



**WINNETKA PARK DISTRICT
COMMITTEE MEETINGS
THURSDAY, NOVEMBER 12, 2015
Community Room
540 Hibbard Road**

- 1. Committee of the Whole – 5:30 p.m.**
 - a. Budget Review
 - i. Ice
 - ii. Paddle
 - iii. Tennis
 - iv. Golf
 - b. 2016 Meeting Schedule
 - c. Skokie Playfield Service Center

- 2. Adjournment**

Persons with disabilities requiring reasonable accommodations to participate in this meeting should contact the Park District's ADA Compliance Coordinator, John Shea, at the Park District's Administrative Office, 540 Hibbard Road, Winnetka, IL Monday through Friday from 8:30 a.m. to 5:00 p.m. at least 48 hours prior to the meeting. Telephone number 847-501-2040; Fax number 847-501-5779. Requests for a qualified interpreter require five (5) working days advance notice.

Winnetka Park District

Board Summary

Date: November 6, 2015
To: Board of Commissioners
Subject: 2016 Board Meeting Schedule
From: Robert Smith, Executive Director

Summary:

Last November the Board was presented with a meeting schedule for 2015 that included 12 regular and 12 committee meetings. After much discussion, the Board adopted a meeting schedule that included 12 regular and 9 committee meetings. The March, June and August committee meetings were eliminated.

The proposed 2016 schedule includes 21 meetings. Taking into consideration projects, deadlines, and the associated tasks, as well as avoiding two consecutive months without committee meetings, March, May and August committee meetings have been omitted.

Holidays and other events have been taken into consideration and the schedule has been adjusted accordingly. Meetings scheduled on a date other than the 2nd or 4th Thursday have been noted with an asterisk (*).

Recommendation:

Staff recommends Board approval of the 2016 Board Meeting Schedule as presented.

END



PROPOSED 2016 Park Board Meeting Schedule

Regularly scheduled meetings of the Winnetka Park District Board of Commissioners are held on the **SECOND AND FOURTH THURSDAY OF THE MONTH** unless otherwise noted by (*). Regular meetings through the end of Fiscal Year 2016 will be held at 6:30 pm at the Administrative Office, 540 Hibbard Rd., on the dates shown below. Board Committee meetings typically start at 5:30, but times may vary. Please refer to our website: www.winpark.org, or contact the Administrative Office at 847-501-2040.

- Board Committee Meeting - January 14, 2016
- *Regular Board Meeting - January 21, 2016 (*IPRA/IAPD January 28-30*)
- Board Committee Meeting - February 11, 2016
- Regular Board Meeting - February 25, 2016
- *Regular Board Meeting - March 17, 2016 (*Spring Break March 21-15*)
- Board Committee Meeting - April 14, 2016
- Regular Board Meeting - April 28, 2016
- Board Committee Meeting - May 12, 2016
- Regular Board Meeting - May 26, 2016
- Regular Board Meeting - June 23, 2016

- Board Committee Meeting - July 14, 2016
- Regular Board Meeting - July 28, 2016
- Regular Board Meeting - August 25, 2016

- Board Committee Meeting – September 8, 2016
- Regular Board Meeting - September 22, 2016
- Board Committee Meeting - October 13, 2016
- Regular Board Meeting - October 27, 2016
- Board Committee Meeting - November 10, 2016
- *Regular Board Meeting - November 17, 2016
- Board Committee Meeting – December 8, 2016
- *Regular Board Meeting - December 15, 2016

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**Winnetka Park District
Board Summary**

Date: November 6, 2015

To: Board of Commissioners

Subject: Green Associates – Proposal of Architectural and Engineering Services for Skokie Playfield Service Center Dry Flood Proofing and Project Completion.

