



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, March 6, 2025, 7:30pm

AGENDA

I. Call to Order/Roll Call

II. Public Comment

Each person is limited to three minutes. The Board sets a limit of 30 minutes for public comments.

III. Parks and Planning Committee – Commissioner Worley-Hood

- A. Environmental Sustainability Advisory Committee (ESAC) Update
- B. FOPCON Update
- C. Oak Park Conservatory Annual Report*
- D. IPRA Environmental Report Card*
- E. Field Park Playground Professional Services Contract*

IV. Administration and Finance Committee – Commissioner Wick

V. Recreation and Facility Program Committee – Commissioner Lentz

VI. New Business

VII. Closed Session

Motion to convene into closed session for the discussion of performance of a specific employee of the Park District.

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.



Oak Park Conservatory Annual Report

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: Patti Staley, Director of Horticulture/Oak Park Conservatory

CC: Jan Arnold, Executive Director

Date: February 26, 2025

Re: Annual Oak Park Conservatory Report



Statement

The Oak Park Conservatory has prepared the 2024 Facility Operations Report for the Oak Park Conservatory. During 2024, the Conservatory celebrated its 95th birthday and made many great strides in our parks and in our conservatory.

Discussion

The 2024 Facility Operations Report for the Oak Park Conservatory highlights the strengths of the Conservatory's operations. This report is a synopsis of planning and significant changes that occurred in operations for the Conservatory and the parks. The data presented in the report highlights future growth and innovations in areas such as revenue generation, expenses, educational offerings, visitation, and collaboration.

Conclusion

The 2024 Facility Operations Report for the Oak Park Conservatory helps to demonstrate the value of the facility to the Park District of Oak Park system, the Village of Oak Park, and surrounding communities. Patti Staley will be present at the March 6 Committee of the Whole meeting to present a summarized version of the report and to answer any questions the Board may have.



FACILITY OPERATIONS REPORT

January to December 2024

Prepared by:

Patti Staley

Director of Horticulture/Conservatory Operations

Park District of Oak Park

March 2025

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INTRODUCTION

As the Conservatory celebrates its 95th birthday in 2024, staff have focused on maintaining and restoring this historical gem, much loved by the community, while providing rich experiences and a place for our visitors to connect with nature. Restoration of the historic entrance doorway in the Tropical Room was completed. FOPCON ran a capital campaign called "Restore the Door," raising \$100K in funds to contribute to the capital project.

The Conservatory offered many free resources to the public, including bringing back the weekly Plant Help Desk, and giving our community a place to ask plant questions and to learn and grow. A winter seed exchange and community spring and fall plant exchanges gave the community an opportunity to connect with other gardeners and plant enthusiasts. Our ever-growing plant markets throughout the year reached all-time highs and provided locally grown, pollinator-friendly plants from our Conservatory greenhouses.

In our parks, the horticulture supervisor became an ISA-certified arborist. Horticulture staff went through safety training, including PDRMA chainsaw and chipper brush training. Pruning techniques were honed with additional training. Staff continue to focus their landscape management efforts on highly visible areas in our parks. Over 1,100 native plants and perennials were planted in high-impact areas to build healthy plant communities.

The next year will mark 10 years since the landscape management of our parks moved from an outside contractor to management under park district staff. Much work continues as we expand our growing efforts for the parks and continue to build healthy plant communities.

The Natural Resource Management Plan and Urban Forestry Plan will be the documents developed in the year ahead to lead us into the future.

VISITATION

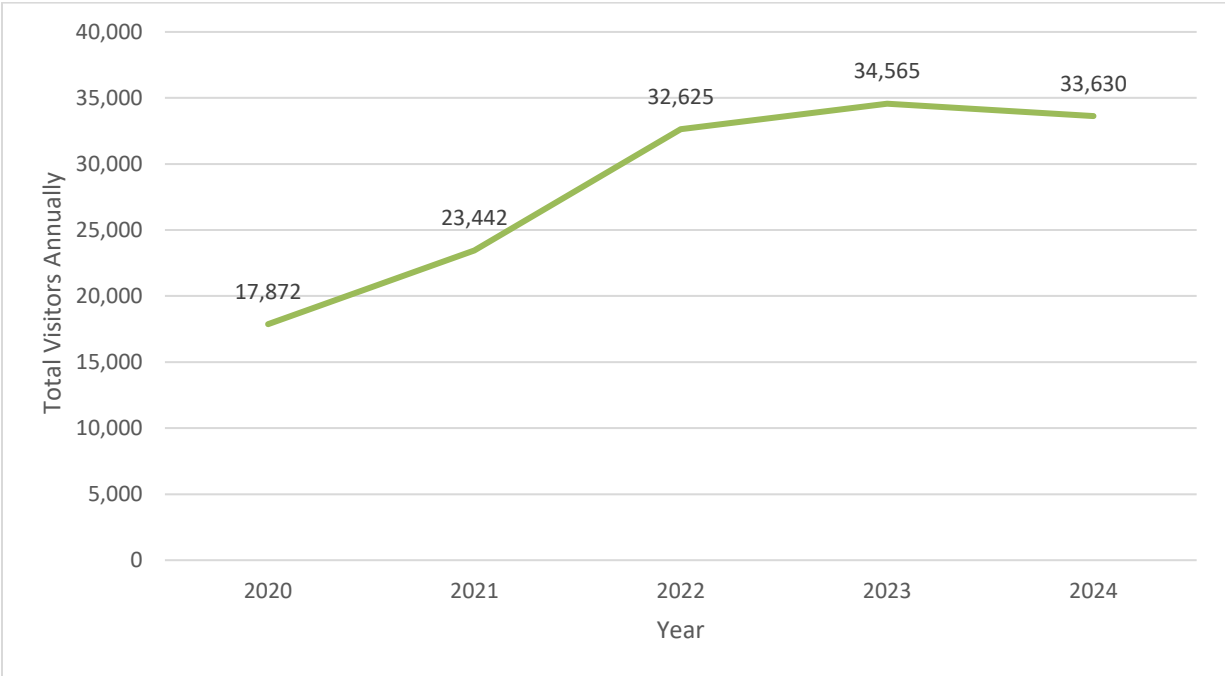
Visitor Statistics

The Oak Park Conservatory welcomed 33,630 visitors in 2024. There was a 2.7% difference in visitor count between 2023 and 2024. Through the dedicated efforts of Conservatory staff and FOPCON, this community gem continues to attract visitors from near and far. Media features throughout the year have further elevated public awareness of the conservatory.

Special events remain a major draw, consistently reaching capacity even after expanding offerings in 2023 and 2024. The Conservatory and FOPCON balance a mix of free community and paid events, ensuring accessibility while enhancing visitor experiences. Despite inclement weather forcing Fall Fest indoors, 640 attendees still gathered to celebrate—down from 900 in 2023 but a testament to the event's enduring appeal. Candlelight Walk reached a record year for attendance with 450 participants, while the Uncorked Summer Series sold out each night with over 100 guests in attendance.

Looking ahead to 2025, the annual FOPCON Plant Sale pickup will return to the Conservatory from Rehm Park due to ongoing construction, once again contributing to visitor counts after years of online operation. Additionally, FOPCON’s free adult lectures will transition to a hybrid model, blending in-person and virtual sessions, potentially impacting visitor numbers. To support the Conservatory’s ever-growing event numbers, a seasonal tent will be installed in the Rubinstein Garden, expanding capacity for both community events and private rentals.

The Conservatory remains open to the public six days a week, welcoming visitors for 311 days in 2024. Fridays through Sundays continue to see the highest traffic, alongside days featuring FOPCON’s free children’s programs like Story Time, Toddler Exploration Time, and Discovery Garden Exploration Time. With increasing engagement and a strong vision for the future, the Oak Park Conservatory continues to flourish as a vibrant hub for nature lovers and the community alike.



