will be crack filled, sealcoated and striped. The timeline is mid-May with completion end of September.

Two contractors submitted bids and are listed below.

Bidder	Total Base Bid
Pavement Systems Inc. 13860 South California Avenue Blue Island, Illinois 60406	\$43,799.00
Patriot Pavement Maintenance 165 West Hintz Road Wheeling, Illinois 60090	\$51,488.95

Staff contacted four (4) references provided by Pavement Systems, Inc. and all came back with positive feedback for performance, timeliness of project dates, and communication.

## Explanation:

1. Budgeted Cost: \$120,000
2. Budgeted Source: 2024 Capital Improvement Plan
3. Legal Requirement: None

# NORTHBROOK PARK DISTRICT

**Motion:**

The Parks and Properties Committee Chair moves to approve the District Asphalt, Paving, Sealcoating & Repairs, Bid #2266 to Pavement Systems, Inc. of Blue Island, Illinois in the amount of \$43,799.00.

**Pc:** Chris Leiner, 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: James Kim, Director of Parks & Properties  
Agenda Item: V. 4/8.19 Consider Professional Services Agreement with Wight & Company – Leisure Center Renovation  
Date: April 5, 2024

---

## **Staff Recommendations:**

Staff recommends the approval of the Professional Services Agreement with Wight & Company of Darien, IL for Architectural Services at the Leisure Center (LC) for a fixed fee of \$615,000.00 for base design services, fixed fee of \$10,000.00 for Village Variance process for monument signage, and Reimbursable Expenses in the amount not to exceed \$20,000.00 for a total amount of \$645,000.00.

## **Background & Analysis:**

At the Envision and Prioritize Workshop, staff were instructed to engage with a consultant to develop a multi-phased renovation concept plan for Leisure Center. Wight & Company were chosen as the Architect to develop this concept plan and use it to apply for a PARC Grant in June 2023. Northbrook Park District was awarded the PARC Grant in December 2023 and soon after staff started working with Wight & Company to work the concept plan into a design plan. Wight & Company's scope includes Architectural, MEP (mechanical, electrical, plumbing), Fire Protection, Civil and Structure Engineering Services.

Fees are as follows:

**Base Design Services:** Fixed fee of \$615,000.00 includes Schematic Design, Design Development, Construction Documents, Permitting, Bidding and Construction Administration.

**Village Variance Process:** Fixed fee of \$10,000.00 to engage the Village of Northbrook on the variance procedure to erect a messaging monument signage in the front of the Leisure Center along Walters Avenue.

**Reimbursable Expenses:** Not to exceed \$20,000.00 for reimbursables such as document reproduction, handling, delivery of bid documents, project photos and travel.

Below are professional services that are not included within this initial contract. These services have not been included as the scope of work is still not fully known. Staff plan to receive these consultant fees as the project progresses and provide to the Executive Director for approval. If fees are above Executive Director's purchasing limit, it will be brought to the Board.

**Little Theater:** Consultant services for acoustical and lighting improvements.

**Low Voltage Systems:** Consultant services for security alarm, surveillance cameras, key fob access points.

**Hazardous Material Survey:** Consultant services to identify any hazardous material for remediation if necessary.

# NORTHBROOK PARK DISTRICT

**Explanation:**

1. Budgeted Cost: Working Budget of \$8.49 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 Wight & Company of Darien, IL for Architectural Services at the Leisure Center (LC) for a fixed fee of \$615,000.00 for base design services, fixed fee of \$10,000.00 for Village Variance process for monument signage, and Reimbursable Expenses in the amount not to exceed \$20,000.00 for a total amount of \$645,000.00.

**Pc:** Chris Leiner, Executive Director