From: Costa Kutulas, Superintendent of Parks

Through: Robert Smith, Executive Director

Summary:

During the review process of the building plans the Village informed us of a policy change to the Village code for MWRD requirements for properties located in the 100-year flood plain. As of May 31, 2014 the Village of Winnetka adopted the new MWRD standard for flood plain requirements, which states that the total cost of the proposed improvements must be less than 50% of the appraised value of the structure taken over the life of the structure. This means that we are allowed to complete improvements up to \$135,000 or would need to completely demolish the current structure rebuild a new facility to meet the current flood plain requirements. Currently we have contracted with ATP Enterprise Group Inc. for \$420,000 which encompasses the north end of facility; this includes the offices, restrooms, lunchroom, locker area and mechanical room. The current contracted amount is \$285,000 over the allowable limit of the new MWRD standard.

After meeting with village staff and discussing possible solutions to our issue, we have decided that the best option for the district would be to dry flood proof the building. Dry flood proofing would completely seal the exterior envelope of the building by installing bulkhead barriers at the door and window openings which are within the 24” elevation of the base flood plain. We would also need to address the hydrostatic pressures of the exterior walls, and confirm that they are impermeable. On the interior of the building we would need to address the buoyancy of the current floors and confirm that they could withstand the head pressures of the flood waters. Along with addressing the floors we would need to upgrade all the drains and sewer systems with a backflow valve or check valve to stop flood waters from back draining into the facility.

Currently we have tasked Colin Marshall from Green Associates to complete a dry flood proofing assessment of the service center, and let us know what it would take to complete this scope of work. Colin and his team have come up with a summary/plan on how to meet this new MWRD requirement. Most of the improvements needed to meet the new MWRD requirement

Service Proposals – Skokie Playfield Service Center

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are simple, but unfortunately there is an unknown that we need to investigate some more. Specifically, the buoyancy of the existing concrete floor. We are anticipating that the current slab thickness which would be common for this type of construction does not meet the standard for this type of flood proofing. We are anticipating having to pour a 4” concrete slab throughout the entire facility to gain the weight needed to meet the code requirement. Unfortunately there is an inherent problem with raising the floor heights; the increase height would decrease all the door openings and overall ceiling heights. We’ll also have to see how the new floor height will affect the ADA access to the building. Colin and his team have place marked costs for these interferences and they are included in the price of the construction phasing work.

Due to the new circumstances, we have taken a look on how to best complete the rest of the project with the most efficiencies. The previous plan of phasing for the next several fiscal years is not the best or most efficient way to spend capital dollars. Inherent with phasing projects there are duplicated costs and inefficiencies that would drive the overall cost of the renovation by well over \$100,000+. We are in the mind set to tackle the rest of the construction in one single phase to alleviate those extra costs. This would include renovations to five different areas of the shop including the workshop bay, lift bay, mechanics office, grinding bay, and tool/equipment storage areas. There would also be improvements to life safety systems, mechanics operations, grinding operations, and chemical containment systems that are currently non-existent and/or out of compliance with both local and state government agencies.

Prior to construction we would need to complete environmental testing to confirm that the structure is free of hazardous materials. This is an unknown cost at this time, but there is the potential for remediation costs if hazardous materials are found on site.

Golf Service Center Cost Breakdown:

Work currently contracted with ATP Enterprises (approved, 2015)	\$ 420,000
Dry Flood Proofing w/ soft costs	\$ 401,849
Completed Construction w/ soft costs	\$ 551,417
Chemical Storage (Rinse-Aid pad, and Liquid Chemical Storage)	\$ 80,000
Value Engineering (Garage doors, flooring, fuel management)	\$ 83,000
FFE (Fixtures, furnishings, and Equipment	\$ 100,000
Sub Total Budget for new purposed work not under current contract	\$1,216,266
Estimated Grand Total	\$1,636,266*

Service Proposals – Skokie Playfield Service Center

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*This total includes both current contracts and purposed construction costs for project completion.

Recommendation:

Staff has two recommendations for the park board. The first recommendation is for the Park Board to approve the proposal from Green Associates for Architectural and Engineering services of the Skokie Playfield Service Center Dry Flood Proofing for the contracted amount not to exceed \$24,764.