Year	Yearly Totals	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	17,872	3,061	3,523	3,630	0	0	76	2,104	2,450	998	1,492	438	100
2021	23,442	392	1,679	2,597	2,803	2,308	2,606	2,001	1,832	1,247	2,223	1,520	2,234
2022	32,625	1,556	2,255	3,311	2,755	2,254	2,825	3,443	3,372	2,463	3,498	2,694	2,199
2023	34,565	2,413	2,584	3,633	3,376	3,094	3,986	3,359	3,159	2,796	2,175	2,113	1,876
2024	33,630	1,494	3,150	3,930	2,190	2,610	3,268	3,263	2,879	2,394	2,660	2,770	3,022



FINANCIAL REPORT

Expenses Categories

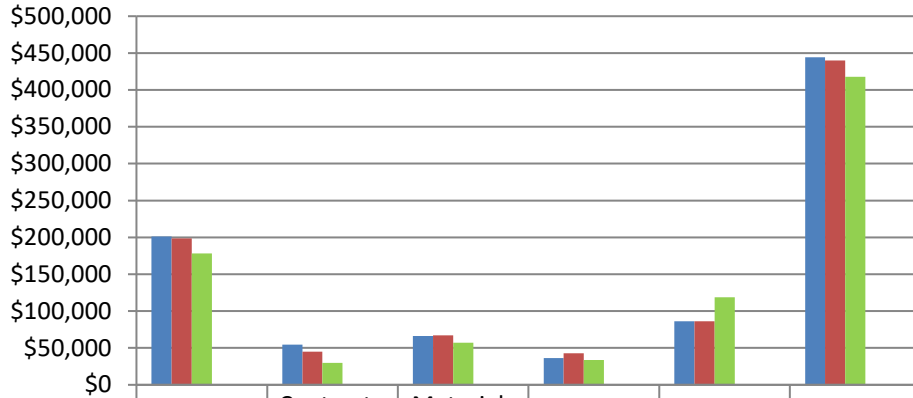
Most of the Conservatory's expenses are allocated to wages, which slightly exceeded budget expectations in 2024 due to discrepancies in shifting wages from the Conservatory to the Parks and Planning budget. Part-time positions remained filled for most of the year, except for landscape specialist roles. In 2025, staff members whose primary responsibilities involve landscape maintenance in the parks will be fully incorporated into the Parks and Planning budget. These positions include Seasonal Horticulturists, Landscape Specialists, Landscape Technicians, and the Horticulture Supervisor.

Contractual services exceeded budgeted expectations due to necessary HVAC repairs, including a pump replacement and a damaged water line. HVAC upgrades are included in the Conservatory's long-term capital plan, with a geothermal system scheduled for 2028. This budget fluctuates annually based on repair needs, and recent years have shown an increasing demand for HVAC maintenance to keep the Conservatory operational.

Materials and supplies ran in line with budget expectations. Growth in gift shop revenue correlates to growth in materials and supplies over the past several years.

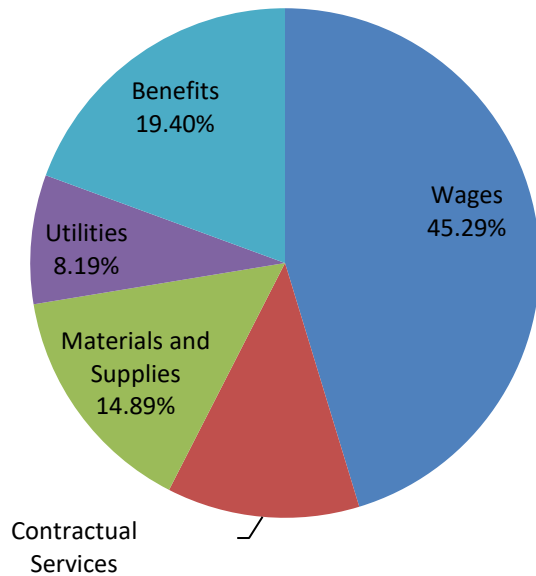
Utility costs were slightly below budgeted expectations but increased compared to 2023. Looking ahead, the Conservatory plans to improve energy efficiency by replacing gas boilers with a geothermal system. Additionally, the Conservatory continues its sustainability efforts by harvesting rainwater for crop irrigation and utilizing a drip irrigation system.

Conservatory Expenses



	Wages	Contractual Services	Materials and Supplies	Utilities	Benefits	Total
■ 2024 Actual	\$201,198	\$54,320	\$66,142	\$36,366	\$86,202	\$444,228
■ 2024 Budget	\$198,765	\$44,800	\$67,040	\$42,800	\$86,369	\$439,774
■ 2023 Actual	\$178,399	\$29,720	\$57,070	\$33,642	\$118,919	\$417,750
2024 Actual vs Budget	1.22%	21.25%	-1.34%	-15.03%	-0.19%	1.0%
2024 Actual vs 2023 Actual	12.78%	82.77%	15.90%	8.10%	-27.51%	6.3%

2024 Conservatory Expenses by Category



Revenue Sources

In 2024, the Conservatory's primary revenue source was gift shop sales, with plant market sales surpassing rental revenue for the first time. Over the past five years, gift shop revenue has grown by 56%, with an average profit margin of over 50%, exceeding the industry standard growth rate of 10-20% for garden-based gift stores. The most significant increase in plant market revenue came from the Pollinator Perennial Sale in June, which saw an impressive 111% growth. Following a sellout in 2023, additional inventory was grown to meet demand in 2024. The Winter Greens Market also experienced strong performance, achieving an 11% revenue increase. Media coverage in local Chicago outlets has expanded awareness of these markets beyond Oak Park, contributing to their growth. This year, the Conservatory focused on increasing product availability and enhancing marketing efforts to drive revenue. Throughout the year, a variety of specialty plant sales were offered to the public, often in conjunction with free nature and gardening lectures. Below is a detailed breakdown of plant market revenue

Valentine's Market, \$3,665

Winter Greens Market, \$31,095

Mother's Day Teacup Garden Kits, \$1,365

Plant Cart Sales \$ 4,962

Pollinator Perennial Sale, \$10,350

Winter Seed Sale \$2,264

Succulent & Cacti Sale, \$6,482

Misc. Items \$602

Fall Mum & Bulb Sale, \$10,105

Rental revenue for 2024 nearly met budgeted expectations. In 2022 and 2023, the district's historic properties experienced a large influx of rental customers coming out of the pandemic. In 2025, the Conservatory will focus on facility improvements and updates to attract a larger customer base to fill more weekends. A seasonal tent is being added to the Rubinstein Garden and flooring is being redone in the community room

