



PARK DISTRICT of OAK PARK

**PARK DISTRICT OF OAK PARK
Committee of the Whole Meeting
John Hedges Administrative Center
218 Madison Street, Oak Park, Illinois 60302**

Thursday, February 6, 2025, 7:30pm

AGENDA

I. Call to Order/Roll Call

II. Public Comment

Each person is limited to three minutes. The Board may set a limit on the total amount of time allocated to public comments.

III. Parks and Planning Committee – Commissioner Worley-Hood

- A. Carroll Park/Center Master Plan Update
- B. Professional Services for Longfellow Park Improvements*
- C. Andersen Park Improvement Construction Contract Update*
- D. Cheney Mansion Geothermal Wells Project Update*

IV. Administration and Finance Committee – Commissioner Wick

- A. Park District Citizen Committee Approval – Daniel Crane*

V. Recreation and Facility Program Committee – Commissioner Lentz

- A. Bus Transportation Bid*

VI. New Business

VII. Closed Session

VIII. Adjournment

* Indicates information attached.

** Indicates information to be provided before or at the meeting.

Update/Presentation indicates verbal report provided at meeting no materials attached.

The Park District of Oak Park welcomes the opportunity to assist residents and visitors with disabilities. If you need special accommodations for this meeting, please call (708) 725-2017 or via email at Edith.Wood@pdop.org.

In partnership with the community, we enrich lives by providing meaningful experiences through programs, parks, and facilities.



Professional Services for Longfellow Park Improvements

Park District of Oak Park

218 Madison Street ▪ Oak Park, Illinois 60302 ▪ ph: (708) 725-2000 ▪ fx: (708) 383-5702 ▪ www.pdop.org

Memo

To: Jake Worley-Hood, Chair, Parks and Planning Committee
Board of Park Commissioners

From: Chris Lindgren, Deputy Director: Properties & Planning

From: Jan Arnold, Executive Director

Date: January 29, 2025

Re: Professional Services for Longfellow Park Improvements



Statement

Acquired in 1920, the park was named after the American poet, Henry Wadsworth Longfellow. The recreation center was built in 1966, in the same style as the Fox Center.

Park master plan improvements in 2008 included the new playground, splash pad, accessible path to restrooms, new entrances, park amenities, landscaping, and new basketball courts. In 2014, improvements were made to ballfield and spectator areas. In 2016 the accessible ramps and walls to the center were re-built and new roofing was installed. Additionally, a cistern was installed to collect the splash pad water for re-use in the irrigation system in 2016 and in 2017-2018 solar panels were added to the newer roof.

The most recent park master plan was completed in December of 2023 based on feedback from the community meeting held in October of 2023. At that meeting we received a large amount of support for updated playground, dedicated pickleball and splash pad improvements were among the top priorities.

Discussion

Planning Resources, Inc. was the landscape architect for the renovations in 2014 and assisted the Park District of Oak Park with the master plan meeting and final documents in 2023.

The 2025-2029 CIP has \$250,000 allocated for professional services for this project. The attached fee proposal submitted by Planning Resources, Inc. is for the preparation of architectural and engineering construction documents, accompanying project details and specifications, bid and permit assistance, and site observation of the construction phase of the project, which is scheduled to begin in April 2026. Final completion of the project is anticipated by December 2026.

Recommendation

Staff will bring a recommendation for the Board's consideration and approval at the February 20th Regular Board Meeting.

Attachment: Professional Services Proposal from Planning Resources, Inc. – Longfellow Park



Design Services Agreement: January 29, 2025

Landscape Architect: **Planning Resources Inc.**
913 Parkview Blvd.
Lombard, Illinois 60148

Client: **Park District of Oak Park**
218 Madison Street
Oak Park, IL 60302

Project: **Longfellow Park Site Development**
610 S. Ridgeland Ave.
Oak Park, IL 60304

**Professional Design Development Services,
Construction Documentation, Permitting, &
Contract Administration**

PROFESSIONAL SERVICE AGREEMENT:

This Agreement outlines the professional services to be provided by **Planning Resources Inc. (PRI)** to the **Park District of Oak Park (PDOP)** for the redevelopment of Longfellow Park, in compliance with the requirements of the Illinois Department of Natural Resources (IDNR) Open Space Land Acquisition and Development (OSLAD) grant program. PRI will deliver a comprehensive range of services, including a Site Master Plan, Design Development Drawings, Construction Documents, and Technical Specifications. These services will be performed in six distinct phases: Design Refinement/Design Development, Construction Documentation, Permitting, Bidding Assistance, Contract Administration, and IDNR Coordination & Grant Administration. PRI's work products and deliverables will be performed in conformance with industry standards for a total professional fee of **\$259,850.00 (Two hundred fifty-nine thousand, eight hundred fifty dollars and no cents)**.