The second recommendation is for the park board to approve the second proposal from Green Associates for Architectural and Engineering services of the Skokie Playfield Service Center Project Completion for the contracted amount not to exceed \$35,395.

END

06 November 2015

Mr. Costa Kutulas
Superintendent of Parks
Winnetka Park District
1380 Willow Road
Winnetka, IL 60093

RE: Winnetka Park District
Service Center Improvements – Dry-Floodproofing Project
Project No. 0524-201539

Dear Mr. Kutulas:

Thank you for requesting a proposal to provide Architectural and Engineering Services for the Service Center Improvements Dry-Floodproofing Project. I have summarized below my understanding of the scope of work, and the proposed services for the project.

1. Service Center Improvements Dry-Floodproofing Project
 - A. Service Center Building
 1. Dry-Floodproofing Work at the Service Center as summarized in the Project Memo to the Village of Winnetka, dated 16 October 2015.
 2. Scope of Work as outlined on Drawing A-01, dated 12 October 2015.

2. Estimated Project Cost
 - A. Estimated General Construction Cost as indicated in Service Center Improvements – Dry Floodproofing Project; Estimated Project Costs, 06 November 2015:
 1. Hard Cost Estimate: \$260,671.00
 - B. Soft Costs and Contingences Estimate:
 1. Soft Costs, Fees and Contingencies: \$141,178.00

3. Scope of Services
 - A. All architectural and engineering design services as outlined in the Owner – Architect Agreement, and to meet Park District goals and objectives, and applicable codes.
 - B. Bid Documents shall be issued as follows:
 1. For the work in the north end of the Service Center, a Work Change Proposal Request shall be issued to the contractor for the north end project.
 2. For the balance of the work, a separate General Contractor Bid Package shall be issued.
 - C. Coordination of Bidding Phase, review of bids and recommendation of awards.
 1. One (1) Pre-Bid Meeting.
 2. One (1) Bid Opening Meeting.
 - D. Coordination of Building Permit submittals.
 - E. Construction Administration Services as outlined in the Owner – Architect Agreement.

Enlightened Design
Practical Solutions

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George W. Reigle, AIA
Carole Donovan Pugh, AIA
Colin A. Marshall, AIA
Gerald L. Guy, PE
William H.R. Taylor, AIA
Lynn D. Gibbons



1. Five (5) Site Observation visits included in Basic Services.
Additional observation visits as needed to be billed on an hourly basis, as approved by the Park District.

4. Services provided by Others
 - A. Construction Material Testing.

5. Proposed Schedule:
 - A. Authorization to Proceed from the Winnetka Park District: November 19, 2015
 - B. Issue Permit Set to Village for Review: November 30, 2015
 - C. Issue Bidding Documents: November 30, 2015
 - D. Bid Due Date: December 15, 2015
 - E. Award of Contract: To Be Coordinated with Board Schedule

6. Fee Proposal
 - A. Basic Services as outlined to be billed on an Hourly Basis, Not to Exceed \$24,764.00.

7. Additional Services
 - A. Other services as approved by the Park District, to be billed on an Hourly Basis, per the attached Schedule of Hourly Rates, dated 1 January 2015.

8. Reimbursables
 - A. To be billed per the attached Schedule of Reimbursable Expenses, dated 1 March 2007.

9. Form of Agreement
 - A. AIA Document B101 – 2007 – Standard Form of Agreement between Owner and Architect, as amended by the Park District and GreenAssociates, Inc.



Thank you again for the request of this proposal. Please let me know if you have any comments on the outlined scope of work or services. If you are in the agreement with the proposal, I will send to you copies of the AIA Document B101 for review and signature.

Sincerely,

A handwritten signature in black ink, appearing to read 'Colin Marshall'.

