

ARENA ENTRAN

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Image: WSSRA, Park District of Oak Park





Helping Create a Financially Sustainable Future One Organization at a Time Strengthening Leadership Competencies Influencing Ethical Decision-making

## **CONTACT US**

www.110percent.net info@110percent.net 720.304.2167

November 20, 2023

Jan Arnold, Executive Director Park District of Oak Park 218 Madison Oak Park, IL 60302

Dear Jan:

We are pleased to submit the following revised proposal in response to the Park District of Oak Park's interests in the development of a five-year comprehensive and strategic master plan. Our commitment to this project is to facilitate a process and deliver results that will be un-matched by other firms.

Providing project oversight, 110% Inc., along with a team of nationally recognized firms serving as subconsultants including Upland Design, CivicBrand, and WT Group offer an unparalleled "best of the best" team and process. This collective team, sans WT Group, is currently successfully working together on the Glencoe Park District Comprehensive Plan, which began in Spring 2023. Our substantial experience as both practitioners and consultants for public parks and recreation organizations across North America, as well as our collective commitment to responsible response to today's dynamic social, economic, and environmental times, set us apart.

Having worked with parks and recreation systems in 42 of the 50 US states, we have been privileged to help professionals improve their operations and business acumen and enhance a commitment of service to community. Leading master plans, strategic plans, financial sustainability strategies, and leadership development initiatives, our work focuses on processes that make a difference and impacts.

Our collective efforts bring the following to the Park District of Oak Park's Five Year Comprehensive & Strategic Master Plan process.

- An extensive understanding of the parks and recreation industry including trends and issues, service delivery, and management challenges strengthening efforts to develop relevant strategy.
- A history of unparalleled client satisfaction and customer loyalty.
- Authenticity in our approach and a commitment to facilitating each project based upon the unique attributes of the organization and the community it serves.
- Contemporary strategic approaches and methodologies proven to be effective.

In the event you have any questions as you review this proposal, please email me at jsabbach@110percent.net or call 720.304.2167.

Respectfully,

Jamie S. Sabbach, President & Principal in Charge



Comprehensive and master planning are exercises in what an organization or community can become. Imagining the future on behalf of others is a privilege – and along with that privilege comes the responsibility to ensure what is created is sustainable. Thinking about what the citizens of 2023 may want or need is important but understanding that the citizens of 2050 will be left to take care of it is critical to how a plan is designed and what it includes.









Serving the park and recreation industry

Ethics · Leadership · Financial Sustainability

We are 110%. A parks and recreation consulting firm of former practitioners who advocate for inspiring ethical decision making, strengthening leadership competencies, and ensuring the financial sustainability of parks & recreation.

## **Our Services**

## **Planning Initiatives**

Our custom tailored Planning Initiatives blend visioning what an organization/community can become with the strategy of creating a responsible and sustainable future. We strive to leverage our experience and networks to provide your organization with an optimized and practical Master or Strategic Plan.



The Financial Sustainability Strategy empowers organizations to use data and information to make informed decisions. Whether done as a standalone project or with a Planning Initiative, our unique process combines sound financial management principles with our one-of-a-kind cost of service tool to help organizations clearly understand how their taxpayer resources are being allocated.

## **Education, Presentations & Training**

Our educational content, expert presentations, and training programs effectively address important industry issues around the three key areas of economics, ethics, and leadership. By delivering effective and engaging content which provide tangible and impactful results, our carefully crafted programs are certain to be an extraordinary experience.









Phone

720.304.2167

Email

info@110percent.net

Website

www.110percent.net

LinkedIn @110-percent-inc



# **Project References**

Serving a variety of municipal park and recreation departments as well as special districts and county systems, 110% has worked alongside hundreds of organizations of all sizes leading and facilitating master plan, strategic plan, and financial sustainability efforts as well as professional development programs.

Below we have included a diverse blend of project types we have led and systems for which we have worked over the past few years. Feel free to contact any or all of the contacts included to discuss the quality and integrity of our work.



## Glencoe Park District (IL) Comprehensive Plan

Glencoe Park District had the desire to update both their 10-year Master Plan and five-year Strategic Plan simultaneously in order to create a cohesive and comprehensive set of plans that will provide the District with a clear and realistic set of goals, objectives, forecasted needs and implementation strategies. Included in this plan are robust community engagement as well as specialized considerations that includes a Community Center Active Harmer analysis and beach analysis of their beach on Lake Michigan.

 Contact
 Lisa Sheppard, Executive Director
 Address
 999 Green Bay Rd.

 Email
 Isheppard@glencoeparkdistrict.com
 Glencoe, IL 60022

 Phone
 847.835.7531
 Dates
 March 2023 - present



## Crown Mountain (CO) Park & Recreation District Master Plan

The Crown Mountain Park & Recreation District has experienced significant change over the last decade including growth and expansion. Fully aware of the challenges development presents, the District engaged in a thoughtful review and analysis of its current conditions and realities as well as those of the community it serves. They understand this was a necessary baseline in order to ensure that the master plan was built upon fiscally responsible recommendations that addressed community need and interest and could be afforded.

 Contact
 Rebecca Wagner, Director
 Address
 501 Eagle Count Dr.

 Email
 crownmtndirector@sopris.net
 El Jebel, CO 81623

 Phone
 970.963.6030
 Dates
 May 2022 - 2023



## Mansfield (CT) Parks & Recreation Master Plan & Financial Sustainability Strategy

With a strong emphasis on fiscal discipline and responsibility to direct recommendations, especially in regard to establish spending and investment priorities, the Town of Mansfield incorporated a Financial Sustainability Strategy alongside their collaborative and community-supported Parks and Recreation Master Plan. These two initiatives outlined how the Department should best meet future parks, trails, open space, and recreational needs in order to meet changing community needs and build economic and cultural value.

 Contact
 Jay O'Keefe, Director
 Address
 10 South Eagleville Rd.

 Email
 okeefejm@mansfieldct.org
 Mansfield, CT 06268

 Phone
 860.429.3015
 Dates
 January 2023 - present



# Napa (CA) Parks & Recreation Services Management Plan, Financial Sustainability Strategy & Policy Development

Over the course of five years, Napa worked with alongside 110% to develop three transformative initiatives. The Management Plan set the Department up to be adaptable in response to ongoing concerns and impacts of deteriorating infrastructure, increased tourism, climate change, and increasing operational expenses. A subsequent financial sustainability process addressed how they would re-set and begin to invest more in community need and infrastructure. This led to the development of financial sustainability, social equity, and capital investment policies to guide investment decisions moving forward.

ContactKatrina Gregory, Recreation DirectorAddress1850 Soscol Ave., Ste. 201Emailkgregory@cityofnapa.orgNapa, CA 94559Phone707.257.9529DatesJuly 2018 - May 2019July 2021 - May 2023







# **PROJECT APPROACH & UNDERSTANDING**



Image: Rehm Pool, Park District of Oak Park

The development of the Five Year Comprehensive & Strategic Master Plan for the Park District of Oak Park (PDOP) will consider the unique attributes of the District and the community it serves. Our job is to support the District throughout the process (and beyond as needed) and to help in creating a vibrant future for the District and ultimately, the greater Oak Park community.

The following pages in this section overview our team and key staff members, including the firms that will be serving in a subconsultant capacity. PDOP's consulting team members include:

- Jamie Sabbach of 110% Inc.(CO) will serve as project manager overseeing and leading overall comprehensive and strategic master plan development including staff & community engagement and program & financial analyses.
  - Process commitment: approximately 68% of process
- Michelle Kelly and Maria Blood of Upland Design (IL) will lead the inventory of parkland and facilities.
  - o Process commitment: approximately 19% of process
- Ryan Short of CivicBrand (CO) will lead the marketing analysis and facilitate the online community engagement.
  - Process commitment: approximately 8% of process
- John McGovern and Shelley Zuniga of WT Group (IL) will lead the accessibility and equity analysis.
  - o Process commitment: approximately 5% of process

Our collective team will be a fully available, invested and committed partner providing coaching, education, and expert guidance to support the master plan process and its outputs and outcomes.



## **Our Team**



# Jamie Sabbach Founder / Principal / Advocate / Educator

Jamie founded 110% Inc. in 2010 with the intention of helping organizations be more strategic and bold amid dynamic social, environmental, and economic change. Having decades of experience in the public park and recreation field and as a college instructor have fed her passion to help others enhance their own talents and improve performance. Jamie has testified in front of the United States Congress on the importance of public parks and recreation. She is a past President of the American Park and Recreation Society and was inducted as a Fellow into the American Academy for Park and Recreation Administrator in 2008. Jamie is a native of Illinois who lives in the mountains of Colorado. She's a former college jock who enjoys hiking, biking, golf, volunteering, and has a love affair with the Chicago Cubs!



# Farrell Buller Principal / Certified Executive Coach / Change Advocate

Farrell has more than 20 years in progressively responsible leadership roles. She has focused on achieving results for leaders and their teams, successfully leading organizations of 500+ employees, with budgets of up to \$80M, as well as smaller organizations and teams. As a graduate of the University of Northern Colorado in Therapeutic Recreation and as a former Parks and Recreation Director and City Manager, Farrell embraced her passion for serving others. She brings the ability to impact, influence, and inspire leaders at all levels. Farrell is the recipient of several awards, including Outstanding New Professional of the Year, Mid-West Region Professional of the Year, and the Pottsie Development Scholarship. You can often find Farrell and her family intentionally taking the "road less traveled" as they discover their next adventure!



### Matt David

## Operations & Marketing Manager / Utility Player

With a tip-of-the-cap for his love for baseball, Matt is our team's "Utility Player" and does a little bit of everything due to his wide range of experiences and skill set. He has municipal, non-profit, and private sector experience in marketing, operations, programming, budgeting, digital design, project management, and general administration. Matt has an eye for detail, mind for inquisition, and a big heart for community and servant leadership. Outside of work, he enjoys life with his wife and two dogs in Stillwater, MN by exploring the outdoors, spending time with friends and family, tackling home improvement projects, and cheering on their favorite sports teams.



# Alexis Rankey Project Consultant

Alexis is a seasoned parks and recreation professional with over 12 years of experience demonstrating a high level of business acumen and passion for high-quality service delivery. She started as a scorekeeper, progressed into programming and supervision, and currently serves as the Business Services Division Manager for the Town of Erie Parks & Recreation Department. Her thorough understanding of programming and operations, intricate knowledge of municipal finance and budgeting, and love for data and analytics drives her to help others "put it all together" to better serve the community and lay a strong foundation for the future. True to her rec rat roots, she spends her free time mountain and road biking, golfing, playing hockey, glamping, and spending time with her family and dogs.



# Staff Resume



Jamie Sabbach
Founder / Principal / Advocate / Educator



## **Biography**

Jamie founded 110% Inc. in 2010 with the intention of helping organizations be more strategic and bold amid dynamic social, environmental, and economic change.

Having decades of experience in the public park and recreation field and as a college instructor have fed her passion to help others enhance their own talents and improve performance. Her current work focuses on enhancing ethics, adaptive leadership, and financial sustainability efforts for organizations.

Jamie has testified in front of the United States Congress on the importance of public parks and recreation. She is a past President of the American Park and Recreation Society and was inducted as a Fellow into the American Academy for Park and Recreation Administrator in 2008. Jamie is a native of Illinois who lives in the mountains of Colorado.