PROPOSED METHODOLOGY/APPROACH

A. DESIGN REFINEMENT/DESIGN DEVELOPMENT PHASE (DD)

Objective: The objective is to reach consensus with the PDOP and jurisdictional authorities on the final design, probable cost and construction strategy for the proposed improvement

1. **MEETING #1:** At this meeting, we will review and confirm project team member roles, discuss project schedules, and deliverables required, obtain available background data for the site, and establish a firm working partnership with individuals who will be involved in the project. Determine what ordinances the construction project must follow.

- a. Design Scope Coordination
 - Review and confirm the design elements and Estimate of Probable Construction Costs with PDOP staff.
 - Review Estimate with respect to overall project budget
 - Modify or revise master plan as may be required – identify phase options or alternate bid items for consideration (as may be necessary)
2. **Review OSLAD Grant Program requirements:** Review program requirements including the total estimated cost of development, plan elements, and site features identified in the OSLAD Grant application submittal, review the original master plan with the Client to confirm pedestrian circulation, view corridors, visual character, boundaries, existing and proposed topography, drainage, existing vegetation and landscaping, views, and area utilities. Identify revisions and plan refinements.
3. **Project Program, Schedule, and Budget Review:** The design development program will include initial recreational components and criteria included in the OSLAD grant application and approved by IDNR for the project. Discuss the project schedule – identify milestone dates and anticipated completion dates. Additionally, the final project budget will be reviewed, discussed, confirmed, approved by the PDOP, and monitored regularly throughout the project.
4. **Base Map Development:** Utilizing the topographic and boundary survey for the property previously supplied by PDOP for conformance with PRI's criteria for base map development. PRI will review information visible on the surface of the topographic and boundary survey, topography (1-foot contour intervals), and tree locations, This information is critical for use as base information for all future work. PRI will not be responsible for the accuracy or completeness of the topographic and boundary survey.
 - a. Set up base map and project file.
5. **Geotechnical Investigation Report:** Assist PDOP in securing Pricing to provide a Geotechnical Engineering Report from qualified geotechnical firms to a depth range of 5' to 30' at the locations of the proposed improvements to define:
 - a. Strength, consolidation and bearing capacities of the existing sub-surface
 - b. Presence of any unsuitable sub-grade materials.
6. **DESIGN DEVELOPMENT (DD):** Refine and modify the plan as may be required for a park development consistent with the total estimated cost of development construction budget. Services during this task consist of continued development and refinement of the OSLAD approved master plan to establish the final scope, relationships, forms, sizes, and appearance of the project including identification

of materials, and equipment selection. At the conclusion of Design Development 80 to 90 percent of the design work is complete.

Preparation of design development documentation includes:

- a. Proposed layout plan
 - b. Rough grading study plan
 - c. Preliminary drainage and utilities layout
 - d. Site furnishings, play apparatus, color display exhibit
 - e. Outline specifications
 - f. Initial code compliance review – Identification of possible or probable permitting issues or requirements
 - g. Village of Oak Park communication/coordination (as may be required)
 - h. Quality assurance reviews focusing on environmental issues, accessibility, and existing site constraints that may affect the proposed design will be addressed.
 - i. Updated Project Estimate of Probable Construction Costs
 - Review and refine the summary of estimated quantities and update the Construction Cost estimate.
 - Availability of materials
 - Changes in scope of the project
 - Regular cost monitoring throughout the design development of the project.
 - j. IDNR Communication/Coordination
 - Review plan revisions and modifications with IDNR grant administrators as may be required.
7. **MEETING #2 & #3: Staff-Virtual** Review of the Design Development Documents with staff at 60% and 100% completion milestones. Prepare written summaries of discussions and update the Project Program following each meeting. (*Assumes maximum of one revision*). Request authorization to proceed with construction documentation phase based on the approved Design Development Documents and the updated Probable Estimate of Probable Construction Costs.
8. **Preliminary Jurisdictional Agency Review:** Review the Design Development Documents with Jurisdictional Agencies as appropriate to this phase of work.