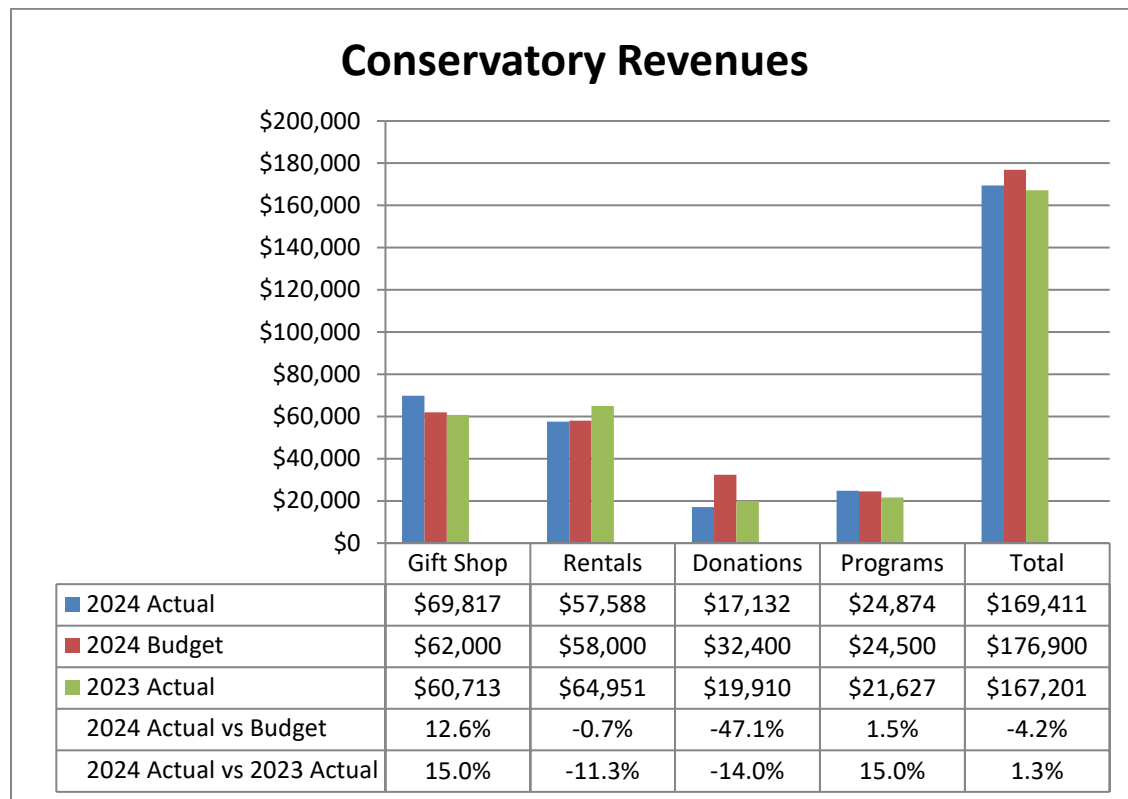
Birthday parties for children and private birthday rentals for adults were the largest bookings for rentals in 2024 followed by weddings, baby showers, memorials, and graduations. Saturday afternoons and evenings are the most popular rental times followed by Sunday afternoons. The average length for rentals in 2023 was 4 hours. Most rentals at the Conservatory book on average less than 3 months in advance, unlike Cheney Mansion and Pleasant Home.

Photo permits are also a small part of rental revenue. The Conservatory issued 27 photo permits to photographers. Photo permits are issued to not conflict with our daily visitors' enjoyment of the Conservatory and our private rentals.

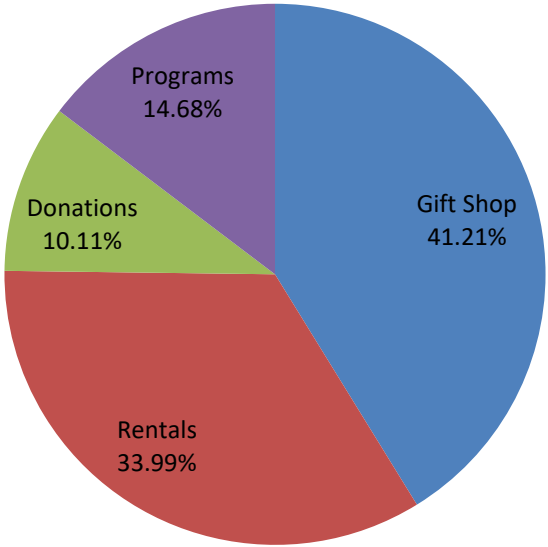
25 children's birthday party packages were booked in 2024. Competition for the Rubinstein Room for private rental bookings impacts the amount of children's birthday party packages that can be booked.

Donations ran below budgeted expectations. FOPCON contributions are a portion of this budget line. 12% of FOPCON’s revenue dedicated to the Conservatory is a part of this budget. While the money from the budget is earmarked for the Conservatory in FOPCON’s budget, the money has not been requested for a special project at this time. This budget line also includes donations at the door which ran slightly below budgeted expectations. The Daffodil Memorial program had one donation with \$250 in revenue in 2024. The Adopt a Parrot program had eight adoptions with \$520 in revenue.

Programs operated within budgeted expectations. Most Conservatory programs, hosted by FOPCON, are free to the public. The Conservatory team organizes two annual paid events: Fright at Night and Candlelight Walks. Additionally, FOPCON hosts Uncorked, a ticketed event included in the budget. Revenue from Uncorked is collected by the Park District and allocated back to FOPCON.



2023 Conservatory Revenues by Category



COLLABORATIONS

Friends of the Oak Park Conservatory (Friends or FOPCON)

The primary collaboration for the Oak Park Conservatory is its partnership with the Friends of the Oak Park Conservatory. For the past 37 years, the Friends have been promoting the Conservatory and supporting programs through their educational outreach, volunteer coordination, and direct financial support. During 2024, the Friends continued to make great strides in connecting with and expanding their donor contributions as well as providing programming and volunteer support at the Conservatory. The Friends’ annual plant sale was conducted at the Conservatory by the Park District & FOPCON. 8,414 plants were sold to the community, grossing \$51,878 in revenue with a \$39,772 net.

Friends Cash Contributions

Friends provided direct financial contributions to the Conservatory in 2024. In addition to the financial contributions in 2024, the Friends have earmarked 12% of their revenue for the Conservatory as part of their PACT agreement with the park district (FOPCON’s fiscal year runs October 1st – September 30th). \$17,041 from revenue generated in FOPCON’s Fiscal Year 2023 and \$18,900 from revenue generated in FOPCON’s Fiscal Year 2024, has been dedicated in FOPCON’s budget for the park district to request for special projects that benefit the Conservatory in the future. No requests have been made at this time.

Financial contributions that were made in 2024 included:

- \$100,000 capital contribution for Historic Door Restoration
- \$1,927.50 Fall Fest Sponsorship
- \$2,721.27 direct reimbursement cost for beneficial biocontrols for plant sale growing
- \$2,500 for 50% of the shared cost of the copier lease agreement for fiscal year 2024

Friends Volunteer Contributions

Friends provided over 4,384 volunteer hours in the areas of plant care, education, special events, operations, and committee work, the equivalent of almost 2 ½ FTEs.

Friends Partnership

The Director of Horticulture is the acting liaison to the Friends of the Oak Park Conservatory. Friends Executive Director, Friends President, and staff work closely together to support each entity's strategic and departmental goals. This is a partnership that can offer so much to the public through dedicated staff and volunteers. Volunteers are the key to supporting the Oak Park Conservatory. May 1st, 2022, the Friends of the Oak Park Conservatory and the Park District of Oak Park renewed a three-year PACT agreement. This PACT agreement will be up for renewal in 2025 with the district.

PROGRAMS & SPECIAL EVENTS

In 2024, the Conservatory and FOPCON hosted virtual programming and in-person events and programming to serve our public and attract new visitors to the Conservatory. New programs were added to include a new natural area guided tour of four parks to bring recognition to these special habitats. Expanded take and make programming was offered around the Winter Greens Market to meet demand. The following is the number of participants that took part in our registered and drop-in programs and special events in 2024:

- KidsFest 391
- Story Time – over 600
- Toddler Exploration Time – 207
- Discovery Garden Exploration Time – 639
- Uncorked – 406
- Spring and Fall Plant and Tools Exchange – 103
- Community Seed Exchange -103
- Fall Fest – 640

- Fright at Night – 752
- Candlelight Walk – 450
- 9 Free nature and gardening programs -454
- Winter Wreaths & Containers fee-based programs - 80
- Quick Sketch Garden Design for 24 homes served
- 48 Tours with over 700 people
- Free New Shamrock Scavenger Hunt -178

STAFF DEVELOPMENT

Staff at the Oak Park Conservatory focus on providing a memorable experience for visitors in our parks and at the Conservatory. Our role is two-fold, overseeing operations at the Conservatory and the landscape management & trees in our 25 parks and facilities. Each staff member understands and applies the district’s values and does their best to make each visitor’s time at the Conservatory a memorable experience. Sustainability is one of our key values that staff help to lead the charge on for our District.

The Conservatory is staffed by a series of full, part-time, and seasonal employees including four full-time employees: Director of Horticulture, Horticulture Supervisor, Greenhouse Supervisor, and Landscape Technician; and part-time employees: one Receptionist, one Rental & Facility Coordinator, four IMRF Landscape Specialists, one Bird & Fish Caretaker, and four Rental Attendant/Birthday Party Hosts. During the summer months, the Conservatory employed two additional seasonal staff used to assist the regular full-time staff with landscape maintenance needs in the parks.