## **Work History**

### 110%, Inc.

President & Principal Feb 2010 - present

#### Indiana University, Bloomington, IN

Adjunct Faculty Sep 2021 - present

## City of Boulder, CO

Superintendent of Recreation & Community Facilities Mar 2003 - Feb 2008

## Illinois State University, IL

Faculty in Dept. of Kinesiology and Recreation Aug 2001 - March 2003

#### City of Bloomington, IN

Director of Recreation and Community Services Jan 1997- Jul 2001

## **Education**

## **Harvard University**

Kennedy School of Government, TAPLD, 2014

### **Indiana University**

Post-Graduate coursework, 1998-2000

## **Eastern Illinois University**

Master of Science Degree in Public Administration/Sports Management, 1988

## **Eastern Illinois University**

Bachelor of Science Degree in Physical Education/Coaching/Business Administration, 1986

## **Selected Client List**

## Crown Mountain Park & Recreation District, CO

Park & Recreation District Master Plan, 2022 - 2023

### City of Corona, CA

Community Services Dept. Master Plan, 2022 - present

## City Napa, CA

Parks & Recreation Services Management Plan, 2018 - 2019; 2021 - 2023

## Channahon Park District, IL

Financial Sustainability Strategy, 2021

## Bend Park and Recreation District, OR

Park & Recreation District Strategic Plan, 2018 - 2019



# **Staff Resume**



Farrell Buller
Principal / Certified Executive Coach



## **Biography**

Farrell has more than 20 years in progressively responsible leadership roles. She has focused on achieving results for leaders and their teams, successfully leading organizations of 500+ employees, with budgets of up to \$80M, as well as smaller organizations and teams. As a graduate of the University of Northern Colorado in Therapeutic Recreation and as a former Parks and Recreation Director and City Manager, Farrell embraced her passion for serving others.

She brings the ability to impact, influence, and inspire leaders at all levels. Farrell is the recipient of several awards, including Outstanding New Professional of the Year, Mid-West Region Professional of the Year, and the Pottsie Development Scholarship, and was awarded the opportunity to attend the Altruism Institute and Agents of Change symposiums.

## **Work History**

## 110%, Inc.

Principal Consultant & Certified Executive Coach, Jan 2021 - present

## Town of Erie, CO

Deputy Town Administrator, Feb 2019 - Jan 2021
Acting Town Administrator, May 2018 - Jan 2019
Assistant to the Town Administrator, Sep 2017 - Apr 2018
Director of Parks and Recreation, Mar 2014 - Sep 2017

## City of Lakewood, CO

Recreation Division Manager, Apr 2011 - Mar 2014

## City of Commerce City, CO

Recreation Division Manager, Oct 2004 - Jan 2011

## City of Boulder, CO

Recreation Coordinator, Jan 2000 - Oct 2004

## **Education**

## **Clemson University**

Think Tank: Invitation-only Symposium, 2019

#### Altruism Institute

Invitation-only Symposium, 2016

## **Agents of Change**

Invitation-only Symposium, 2015-2018

## **National Recreation & Park Association**

Directors School Graduate, 2015

## **University of Northern Colorado**

Bachelor of Science Degree in Recreation/Therapeutic, 1997

## **Selected Client List**

## City of Olympia, WA

Operations Strategy & Business Plan, 2022 - present

## City of West University Place, TX

Operational Analysis & Financial Sustainability Strategy, 2022 - present

## City of Bellingham, WA

Financial Sustainability Strategy, 2022 - present

## City of Greeley, CO

Leadership and Organizational Development, 2022

## **Oquirrh Recreation & Park District, UT**

Financial Sustainability Strategy, 2021



# CivicBrand

PROJECT BRANDING PUBLIC ENGAGEMENT PLACEMAKING

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Public Engagement, Branding, and Marketing that leads to greater participation, buy-in, and civic pride.



CivicBrand works directly with cities and partners with planning firms to develop community visioning, branding, placemaking, and public engagement strategies. Public engagement is at the core of everything we do. Our process fully engages stakeholders and creates greater buy-in, civic pride, and delivers actionable implementation plans that create stronger communities.

- Brand Strategy
- Marketing Plans
- Public Engagement
- Placemaking
- Focus Groups & Workshops
- Project Websites
- Interactive Engagement Tools
- On-The-Street Engagement
- Youth & Student Engagement
- Project Communications



WATCH OUR HIGHLIGHT REEL

vimeo.com/483150148

FROM "BRANDING IS THE NEW ECONOMIC DEVELOPMENT" FORBES

"This is done through a process of public engagement, storytelling and fulfilling your brand promise."

-RYAN SHORT / CIVICBRAND

**Forbes** 

Planning projects are complex. They involve multiple organizations, public and private stakeholders, a range of goals, entities that both compete and collaborate, and serve diverse audiences. But at the end of the day, it is one place and one plan. To fully engage stakeholders requires deep expertise in public engagement and facilitation strategies, user-experience, design leadership, and a robust toolbox of engagement strategies, tactics, and resources.

CivicBrand

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# **MEET THE TEAM**

## CivicBrand

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RYAN SHORT CEO / FOUNDER

Ryan is a founder and the CEO of CivicBrand and would be the project lead. Ryan is passionate about three things - design, cities and fly fishing. With over 20 years of experience, Ryan has led the agency for over a decade and won numerous awards in design, branding, citizen engagement and digital strategy.



BRISA BYFORD SENIOR STRATEGIST

Brisa is a strategist that has led numerous citywide and district branding projects. She understands how to reach and engage stakeholders to create a brand story that is authentic and leads to buy-in. With expertise in brand architecture, engagement, statistics and messaging, she uses both data and creative to tell the story of communities.



COLIN COOLIDGE DESIGN & DEVELOPMENT

Colin brings over 20 years of experience to the agency. Colin understands designing for both print and digital and how design shapes people and their places. Colin has crafted brands and marketing materials for a number of cities, districts and organizations.



LAYNE FERGUSON DIRECTOR OF PLACEMAKING / STRATEGIST

Layne has a Master of Science in Architecture and professional experience in Urban Design and Placemaking. Before joining the CivicBrand team, Layne worked at Better Block where he led numerous placemaking activations. Layne's role is incorporating the brand into the built environment and creating places people love.



CONNOR COX Project Management / Strategist

Connor has worked as an Analyst and Manager for local and state level economic development organizations. He has expertise in facilitating relationships with local and state planning organizations, advocacy groups, and the general public to advocate for innovative design and policy solutions. His role is to ensure the project meets the client's goals and provides an economic impact.



# Project Experience: Upland Design Ltd

## Firm Overview

Since its inception, 25 years ago, Upland Design has focused on park planning and public landscape architectural work. Upland Design creates outdoor spaces that engage people, invite a sense of exploration, encourage recreation and promote fun! Lasting impact comes through thoughtful, innovative design. Upland Design brings that impact to every project, creating outdoor spaces where people want to play, to learn and to work.

Whether we are working on a historic park for Wheaton, Illinois, a 400 acre forest preserve plan, or a brand new community park with a large playground, Upland Design puts just the right team together for project success. We understand the challenges and opportunities of complex development and renovation.

Upland Design Ltd is a professional service corporation licensed and incorporated in the State of Illinois. It is a privately held corporation. Our team is made up of eleven landscape architects along with a construction administrator, our office administrator and document technician.

## Services

Site Planning & Circulation Comprehensive Planning Playgrounds and Splash Pads Park and Forest Preserve Master Planning Sports Field and Sport Court Design Garden and Landscape Design Historic Landscape Restoration Amphitheaters and Festival Spaces Public Landscape Design Bio-Swales and Rain Gardens Native Landscape Design Tree Preservation Plans Accessibility Improvements Pedestrian, Bicycle and Multi-use Trail Design Streetscape Design and Master planning Permeable Paving - Parking and Pedestrian

## Quali ications and Certi ications

Registered Landscape Architects
Illinois, Michigan, Iowa and Indiana
NRPA Certified Playground Safety Inspectors
Certified in Landscape Architecture with
Illinois Department of Transportation
City of Chicago WBE Certified
State of Illinois WBE Certified
IDOT DBE Certified

## Upland Design, Ltd



## Park Planning and Landscape Architecture

Phone: 312-351-4088 and 815-254-0091

Chicago Address: 1229 N. North Branch Street Chicago, IL 60642 Plainfield Address: 24042 Lockport Street, Suite 200 Plainfield, IL 60544

uplandDesign.com











## Michelle A. Kelly Principal Landscape Architect

Registered Landscape Architect
Illinois # 157-001002, Michigan # 3901001226
Iowa # 00699 Indiana # LA21200027
Certified Playground Safety Inspector, since 1995
LEED Green Associate
Education: Bachelor of Landscape Architecture with High Honors
University of Illinois at Urbana-Champaign, 1992



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## Professional Activities:

American Society of Landscape Architects, Member Lambda Alpha International, Ely Chapter, Member Midwest Institute of Park Executives National Park and Recreation Association

Experience: Michelle has been designing parks and playgrounds for the past 28 years. From public meetings through design development and construction observation, she succeeds in creating great outdoor parks and recreation spaces. Her professional work includes landscape planning for park districts and municipal sites, to design of dynamic playgrounds, sports fields, natural areas, and community centers. She has led communities through numerous renovations with a commitment to sustainable design, efficiency and the communities interests at heart. Michelle established Upland Design in 1998. Prior to then she worked for the Elmhurst Park District and the City of Evanston.

## Project List:

- Comprehensive Master Park and Recreation Plan for Batavia Park District
   Review and assessment of all park sites. Creation of park recommendations by site. Summary
   presentation of park enhancements for multi-year capital and improvement plan for entire system.
- Comprehensive Parks Master Plan for Village of Carpentersville
   Assessment of existing park sites. SCORP review and mapping for Village and Park District sites.

   Creation of multi-year capital improvement plan and new signage.
- Wolf's Crossing Park Master Plan and Park Development: Naperville Park District
   Master Planning, Public Engagement and Development of a Multi-Use Community Park including
   Trails and Connections, Baseball Field, Multi-Use Fields, Playground, Splash Pad,
   Fitness Area, Multi-Purpose Hill, Nature Learning Area, Restroom & Storage Building \$10.5 Million
- Orland Park Nature Center Development: Village of Orland Park

  Trails, Permeable Parking, Outdoor Classroom, Detention, Overlook Shelter,

  Shade Structures Entry Plaza, Sensory Garden, Custom Trellis \$2 Million
- Hickory Knolls Nature Center Master Plan and Visioning: St. Charles Park District
   Planning for a new vision of the indoor and outdoor nature center expanding uses including outdoor
   nature play, nature boardwalk, community shelter, patio event space, nature museum indoor layout,
   ness course, and high ropes course \$5.2 Million
- Engstrom Park Playgrounds Master Plan and Development: Batavia Park District
   Playground, Basketball Courts, Rain Garden, Baseball Fields, Shelter, Playground, Parking \$850,000
- Garnsey Park Renovation: Joliet Park District
   Playground, Tennis Court, Electrical Improvements, Parking Improvements \$625,500



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- Jackie Robinson Playground Renovation: Chicago Park District
  - Playground and Rubber Surfacing \$440,000Fox River Landscape Improvements and Stone IDOT
- Heggie Park: Joliet Park District
  - Playground, Splash Pad, Fitness Equipment, Trails, Parking Lot \$705,000
- Historic Adams Park Renovation: Phase I and Phase II: Wheaton, Illinois
  - New Accessible Pathways, Renovation at Fountain, Furniture and Landscape Plantings \$364,000
- Stars and Stripes Playground Renovation: Chicago Park District
  - Playground, Splash Pad, Landscaping \$440,000
- Parker Community Academy: Chicago Public Schools
  - Playgrounds, Rubber Surfacing, Painted Track Loop, Basketball Court, Outdoor Classroom, Site Furniture, Landscaping \$844,000
- Milwaukee Alley Plaza Design: Chicago Department of Transportation
   Site Furniture, Pavement Design, Overhead Lighting \$400,000
  - Playground, Trails, Gazebo, Restroom Enclosure, Disc Golf, Baseball Field, Basketball,
  - Interpretive Signage, Beach Volleyball \$1.1 Million Master Plan, \$830,000 Phase 1
- · Blackberry Farm Master Plan and Development: Fox Valley Park District, Illinois
  - Master Plan, Public Engagement and Phase I Deveopment: Courtyard Patio, Mulitple Shelters, Farm Play Area, Boat Dock and Boardwalk, Landscaping, Lighting, Site Furniture \$1.5 million
- Shabbona Park Playground and Splash Pad Renovation: Chicago Park District
  - Playground, Splash Pad, Seating Area, Painted Games, Site Furniture- \$550,000
- Pottawatomie Park Sensory Playground: St. Charles Park District
  - Playground, Shelter, Baggo, Sensory Play and Seating Area \$650,000
- Naperville Streetscape: Naperville, IL
  - Streetscape Standards Paving, Site Furniture Varies
- Rolling Knolls Forest Preserve Phase I Development: Forest Preserves of Cook County Disc Golf Course, Trails, Limestone Fishing Site - \$510,000
- Miller Meadow Asphalt Trail Development: Forest Preserves of Cook County
   Off Local Development Trails Aircland Things Thing 15 and 1770 000.
  - Off Leash Dog Area, Pavilion, Trails, Airplane Flying Field \$780,000
- Thatcher Woods Master Plan and Parking Lot Renovation: Forest Preserves of Cook County Pavilion Plaza, Rain Garden, Parking Lot - \$185,000
- Wheeling Town Center Streetscape, Town Center and Landscape: Wheeling, Illinois
   Plaza and Village Green, Streetscape, Landscape 2 Million
- Peck Farm North Development and Various Projects: Geneva Park District
   Park Master Planning, Public Engagement, and Park Development: Playground, Trails,
  - Shelter, Overlook Decks, Shade Sail, Seating Areas, Interpretive Signs and Amplitheater
- Riverview Courtyard: St. Charles, Illinois
  - Courtyard Patio, Landscaping, Lighting, Site Furniture \$60,000
- Artificial Turf Field Renovation at Lincoln Park: Chicago Park District
  - Artificial Turf Baseball Field, Accessible Paths, and Restoration Drinking Fountain \$1.7 Million