Deliverables: Design Development Documents, Construction Cost Estimate, Meeting Summaries, updated Project Program.

B. CONSTRUCTION DOCUMENTATION (CD) PHASE

Objective: The objective is to produce the final drawings, specifications, quantity schedules, project manual and other bid documents that will be used to competitively bid and construct the improvements.

1. The following describes our approach to Construction Documents and is based on providing a set of Bid Documents based on the Master Plan and the approved Design Development Documents. Based on the IDNR approved Final Master Plan and Design Development Documents, PRI will develop Construction Documents and Technical Specifications to solicit competitive bids. The PRI team will ascertain and familiarize themselves with applicable codes and labor regulations governing projects in the Village of Oak Park, Cook County, and other applicable regulatory agencies.
2. Develop and produce Graphic Documentation for bidding and construction of the outlined improvements, with reviews by PDOP staff at 60% and 100% milestone completion including:
 - a. Digital construction Drawings
 - Cover sheet, notes and legend
 - Existing conditions plans
 - Site preparation plans
 - Grading and drainage plans
 - Storm Water Pollution Prevention plans (SWPPP)
 - Utility plans
 - Layout and materials plans
 - Landscape plans
 - Site construction details.
 - b. Electrical Design/Documentation
 - New electrical system as necessary to accommodate the design for the new splash pad and park improvements,
 - Coordinate with PDOP staff for the design of the site electrical service requirements for the site including the redeveloped water play spray pad, play equipment and ancillary building structure to be designed by others.
 - Coordinate design of the site electrical distribution system, panels, contactors, transformers, service requirements, etc. to accommodate the electrical needs of the proposed water play spray pad and ancillary park improvements,
 - Coordinate with Commonwealth Edison for the electrical power service to water spray splash pad control box,
 - Coordinate electric service demand with electric utility to determine if adequate electric service is available to accommodate the proposed recreational renovations and developments
 - c. Splash Pad & Spray Equipment Design/Documentation
 - Coordination with Client approved spray equipment manufacturer
 1. Sequencing control options

2. Low flow water conservation options
3. Activation system options
- Complete Plumbing Services
 1. Site water service to be designed in accordance with Illinois Plumbing Code and Village of Oak Park requirements.,
 2. Complete incoming water and sewer utilities designed as necessary to accommodate the new water play splash area with water to waste system. Include the necessary backflow preventers, meters, meter locations, and drain connection required,
 3. Complete incoming water service to splash pad and control box from Village of Oak Park water main,
 4. Sanitary drainage system from splash pad to Village of Oak Park sewer system.
- b. 60% Construction Document Development
 - Revise Estimate of Probable Construction Cost based on 60% Design Development Documents and the revised Master Plan.
 - Develop plans, details, and specifications and update Estimate of Probable Construction Cost.
 - Submit 60% construction documents to Client's staff for review and comment. (*Assumes maximum of one revision*)
- c. **MEETING #4: Staff-Virtual:** Meet with PDOP staff to review comments relative to 60% Construction Documents. Prepare written summaries of discussions and update the Project Program following the meeting as may be required.
- d. Construction Documents/Bid Package Development
 - Revise documents as necessary in response to PDOP staff comments from the 60% submittal. (*Assumes maximum of one revision*)
 - Finalize drawings and specifications. (The PRI team will work with applicable permitting agencies throughout the final design process in order that code and permit related issues can be identified)
 - Finalize cost estimate and develop bid schedule
 - Prepare preliminary Bid Notice for PDOP
3. **Finalize the Written Documentation** that will be used to bid and construct the improvement including:
 - a. Project Manual and Technical Specifications

A Project Manual will be prepared which will include bid proposal forms; legal advertisement; special conditions; instruction to bidders; and technical specifications. (*General Conditions and Supplementary Conditions as used*)

previously in the recently bid **Andersen Park** project or supplied by the Client)

- b. Final Estimate of Probable Construction Costs
Update quantity estimates and prepare a Final Estimate of Probable Construction Costs for the project based on the final Construction Documents and Technical Specifications for the project.
- c. **MEETING #5: Staff-** Meet with PDOP staff to review comments relating to 100% Construction Documents. Prepare written summaries of discussion. **Seek Authorization to publicly Bid the project.**
- d. Perform internal **Quality Control Review** of the Construction Documents.