Colin A. Marshall, AIA
Project Manager

- Enc. Project Memo to the Village of Winnetka, dated 16 October 2015
Scope of Work Drawing A-01, dated 12 October 2015
Dry Floodproofing Project; Estimated Project Costs, 06 November 2015
Schedule of Reimbursable Expenses, dated 1 March 2007
Schedule of Hourly Rates, dated 1 January 2015.

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06 November 2015

Mr. Costa Kutulas
Superintendent of Parks
Winnetka Park District
1380 Willow Road
Winnetka, IL 60093

RE: Winnetka Park District
Service Center Improvements – Project Completion
Project No. 0524-MISC

Dear Mr. Kutulas:

Thank you for requesting a proposal to provide Architectural and Engineering Services for the completion of the Service Center Improvements. This project will complete the planned improvements of the Service Center Building, following the completion of the Improvements at the North End, currently under contract, and the Dry-Floodproofing Work. I have summarized below my understanding of the scope of work, and the proposed services for the project.

1. Service Center Improvements – Project Completion
 - A. Service Center Building
 1. Scope of Work as outlined in the Service Center Improvements – Project Completion, Estimated Project Costs, dated 06 November 2015.

2. Estimated Project Cost
 - A. Estimated General Construction Cost as indicated in Service Center Improvements – Project Completion; Estimated Project Costs, 05 November 2015:
 1. Hard Cost Estimate: \$372,579.00
 - B. Soft Costs and Contingences Estimate:
 1. Soft Costs, Fees and Contingencies: \$178,838.00

3. Scope of Services
 - A. All architectural and engineering design services as outlined in the Owner – Architect Agreement, and to meet Park District goals and objectives, and applicable codes.
 - B. Bid Documents shall be issued as follows:
 1. General Contractor Bid Package for all Work.
 - C. Coordination of Bidding Phase, review of bids and recommendation of award.
 1. One (1) Pre-Bid Meeting.
 2. One (1) Bid Opening Meeting.
 - D. Coordination of Building Permit submittals.
 - E. Construction Administration Services as outlined in the Owner – Architect Agreement.
 1. One (1) Pre-Construction Meeting
 2. Eight (8) Site Observation visits included in Basic Services. Additional observation visits as needed to be billed on an hourly basis, as approved by the Park District.

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William H.R. Taylor, AIA
Lynn D. Gibbons



3. One (1) Site Visit for Substantial Completion
 4. One (1) Site Visit for Final Inspection.
4. Services provided by Others
 - A. Environmental Testing and Remediation Services.
 - B. Construction Material Testing.
5. Proposed Schedule:
 - A. Authorization to Proceed from the Winnetka Park District: November 19, 2015
 - B. Issue Permit Set to Village for Review: January 18, 2016
 - C. Issue Bidding Documents: February 1, 2016
 - D. Bid Due Date: February 22, 2016
 - E. Award of Contract: To Be Coordinated with Board Schedule
6. Fee Proposal
 - A. Basic Services as outlined to be billed on an Hourly Basis, Not-to-Exceed \$35,395.00.
7. Additional Services
 - A. Other services as approved by the Park District, to be billed on an Hourly Basis, per the attached Schedule of Hourly Rates, dated 1 January 2015.
8. Reimbursables
 - A. To be billed per the attached Schedule of Reimbursable Expenses, dated 1 March 2007.
9. Form of Agreement
 - A. AIA Document B101 – 2007 – Standard Form of Agreement between Owner and Architect, as amended by the Park District and GreenAssociates, Inc.



Thank you again for the request of this proposal. Please let me know if you have any comments on the outlined scope of work or services. If you are in the agreement with the proposal, I will send to you copies of the AIA Document B101 for review and signature.

Sincerely,

A handwritten signature in black ink, appearing to read 'Colin Marshall'.

Colin A. Marshall, AIA
Project Manager

Enc. Service Center Improvements – Project Completion; Estimated Project Costs, 06
November 2015
Schedule of Reimbursable Expenses, dated 1 March 2007
Schedule of Hourly Rates, dated 1 January 2015.

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