## Maria Blood

Landscape Architect and Site Planner
Registered Landscape Architect, LEED AP BD+C
Illinois #157-001511
Certified Playground Safety Inspector, Since 2009
Education: Bachelor of Landscape Architecture



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## **Professional Activities:**

South Suburban Parks and Recreation Professional Association, Member

University of Illinois Urbana-Champaign, 2008

Experience: Maria has been a professional in public landscape architecture and site planning for the past fourteen years. Her professional work is focused on creating outdoor spaces from comprehensive master planning, site design, and all phases of project development for campus sites, parks, trails, landscapes, parking areas and sports fields. Her career has been focused on serving public clients and she enjoys being involved in the creation spaces with multiple challenges for wonderful outcomes.

Project List:

- Comprehensive Master Park and Recreation Plan for Batavia Park District
   Review and assessment of all park sites. Creation of park recommendations by site. Summary
   presentation of park enhancements for multi-year capital and improvement plan for entire system.
- Comprehensive Parks Master Plan for Village of Carpentersville
   Assessment of existing park sites. SCORP review and mapping for Village and Park District sites.
   Creation of multi-year capital improvement plan and new signage.
- Wolf's Crossing Park Master Plan and Park Development: Naperville Park District
   Master Planning, Public Engagement and Development of a Multi-Use Community Park including
   Trails and Connections, Baseball Field, Multi-Use Fields, Playground, Splash Pad,
   Fitness Area, Multi-Purpose Hill, Nature Learning Area, Restroom & Storage Building \$10.5 Million
- District Wide Planning & Multi-Use Trail Plan: Sandwich Park District
- Orland Park Nature Center Development: Village of Orland Park
   Trails, Permeable Parking, Outdoor Classroom, Detention, Overlook Shelter,
   Shade Structures Entry Plaza, Sensory Garden, Custom Trellis \$2 Million
- District Wide Mapping and Level of Service Analysis: Oak Lawn Park District
- Memorial Park Renovations: Batavia Park District
   Ballfields, Accessibility, Paths, Tennis Renovation with Lighting, Playground and Parking
- Green Lake Park Renovation and OSLAD: Buffalo Grove Park District
   Master Plan, OSLAD Grant, Full Park Renovation: Playground, Pathways, Tennis Courts,
   Basketball Court, Fitness, Shelter, Fishing Deck and Butterfly Garden
- Health Science Center Landscape at Black Hawk College: Moline, Illinois
- Engstrom Park Playgrounds Masterplan and Development: Batavia Park District
   Basketball Renovation, Rain Garden, Baseball Field, Shelter, Playground, Parking



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- West Park Renovation: Joliet Park District
  - Playground, Splash Pad, Accessible Trail, Basketball, Tennis Courts, Trike Track, Disc Golf, Fitness Stations, Sled Hill
- Fairview Park Renovation: St. Charles Park District Playground, Drinking Fountain, Seating Area
- Big Woods Park Renovation: Batavia Park District
   Three phase project including Playground, Paths, Shelter, Tennis, Basketball, Parking
- Engstrom Park and Hartfield Park: Batavia Park District Playgrounds and ADA Renovations
- Garnsey Park Renovation: Joliet Park District
   Tennis, Playground, Shelter, Fitness, Pathways, Accessibility, and Parking
- Wynwood Park Renovation and OSLAD Grant: Winfield Park District
   Playground, Splash Pad, Batting Cages, Shelter, Baggo, Pickleball, Basketball and Rain Garden
- University of Illinois Urbana Champaign: Hydrosystems Laboratory Renovation, Urbana, Illinois Entry Plaza, Wornoff Streetscape, Site Furniture and Landscape Planning
- Thatcher Woods Master Plan and Parking Lot Renovation: Forest Preserves of Cook County Pavilion Plaza, Rain Garden, Parking Lot
- Northern Illinois University, Outdoor Recreation Sports Complex, DeKalb, Illinois
   Master Plan, 20-Acre Sports Complex, Artificial and Natural Turf Multi-Use Fields, Pavilions and
   Plazas
- University of St. Francis, Motherhouse Entry and Parking Lot, Joliet, Illinois
   Permeable Paving Parking Lot, Limestone Entry Sign, Way Finding Signage and Landscape
- University of St. Francis, St. Clare Campus Landscape Planning, Crest Hill, Illinois Entry Signage, Landscape and Garden Planning
- Wheeling Town Center Streetscape, Town Center and Landscape: Wheeling, Illinois
   Plaza and Village Green, Streetscape, Landscape Plantings and Pedestrian Circulation
- Rolling Knolls Forest Preserve Phase I Development: Forest Preserves of Cook County Disc Golf Course, Trails, Limestone Fishing Site
- Hickory Knolls Nature Center Master Plan and Visioning: St. Charles Park District
   Planning for a new vision of the indoor and outdoor nature center expanding uses including
   outdoor nature play, nature boardwalk, community shelter, patio event space, nature museum
   indoor layout, fitness course, and high ropes course
- Raupp Outdoor Nature Classroom: Buffalo Grove Park District
   Outdoor nature classroom, native planting design, site furniture, custom metal privacy screens, path improvements, and raised gardens
- Fairview Park Master Plan and Renovation: St. Charles Park District Playground, Drinking Fountain, Seating Area
- Dellwood Park Trail Renovation and Shelter: Lockport, Illinois
   Renovated existing asphalt trail system improving ADA, new site furniture, new community shelter and fitness area







Licensed to practice law in the State of Illinois: 6200245

## **Education**

JD, Loyola University of Chicago School of Law 1987 – Chicago, IL

MA, Recreation Administration, University of New Mexico 1978 – Albuquerque, NM

BA, Recreation Administration University of New Mexico 1975 – Albuquerque, NM

## **Contact**

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## John N. McGovern, JD

Partner, Principal-in-Charge | Accessibility Practice

#### Bio

**John N. McGovern** is a WTG Partner and Principal-in-Charge for the WT Group, LLC Accessibility Practice. He started the Practice in 2008, after a long career in local government including service to Oak Park as the Executive Director of WSSRA. Since 2008, the WTG Accessibility Practice has consulted with more than 500 states and local governments regarding compliance with the Americans with Disabilities Act (ADA).

McGovern represented NRPA on the three federal advisory committees developing the 2010 Standards for Accessible Design, and chaired the first committee. A sought after trainer and speaker, he writes and speaks often about the application of the ADA to park districts. McGovern earned a law degree while working at WSSRA. That degree, his local government experience, rulemaking experience, consulting experience, and familiarity with the ADA, gives him a unique perspective on compliance with the ADA.

## **Project Experience**

- City of Cedar Rapids, IA: The City worked under a US DOJ Settlement Agreement. Our work began in 2015 and ended July 31, 2022. His roles were general project oversight, assistance with US DOJ reporting, title II interpretation, and staff training.
- Conejo Recreation and Park District, CA: The District retained us in 2018 to help right-size its therapeutic recreation program within the Park District Master Plan. We analyzed programs, staff, and funding, and compared those results to other communities in California and elsewhere. Community engagement, staff reports, and governing board reports were part of our scope. His roles were project design, analysis, report preparation, and reports to leadership and stakeholders.
- Miami-Dade Parks, Recreation, and Open Space, FL: As a subcontractor to AECOM, we analyzed Therapeutic Recreation programs, staff, and funding, and compared those results to other communities in Florida and elsewhere. Community engagement, staff reports, and governing board reports were part of our scope. His roles were project design, analysis, report preparation, and reports to leadership and stakeholders.

## Qualifications

- · Career administrative experience in local government
- Sought-after speaker and trainer, authored ADA compliance book
- Law degree and service on federal advisory committees
- Expert consultant regarding ADA compliance

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## **Education**

BS, Recreation & Park Administration, emphasis Therapeutic Recreation, Illinois State University 1979-1983

## **Certifications**

Certified Access Specialist (CASp)

Certified ADA Coordinator

## **Contact**

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Shelley A. Zuniga, CASp Certified ADA Coordinator Senior Project Manager – QA/QC | Accessibility Practice

#### Bio

Shelley Zuniga is the Senior Project Manager for Quality Assurance and Quality Control in the WT Group, LLC Accessibility Practice. She has served clients since our inception in 2008, after her satisfying career in local government, which started in service to Oak Park at WSSRA. She served people with disabilities at two more Illinois community-based therapeutic recreation organizations. She has trained staff, conducted programs, hired and supervised staff, and always had a role in QA/QC.

At WTG, Zuniga has expanded her professional credentials. Only two states, Texas and California, have a professional access credential, and she holds the California credential. She is also a Certified ADA Coordinator. An excellent trainer, her fingerprints are on every process and deliverable provided by the Accessibility Practice.

## **Project Experience**

- City of Chandler, AZ: The City retained us for their ADA project, after using another firm in Phase One. Zuniga led our teams in Phase Two, auditing 88 City sites, developing site reports of all City sites, and working on the blended Phase One and Phase Two Transition Plan. She also facilitated community engagement activities, and as added scope helped train City staff in eight different topics in an ADA webinar series. This project began in 2018, ending in 2021.
- County of Union, NJ: In this 2020 pandemic-delayed project, she conducted access audits, prepared site reports, provided project management, facilitated public feedback, and drafted a Transition Plan. Her mastery of logistics had our auditors in New Jersey as restrictions eased to complete the work.
- Town of Cary, NC: In this 2015 project, she conducted access audits of all Town sites, prepared site reports, coordinated community engagement, and prepared the final report and Transition Plan. The Town retained us in 2022 to audit new or redeveloped facilities, train Town staff, and consult with staff on ADA implementation.

## Qualifications

- Excellent interpreter of 2010 Standards for Accessible Design
- Excellent analytical abilities and communication skills
- Excellent community engagement skills
- Excellent project management skills

Engineering with Precision, Pace & Passion.







## Park District of Oak Park

# FIVE YEAR COMPREHENSIVE & STRATEGIC MASTER PLAN DETAILED WORK PLAN

The proposed process included in the pages that follow has been specifically designed for the PDOP. Having facilitated successful planning projects with many agencies in North America, we manage each individual process with a commitment to detail and a focus on heightening the probability of effective implementation and have the long-term impacts of the plan top of mind throughout the process.

Designed in three phases, the Internal and External Engagement phase will begin first, followed by the Current Conditions & Assessment phase, and concluding with the last phase, Comprehensive & Strategic Master Plan Development. All efforts will include substantial Board of Commissioners, community, and staff engagement, as well as a series of analyses which all will lead to rational and justifiable recommendations and high-quality final deliverables.