Deliverables: Construction Documents, Construction Specifications, Construction Cost Estimate, Meeting Summaries, updated Project Program (if required)

C. PERMITTING PHASE (PP)

Objective: The objective is to obtain the required permits.

1. Prepare and assemble **Permit Documents** including:
 - a. Site Development Permit with the Village of Oak Park and their respective engineer
 - b. Storm Water Permit with the Metropolitan Water Reclamation District of Greater Chicago (MWRDGC)
 - c. Stormwater Pollution Prevention Plan (SWPPP), including Notice of Intent (NOI) and Storm Water Pollution Prevention Plan.
 - d. National Pollutant Discharge Elimination System (NPDES) Permit application, including on-line submittal to Illinois Department of Environmental Protection (IEPA)..
2. **Submit Permit Documents** as required to the respective regulatory agencies. *All permit application fees are the responsibility of the CLIENT*
3. **Communication** as may be required with PDOP to **Discuss Review Letter(s)** received from regulatory agencies.
4. **Prepare One (1) Set of Authorized Revisions** to the appropriate Permit Documents and resubmit to the respective regulatory agencies. *(Assumes max one set of revisions total)*

Deliverables: Permit Documents, Revisions

D. BIDDING ASSISTANCE (BA)

Objective: The objective is to assist the PDOP select a qualified contractor to construct the improvements.

1. **Submit Bidding documents to Online Digital Plan Room** for bidding distribution and management
2. **Prepare Notice to Bidders & Attend Pre-bid Conference**
 - a. The PRI team will assist in developing a list of contractors/prospective bidders for the project and prepare the Notice to Bidders for review by the Client. We will also assist in the distribution of Bid Documents and Specifications to prospective bidders for competitive bidding through an electronic plan and document distribution service. During the bidding process, we will attend a pre-bid conference to meet the contractors to interpret the documents and answer questions regarding the project that may assist the bidder in further understanding the project parameters and construction requirements.
3. **Preparation of Addenda**
 - a. Should clarifications of the bidding documents be required, the necessary addenda will be prepared and released to the Bidders. Addenda will be distributed only upon the approval of Client staff.
4. **MEETING #6: Staff/Prospective Bidders:** The PRI team will attend the bid opening at a time and location specified by the Client where the sealed bids will be opened and read aloud.
5. **Analyze Bid Results & Prepare Bid Tabulation Spreadsheet.** We will assist the Client in vetting the apparent low bidder by **Performing Reference Checks** of the apparent low bidder's references.
6. **Issue a Bid Results Summary Letter**

Deliverables: Bidding Documents, Legal Notice, Addenda, Bid Tabulation, Results Summary Letter, Meeting Summaries.

E. CONTRACT ADMINISTRATION (CA)

Objective: The objective is to assist the Client in finalizing and administering the Client's construction contract with the contractor. This includes monitoring the progress and quality of the Contractor's work to ensure general conformance with the Contract Documents

Following the award of the work to a Contractor, PRI will provide these Contract Administration Services until Final Acceptance of the work, or until 60 days after Substantial Completion of the work, whichever occurs first.