Each employee during 2024 either received or maintained their CPR/AED and First Aid certifications, alongside other mandated trainings including PDRMA’s sexual harassment training and mandated reporter training. The Conservatory Director and Supervisors also participate as members of the Sustainability Committee, Innovation Committee, DEI Committee, and Environmental Sustainability Advisory Committee.

The following are staff development and achievement highlights from 2024:

- Conservatory Director (Patti Staley)
 - Oversaw operations of Conservatory & Landscape Park Maintenance in our parks
 - Oversaw landscape maintenance at the district’s natural areas: Lindberg, Austin Gardens, Field Park, and Taylor wetland
 - Collaborated weekly with the Friends of the Oak Park Conservatory on special events and programming

- Managed the fiscal year 2024 Conservatory Budget
- Organized and implemented special events & plant markets at the Conservatory including Fall Fest, Fright at Night, Candlelight Walk, Winter Greens Market, Valentine Market, Succulent & Cacti Sale, and the Mum & Bulb Sale
- PDOP liaison to the Environmental Sustainability Advisory Committee
- Committee chair of the staff Sustainability Committee
- Horticulture Supervisor (Jen Suszek)
 - Oversaw landscape maintenance of all parks and tree care
 - Oversaw the Memorial Tree Program
 - Planned Arbor Day event for the district
 - Member of the PDOP Sustainability Committee
 - Achieved associate's degree in Horticulture, highest honors, College of DuPage
 - Earned ISA Certified Arborist Credentials
 - Participated in the National Collegiate Landscape Competition
 - PDRMA Chainsaw and Brush chipper operations training
 - Attended IAA annual conference
- Greenhouse Supervisor (Dusan Lepojevic)
 - Oversaw care of the Conservatory collection and production greenhouses
 - Assisted in overseeing special events at the Conservatory
 - Assisted in overseeing plant markets at the Conservatory
 - Oversaw plant care volunteers
 - Oversaw the Cheney Gardens volunteer group growing 592 lbs. of produce donated to local food bank
 - Member of the DEI Committee
- Conservatory Technician (Sean Larsen)
 - Cared for our parks' natural areas and landscapes
 - Assisted in tree planting in our parks
 - Member of the Innovation Committee
 - PDRMA Chainsaw and Brush Chipper Operations Training

- Landscape Technicians (Jenn Louisignau and Dean Horkavy)
 - Cared for our parks' natural areas and landscapes
 - Assisted with weekend watering and care of the Conservatory collection
 - Assisted with the Winter Greens Market and special events
 - Participated in employee training including tree care and pruning
- Customer service: Receptionist (Melanie Holmes) and Rental & Facility Coordinator (Ivory Brown)
 - Maintained daily visitor log
 - Coordinated and oversaw 63 rentals, 25 birthday parties, and 27 photography permits
 - Oversaw Adopt a Parrot & Daffodil Memorial Program
 - Greeted over 33,000 visitors at the Conservatory

FACILITY IMPROVEMENTS

The following facility improvements were completed at the Oak Park Conservatory in 2024:

- The Historical Door in the tropical room was replaced as part of a capital campaign run by the Friends of the Oak Park Conservatory.
- Mediterranean and Desert Room south side vent work
- Discovery Garden Fence Replacement

SUSTAINABILITY

The following sustainability achievements occurred at the Oak Park Conservatory in 2024:

- Solar Production: 25,500 MWh, which is equivalent to planting 306 trees.
- FOPCON volunteers weekly sanitized plastic plant containers for reuse
- FOPCON hosted two seasonal plant and tool exchanges with a collection for plastic containers that are sanitized and reused at the Conservatory

- Grew and installed over 1,100 natives and perennials to build healthy plant communities in our parks
- Use of drip irrigation system to improve water use efficiency
- Sustainability committee members provided staff with 4 sustainability Lunch and Learns
- Replaced 15% single-use plastic pots with Cow Pots (100% renewable & recyclable USDA certified biodegradable pot) for the FOPCON plant sale
- The conservatory team planted trees in the parks
- Cheney Mansion garden volunteer group donated 639 hours and 592 pounds of produce to the local food pantry
- The Conservatory's pollinator plant sale was held in June. Over 1,100 pollinator plants were grown at the Conservatory for sale and our parks. Sales from the pollinator plant sale offset the total costs for pollinator plants that were planted across our parks.
- Over 1,000 daffodils planted in the parks
- Weekly Free Plant Help Desk reintroduced at the Conservatory
- Redesigned and installed pollinator garden at Cheney Mansion's southeast property
- Offered Park tours to the community of our natural areas in the parks

LOOKING FORWARD – 2025

In 2025, the implementation of innovations and sustainability initiatives is well underway and expected to have a positive impact on how we serve the community.

The following are projects, initiatives, and procedural improvements that the Oak Park Conservatory will be investigating, evaluating, and implementing in 2025: installation of a seasonal tent in the Rubinstein Garden, replacement of the Rubinstein Room and office flooring, tuckpointing, installation of educational signage for newly planted trees, updating the landscaping at Fox Park playground with use of pollinator plants, and continuing to expand the pollinator plant sale to the public.



IPRA Environmental Report Card

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: Patti Staley, Director of Horticulture/Oak Park Conservatory

CC: Jan Arnold, Executive Director

Date: February 26, 2025

Re: IPRA Environmental Report Card 2025



Statement

Staff have prepared the 2025 IPRA Environmental Report Card for the Park District of Oak Park.

Discussion

The IPRA Environmental Report Card was developed by the IPRA Environmental Committee to help park agencies across Illinois evaluate their environmental impact and stewardship. Staff use this report card to assess the sustainability of our operations and policies within the agency. The Sustainability Committee, made up of district staff from various departments, completed the report and reviewed its findings.

For the 2025 report card, our total score is 188 points, reflecting a 93% rating.

Conclusion

Overall, the Park District of Oak Park scores highly in its environmental stewardship efforts, positioning us as an environmental leader in the field, an accomplishment we are proud of.

Staff continually seek ways to improve our environmental impact in everything we do.



Introduction to IPRA's Environmental Report Card



Thank you for taking an interest in the Illinois Park and Recreation Association's (IPRA) Environmental Report Card. The Report Card was created by the Environmental Committee to help park agencies across Illinois assess their environmental impact and stewardship.

As park agencies, we often are the first responders of sustainability, managing green space and natural areas within our communities. Managing these resources and greening our operations is important to ensure we are good stewards of the environment. This Report Card can help!

Use the Report Card to work within your organization and assess the sustainability of your operations and policies—i.e., how 'green' are you? Find out what you are doing, what you are not doing, and most importantly what you can do in the future. There may be multiple departments within your organization that will need to give input. Ideally, one staff person should coordinate filling in the Report Card with other staff assisting. Separate the Report Card into its seven sections, and give each section to the appropriate staff that supervise the area(s) that relate to their section.

Get input from your organization's leadership team or board members, and explain the benefits of collecting this data using the Report Card. You can't manage what you can't measure, and this Report Card will help you assess your environmental impact. It will help you quantify environmental initiatives or green practices that may be important when applying for grant funding. And it can help identify areas for further assessment that impact your organization's budget such as energy efficiency improvements.

Completion of the Environmental Report Card is one of the requirements an agency needs to meet when applying for IPRA's Distinguished Park and Recreation Accreditation. The Environmental Committee's recommendation to agencies that have utilized the first Report Card (developed in 2006) is to continue using it when it comes time to reevaluate your management and operations. This way you are comparing apples to apples in assessing your improvement. If your agency wants to use Report Card II, utilize it as a secondary evaluative tool instead. Because it is more detailed and digs deeper into your sustainability practices, it is useful but does not compare well to the first Report Card. The second Report Card's purpose is similar to Report Card I in that it is meant for agencies to use who have not assessed themselves yet.

Once you have completed the Report Card, you have taken a great step to benchmark your agency for future progress. Know that you are not alone! The IPRA Environmental Committee meets monthly and is comprised of dedicated green-minded professionals from a variety of park agencies. Let us know how we can help or how you want to get involved.