We expect the development of each phase of the process to take into consideration the following conditions and interests as the project evolves and progresses.

- A focus on and acknowledgement of the unique attributes of Oak Park, IL and park and recreation resources owned and managed by the District.
- The overall process will consider and complement existing plans and strategies.
- PDOP's esteemed reputation due to their designation as an Illinois Distinguished Accredited
  Agency, accreditation from the Commission for Accreditation of Park and Recreation Agencies,
  and as a National Recreation and Park Association Gold Medal Award recipient.
- Fiscally sound and responsible recommendations that consider community needs and interests and operating and maintenance requirements as they align with the District's fiscal realities.

A detailed view of the proposed scope of work is included in the pages that follow and adhere to the Request for Proposal (RFP) and Question Responses. The process is expected to take approximately 10 months with an anticipated completion date of no later than December 2024.

## **PROJECT MANAGEMENT TASKS**

## **Project kick-off**

A thorough review of the process will take place during this initial virtual meeting to include: a review of the proposed scope of work and tasks; anticipated number and types of meetings; discussion of information and data requested; project timeline; and expected quality and format of all deliverables.

## Check ins, updates, and review meetings

The consultant team will hold progress meetings regularly (bi-weekly or monthly are suggested) with the PDOP's project lead/team for the duration of the project to provide updates and gain insights that can help inform the process.



## **Branding & website**

Led by CivicBrand, a project brand identity package will be designed including a customized project brand/logo, and a website and URL that will serve as an online community engagement platform for the duration of the project. This platform will allow for continuous messaging regarding the planning process, meeting notices and updates, and will also offer an online community engagement room.



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## PHASE 1: INTERNAL AND EXTERNAL ENGAGEMENT

## 1.1 STAFF AND BOARD PLANNING WORKSHOPS

A fantastic way to begin any robust planning process is by engaging with the professional staff who are responsible for the day-to-day operations of the system and are in direct service to the community.







Images: Staff workshops in Mesa, AZ. Bend, OR, and Northbrook, IL

A staff workshop will provide a comprehensive overview of the process allowing staff to:

- become familiar with the purpose and intended outcomes of the planning process;
- engage in a SWOT analysis (strengths and weaknesses internal influences; threats and opportunities – external influences); financial, market, competitive, and PEST (political, environmental, societal, and technological climates) analyses; and
- review the District's mission/purpose and discuss relevance in relation to today's social, economic, and environmental conditions and realities.

Additionally, this interactive workshop can be replicated and held for Board of Commissioners members (at the discretion of the Director and/or Project Team).

## 1.2 STAFF INTERVIEWS

Personal interviews allow for more focused interactions with individuals or small groups (2-3 people) such as administrative level staff. These conversations can provide insights that help crystalize key issues and opportunities and affirm or challenge what is heard via staff in workshops.

## 1.3: STAFF FOCUS GROUPS

Staff focus groups provide important interaction and are key to project success. Minimally, these small group interviews with staff members representing all levels of the District provides a more in-depth



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understanding of challenges and opportunities, as well as individual opinions and perspectives about where the PDOP stands today and where it may head. Focus groups give staff an opportunity to be involved in the process in a deeper way, thereby increasing their investment, interest, and "buy-in."

## 1.3 BOARD OF COMMISSIONERS MEETINGS

Engagement with the elected representatives will provide an important opportunity for these community representatives to be actively involved in the process. As directed by the District's Executive Director, work sessions are recommended to increase and enhance a collective understanding of key concepts and considerations of the project.

## 1.4: COMMUNITY KEY STAKEHOLDER MEETINGS

To strengthen community outreach efforts, key stakeholder meetings will be provided to offer small and comfortable platforms for people to share perspectives and opinions. They can include community representatives, civic leadership, and others who may contribute valuable insights. Representation may include the following individuals and organizations:

- Local Oak Park government/civic leaders
- Oak Park School District representatives
- Affiliate groups and partner representatives
- Parks and recreation users and participants as well as non-users
- Local business owners and representatives
- Local high school students

## 1.5 COMMUNITY WORKSHOP/OPEN HOUSE & VIRTUAL ENGAGEMENT ROOM

A public workshop/open house will be scheduled as an opportunity for the community to gather and learn about the project and share their thoughts and perspectives as they relate to the future of parks and recreation. This gathering offers an opportunity to educate and inform constituents about parks and recreation and its impacts on overall quality of life, in addition to assessing community perspectives, interests and needs.

Additionally, using interactive online tools, a virtual engagement room will afford community members the



Image: City of Salida, CO, Master Plan Public Workshop

opportunity to interact with the process from their computer or mobile device, simulating an engagement experience in a virtual environment. These rooms are advantageous for those who are unable to or disinterested in attending public workshops/open houses and extend the reach of the process beyond in-person meetings. This opportunity will serve as the second Community Outreach opportunity, as called out in section 2.1 in the RFP.



#### 1.6 ONLINE OUTREACH SURVEY

Surveys can serve to assess opinions of current services, barriers to access, community interests, needs, and priorities, and any additional issues of particular interest to the District's future. Fully customizable survey options can include an intercept survey questionnaire, market-based surveys (e.g., District non-users survey, youth survey), etc., each to include questions which can help identify the demographic, geographic, and other profile characteristics of each respondent.



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Image: Town of Breckenridge Comprehensive Plan Online Community Survey

## 1.7: ENHANCED COMMUNITY OUTREACH EFFORTS

In order to reach residents who do not currently participate in PDOP services, enhanced and creative outreach efforts will be extended to maximize engagement. From hosting efforts in non-traditional spaces to AI-generated translation services, we will work with the project team to determine a one-of-a-kind and comprehensive effort to connect to this target market.

## 1.8 PARKS AND RECREATION SERVICE PROVIDER INVENTORY AND NETWORK

Given today's competitive landscape in the park and recreation and leisure services market, thoughtfully constructed and managed partnerships can be fantastic strategies to efficiently utilize resources leading to cost effective service delivery.

In an effort to set the stage for the future of partnerships intended to support the leisure services industry in the Village and region, a *Parks and Recreation Providers Network* gathering will be hosted with the primary purpose of introducing the idea of a collaborative network of park and recreation service providers, and to begin relationship building and work around identifying the types of services currently provided, and by which organizations they are being offered. This gathering with focus on:

- The types and number of service providers representative of each sector (public, non-profit/NGO, private, social enterprise).
- Analysis of the competitive landscape and identifying organizations which compete for like or similar markets to those of the PDOP.
- Identification of opportunities to pursue collaborative efforts through partnerships based in reciprocity that lead to efficient and effective use of resources.



## PHASE 2: CURRENT CONDITIONS AND ASSESSMENT

## 2.1 RELEVANT PLAN AND DOCUMENT REVIEW

By reviewing PDOP's supporting documentation (e.g., 2014-2024 Comprehensive Master Plan, 2022-2024 Strategic Plan, ADA Accessibility Assessment and Transition Plan, 5 Year Capital Project Plan 2024-2028, 2023 Community Survey, etc.) and other relevant existing information (e.g., Demographic Data, Inventory and Condition Analysis, Level of Service Analysis, etc.), a strong foundation will be built upon historical context and a part of the District's backstory.







## 2.2 PROGRAMMING INVENTORY AND ANALYSIS

An updated inventory and analysis of existing recreation services and delivery practices will be conducted. Specific focus of the programming analysis will be to develop applied methods that set the stage for ongoing internal analysis of services beyond the scope of this process. This review will include results of the 2023 Community Survey, type of service, participation trends (if applicable), pricing, subsidy investment, accessibility considerations, delivery method(s), consideration of market and competition, alignment of program and community need and/or demand, etc. Opportunities to pursue collaborative efforts that can lead to greater efficiencies and effective use of resources will be included as well.

## 2.3 PARKS AND FACILITIES INVENTORY

Led by Upland Design, this task will begin with a review of existing data and planning documents for the park system to be provided by the District including maps and historical planning information. The

District will share existing data such as current and past capital budgets, age of facilities, LWCF/OSLAD past grant information, and encumbrances and existing intergovernmental agreements affecting land and park sites.

A site investigation and assessment will be completed for each park site to produce a data sheet for each site. These sheets will include data garnered from site visits. An assessment of athletic



Image: Longfellow Park, Park District of Oak Park



fields, sport courts, play areas, turf, trails, and all outdoor recreational facilities will be undertaken. Support amenities such as parking lots, restrooms, and site furniture will be included. The tree canopy, lawn quality and landscape features will be included in the site assessment. A park inventory will be created for each site in the system.

Park assessments include: Anderson Park, Austin Gardens, Barrie Park, Community Park, Euclid Square, Field Park, Fox Park, Lindberg Park, Longfellow Park, Maple Park, Mills Park, Randolph Park, Rehm Park & Pool, Scoville Park, Stevenson Park, Taylor Park, and Wenonah Park.

Note: school sites will be noted; however, will not be part of the inventory.

## 2.4 TRENDS/FADS ANALYSIS

Recreation and leisure activity research which includes consideration of national, regional, and local fads and trends including operational "best" or common practices offers a glimpse at what's on the radar as it relates to popularity or declining interests. Implications of these fads and trends will also be used to determine leisure and recreation interests and needs specific to the PDOP. Areas of focus can include but are not limited to clarity between fad and trends, service delivery methods, programming, facility management, environmental sustainability, parks maintenance, technology, and social equity and accessibility best practices.

## 2.5 FINANCIAL ANALYSIS

The financial analysis will include, at minimum, review of capital and operating budgets, budgeting processes and procedures, revenue sources, expenditures, current debt load and source, current pricing strategies and fee structures, and alternative funding sources. This analysis will help crystalize the District's current financial management condition(s) and assist in determining performance, stability, and sustainability.

## 2.6 FINANCIAL SUSTAINABILITY STRATEGY

By applying 110%'s Financial Sustainability Strategy methodology (outlined in the steps below) the PDOP will create a justifiable strategy providing direction specific to taxpayer investment and revenue generating opportunities. It will also set the stage for the development of financial based policies and realistic and responsible cost recovery/subsidy investment goals based upon current financial conditions and cost recovery performance.

## Financial Sustainability 101 – Staff, Advisory Groups & Policy Maker Workshops

This task begins with this training that offers a comprehensive overview of the *Financial Sustainability Strategy Process*, an explanation about why your organization would choose to engage in this effort, and how the outcomes will positively affect service delivery and quality. An introduction to financial management and cost recovery, the merits of revenue generation, how to think differently about spending/investing taxpayer dollars, and the importance of a sound financial sustainability strategy are among the topics covered.



## **Service Category Development Workshop**

Your pre-determined Service Category Development Team will work alongside our consulting team to develop service categories which represent all organizational services. A workshop will be led offering information and insights about service category development, the differences between services, service areas, and service categories as well as resources to support the development of categories will be provided to the team to assist in the development of categories and definitions. This is a critically important step in the development of a financial sustainability strategy that has a heightened opportunity for effectiveness.



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# Beneficiary of Service – Staff, Advisory Groups & Policy Maker Work Sessions

These interactive virtual work sessions allow staff, advisory groups, and policy makers an opportunity to rank your organization's service categories starting from those determined to align most with the "common good" to services which are more "exclusive". By ranking all service categories from "common good services" in contrast to those providing the "exclusive benefit", your organization will begin to connect the dots between those services that should receive the greatest subsidy (common good services) in contrast to those that may receive little to no subsidy (exclusive services). [NOTE: Two work sessions will be provided.]

## **Cost-of-Service Analysis - Operating**

The cost-of-service analysis includes a thorough review of revenues and expenses (both direct and indirect), as well as participation and use data. The primary objective is to determine the total cost of doing business, with revenues and expenses attributed appropriately to each service area and service category to account for the uniqueness of each service offered by your agency. Insights garnered from the analysis will serve as a foundation for determining cost recovery/subsidy investment goals and will inform fees and charges decisions. Additionally, it serves as a guide for your organization to make well-informed financial decisions, ensuring sustainable fiscal health. A pre-determined data gathering team from your organization will assist and inform this analysis.