1. **Prepare Owner/Contractor Agreement** using standard AIA forms

2. **CONTRACT ADMINISTRATION MEETING #1: Pre-Construction Meeting**
 - a. PRI will attend a pre-construction meeting with the Contractor and Client staff to discuss the construction schedule and answer any questions regarding the construction documents or technical specifications and establish a firm working relationship with the Contractor. Additionally, we will review the following:
 - Contractor mobilization and staging
 - Contractor submittals
 - Responsibilities
 - Communications
 - Payment procedures
3. **Prepare Issued for Construction Documents (IFC)** for constructing the work.
4. **SITE MEETINGS: 30 Visits Maximum Total**
 - a. The PRI team will visit the site to observe the contractor's work and verify conformance to the plans and specifications at intervals appropriate to the stage of construction. The PRI team will perform these site visits to become familiar with the progress of the project. We will also make necessary plan interpretations for the contractor. Written field reports will be prepared to inform the Client about the progress of the work completed, endeavor to guard the Client against defects and deficiencies in the work and to determine in general if the work is being performed in a manner indicating that the work, when fully completed, will be in general conformance with the Contract Documents. *(The PRI team shall not be required to make exhaustive nor continuous on-site visits to check the quality nor quantity of the work.)*
5. **Contract Administration and Construction Observation Tasks**
 - a. Review of contractor's request for payment and make recommendations for processing the payment request. These recommendations are a representation to the Client, to the best of the PRI team's knowledge, information, and belief, the work has progressed to the point indicated by the payment request.
 - b. The PRI team will provide the following services during this task as may be appropriate:
 - Review of manufacturer's shop drawings and submittals for general conformance with design intent and compliance with contract documents.
 - Review of applicable field tests and inspection reports verifying compliance with design requirements and contract documents.
 - Prepare change order requests affecting work designed or specified by the PRI team – Due to a change that the Client wished to make to the scope of the Contractor's work, or the Contractor because of discovery of job conditions that were concealed or unknown when the Owner/Contractor Agreement was executed.
 - Review completed work and prepare a Certificate of Substantial Completion and a single "punch list."
 - Final sign-off upon completion of punch list items and prepare recommendation of acceptance by the Client upon satisfactory completion of the project by the contractor; and,

- Coordinate collection of project record documents and other required close-out items from the Contractor including warranties and guarantees and operation and maintenance manuals (if any).

Deliverables: Owner/Contractor Agreement, Issued for Construction Documents, Change Orders, Submittal review, Payment Recommendations. Substantial Completion Punch List, and Final-Sign off.

F. IDNR COORDINATION & GRANT ADMINISTRATION

Objective: The objective is to assist the Client to ensure successful compliance with the Illinois Department of Natural Resources (IDNR) Open Space Land Acquisition and Development (OSLAD) grant requirements throughout the project lifecycle.

1. Application Review: Review application submittal and total estimated cost of development budget requirements
2. IDNR Communication: Contact grant administrator for the project – discuss project
3. IDNR Review and Approval: Forward the newly developed Master Plan and a revised and updated total estimated costs of development to IDNR for review and comment prior to presentation at review meeting. Seek approval and Master Plan sign-off from IDNR.
4. During construction of the project. The IDNR required “As-built” will be reviewed to ensure project compliance with the IDNR approved plan and submitted to Client for forwarding and delivery to IDNR
5. Progress Reporting: Review and assist the Client in preparing IDNR required progress reports (Jan. 1, April 1, July 1, and October 1) or other mandated dates when requested by the Client.

Deliverables: As-built Document, Progress Reports, Master Plan Sign-Off Document

ADDITIONAL SERVICES FOR CONSIDERATION

A. SOIL EROSION AND SEDIMENTATION CONTROL INSPECTIONS:

If requested by CLIENT provide periodic soil erosion and sedimentation control inspections during construction as required by the site development permit and National Pollutant Discharge Elimination System (NPDES) permit requirements.

The NPDES permit may require inspections at a regular interval. The interval of every 7-days or within 24-hours of a 0.25-inch rainfall event. The regular 7-day inspection cycle may be required throughout the winter months as well even if there is no active construction underway. A Not-to-Exceed (NTE) fee estimate can be provided under a separate agreement if such services are required.

These services will be provided as a supplemental service under a separate agreement.

TBD

Conclusion

The PRI team proposes to work closely with Client’s staff throughout the project. As the

design and technical work is developed, we will utilize Client staff to help us understand issues within the community and to discuss the feasibility of recommendations and alternatives that will be produced. The PRI team looks forward to discussing the Longfellow Park Site Development Plan project with you. Our goal is to develop a plan that includes functional, aesthetic, accessible, sustainable, and new recreational opportunities for social interaction and enjoyment of outdoor open space for all within the Park District of Oak Park community.

We feel our conceptual design and park master planning skills are comprehensive, and when combined with our many years of experience in the public sector, will once again provide you with professional services second to none.

If you have any further questions, or require additional information, please don't hesitate to contact us. Thank you again for your consideration.

PROFESSIONAL FEE

Compensation

The following professional fees and scope of services can be adjusted with the Park District of Oak Park's input to reach a mutually agreeable project approach.