The Environmental Committee can be reached through the IPRA website: <http://www.ilipra.org>

Good luck!

Report Card History

There are now three versions of the Report Card. The first Report Card was developed in 2006 in response to IPRA members asking whether there was a tool available so agencies could evaluate their management and operations in relation to environmental protection. Report Card I provides a general scoring and grading system out of a total of 100 possible points to help agencies better assess their strengths and weaknesses.

The second and third Report Cards, developed in 2011 and 2016, are updated versions as new tools and information developed in sustainability efforts. There are more possibilities to consider when answering the questions in each successive revision. As a result, versions II and III provide a more nuanced picture of an agency's sustainability efforts. Because the total possible points are more than 100, the scoring system changed to percentages rather than points. The grading system to assess your agency is still the same.

Environmental Report Card III
 For Park & Recreation Agencies
 Revised January 19, 2017

INSTRUCTIONS: This is a self-evaluative tool. Please look over each category and determine who within the agency would best be able to answer the questions related to that category. Some questions are repeated in different sections. All questions require a simple "YES" or "NO" response. All "YES" responses receive 1 point, unless indicated at the end of the question. A "NO" response receives no points on that question. A "N/A" response receives no points on that question and does not affect your total points because the question does not pertain to your agency or its practices (i.e. Special Recreation Associations filling out the evaluative report card). Tally up total points earned against total points possible for each section with out the "N/A" questions.

GENERAL		YES	NO	N/A	POINTS
1.	Does your agency have an environmental policy/plan or guidelines that help it become more environmentally responsible? (2 points)	<input checked="" type="checkbox"/>			2
	a. Is this policy/plan or set of guidelines/initiatives approved by the board? If you answer YES to item 1a, proceed to questions 2, 3 and 5. If you answer NO, proceed to questions 4 and 5.	<input checked="" type="checkbox"/>			1
2.	Do full time and/or part time staff members receive an orientation and/or training in regard to your agency's environmental policy/plan?	<input checked="" type="checkbox"/>			1
3.	Has your agency established a staff-led Environmental Committee or 'Green Team' to encourage implementation of environmental efforts by all staff?	<input checked="" type="checkbox"/>			1
	a. Does your Environmental Committee or 'Green Team' review and update board-approved policies/initiatives?	<input checked="" type="checkbox"/>			1
4.	Does your agency make (or has your agency made) use of IPRA's Model Environmental Policy and/or Environmental Toolkit?				0

TOTAL POINTS 6

ADMINISTRATION AND FINANCE		YES	NO	N/A	POINTS
1.	Does your agency dedicate funds in its annual operations budget to support achievement of environmental goals? (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>			
	Recycling		<input type="checkbox"/>		
	Energy Audits		<input type="checkbox"/>		
	Natural Areas Maintenance/Management		<input type="checkbox"/>		
	Natural Areas Restoration/Re-creation		<input type="checkbox"/>		
	Native Landscaping		<input type="checkbox"/>		
	Storm Water Best Management Practices		<input type="checkbox"/>		
	Environmentally Friendly Purchasing		<input type="checkbox"/>		
	Alternative Fuel and/or Hybrid Vehicles		<input type="checkbox"/>		
	Energy Conservation		<input type="checkbox"/>		
	Other: Please List		<input type="checkbox"/>		
TOTAL NUMBER CHECKED Must Manually Select Number from Dropdown			5		

ADMINISTRATION AND FINANCE CONTINUED		YES	NO	N/A	POINTS
2.	In the last 5 years, has your agency dedicated capital funding towards environmental initiatives? (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>			
	Natural Area Restoration/Re-creation		<input checked="" type="checkbox"/>		
	Natural Area Public Access		<input type="checkbox"/>		
	Nature Program Facilities		<input checked="" type="checkbox"/>		
	Energy Conservation (ex: lighting, heating/cooling efficiency upgrades)		<input checked="" type="checkbox"/>		
	Permeable Pavement		<input type="checkbox"/>		
	Rain Gardens		<input checked="" type="checkbox"/>		
	Bio-Swales		<input checked="" type="checkbox"/>		
	Alternative Energy Systems		<input checked="" type="checkbox"/>		
	Other: Please List		<input type="checkbox"/>		
	TOTAL NUMBER CHECKED Must Manually Select Number from Dropdown	5			
		YES	NO	N/A	POINTS
3.	In the past 5 years, has your agency applied for grants to fund environmental goals/initiatives (i.e. recycling, environmental education, natural areas restoration, natural areas acquisition, alternative fuel use, energy conservation, etc.)?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
4.	Does your agency use a set of guidelines (EPA's Environmentally Preferred Products {EPP} program, Green Seal.org or similar) to assist in purchasing decisions of environmentally preferred products and services?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
5.	Does your agency make conscious efforts within all departments or have written criteria to purchase products that include the following. (1 point for each checked below, with a maximum of 5 points) check all that apply	<input checked="" type="checkbox"/>			
	Minimal Packaging		<input checked="" type="checkbox"/>		
	Recycled and Recyclable Content		<input checked="" type="checkbox"/>		
	Renewable Resource Content		<input type="checkbox"/>		
	Minimum 30% Post Consumer Materials		<input type="checkbox"/>		
	Energy Star Rated Appliances		<input checked="" type="checkbox"/>		
	Low VOC Furnishings, Paints, etc		<input checked="" type="checkbox"/>		
	Low Toxicity Cleaning products		<input checked="" type="checkbox"/>		
	Locally Produced Materials/Products		<input checked="" type="checkbox"/>		
	Other: Please List		<input type="checkbox"/>		
	TOTAL NUMBER CHECKED Must Manually Select Number from Dropdown	5			

ADMINISTRATION AND FINANCE CONTINUED		YES	NO	N/A	POINTS
6.	Does your agency seek to identify and purchase from vendors of environmentally friendly products through the US Communities or similar program? (2 points)	<input checked="" type="checkbox"/>			2
		YES	NO	N/A	POINTS
7.	When seeking proposals for professional services, does your agency request environmental references/qualifications as part of the RFP process (i.e. is the firm to be selected 'green,' or if an A/E or LA firm do they have LEED AP's on staff)?	<input checked="" type="checkbox"/>			1
	a. Does your agency ask bidders to provide a Statement of Sustainability to ensure bidders are also incorporating sustainability into their firm's practices, policies and procedures related to waste minimization, energy efficiency, water efficiency, staff and education.			<input checked="" type="checkbox"/>	0
		YES	NO	N/A	POINTS
8.	Are procedures in place to measure the impacts of environmental goals/initiatives? (e.g. cost savings, energy savings, waste reduction)	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
9.	Does your agency collaborate with other agencies/organizations on environmental efforts?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
10.	Does your agency promote public awareness of its sustainability efforts?	<input checked="" type="checkbox"/>			1

TOTAL POINTS

23

FACILITY MANAGEMENT & MAINTENANCE		YES	NO	N/A	POINTS
1.	Does your agency provide opportunities for staff to recycle waste products in office areas, lunchrooms, work areas, etc.?	<input checked="" type="checkbox"/>			1
	a. Are staff encouraged to recycle via policies, training, memoranda and notices?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
2.	Does your agency provide opportunities for patrons to recycle waste products in public areas including lobbies, classrooms, facilities, etc.?	<input checked="" type="checkbox"/>			1
	a. Are patrons encouraged to recycle via education, policies, promotion and signage?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
3.	Are recycling containers paired with waste containers, visibly well marked and easy to locate?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
4.	Are outside concessionaires required to minimize the use of disposable products? (2 points) (e.g. use of bio-compostable utensils, serving items, containers or packaging, reusable utensils or beverage containers)			<input checked="" type="checkbox"/>	0
	a. Are outside concessionaires required to offer recycling for patrons?			<input checked="" type="checkbox"/>	0
		YES	NO	N/A	POINTS
5.	Does your agency encourage the use of electronic communication to conserve paper?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
6.	Is staff encouraged to use duplexing or double-sided copying of documents?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		1
		YES	NO	N/A	POINTS
7.	When contracting printing vendors or purchasing from vendors, does your agency specify:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3
	a. Paper for printing needs that is free of chlorine-bleaching in its manufacturing?	<input checked="" type="checkbox"/>			
	b. Paper that contains 30% or more post consumer recycled content?	<input checked="" type="checkbox"/>			
	c. Other: Please List	<input checked="" type="checkbox"/>			
		YES	NO	N/A	POINTS
8.	Do restrooms and locker rooms have water saving devices (low flow showers and toilets, and motion activated faucets)? Check only one.				5
	a. Are at least 50% of fixtures low flow or motion activated?				
	b. Are at least 75% of fixtures low flow or motion activated?				
	c. Are 100% of fixtures low flow or motion activated	<input checked="" type="checkbox"/>			
		YES	NO	N/A	POINTS
9.	Do restrooms and locker rooms have hand dryers in lieu of paper towels?	<input checked="" type="checkbox"/>			1
	a. Do 100% of your restrooms/locker rooms have hand dryers?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
10.	Does your agency conduct energy audits?	<input checked="" type="checkbox"/>			1
	a. Following audits, does your agency make changes?	<input checked="" type="checkbox"/>			1
	b. After making changes, does your agency record differences in impact?	<input checked="" type="checkbox"/>			1