## **Historical Financial Trends Analysis**

Historical analysis provides important context for current data by examining financial trends spanning the past three to five years. This comprehensive review, encompassing both operational and capital investments, contributes to a holistic understanding of your organization's fiscal landscape. These historical insights play a pivotal role in forecasting future performance and capital investment requirements, guiding strategy and policy development, and ultimately elevating your decision-making processes.



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#### **Performance Metrics**

To further enhance operational efficiency and data-driven decision-making, we will develop a set of performance metrics tailored to your organization's specific needs. These metrics, paired with relevant data and insights from other assessment areas offer a deeper understanding of your organization's operational efficiency and financial performance (e.g., cost per acre, cost per square foot, resident vs. non-resident usage). These performance metrics may encompass a range of key indicators, dependent on the availability and quality of data.

## **Cost Recovery/Subsidy Goal Setting**

Once the financial analyses work is complete, your organization will determine cost recovery/subsidy investment goals based upon current performance, analysis insights, and budget projections. This is the point at which the Financial Sustainability Strategy begins to take shape.

## **Financial Sustainability Strategy & Alternatives**

Your organization's financial sustainability strategy is the foundation from which the organization builds its commitment to financial discipline. Strategy alternatives are valuable when performance deficiencies or alternative revenue generating opportunities exist. Options might include strategies designed for specific service areas like enterprise or business operations such as a golf course or water park. Alternatively, strategies might be based upon short term (2-3 years) performance expectations in contrast to a longer-term timeframe (3-5 years or beyond).



## **Financial Insights Snapshot**

By consolidating and organizing the collection of data and information gathered and analyzed throughout the process into insightful and telling illustrations for educational and informational purposes, these financial insights snapshots will assist your organization in telling its story and will serve as helpful resources to inspire and take action and implement the new financial sustainability strategy.



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## **Financial Sustainability Policy**

Designing a financial sustainability policy can position your organization to address not only short-term financial challenges but long-term financial interests (e.g., a commitment to investing in infrastructure). Alternatively, current policies can be revised to become more relevant based upon the interests and/or needs of your organization.

## **Insights Into Action Work Session**

A project team work session will offer methods and strategies for turning insights into action, providing guidance and suggested ways to use the data and information resulting from the overall process. Financial insights will assist staff in taking the steps needed for implementation such as a pricing tutorial,



cost reduction options, exploration of partnership opportunities, capital investment considerations, opportunities for continuing education for staff, advisory and policy making bodies, and other actions that may lead to greater community impacts and increased revenues.

## **Continuous Improvement Recommendations**

Your organization's financial wellbeing is the principal interest of this process. As such, a series of recommendations resulting from what was learned, observed, and heard throughout the process will be provided to your organization at the conclusion of the process. Recommendations for improvement may include incremental changes intended to improve performance over a period of time as well as breakthrough changes that are expected to create immediate and profound improvement in a more abbreviated timeframe.

## 2.7 COMMUNITY DEMOGRAPHICS

A demographic data and information analysis of Oak Park, Illinois with a focus on a profile of District users will offer a current image of the community which invests in and primarily benefits from PDOP services. Using the *US Census, American Community Survey,* and other relevant local and regional resources, data and information gathered including educational attainment, income, language proficiency, migration, disability, employment, housing characteristics, health statistics, etc., will be used to create an image of District residents today and tomorrow and further inform the development and direction of this process.

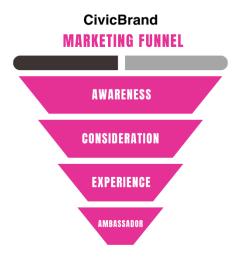
## 2.8 STAFF CLASSIFICATION ANALYSIS

This analysis will review PDOP's current staffing to determine if the District may have opportunities to improve service delivery if modifications were to be made to staff classifications/responsibilities. Areas of review will include but not be limited to organizational structure, job descriptions, and key job responsibilities. From there, industry standards, procedures, and best or responsible practices will be researched, and identified, before recommendations are developed.



## 2.9 MARKETING ANALYSIS

Led by CivicBrand, a marketing analysis for the PDOP specific to its current efforts to reach residents not currently engaged in District services will be conducted. This analysis covers the first two stages of CivicBrand's marketing funnel (pictured at right), awareness and consideration. This approach begins by generating awareness with this market segment through various channels, including social media, local events, and community partnerships. The consideration phase involves messaging and targeted outreach to learn more from these non-users, with the goal of converting them into users, focusing on the District's unique features and benefits, and education about serviced offerings.



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CivicBrand recognizes that effective management and measurement are pivotal to the success of this marketing analysis and will recommend monitoring and management best practices to adapt and refine tactics as necessary. Key performance indicators (KPIs) will be defined to gauge the plan's impact on each funnel stage, facilitating data-driven decision-making. By combining innovative strategies with diligent execution and measurement, the intent is to empower the PDOP to reach its full marketing potential and cultivate a community of devoted advocates.

## 2.10 BENCHMARKING ANALYSIS

Utilizing available data, four local park and recreation agencies will be identified (in collaboration with the Project Team) for benchmarking purposes. Identified organizations will be similar in terms of size, demographic served, amenities owned and managed, services offered, etc. Based on conversation with the project team, the District's areas of interest will be discussed and the benchmarking analysis and recommendations for improving the competitive position of the PDOP will be developed.

## 2.11 ACCESSIBILITY AND EQUITY ANALYSIS

Led by *WT Group* and drawing on existing data and additional investigation as needed, the analysis will describe how the range of diverse individuals within the District (i.e., cultures, ages, and abilities) including persons with disabilities are included in public participation; are able to utilize District services without barriers; and will be meaningfully served via recommendations included in the Comprehensive and Strategic Master Plan.



# PHASE 3: COMPREHENSIVE AND STRATEGIC MASTER PLAN DEVELOPMENT

## 3.1 COMPREHENSIVE AND STRATEGIC MASTER PLAN

All findings will be reviewed, analyzed, and considered while informing the development of the Park District of Oak Park's Comprehensive and Strategic Master Plan. Plan design and content will include but not be limited to the following elements outlined below.

- 1. Stakeholder Feedback: Summaries of all community engagement and touch points including the inperson community workshop/open house, online virtual engagement, and outreach survey results will be synthesized and used as a foundation for the development of the plan as they intend to represent the perspectives, needs and interests of the District.
- 2. Updated Community Inventory and Level of Service Standards: An updated inventory of parkland and services will be provided. Additionally, parkland data sheets and a comprehensive account of recreation services will guide an update to PDOP's overall level of service standards.
- **3. Benchmarking Analysis:** Neighboring community parks and recreation facilities and amenities will be tracked and analyzed creating an insights baseline for the purpose of informing decision making.
- **4. Staffing Classification Analysis:** The analysis will lead to recommendations regarding optimal staffing classifications and responsibilities to support the PDOP's continued high levels of service.
- 5. Community Demographic Update and Fads/Trends Analysis: An updated community demographic profile as well as an analysis of regional and national fads and trends will be conducted followed by a series of recommendations.
- 6. Financial Analysis and Financial Sustainability Strategy: Fiscally sound and responsible recommendations will be provided based upon the financial analysis, community needs and interests, and operating and maintenance requirements as they align with District's fiscal realities and projections. The financial sustainability strategy will build a foundation for justifiable taxpayer investment, revenue generating opportunities, and creates a bridge between financial conditions and considerations and any future spending.
- **7.** Marketing Analysis: The analysis will focus on the PDOP's non-users and recommendations will be made for increased engagement and usage amongst this target market.
- **8.** Access and Equity Analysis: Recommendations for diverse PDOP community members, including those with disabilities, will be made in regard to their representation and inclusion in the plan.
- 9. Feasibility Study: These comprehensive recommendations will identify which services and facilities the District should prioritize with a complete picture of financial, community, ethical, and environmental considerations.
- **10. Final Recommendations:** Working alongside the PDOP Project Team and Board of Commissioners (at the discretion of the Executive Director), recommendations will be presented for discussion and deliberation before inclusion in the final draft plan.
- **11. Prioritization and Implementation**: Prioritization of all recommendations as well as implementation of the final plan will be determined as part of the final phase of the process.



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## 3.2 IMPLEMENTATION PLAN

A fully operationalized Implementation Plan will define actions and other criteria required to fully implement the Comprehensive and Strategic Master Plan and measure progress. A creative planning session experience with District staff will include the following:

- a. review and re-engineer (as needed) the District's mission/purpose to ensure relevance;
- b. determine priorities that meet current and future District needs that include:
  - a. Facilities (Aquatics, Fitness, Community Centers, Historical Properties)
  - b. Finance/HR
  - c. Information and Technology
  - d. Marketing and Communication
  - e. Community Relations
  - f. Sponsorships and Grants
  - g. Recreation Programming
- c. review existing staff recommendations;
- d. set goals (broad based statements of intent);
- e. create actions;
- f. establish timelines for actions over short-term (one to two year) and long-term (three to five year) periods;
- g. and identify the leads/teams who will be accountable for the work and intended outcomes.

Part of the implementation plan work will include the use of the LEGO SERIOUS PLAY® method (LSP), an innovation in applied learning. This unique facilitation offers a refreshing approach to planning exercises by stimulating ideation, driving conversation, and bringing teams to effective solutions. LSP's research-supported methodology has been proven to have a profound impact on listening, communication, constructivism, problem solving, and camaraderie within various types of organizations.





Image: City of Commerce City, Strategy Development Session

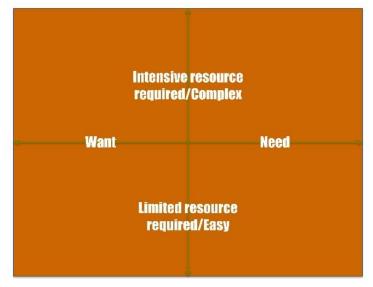
In order to balance the ambition and resource needs of those actions included in the implementation plan so that the PDOP is set up for success, identification of each action's *priority and resource* requirement will be determined.



Park District of Oak Park, IL Five Year Comprehensive & Strategic Master Plan

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To better explain how this will be done, the following definitions will be used to guide determining each action's priority and resource requirement:



**Priority** – Indication will be given as to whether each action is a *Priority 1* or *Priority 2* as defined below.

- Priority 1- Urgent; requisite to what is necessary for the District to thrive; inherent to maximum impact
- Priority 2 Desire, satisfies interest

**Resource Requirement** – Indication will be given as to whether each action will require a *high, medium, or low* investment of resources as defined below.

- High Resource Requirement Significant staff, financial, and other resources required.
- Medium Resource Requirement Moderate staff, financial, and other resources required.
- Low Resource Requirement Lessor staff, financial, and other resources required.

NOTE: The final Implementation Plan presented to the District will include a template will provide for tracking progress and measuring performance.



Image: Frank Lloyd Wright Races, Park District of Oak Park



#### 3.3 DELIVERABLES & PRESENTATION OF RESULTS

□ A two-page Executive Summary

Comprehensive, detailed information will be provided based upon all project work as identified in this proposal and confirmed in the Project Kick-off Meeting. The principal deliverables of the project will be a Five Year Comprehensive & Strategic Master Plan and Implementation Plan. Included are formal presentations of results to Park District of Oak Park staff and Board of Commissioners.

A comprehensive report with addendum will include but not be limited to the following:

_	
	Summaries of all community engagement and touch points including stakeholder meetings, the
	public meeting/open house, virtual engagement, and creative outreach efforts.
	Summaries of all staff and Board of Commissioners engagement and touch points including
	workshops, interviews, and meetings.
	Online Outreach Survey results including results and analysis.
	Parks and Recreation Service Provider Inventory including summary, analysis, and
	recommendations.
	Inventory of park sites (with data sheets), programs and services and updated Level of Service
	Standards.
	Village boundary map including park locations.
	Recreation service/programs analysis including identification of core program areas, overall
	strategies, service evaluation methods, results, and recommendations.
	A Financial Sustainability Strategy that will serve as a graphic representation of the
	Department's tax investment and revenue enhancement philosophy which includes: a
	comprehensive cost-of-service analysis, service categories representing the Department's
	service menu, insights report including all costs and subsidies for each service, beneficiary of
	service model, and recommended fees and charges.
	A Fads/Trends Analysis and an updated Demographic Analysis.
	A Marketing Analysis with recommendations on how to engage the District's non-users.
	Staff Classification recommendations.
	A Benchmarking Analysis
	An Accessibility and Equity Analysis.
	As needed, a re-imagined Mission/Purpose Statement (update).
	A fully operationalized Implementation Plan including intended/measurable outcomes.