Phase A – Design Development	\$81,200.00
Phase B – Construction Document Services	\$41,250.00
Phase C – Permitting	\$ 49,300.00
Phase D - Bidding Assistance	\$5,500.00
Phase E – Construction Administration/Construction Observation	\$ 71,500.00
Phase F – IDNR Coordination & Grant Administration	\$ 6,900.00

Direct Cost –

Production and General Project Expenses	<u>\$ 4,200.00</u>
---	--------------------

Basic Scope of Services Total Compensation	\$259,850.00
---	---------------------

Additional Meetings: Compensation for additional meetings with the Client's staff, Park Board, or public, shall be performed by PRI Principal and/or the Project Manager at \$495.00 per meeting/person.

Additional Services:	
Phase G – Soil Erosion and Sediment Control Inspections	TBD

Compensation Summary:

Prime Consultant - Planning Resources Inc.	\$205,750.00
Civil Engineering/Permitting – Erikssen Engineering	\$32,500.00
MEP Engineering – Larsen Engineering	<u>\$21,600.00</u>

Grand Total	\$259,850.00
--------------------	---------------------

SERVICES NOT INCLUDED:

Our scope of work does not include construction administration services beyond that proposed in **Phase E** such as the contractor's means, methods, techniques, schedule, sequences nor procedures, or for construction safety or any other related programs, or for the contractor's failure to complete the work in accordance with the plans and specifications.

In addition, the following work is not included in the basic scope of services, and will be compensated for a pre-agreed amount, or on an hourly basis in accordance with the current rate schedule.

- Revisions to previously completed and approved phases of the Basic Services
- The services of additional consultants not specified in the proposal documents
- Meetings with the Client or presentations to other parties not specified in the Basic Services
- Detailed quantity estimates and construction cost estimates using data or formats other than our own
- As -Built topographic or record drawings
- Subsurface investigation, soil borings, materials testing, or compaction testing of soils and pavements (This may be required).
- Services required due to the discovery of concealed conditions, actions of others, or other circumstances beyond our control.
- Property line location.
- Soil Erosion and Sedimentation Control Inspections
- Exhaustive nor continuous on-site inspections to check the quality nor quantity of work beyond those specified or as mutually agreed to by Client and PRI during the Construction Administration/Construction Observation Task (if required).
- Services required to restart the project if the client suspends our work for more than 90 days during the performance of our services
- Preparation of segregated or multiple contract bid sets or more than one owner/Contractor agreement.

CLIENT RESPONSIBILITIES

- The CLIENT shall provide all information to the Landscape Architect required for the timely preparation of the plans and documents.
- The CLIENT shall identify objectives, schedule, and budget and provide them to the Landscape Architect during Task A including a list of potential CLIENT provided or furnished amenities or site furnishings identified previously.

AUTHORIZATION

- Services or meetings not explicitly included in this scope of services shall be considered additional services. Should circumstances arise during project execution that require services beyond those outlined herein, we will promptly notify you in writing of the nature, extent, and anticipated cost of such additional services. No additional services will be performed without your prior written authorization.

TERMS OF THE AGREEMENT

See Attached Standard Terms and Conditions

This proposal shall remain open for a period of thirty (30) days from the date of issuance. If the proposal is not accepted and returned to Planning Resources Inc. within thirty (30) days, then the proposal shall automatically terminate without further notice.

Accepted



Darrell E. Garrison
Planning Resources Inc.

Park District of Oak Park

Principal

Title

Title

January 29, 2025

Date

Date



Andersen Park Improvement Construction Contract Update

Park District of Oak Park

218 Madison Street ▪ Oak Park, Illinois 60302 ▪ ph: (708) 725-2000 ▪ fx: (708) 383-5702 ▪ www.pdop.org

Memo

To: Jake Worley-Hood, Chair, Parks and Planning Committee
Board of Park Commissioners

From: Chris Lindgren, Deputy Director: Properties & Planning

Date: January 29, 2025

Re: Andersen Park Improvements Construction Contract



Statement

Acquired in 1916, the park is named after children's author Hans Christian Andersen and includes a center originally designed by John S. Van Bergen. The center has been significantly modified over the years. The latest improvements occurred in 2006 with upgrades to the playground, splash pad and landscaping. In 2018, the park district completed new interior upgrades and a new roof.

The PDOP engaged Planning Resources Inc., to assist in facilitating the master plan review for Andersen Park. A community meeting was held on October 27, 2015 at the Andersen Park Center to review the existing master plan and to collect input from the community regarding additional improvements. Approximately 15 community members attended the meeting.