FACILITY MANAGEMENT & MAINTENANCE CONTINUED		YES	NO	N/A	POINTS
11.	Is energy-efficient lighting used (compact fluorescents, T-8 fluorescents or LEDs)?	<input checked="" type="checkbox"/>			1
	a. Are 100% of new or replacement lighting needs energy-efficient?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
12.	Are lights, fans or other electric devices where appropriate, on motion activated occupancy sensors or timers?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
13.	Are staff instructed to turn off all electronics and unplug charging devices at the end of the day?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
14.	Is energy efficiency included as a specification when purchasing/replacing major appliances (i.e. EPA Energy Star rating)?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
15.	Are hot water heaters and hot water pipes insulated?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
16.	Are on-demand/tankless hot water heaters utilized where appropriate?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
17.	Do facility HVAC systems included energy-saving features such as min./max. settings to reduce use during down time, interior recycling, regular cleaning and efficiency inspections, etc.?	<input checked="" type="checkbox"/>			1
	a. Are particulate filters (with MERV8 rating or better) used in HVAC systems?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
18.	Does your agency promote the use of environmentally-friendly, low toxicity and/or fragrance free cleaning products that meet Green Seal, LEED or other standards? (2 points)	<input checked="" type="checkbox"/>			2
		YES	NO	N/A	POINTS
19.	Does your agency seek to minimize the use of petroleum-based cleaners, solvents and inks?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
20.	To improve and protect indoor air quality does your agency seek to purchase low VOCs (volatile organic compounds) products?	<input checked="" type="checkbox"/>			1
	a. Does your agency seek to purchase carpets that meet Carpet and Rug Institute Green Label or other standards?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
21.	Does your agency consider the use of sustainable, reclaimed and/or local materials when remodeling/renovating facilities?	<input checked="" type="checkbox"/>			1
	a. Are building materials removed during remodeling/renovation reclaimed or recycled?	<input checked="" type="checkbox"/>			1

FACILITY MANAGEMENT & MAINTENANCE CONTINUED		YES	NO	N/A	POINTS
22.	Does your agency properly dispose of/recycle any of the following per Material Safety Data Sheets (MSDS) or manufacturer's labels? (1 point for each checked below, with a maximum of 5 points) check all that apply	<input checked="" type="checkbox"/>			
	Energy Efficient Lighting		<input checked="" type="checkbox"/>		
	Batteries		<input checked="" type="checkbox"/>		
	Electronics		<input checked="" type="checkbox"/>		
	Ink and Toner Cartridges		<input checked="" type="checkbox"/>		
	Paints		<input checked="" type="checkbox"/>		
	Cleaning Products		<input checked="" type="checkbox"/>		
	Other: Please List		<input type="checkbox"/>		
	TOTAL NUMBER CHECKED Must Manually Select Number from Dropdown	5			
		YES	NO	N/A	POINTS
23.	Does your agency have an integrated pest management program in place to reduce the use of toxic pesticides within facilities? (2 points)	<input checked="" type="checkbox"/>			2
		YES	NO	N/A	POINTS
24.	Does your agency make use of alternative energy systems to provide energy and/or conserve energy, such as passive or active solar systems, wind energy, or geo-thermal energy at any of your facilities? (1 point for each checked below, with a maximum of 5 points) check all that apply	<input checked="" type="checkbox"/>			
	Passive Solar		<input checked="" type="checkbox"/>		
	Active Solar		<input checked="" type="checkbox"/>		
	Wind Energy		<input type="checkbox"/>		
	Geo-Thermal		<input checked="" type="checkbox"/>		
	Green Roof		<input checked="" type="checkbox"/>		
	TOTAL NUMBER CHECKED	4			
		YES	NO	N/A	POINTS
25.	Does your agency actively train and/or support staff training in sustainable management practices (green cleaning, energy efficiency, etc)	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
26.	Does your agency purchase energy through a green energy provider?	<input checked="" type="checkbox"/>			1

TOTAL POINTS

49

FLEET MANAGEMENT AND MAINTENANCE		YES	NO	N/A	POINTS
1.	Does your agency perform regular engine tune-ups and scheduled preventative maintenance of motorized vehicles and equipment?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
2.	If you perform regular maintenance, does your agency recycle and/or properly dispose of all vehicle fluids and engine parts?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
3.	Does your agency properly use, store and dispose of hazardous materials according to Material Safety Data Sheets (MSDS) and/or manufacturers labels, as required by law?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
4.	Does your agency have a safety policy and training procedures in place regarding the handling of hazardous waste?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
5.	Does your agency provide the appropriate work environment with appropriate ventilation and safety gear for employees when handling hazardous materials, as required by law?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
6.	Does your agency have a program to conserve fuel and energy with respect to fleet operations (e.g. mileage/fuel efficiency tracking, no idling policy for staff)?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
7.	Does your agency actively fund or apply for grants that promote and provide the means for the use of clean energy (i.e. bio-diesel, liquid propane/LPG, compressed Natural gas/CN, use of electric utility or golf carts, etc.)? (2 points)	<input checked="" type="checkbox"/>			2
		YES	NO	N/A	POINTS
8.	As part of your Equipment Asset Program, what percentage of your total fleet has been replaced with alternative fuel and/or hybrid vehicles? <i>Check only one.</i>				2
0% - 0 points					
1-10% - 1 point					
11-20% - 2 points			<input checked="" type="checkbox"/>		
21-30% - 3 points					
30-50% - 4 points					
>50% - 5 points					
		YES	NO	N/A	POINTS
9.	Does your agency limit the use and refueling of, or not use at all, gas powered equipment and vehicles during ozone action days or when the Air Quality Index exceeds 100 (orange coded days) or higher?	<input checked="" type="checkbox"/>			1