One (1) unbound color copy of the final plan will be provided along with an electronic color PDF copy.

Notes: The Consulting Team will provide each of the deliverables listed above to the District's Project Lead/Team for review and comment prior to any deliverable being presumed complete or acceptable. Deliverables will be presented for initial comment, adjustment, and/or approval during biweekly check-in meetings.







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### PROPOSED SCHEDULE

The proposed schedule below provides anticipated dates for each task area. These projections include all work associated with each task including research, evaluation, and reporting. Date ranges are what is anticipated but may vary dependent upon a variety of factors including staff and/or Board of Commissioners availability, etc.

	Feb '24	Mar '24	Apr '24	May '24	Jun '24	Jul '24	Aug '24	Sep '24	Oct '24	Nov '24	Dec '24
Project Kickoff											
Project Branding & Website											
Phase 1: Internal and External Engagement											
1.1 Staff & Board Planning Workshops											
1.2 Staff Interviews											
1.3 Staff Focus Groups											
1.4 Board Meetings											
1.5 Community Key Stakeholder Meetings											
1.6 Community Workshop/Open House & Virtual Engagement											
1.7 Online Outreach Survey											
1.8 Creative Community Outreach Efforts											
1.9 Parks and Recreation Service Provider Inventory											
Phase 2: Current Conditions and Assessment											
2.1 Relevant Plan and Document Review											
2.2 Programming Inventory and Analysis											
2.3 Parks & Facilities Inventory											
2.4 Trends Analysis											
2.5 Financial Analysis											
2.6 Financial Sustainability Strategy											
2.7 Community Demographics											
2.8 Staff Classification Analysis											
2.9 Marketing Analysis											
2.10 Benchmarking Analysis											
2.11 Accessibility and Equity Analysis											
Phase 3: Comprehensive and Strategic Master Plan Development	t										
3.1 Plan Development											
3.2 Implementation Plan											
3.3 Deliverables & Presentation of Results											







#### **FEE PROPOSAL**

The fee proposal below includes all proposed tasks detailed in the scope of work as presented. We believe the approach suggested will yield a complete process with viable recommendations for the Park District of Oak Park. We are willing to modify or further customize any of the proposed work plan as presented to best suit the interests of the District so that the intended outcomes of this process can be realized.

Project Tasks	Price	Hours
Project Management	\$8,377	47
PM.1 Kickoff	\$2,302	14
PM.2 Check ins and updates	\$2,820	12
PM.3 Project Branding & Website	\$3,255	21
Phase 1: Internal and External Engagement	\$38,520	184
1.1 Staff & Board Planning Workshops	\$4,500	20
1.2 Staff Interviews	\$2,700	12
1.3 Staff Focus Groups	\$2,820	12
1.4 Board Meetings	\$1,410	6
1.5 Community Key Stakeholder Meetings	\$4,700	20
1.6 Community Workshop/Open House & Virtual Engagement Room	\$9,150	50
1.7 Online Outreach Survey	\$940	4
1.8 Creative Community Outreach Efforts	\$7,800	40
1.9 Parks and Recreation Service Providers Inventory	\$4,500	20
Phase 2: Current Conditions and Assessment	\$96,927	520
2.1 Relevant Plan and Document Review	\$6,304	37
2.2 Programming Inventory and Analysis	<i>\$7,275</i>	33
2.3 Parks & Facilities Inventory	\$19,208	134
2.4 Trends Analysis	\$3,000	20
2.5 Financial Analysis	\$11,700	60
2.6 Financial Sustainability Strategy	\$28,200	120
2.7 Community Demographics	\$3,000	20
2.8 Staff Classification Analysis	\$4,700	20
2.9 Marketing Analysis	\$5,000	32
2.10 Benchmarking Analysis	\$4,700	20
2.11 Accessibility and Equity Analysis	\$3,840	24
Phase 3: Comprehensive and Strategic Master Plan Development	\$23,698	120
3.1 Comprehensive and Strategic Master Plan	<i>\$9,488</i>	52
3.2 Implementation Plan	\$10,530	48
3.3 Deliverables & Presentation of Results	\$3,680	20
Project total not to exceed:	\$167,522	871

Consultant rates used to calculate the fee proposal on the previous page include:

- 110% Principal: \$235/hour; Project Consultant: \$175/hour
- CivicBrand Project Consultant: \$155/hour
- Upland Design Principal: \$224/hour; Landscape Architect: \$148/hour; Landscape Designer: \$128/hour
- WT Group Principal: \$176/hour; Project Manager: \$144/hour

NOTES: All pricing above includes three project visits. Additional in-person facilitation is available upon request. Pricing per trip is based upon market and staff time and priced at an additional \$3990 per trip per consultant. Invoices will be submitted monthly based upon the past month's project completion. No reimbursable expenses are included in the proposal as they are built into the process pricing. For the billing of any services that are beyond the base scope, we recommend an addendum to the original services agreement and/or a separate services agreement.



ARENA ENTRAIN

### **Prepared for**



PARK DISTRICT of OAK PARK





# Memo

**To:** David Wick, Chair, Administration and Finance Committee

**Board of Park Commissioners** 

From: Mitch Bowlin, Finance Director

**CC:** Jan Arnold, Executive Director

Date: December 15, 2023

**Re:** Managed IT Services Contract



#### Statement

In 2020 the Park District began contracting with Noventech for Managed IT services. The agreement has been renewed once in three years and is now up for another renewal.

#### **Discussion**

Since the beginning of the contract with Noventech staff have been very satisfied with their services. For this contract renewal Noventech has requested a 15% increase to their fees. Staff feel this is a reasonable increase due to the facilities that have been added, additional Park District staff members, and additional cyber security requirements through PDRMA.

This is the first increase Noventech has requested since the original contract. There is no price escalator built into the proposal so fees would remain flat for the life of the agreement. The contract will run for one year, and then renew on a month to month basis. The District can terminate after six months with no penalty if we are unsatisfied, and can terminate at any time with 60 days notice. The District has been very satisfied with Noventech's performance to date so we do not anticipate needing to use either of those provisions.

#### Conclusion

The Administration and Finance Committee recommends the Park Board review and approve the Managed IT Services Plan with Noventech.

Attachment: Managed IT Services Proposal



### Custom Managed IT Services Plan for the Park District of Oak Park

The custom PDOP Managed IT Service plan provides the following services:

- Guaranteed 1 Hour Helpdesk Response Time
- Unlimited Remote & On-Site Support.
- Real-time Monitoring of Network Services (Ensure critical network services are up and running)
- Ongoing Maintenance to Network Infrastructure
- Minimum 16 hours of on-site support per month.
- Discounted rate of \$135/hr. for any Out-of-Scope project work.

- Realtime Hardware Monitoring (Monitors Hard Drives, RAM, Temperatures and General PC Health)
- Application of Windows Updates & Third-Party Application Updates (Microsoft Office, Flash, Java, Adobe)
- Includes Noventech Cyber Total Protection Plan

The Noventech Cyber Total Protection package includes the following:

- Managed threat detection and response services to uncover and address malicious footholds that slip past your standard preventative defenses.
- Artificial intelligence based anti-phishing filtering and user testing framework.
- Monthly internal and external network security scans including dark web scans for compromised accounts.

#### **Monthly Recurring Costs**

Description	<b>Monthly Price</b>	Quantity	Cost
Core Infrastructure Maintenance & Management (18 Current Locations)	\$6577.50	1	\$6577.50
Per User	\$30.00	120	\$3600.00
Total:			\$10,177.50 / Month.

Infrastructure and user rates locked until 12/31/26. Fees may vary based on changes in user count.

Printed Name	Signature	Date



# Managed IT Services Scope of Work (SOW) Exhibit A

The following table will provide a basis for determining what IT related tasks are considered In-Scope (covered and included in the Managed IT Service Agreement) and what tasks are considered Out-Of-Scope (billed hourly or as a project).

In-Scope	Out-Of-Scope
<ul> <li>Routine hardware checks, software updates, OS updates and 3<sup>rd</sup> party updates.</li> <li>Installation of hardware and software.</li> <li>Hardware and software troubleshooting.</li> <li>Server backups, replication, testing and assisting with restoring files.</li> <li>Maintenance and troubleshooting of network infrastructure, including switches, routers and Wi-Fi systems.</li> <li>Troubleshooting connections between network devices such as computers and printers.</li> <li>Management and troubleshooting of 3<sup>rd</sup> party email services such as GSuite and Office 365 (if utilized).</li> </ul>	<ul> <li>Maintenance and troubleshooting of any device not associated with an existing Park District of Oak Park location.</li> <li>Hardware repairs to equipment not typically serviceable by general IT consultants such as printers, switches and routers.</li> <li>Website updates and content generation.</li> <li>Social media updates and management.</li> <li>Custom software development and related programming services.</li> </ul>



#### **Managed IT Services Agreement**

This Managed IT Services Agreement ("Agreement") is made on Thursday, December 7, 2023 with services beginning January 1<sup>st</sup>. 2024 by and between Noventech, Inc., hereinafter referred to as ("Provider") and Park District of Oak Park, hereinafter referred to as ("Client") to provide IT services, hereinafter referred to as the ("IT Services").

WHEREAS, the Client hereby wishes to engage in Provider's services to maintain, service and upgrade Client's IT assets as provided in this Agreement.

NOW, THEREFORE, Provider and Client agree as follows:

#### 1. Scope of Services

Provider will perform such infrastructure development, network maintenance and support services as are set forth in Exhibit A (Scope of Work).

#### 2. Price and Payment

Provider is being hired on a fixed-price basis per item covered to perform the Services and provide the Services described above in Exhibit A (Scope of Work). Changes to current number of users covered under this agreement will cause a change in overall agreement price. The fixed price for this Scope of Work with its current users covered under contract can be found attached to this contract.

Additionally, services that are not covered under this agreement are eligible for discounted rates which are detailed with the plan selected.

#### 3. Term and Termination

Unless terminated as provided herein, this Agreement will extend for a period of twelve (12) months and will automatically renew from month to month thereafter. Provider may terminate this Agreement without cause upon written notice, and Client may terminate this Agreement without cause upon sixty (60) day's written notice. Additionally, if after 6-months, the Park District of Oak Park is not fully satisfied with the performance of Noventech the agreement can be cancelled without penalty. Either party may terminate this agreement upon written notice for material breach, provided, however, that the terminating party has given the other party at least fifteen (15) days written notice of and the opportunity to cure the breach. Termination for breach will not alter or affect the terminating party's right to exercise any other remedies for breach. Upon termination of this agreement client may request all credentials and login information as it relates to their IT systems and network and will be willingly surrendered by the provider.

#### 4. Obligations of Client



- A. Client will immediately notify Provider upon learning of any significant problem with the performance of the network.
- B. Client will cooperate with Provider in connection with its performance of the Services by providing access to Client's physical premises as reasonably necessary from time to time.
- C. Client will allow a monitoring agent (to monitor computer health) and remote access utility to be installed on all managed computers under the terms of the agreement.
- D. Client will, from time to time, purchase such software and hardware as may be reasonably necessary for the effective operation of its network.
- E. Client will provide hands-on assistance to Provider in remote support situations when required, i.e. restarting computer, power-cycle network device, place disk in drive, etc.

#### 5. Confidential Information

A. All information relating to Client that is known to be confidential or proprietary, or which is clearly marked as such, will be held in confidence by Provider and will not be disclosed or used by Provider except to the extent that such disclosure or use is reasonably necessary to the performance of Provider's Work.