Discussion

The Park Board approved a design contract with Planning Resources, Inc. in December of 2022 to create the drawings, specifications and construction services. The project was delayed in the capital plan due to COVID and associated budgeting impacts.

Final master plan improvements for 2025 mainly focused on the south end of the park which include seating areas, playground updates, shade, outdoor fitness, fencing, rain garden, landscaping, splash pad upgrades and surfacing upgrades. Also, the project includes opening up the northwest corner of the park to become more welcoming and provide another access point.

Bid drawings and specifications have been created and the project went out to bid on January 20th, 2025. A non-mandatory pre-bid meeting was held at the site on January 28th. All bids are due on February 11th at 218 Madison Street at 10:00am. Staff will review the bids once received and check references on the lowest responsive and responsible bidder.

The Park District has \$1,000,000 in the 2025 capital budget for improvements.

Recommendation

Staff will bring a recommendation for the Board's consideration and approval at the February 20th Regular Board Meeting.



Cheney Mansion Geothermal Wells Project Update

Park District of Oak Park

218 Madison Street ▪ Oak Park, Illinois 60302 ▪ ph: (708) 725-2000 ▪ fx: (708) 383-5702 ▪ www.pdop.org

Memo

To: Jake Worley-Hood, Chair, Parks and Planning Committee
Board of Park Commissioners

From: Chris Lindgren, Deputy Director: Properties & Planning

CC: Jan Arnold, Executive Director

Date: January 29, 2025

Re: Cheney Mansion Geothermal Wells Project



Statement

Cheney Mansion, designed in 1913 by Charles E. White, Jr., has been a historical property of the Park District of Oak Park (PDOP) since 1975. The mansion is a unique venue for recreation programs, special activities and community events for the enjoyment of Oak Park residents and a distinctive locale for private meetings and celebrations. The greenhouse was built in 1914 and renovated in 2014.

Discussion

In 2017, PDOP engaged Rocco Castellano Design Studio (RCDS) to assist with the historic property facility assessments. This report is a document to help the District in planning for infrastructural needs at our historic properties in our Capital Improvement Plan (CIP). Staff identified HVAC as a need in our 2025 CIP to not only replace the system, but to move towards electrification of the facility by installing a geothermal HVAC system.

This project will be phased with geothermal wells being drilled and brought into the mansion basement with this bidding process and another bid packet will be issued late summer for the remainder of the HVAC install to take place November 2025 through April 2026. This is being done to minimize disruption to the programming and use of Cheney Mansion allowing PDOP to continue to generate revenue.

Staff put together bidding specifications and went out to bid on January 15th, 2025. A non-mandatory pre-bid meeting was held on January 22nd, 2025. Public bids are due on February 7th, 2025, at 10:00 a.m. at 218 Madison Street. Staff will review all bids and will check references on the lowest responsive and responsible bidder prior to the February Regular Board Meeting.

The current Capital Improvement Plan has \$300,000 for the work in 2025.

Recommendation

Staff will bring a recommendation for the Board's consideration and approval at the February 20th Regular Board Meeting.



Park District Citizen Committee Approval – Daniel Crane

Memo

To: David Wick, Chair, Administration and Finance Committee
Board of Park Commissioners

From: Jan Arnold, Executive Director

Date: January 28, 2025

Re: Park District Citizen Committee Application – Daniel Crane



Statement

The Park District Citizen Committee (PDCC) was established in Fall 2003, to oversee the development of the Comprehensive Master Plan. Since the plan's completion, the responsibility of the PDCC has been to oversee the implementation of the Comprehensive Master Plan and the development and ongoing review of the park site plans, as well as to provide a valuable communication channel between the Park District and the citizens of Oak Park. The Mission and Guiding Principles of the Park District Citizen Committee state the committee should include 13 members.

Discussion

There are currently only 12 members on the committee. Daniel Crane has expressed interest in joining the Park District Citizen Committee. Daniel lives closest to Ridgeland Commons and Taylor Park. He is looking to provide input on programming for adults, identifying opportunities for underserved segments, and to provide feedback as a long-time resident. Daniel attended the January PDCC meeting and expressed their desire to join the committee.

Recommendation

Staff recommends that the Park Board approve the appointment of Daniel Crane as a member of the Park District Citizen Committee to serve a three-year term.