TOTAL POINTS

11

PARKS & NATURAL RESOURCES MANAGEMENT		YES	NO	N/A	POINTS
1.	Does your agency have natural resource management plans in place for District natural areas?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
2.	Does your agency dedicate funds in its annual operations budget for natural resource best management practices? (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>			
	Restoration of Natural Areas		<input checked="" type="checkbox"/>		
	Re-creation of Natural Areas		<input checked="" type="checkbox"/>		
	Control Exotic Species		<input checked="" type="checkbox"/>		
	Increase Biodiversity/Wildlife Habitat		<input checked="" type="checkbox"/>		
	Storm water Best Management Practices (bio-swales, rain gardens, permeable paving)		<input checked="" type="checkbox"/>		
	Improve Water Quality		<input type="checkbox"/>		
	Bank Stabilization		<input type="checkbox"/>		
	Sediment & Erosion Control		<input type="checkbox"/>		
	Integrated Pest Management Program (to reduce pesticide use w/in parks)		<input checked="" type="checkbox"/>		
	Alternative/Biological Pest Control Practices in lieu of traditional chemical solutions		<input checked="" type="checkbox"/>		
	Other: Please List		<input type="checkbox"/>		
	TOTAL NUMBER CHECKED Must Manually Select Number from Dropdown	5			
		YES	NO	N/A	POINTS
3.	Does your agency actively apply for grants to fund natural resource best management practices? (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>			
	Restoration of Natural Areas		<input type="checkbox"/>		
	Re-creation of Natural Areas		<input checked="" type="checkbox"/>		
	Control Exotic Species		<input type="checkbox"/>		
	Increase Biodiversity/Wildlife Habitat		<input checked="" type="checkbox"/>		
	Storm water Best Management Practices (bio-swales, rain gardens, permeable paving)		<input checked="" type="checkbox"/>		
	Improve Water Quality		<input checked="" type="checkbox"/>		
	Bank Stabilization		<input type="checkbox"/>		
	Sediment & Erosion Control		<input checked="" type="checkbox"/>		
	Integrated Pest Management Program (to reduce the use of pesticides w/in parks)		<input type="checkbox"/>		
	Alternative/Biological Pest Control Practices in lieu of traditional chemical solutions		<input type="checkbox"/>		
	Other: Please List		<input type="checkbox"/>		
	TOTAL NUMBER CHECKED Must Manually Select Number from Dropdown	5			
		YES	NO	N/A	POINTS
4.	Does your agency take precautions or protective measures during and after construction/development to protect soils in existing landscapes?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
5.	Does your agency use low environmental impact snow melt products (i.e. beet juice, calcium magnesium acetate)?	<input checked="" type="checkbox"/>			1
	a. If you answered NO, does your agency modify application rates to limit/reduce the impact on surrounding areas?				

PARKS & NATURAL RESOURCES MANAGEMENT CONTINUED		YES	NO	N/A	POINTS
6.	Has your agency phased out the use of coal tar based asphalt sealants and started the use of less toxic eco-friendly alternatives?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
7.	Does your agency try to reduce the use of fertilizers and pesticides in parks by: (1 point for each checked below, with a maximum of 4 points) Check all that apply	<input checked="" type="checkbox"/>			
	Utilization of drought and disease resistant native plant species			<input checked="" type="checkbox"/>	
	Elimination of mowing in some areas			<input checked="" type="checkbox"/>	
	Reduction of the number of applications or using a single-application product			<input checked="" type="checkbox"/>	
	Use of Integrated Pest Management (IPM)			<input checked="" type="checkbox"/>	
	TOTAL NUMBER CHECKED	4			
		YES	NO	N/A	POINTS
8.	Does your agency provide a no-mow buffer of native vegetation around water bodies to: (1 point for each checked below, with a maximum of 3 points) Check all that apply	<input checked="" type="checkbox"/>			
	Reduce Erosion			<input checked="" type="checkbox"/>	
	Reduce Non-Point Source Pollution			<input checked="" type="checkbox"/>	
	Deter Canada Geese			<input checked="" type="checkbox"/>	
	TOTAL NUMBER CHECKED	3			
		YES	NO	N/A	POINTS
9.	Is landscaping around facilities designed with energy conservation in mind? (1 point for each checked below, with a maximum of 4 points) Check all that apply	<input checked="" type="checkbox"/>			
	Windbreaks/buffers			<input checked="" type="checkbox"/>	
	Shade Trees Along Southern Exposures of Buildings			<input checked="" type="checkbox"/>	
	Shade Trees Around Paved Areas			<input checked="" type="checkbox"/>	
	Drought Tolerant Native Plants			<input checked="" type="checkbox"/>	
	TOTAL NUMBER CHECKED	4			
		YES	NO	N/A	POINTS
10.	Does your agency incorporate native plantings into the landscape at: (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>			
	Administrative Offices			<input checked="" type="checkbox"/>	
	Recreational Building Facilities			<input checked="" type="checkbox"/>	
	Aquatic Facilities			<input checked="" type="checkbox"/>	
	Maintenance Facilities			<input checked="" type="checkbox"/>	
	Active Use Park Landscapes (i.e. sign beds, entry areas, parking lot islands, beds around playgrounds and shelters)			<input checked="" type="checkbox"/>	
	Golf Courses			<input type="checkbox"/>	
	TOTAL NUMBER CHECKED Must Manually Select Number from Dropdown	5			
		YES	NO	N/A	POINTS
11.	Does your agency post no idling signage in designated areas for frequently used drop off & pick up areas for program participants?	<input type="checkbox"/>			0
		YES	NO	N/A	POINTS
12.	Is your agency responsive to private landowner activities that impact your agency's natural resource best management practices? (1 point for each checked below, with a maximum of 3 points) Check all that apply.	<input checked="" type="checkbox"/>			
	Encroachment			<input checked="" type="checkbox"/>	
	Illegal Dumping			<input checked="" type="checkbox"/>	
	Other: Please List			<input checked="" type="checkbox"/>	
	TOTAL NUMBER CHECKED	3			

PARKS & NATURAL RESOURCES MANAGEMENT CONTINUED		YES	NO	N/A	POINTS
13.	Does your agency properly dispose of any of the following per Material Safety Data Sheets (MSDS), manufacturer's labels or other authority's regulations? (1 point for each checked, with a maximum of 5 points) Check all that apply.	<input checked="" type="checkbox"/>			
	Fertilizers		<input checked="" type="checkbox"/>		
	Pesticides		<input checked="" type="checkbox"/>		
	Excavated material		<input checked="" type="checkbox"/>		
	Construction material		<input checked="" type="checkbox"/>		
	Other hazardous materials: Please List <small>Paints and Stains</small>		<input checked="" type="checkbox"/>		
	TOTAL NUMBER CHECKED			5	
		YES	NO	N/A	POINTS
14.	Does your agency distribute/have available resources to explain natural resource best management practices?	<input checked="" type="checkbox"/>			1

TOTAL POINTS 39

PLANNING & OPEN SPACE PRESERVATION		YES	NO	N/A	POINTS
1.	Does your agency seek to acquire any of the following types of natural resource areas? (1 point for each checked below, with a maximum of 5 points) check all that apply	<input checked="" type="checkbox"/>			
	Remnant Prairies				
	Wetlands				
	Rivers, Streams, Tributaries				
	Ponds/Lakes				
	Floodplains				
	Greenways/Corridors			✓	
	Woodlands				
	Other: Please List				
	TOTAL NUMBER CHECKED Must Manually Select Number from Dropdown	1			
		YES	NO	N/A	POINTS
2.	For the above natural resource areas checked, are they identified to be acquired for any of the following reasons? (1 point for each checked below, with a maximum of 5 points) check all that apply	<input checked="" type="checkbox"/>			
	Protect/Provide Habitats			✓	
	Increase Biodiversity			✓	
	Improve Water Quality			✓	
	Control Exotic Species			✓	
	Erosion Control			✓	
	Other: Please List Recreation and public access, climate mitigation			✓	
	TOTAL NUMBER CHECKED Must Manually Select Number from Dropdown	5			
		YES	NO	N/A	POINTS
3.	Does your agency include natural resource best management practices when developing plans for park property?(1 point for each checked below, w/ a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>			
	Restoration of Natural Areas				
	Re-creation of Natural Areas			✓	
	Control Invasive Species				
	Increase Biodiversity/Wildlife Habitat			✓	
	Native Landscaping			✓	
	Storm water Best Management Practices (bio-swales, rain gardens, permeable paving)			✓	
	Improve Water Quality				
	Proscribed Burning			✓	
	Bank Stabilization				
	Sediment & Erosion Control				
	Other: Please List				
	TOTAL NUMBER CHECKED Must Manually Select Number from Dropdown	5			