- B. All information relating to Provider that is known to be confidential or proprietary, or which is clearly marked as such, will be held in confidence by Client and will not be disclosed or used by Client except to the extent that such disclosure or use is reasonably necessary to the performance of Client's duties and obligations under this Agreement.
- C. These obligations of confidentiality will extend for a period of one (1) year after the termination of this agreement, but will not apply with respect to information that is independently developed by the parties, lawfully becomes a part of the public domain, or of which the parties gained knowledge or possession free of any confidentiality obligation.

#### 6. Warranty and Disclaimer

Client acknowledges that no computer system or software can be made completely stable or secure, and that Provider cannot guarantee the stability, safety or security of client's network or data. Provider warrants that the IT Services will be provided in a workmanlike manner, and in conformity with generally prevailing industry standards and the time frame, if any, set forth in the description of IT Services herein. Client is solely responsible for implementing and monitoring appropriate operational and security procedures, and for making appropriate backup copies of all data. THIS WARRANTY IS EXCLUSIVE AND IS IN LIEU OF ALL OTHER WARRANTIES, WHETHER EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE AND ANY ORAL OR WRITTEN REPRESENTATIONS, PROPOSALS OR STATEMENTS MADE ON OR PRIOR TO THE EFFECTIVE DATE OF THIS AGREEMENT.

Noventech, Inc. • 450 E. 22<sup>nd</sup> St. Suite 140, Lombard IL 60148 • 630-595-5200 • https://noventech.com



#### 7. Limitation of Liability

In no event will Provider be liable for any loss of profit or revenue by Client, or for any other consequential, incidental, indirect or economic damages incurred or suffered by Client arising as a result of or related to the IT Services, whether in contract, tort, or otherwise, even if Client has advised of the possibility of such loss or damages. In no event will Provider be liable for any loss of data that may occur, regardless of the cause of such loss of data. The total liability of Provider for all claims of any kind arising as a result of or related to this Agreement, or to any act or omission of Provider, whether in contract, tort or otherwise, will not exceed an amount equal to the amount actually paid by Client to Provider for the IT Services during the twelve (12) month period preceding the date the claim arises.

#### 8. Indemnification

Client will indemnify and hold Provider harmless against any claims by third parties, including all costs, expenses and attorneys' fees incurred by Provider therein, arising out of or in conjunction with Client's performance under or breach of this Agreement.

#### 9. Relation of Parties

The performance by Provider of its duties and obligations under this Agreement will be that of an independent contractor, and nothing herein will create or imply an agency relationship between Provider and Client, nor will this Agreement be deemed to constitute a joint venture or partnership between the parties.

#### 10. Employee Solicitation/Hiring

During the period of this agreement and for twenty-four (24) months thereafter, Client will not directly or indirectly solicit or offer employment to or hire any employee, former employee, subcontractor, or former subcontractor of the provider. The terms "former employee" and "former subcontractor" will include only those employees or subcontractors of either party who were employed or utilized by that party on the Effective Date of this Agreement.

#### 11. Non-assignment

Neither party will assign this Agreement, in whole or in part, without the prior written consent of the other party. This Agreement will inure to the benefit of, and be binding upon the parties hereto, together with their respective legal representatives, successors, and assigns, as permitted herein.

#### 12. Arbitration

Any dispute arising under this Agreement will be subject to binding arbitration by a single Arbitrator with the American Arbitration Association (AAA), in accordance with its relevant industry rules, if any. The parties agree that this Agreement will be governed by and construed and interpreted in accordance with the laws of the State of Illinois. The arbitration will be held in Illinois. The Arbitrator will



have the authority to grant injunctive relief and specific performance to enforce the terms of this Agreement. Judgment on any award rendered by the Arbitrator may be entered in any Court of competent jurisdiction.

#### 13. Attorneys' Fees

If any litigation or arbitration is necessary to enforce the terms of this Agreement, the prevailing party will be entitled to recover reasonable attorneys' fees and costs from the other party.

#### 14. Severability

If any term of this Agreement is found to be unenforceable or contrary to law, it will be modified to the least extent necessary to make it enforceable, and the remaining portions of this Agreement will remain in full force and effect.

#### 15. Force Majeure

Neither party will be held responsible for any delay or failure in performance of any part of this Agreement to the extent that such delay is caused by events or circumstances beyond the delayed party's reasonable control.

#### 16. No Waiver

The waiver by any party of any breach of covenant will not be construed to be a waiver of any succeeding breach or any other covenant. All waivers must be in writing, and signed by the party waiving its rights. This Agreement may be modified only by a written instrument executed by authorized representatives of the parties hereto.

#### 17. Entire Agreement

This Agreement together with any attachments referred to herein constitute the entire agreement between the parties with respect to its subject matter, and supersedes all prior agreements, proposals, negotiations, representations or communications relating to the subject matter. Both parties acknowledge that they have not been induced to enter into this Agreement by any representations or promises not specifically stated herein.

IN WITNESS WHEREOF, the parties have executed this Agreement by their duly authorized representatives.

Provider: Noventech, Inc.	Client: Park District of Oak Park				
Name :	Name:				
Signature:	Signature:				



### Memo

**To:** Jake Worley-Hood, Chair, Parks & Planning Committee

Board of Park Commissioners

From: Chris Lindgren, Superintendent of Parks & Planning

**Cc:** Jan Arnold, Executive Director

Date: December 7, 2023

**Re:** Tree Removal and Pruning Contract



#### **Statement**

The Park District of Oak Park partnered with the Village of Oak Park to seek proposals from qualified arboriculture contractors for aerial pruning of trees and the removal of selected trees on Park District property on an as needed basis.

#### **Discussion**

The contract will cover pruning and removal of trees on Park District properties. This contract was bid with the Village of Oak Park as well in an effort to gain more competitive pricing by increasing the scope of work. There are separate contracts for the Village and Park District. The properties listed for the contract are Barrie, Carroll, Euclid, Maple & Rehm Parks for year one pruning and other parks will be negotiated for year two and three. Pruning will be performed on trees with a greater than 8" diameter in accordance with industry standards. Tree removals will be performed on an as needed basis at the Park District's request on trees with a greater than 10" diameter. Both non-emergency and emergency call out prices for tree removal will be outlined in the contract.

The selected contractor will be required to supply all labor, supervision, tools, equipment, materials and supplies, and other means necessary for completing the work. Any required permits will be the responsibility of the contractor to obtain. The selected contractor will also be required to provide certificates of insurance coverage.

The District and Village went out to a public bid on August 9, 2023, and a pre bid meeting was held on August 23, 2023. This mandatory pre-bid meeting had a total of four firms in attendance. Three of the four firms from the pre-bid meeting submitted bids on Friday, September 1, 2023. The bids came in very competitive with the lowest overall bid from Davis Tree Care. The Park District has worked with Davis Tree Care for many years as they are the closest company to Oak Park that bid. They previously held the contract about six years ago and performed well. Davis has also done work in the Village this year and have proven to be a responsive and responsible contractor. The bid amounts fall within the funds budgeted for fiscal year 2024.

#### Conclusion

The Parks and Planning Committee recommends Davis Tree Care, Inc. from Forest Park, IL for the pruning and removals at a low bid amount for a total of \$24,640.

Attachment: Bid Tabulation

					2024		Oak Park ee Cycle Pruning					
				A&B T	ree Service		Tree Care, Inc.		Tree Specialist	Winkle	r Services LLC	
No.	D.B.H		t. #	Unit Price	Total by class	Unit Price	Total by class	Unit Price	Total by class	Unit Price	Total by class	
2	1" - 4" 5" - 6"		98 58	No Bid No Bid	No Bid No Bid	\$22.00 \$26.00	\$ 19,756.00 \$ 14,508.00	\$29.00 \$39.00	\$ 26,042.00 \$ 21,762.00	\$60.00 \$60.50	\$ 53,880.00 \$ 33,759.00	
3	7" - 12"		194	No Bid	No Bid	\$44.00	\$ 65,736.00	\$70.00	\$ 104,580.00	\$85.50	\$ 127,737.00	
4	12" - 20"		160	No Bid	No Bid	\$92.00	\$ 198,720.00	\$238.00	\$ 514,080.00	\$99.00	\$ 213,840.00	
5 6	21"-30" 31" and Over		290 21	No Bid No Bid	No Bid No Bid	\$130.00 \$185.00	\$ 167,700.00 \$ 59,385.00	\$330.00 \$460.00	\$ 425,700.00 \$ 147,660.00	\$165.75 \$262.50	\$ 213,817.50 \$ 84,262.50	
	31 and Over		Total:	NO BIG	No Bid	\$185.00	\$ 525,805.00	\$400.00	\$ 1,239,824.00	\$202.50	\$ 727,296.00	
						ning Emerge	ncy Call Out Rates F					
	2 men Chipper tr 1 man A				198.45 132.30		\$260.00 \$160.00		270.00 140.00		250.00 125.00	
		nan Log			132.30		\$160.00	·	140.00		150.00	
	1 man Semi			•	132.30			\$	140.00	\$	300.00	
			Crane		132.30		4440.00		225.00		350.00	
		L	.aborer	Ť	555.13 <b>2024</b> \		\$110.00 way Tree Removals	\$	135.00	\$	125.00	
				A&B T	ree Service		Tree Care, Inc.	Kramer <sup>-</sup>	Tree Specialist	Winkle	r Services LLC	
No.	D.B.H	Avg	Est.#	Bid Price	Total by class	Bid Price	Total by class	Bid Price	Total by class	Bid Price	Total by class	
1	0"-11"	Dia 10	1	\$3.31	\$ 33.10	No Bid	No Bid	\$19.00	\$ 190.00	No Bid	No Bid	
2	12"-18"	15	5	\$8.27	\$ 620.25	No Bid	No Bid	\$49.00	\$ 3,675.00	No Bid	No Bid	
3	19"-24"	21	8	\$12.13	\$ 2,037.84	No Bid	No Bid	\$70.00	\$ 11,760.00	No Bid	No Bid	
4	25"-30"	27	14	\$14.33	\$ 5,416.74	No Bid	No Bid	\$79.00	\$ 29,862.00	No Bid	No Bid	
5 6	31"-36" 37" and Over	33	14 8	\$18.74 \$18.74	\$ 8,657.88 \$ 5,696.96	No Bid No Bid	No Bid No Bid	\$90.00 \$95.00	\$ 41,580.00 \$ 28,880.00	No Bid No Bid	No Bid No Bid	
	Winter			<b>4 2 3 7 1</b>	\$ 22,462.77		No Bid	400.00	\$ 115,947.00	110 210	No Bid	
							way Tree Removals					
	l	Avg		A&B T	ree Service	Davis <sup>-</sup>	Tree Care, Inc.	Kramer	Tree Specialist	Winkle	r Services LLC	
No.	D.B.H	Dia	Est. #	Bid Price	Total by class	Bid Price	Total by class	Bid Price	Total by class	Bid Price	Total by class	
1	0"-11"	10	1	\$8.28	\$ 82.80	No Bid	No Bid	\$18.00	\$ 180.00	No Bid	No Bid	
2	12"-18" 19"-24"	15	27	\$12.68	\$ 5,135.40	No Bid	No Bid	\$49.00 \$70.00	\$ 19,845.00	No Bid	No Bid	
3	25"-30"	21 26	44 41	\$21.50 \$25.36	\$ 19,866.00 \$ 27,033.76	No Bid No Bid	No Bid No Bid	\$70.00	\$ 64,680.00 \$ 84,214.00	No Bid No Bid	No Bid No Bid	
5	31"-36"	33	23	\$31.43	\$ 23,855.37	No Bid	No Bid	\$90.00	\$ 68,310.00	No Bid	No Bid	
6	37" and Over	41	14	\$38.59	\$ 22,150.66	No Bid	No Bid	\$95.00	\$ 54,530.00	No Bid	No Bid	
	Summer I	Remova Remova			\$ 98,123.99 \$ 120,586.76		No Bid No Bid		\$ 291,759.00 \$ 407,706.00		No Bid No Bid	
	Total	rcmova	TTTICC.	20	. ,	Removal Em	nergency Call Out Ra	tes Per Hou			NO BIG	
	2 men Chipper tr				198.45	No Bid	No Bid	·	270.00		No Bid	
	1 man A	Nerial Lif			132.30 132.30	No Bid	No Bid No Bid	•	140.00 140.00		No Bid No Bid	
	1 man Semi				132.30	No Bid No Bid	No Bid		140.00		No Bid	
	1 man Crane		Crane			No Bid	No Bid	\$	225.00		No Bid	
		L	.aborer	Ç	555.13	No Bid	No Bid	\$	135.00		No Bid	
				A&B T	ree Service		e Stump Removals Tree Care, Inc.	Kramer <sup>*</sup>	Tree Specialist	Winkle	r Services LLC	
No.	Grind Type	Es	t. #	Bid Price	Total	Bid Price	Total	Bid Price	Total	Bid Price	Total	
1	Full Grind	2	00	\$275.63	\$ 55,126.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	
	Parkway Restor	ation w	ith Sod	Č	2024 Parkw 311.03	ay Kestorati	on Rate per Square No Bid		No Bid		No Bid	
				Т								
							t of Oak Park					
					20	024 Park Tree	e Cycle Pruning					
No.	Par	·k		A&B T	ree Service	Davis <sup>-</sup>	Tree Care, Inc.	Kramer <sup>-</sup>	Tree Specialist	Winkle	r Services LLC	
1	Barrie Park				No Bid		3,760.00		1,450.00		5,000.00	
3	Carroll Park Euclid Park	•			No Bid No Bid	\$1,760.00 \$2,400.00			3,410.00 5,130.00	\$3,600.00 \$5,000.00		
4	Maple Park	`	•		No Bid	\$8,800.00		\$28,180.00		\$10,500.00		
5	Rehm Park	(99 Tree		No Bid		\$7,920.00		\$24,260.00		\$13,500.00		
			Total:		\$0.00		24,640.00 ree Removals	\$7.	3,430.00	\$3	8,600.00	
				A&B T	ree Service		Tree Care, Inc.	Kramer <sup>-</sup>	Tree Specialist	Winkle	r Services LLC	
No.	D.B.			\$ Prio	ce per inch		ice per inch	\$ Prio	ce per inch	\$ Pri	ce per inch	
1	0"-1				No Bid		\$10.00		\$23.00		\$30.00	
3	10.1" - 18.1"-				No Bid No Bid		\$16.00 \$23.00		\$63.00 \$70.00		\$30.00 \$48.00	
4	24.1"-				No Bid		\$29.00		\$85.00		\$58.00	
5	30.1"-				No Bid		\$38.00		\$90.00		\$75.00	
6	36.1" an	d Over		ľ	No Bid	norgoney Cal	\$43.00		\$95.00		\$80.00	
	2 men Chipper tr	ruck w/c	hipper	Ś	2024 En 198.45		ll Out Rates Per Hou \$260.00		270.00	Ś	250.00	
	1 man A	Aerial Lif	t Truck	\$	132.30		\$160.00	\$	140.00	\$	125.00	
		nan Log			132.30		\$160.00		140.00		150.00	
	1 man Semi		-trailer .aborer	•	132.30 555.13	,	\$110.00		140.00 135.00		300.00 125.00	
							gency Call Out Rates					
	2 men Chipper tr				198.45		\$200.00		210.00		180.00	
-	1 man A	Nerial Lif			132.30 132.30		\$125.00 \$125.00	·	110.00 110.00	\$90.00 \$125.00		
	1 man Semi				132.30		Y120.00		125.00	\$125.00		
			.aborer		555.13		\$100.00		105.00		\$90.00	
TH	E VILLAGE	AND	PARK	DISTRC	IT OF OAK P	PARK AR	E STILL WORK	ING TO	<b>CONFIRM T</b>	HE QUA	LIFICATION	
							DDERS.			·		
						J. DIL						