Attachment: PDCC Application



PARK DISTRICT of OAK PARK

PARK DISTRICT OF OAK PARK

218 Madison Street • Oak Park, IL 60302 • (708) 725-2000 (info) • (708) 725-2301 (fax) • www.pdop.org

In partnership with the community, we enrich lives by providing meaningful experiences through programs, parks and facilities.

Committee Interest Application

Thank you for your willingness to serve your community on one of our volunteer citizen's committees. The following information will assist the Park District in determining the best position for you to utilize your experience, abilities and interests.

INSTRUCTIONS: Please complete and submit this application for review to the location listed above.

Committee you are interested in joining: (please check all that apply)

Park District Citizen Committee (PDCC) Environmental Sustainability Committee (ESC)

Active Adult Advisory Committee (SCCOPRF/AAAC)

APPLICANT INFORMATION Please note, Oak Park residency is required to apply.

Applicant Name DANIEL CRANE

Address 411 N. CUYLER AVE.

City OAK PARK State IL Zip 60302

Email Address daniel.evane@gmail.com

Daytime Phone 708-707-1753 Evening Phone 708-707-1753

Age of Applicant: Up to 29 years 30-54 years 55 years & up

What park and public space are closest to your residence? Ridgeland Commons, Taylor Park

AVAILABILITY

Please indicate your availability on a regular basis: **CHOOSE ONE:** Daytime Evening Anytime (as needed)

CHOOSE ONE: Weekly Semi-monthly Monthly Intermittently

EDUCATIONAL DATA

Degrees (if any) BA, Michigan State University

Other Educational Experience _____

COMMUNITY ACTIVITIES, PROFESSIONAL ORGANIZATIONS OR OTHER INTERESTS

Please list any activities you are currently involved with: none at this time.

Please indicate how you can best be of service to the Park District of Oak Park: Programming for adults, identifying opportunities for under-served segments, feedback from long-time residency.

Applicant's Signature: Daniel M Crane Date 12/19/24

You are welcome to attach additional information in a resume or write on the back of this form.



Bus Transportation Bid

Park District of Oak Park

218 Madison Street ▪ Oak Park, Illinois 60302 ▪ ph: (708) 725-2000 ▪ fx: (708) 383-5702 ▪ www.pdop.org



Memo

To: Sandy Lentz, Chair, Recreation and Facility Program Committee
Board of Park Commissioners

From: Maureen McCarthy, Deputy Director of Recreation

CC: Jan Arnold, Executive Director

Date: January 13, 2025

Re: Bus Transportation Bid



Statement

Each year, the Park District organizes a variety of trips. Due to the significant number of vehicles needed for transportation and the resulting costs, we find it most effective to contract a single company. On January 10, 2025, at 1:00 PM, we opened the bid proposals for this service.

Discussion

Staff received one bid from Safeway Transportation Services Corp., which submitted a comprehensive packet detailing the company's history, finances, safety measures, and training methods, while meeting all bidding requirements. Safeway Transportation was the lowest responsible bidder at \$58 per hour, with a minimum of 3 hours for field trips during the school year and summer camp trips. Performance will be evaluated annually.

Staff have worked with Safeway Transportation for several years and have consistently been satisfied with their services.

Recommendation

Staff recommend approving a contract with Safeway Transportation Services for bus service from March 1, 2025 – February 28, 2026 (1 full year) with the option to renew based on performance for two additional years.

Attachment: Letter of Understanding



January 13, 2025

Mikayla Lukasiewicz and
Sam Singh

Safeway Transportation
Services Corp.:

Letter of Understanding

This document is intended to serve as confirmation of our acceptance of your bid for School Day Out and Summer Camp bus trips for the year beginning March 1, 2025 and ending February 28, 2026 as follows:

- \$58 per hour per bus for a minimum of 3 hours
- \$58 additional hourly cost over the 3 hour minimum
- Tolls/Parking Reimbursed at Exact Cost

If this meets with your understanding, please sign both copies. Retain one copy for your records and return one copy to the Park District of Oak Park by January 31, 2025.

A Certificate of Insurance is required. Please submit by February 1, 2025.

The Park District of Oak Park looks forward to this relationship with Safeway Transportation Services Corp.

Sincerely,

Maureen McCarthy
Deputy Director of Recreation

Representative of Safeway
Transportation Service Corp.

Date

Jan Arnold
Executive Director

Date