## Memo

**To:** Jake Worley-Hood, Chair, Parks and Planning Committee

**Board of Park Commissioners** 

From: Chris Lindgren, Superintendent of Parks & Planning

**CC:** Jan Arnold, Executive Director

Date: December 15,2023

Re: Voltpost Electrical Vehicle Charger Contract



#### **Statement**

The Park District has been a true leader in sustainability for not only our community, but many agencies at the state and national levels. We have a track record of looking into innovative ways for our agency to move the needle in the right direction for the environment. As an active member of PlanItGreen's Core Team and the Cross Community Climate Collaborative (C4), we were introduced to a new firm called Voltpost. Voltpost is based in New York City and has an innovative approach to our EV charging needs nationally.

#### **Discussion**

In June of 2023, the District saw a presentation at one of C4 meetings and made a connection with Voltpost's team. The basis for their design is to utilize existing power poles to mount their charger to in an effort to save on installations and for re-use of those poles that are typically in locations that can easily be used for charging vehicles.

Voltpost has done test pilots with the Dept. of Transportation of New York City as well as the City of Detroit. There are not currently and installed in ComEd's territory or the state of Illinois. Hosting a pilot by PDOP would be beneficial to the Midwest's need to move EV charging forward. Oak Park's EV count is rapidly rising and there are few public charging stations in the entire village with our spaces at 228 Madison being among them.

The pricing for electrical rates would be determined by PDOP and we are looking to place a single double charger to charge two vehicles at Ridgeland Common Recreation Complex to take the place of the two spaces currently marked for "Low Emitting Vehicles Only." There are a large number of EV's parked in the RCRC lot currently throughout the many programming hours showing a need. RCRC is also close to many multi-family units that do not have a place to charge their vehicle depending on how we structure the allowed charging use to the public.

Staff are working through the language of the agreement and terms for this contract with legal counsel.

#### Conclusion

The Finance and Administration Comittee recommends the authorizes Director Arnold to execute a three year contract with Volpost for installation of EV charging for Ridgeland Common.

# Park District of Oak Park

Sustainable Efforts



# Sustainable Initiatives since 2015

(\$245,000 annual savings)

- Installed solar pv on 10 Park District Facilities (1975 panels)
- Built PHIUS +Source Zero, ILFI Net Zero CRC, LEED Gold & LEED Platinum Facilities
- Replaced all outdoor walk lights, Field Lights & Tennis Courts with LED
- Replaced all indoor lighting with LED
- Installed 5 cisterns for re-purposing rain/splash pad water (1.25 million gallons saved annually)
- Urban timber re-use throughout many facilities & parks
- Many smaller initiatives such as increased recycling/composting, battery
  powered landscaping equipment, native area management, native plantings,
  bioswales, rain gardens, smaller vehicles for maintenance, other efforts to cut
  miles driven and idling.



# OAK PARK CRC PROJECT







# Oak Park CRC

## 2022-2023



We have received \$1,800,000 funding from Illinois Clean Energy Community Foundation. \$1.1Million received to date.



Super-insulated Envelope



Thermally-broken Facility



Triple Glazed windows



LED Lighting and daylight controls



Occupancy outlets and load monitoring

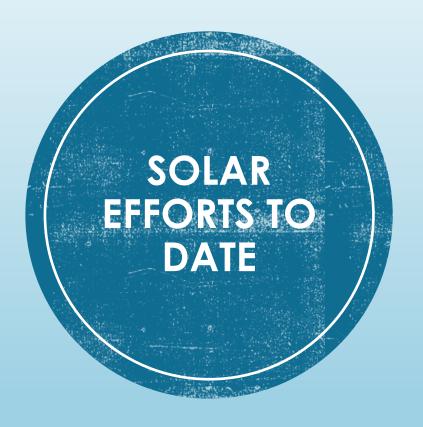


Highly efficient VRF/Heat Pump HVAC with DOAS



655 Solar panels and battery backup





Austin Gardens Environmental Education Center (LEED Platinum)-2015

19.6 kW System

Longfellow Center -2016

9 kW System

Fox Center-2017

9.3 kW System

**RCRC** (LEED Gold) – 2017 & 2019

256 kW System

John Hedges Admin Center- 2018 & 2021

19.2 kW

Barrie Center- 2019

8.2 kW

**Carroll Center** (PHIUS + Source Zero) – 2020

23.5 kW

Oak Park Conservatory-

25 kW

**Stevenson Center-** 2020

9.4 kW

Oak Park Community Recreation Center 2023

321 kW



# Upcoming CIP Projects

- **2024** 947 Ridgeland Solar
- 2025 Cheney Mansion Geothermal & Field Center
- 2026 GRC Solar & Rehm Pool Facility
- **2028** Conservatory Geothermal



# Water

Cisterns: 1.25 million gallons saved annually (\$84,000 savings)

### Conservatory

• 4 total tanks for 4750 ga capacity for watering in greenhouses & irrigation

### Longfellow Park

9,000 gallon cistern collects splash pad and is used for irrigation

### Field Park

• 7,500 gallon cistern collects splash pad and is used for irrigation

### Austin Gardens Environmental Education Center

1500 gallon cistern collects rain water and uses it for watering and flushing toilets



# .... AND MORE



Purchased two hybrid trucks and one EV Van in 2023



Installing EV chargers in 218 Shop for Fleet Electrification



Climate Plan finalization with reduction targets & strategies



Community Solar contracts for 35% of total electricity usage



# PDOP RECOGNITION

- IAPD's Best Green Practices
  - 2016, 2017, 2018, 2019, 2020, 2021,2022 & 2023
- Multiple articles in Wed. Journal
- Carroll Center featured on Front Page of Chicago Tribune and on ABC 7 News
- Carroll Center verified as only the second Net Zero building in the state
- Both Austin Gardens & Carroll received ASHRAE awards for design
- IL Green Alliance Emerald Award 2022
- Multiple tours held at both Austin Gardens, Carroll Center & CRC
- IL AIA Honors Award for Carroll & New Design for Austin Gardens
- IPRA Facility Award for CRC in 2023



# Greenhouse Gas inventory



COMPLETED IN 2022 FOR ALL PROPERTIES FOR 2016, 2019 & 2021



USING ICLEI SOFTWARE, SAME DATA SET AS VILLAGE OF OAK PARK



DIFFICULT TO COMPARE YEARS WITH CHANGING FACILITIES AND OPERATIONS



CREATED PLANNING STRATEGIES FOR ELECTRIFICATION, SOLAR, FLEET, RETRO CX

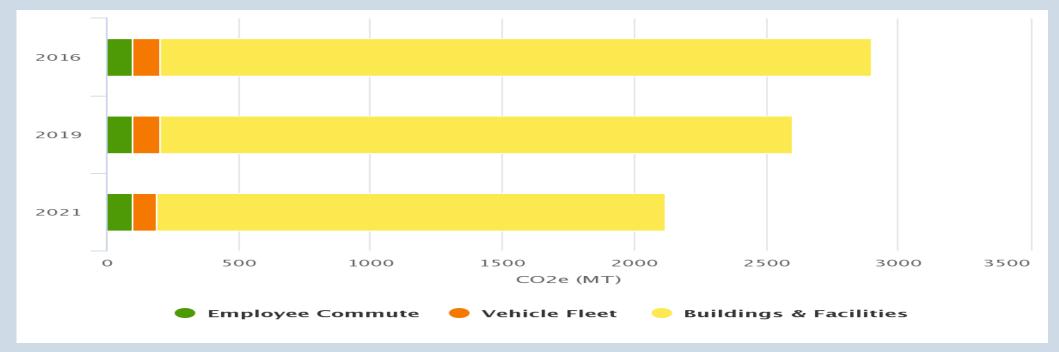


# Energy Comparisons

2016 2021

- Parks/Facilities –2699 Metric Tons
- Fleet 102 Metric Tons

- Parks/Facilities -1931 Metric Tons
- Fleet 89 Metric Tons





# Comparison by Scope







### **Next Steps**

- Work through Forecasting and Planning tools with ICLEI
- Target 60% reduction of energy reduction for 2030 from 2013 levels
- Currently down 30% of electricity usage, need to focus on gas reduction
- Factor in Community Solar and planning tools



# Questions?