PLANNING & OPEN SPACE PRESERVATION CONTINUED		YES	NO	N/A	POINTS
4.	Does your agency actively apply for grants to fund natural resource best management practices and projects? (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Restoration of Natural Areas		<input type="checkbox"/>		
	Re-creation of Natural Areas		<input checked="" type="checkbox"/>		
	Control Invasive Species		<input checked="" type="checkbox"/>		
	Increase Biodiversity/Wildlife Habitat		<input checked="" type="checkbox"/>		
	Native Landscaping		<input checked="" type="checkbox"/>		
	Storm water Best Management Practices (bio-swales, rain gardens, permeable paving)		<input checked="" type="checkbox"/>		
	Improve Water Quality		<input type="checkbox"/>		
	Proscribed Burning		<input type="checkbox"/>		
	Bank Stabilization		<input type="checkbox"/>		
	Sediment & Erosion Control		<input type="checkbox"/>		
	Other: Please List		<input type="checkbox"/>		
	TOTAL NUMBER CHECKED Must Manually Select Number from Dropdown	5			
		YES	NO	N/A	POINTS
5.	Does your agency provide access for the public to recreate in natural/preserved areas by means of (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Boardwalks		<input checked="" type="checkbox"/>		
	Trails		<input checked="" type="checkbox"/>		
	Fishing Piers		<input checked="" type="checkbox"/>		
	Viewing Platforms		<input checked="" type="checkbox"/>		
	Canoe/kayak launches		<input checked="" type="checkbox"/>		
	Other: Please List Climbing areas, beach access points		<input checked="" type="checkbox"/>		
	TOTAL NUMBER CHECKED Must Manually Select Number from Dropdown	5			
		YES	NO	N/A	POINTS
6.	Does your agency increase public awareness of natural/preserved areas with: (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Interpretive Signs		<input checked="" type="checkbox"/>		
	Educational Brochures/Pamphlets		<input checked="" type="checkbox"/>		
	Educational Posters		<input type="checkbox"/>		
	Agency Program Brochure		<input checked="" type="checkbox"/>		
	Website		<input checked="" type="checkbox"/>		
	Events/Programs		<input checked="" type="checkbox"/>		
	Public Meetings		<input checked="" type="checkbox"/>		
	Other: Please List		<input type="checkbox"/>		
	TOTAL NUMBER CHECKED Must Manually Select Number from Dropdown	5			

PLANNING & OPEN SPACE PRESERVATION CONTINUED		YES	NO	N/A	POINTS
7.	Does your agency create/maintain relationships with any of the following to ensure community-supported protection of open spaces: (1 point for each checked below, with a maximum of 4 points) Check all that apply	<input checked="" type="checkbox"/>			
	Other Government Agencies		<input checked="" type="checkbox"/>		
	Not-for-Profit Organizations		<input checked="" type="checkbox"/>		
	Private Landowners		<input checked="" type="checkbox"/>		
	Other: Please List Faith based organizations - Interfaith Green Network		<input checked="" type="checkbox"/>		
	TOTAL NUMBER CHECKED	4			
		YES	NO	N/A	POINTS
8.	Does your agency partner with organizations and/or local developers in order to provide information on living around natural resource areas or manmade detention/retention sites?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
9.	Does your agency's planning and maintenance departments work together to incorporate natural resource best management practices into traditional park and building facility site plans?	<input checked="" type="checkbox"/>			1

TOTAL POINTS

32

PROGRAMMING		YES	NO	N/A	POINTS
1.	Does your agency own and operate a nature center?	<input checked="" type="checkbox"/>			1
	a. If you answered NO, does your agency provide on-going nature education or nature interpretive programming?				
		YES	NO	N/A	POINTS
2.	Does your agency partner to provide nature programming (e.g. Audubon Society, local garden clubs, Master Gardeners, conservation organizations, soil and water conservation districts, extension services, etc.)	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
3.	Does your agency provide programs regarding sustainable living (e.g. native or organic gardening, low environmental impact, composting, bee keeping)	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
4.	Does your agency proactively educate residents regarding wildlife issues and ways to avoid conflicts?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
5.	Does your agency inform the community of sustainable landscape options that would help resolve issues? (i.e. algal blooms in ponds and excessive goose droppings on lawns)	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
6.	Do staff members consider any of the following "green" criteria when preparing for programs and purchasing program supplies? (1 point for each checked below, with a maximum of 5 points) Check all that apply.	<input checked="" type="checkbox"/>			
	Minimal Packaging		<input checked="" type="checkbox"/>		
	Recycled and Recyclable Content		<input checked="" type="checkbox"/>		
	Renewable Resource Content		<input checked="" type="checkbox"/>		
	Minimum 30% Post Consumer Materials		<input checked="" type="checkbox"/>		
	Low VOC Furnishings, Paints, etc.		<input checked="" type="checkbox"/>		
	Low Toxicity Cleaning Products		<input checked="" type="checkbox"/>		
	Locally Produced Materials/Products		<input checked="" type="checkbox"/>		
	Other: Please List		<input type="checkbox"/>		
	TOTAL NUMBER CHECKED	5			
		YES	NO	N/A	POINTS
7.	Does your agency clearly communicate its waste reduction and recycling expectations for: (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>			
	Facility Rentals		<input checked="" type="checkbox"/>		
	Special Events		<input checked="" type="checkbox"/>		
	Program Participants		<input checked="" type="checkbox"/>		
	Contracted Vendors / Program Instructors		<input checked="" type="checkbox"/>		
	Other: Please List PACT partners		<input checked="" type="checkbox"/>		
	TOTAL NUMBER CHECKED	5			

Check this box to clear this page

PROGRAMMING CONTINUED		YES	NO	N/A	POINTS
8.	Does your agency have and/or support a volunteer program to aid in the following? (1 point for each checked below, with a maximum of 3 points) Check all that apply.	<input checked="" type="checkbox"/>			
	Land Stewardship		<input checked="" type="checkbox"/>		
	Environmental Education		<input checked="" type="checkbox"/>		
	Other: Please List		<input checked="" type="checkbox"/>		
	TOTAL NUMBER CHECKED	3			
		YES	NO	N/A	POINTS
9.	Are program staff provided training and encouragement from supervisors in energy and resource conservation (e.g. thermostat settings, lights, recycling, etc.)?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
10.	Does your agency actively fund and/or apply for grants to support: (1 point for each checked below, with a maximum of 4 points) Check all that apply	<input checked="" type="checkbox"/>			
	Environmental Programs		<input checked="" type="checkbox"/>		
	Interpretive Initiatives (i.e. signage, brochures, displays, etc.)		<input checked="" type="checkbox"/>		
	Nature Play Areas		<input checked="" type="checkbox"/>		
	Other: Please List		<input checked="" type="checkbox"/>		
	TOTAL NUMBER CHECKED	4			
		YES	NO	N/A	POINTS
11.	Does your agency clearly communicate its energy conservation expectations for: (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>			
	Facility Rentals		<input checked="" type="checkbox"/>		
	Special Events		<input checked="" type="checkbox"/>		
	Program Participants / Facility Users		<input checked="" type="checkbox"/>		
	Contracted Vendors / Program Instructors		<input checked="" type="checkbox"/>		
	Other: Please List PACT partners		<input checked="" type="checkbox"/>		
	TOTAL NUMBER CHECKED	5			

TOTAL POINTS	28
GRAND TOTAL OF ALL THE SECTIONS COMBINED	188
TOTAL POSSIBLE POINTS	
PERCENTAGE	93%

GRAND TOTAL POINT REVIEW

There are 202 total possible points. The percentage calculated should exclude all sections you marked not applicable. Divide your points earned by the total point eligible to find your percentage score.

90% - 100% Your agency is an environmental leader in the field and has reason to be proud.

70% - 90% Your agency is doing a very good job, and should keep up the good work. Look at those questions for which you answered NO, and develop strategies to address them.

50% - 70% Your agency is doing a good job, and certainly more than most public agencies. Look at those questions for which you answered NO, and develop a strategy to address those.

30% - 50% Your agency is doing OK, and should be proud of what it has accomplished, but still has much to work on.

30% or less Your agency has no where to go but up in terms of improving its environmental practices.

FINAL QUESTION – Does your agency have a representative on IPRA's Environmental Committee? YES or NO

Patti Staley, Director of Horticulture
Signature

2/26/2025
Date

Board review and approval for Distinguished Park and Recreation Accreditation

_____ Date



Field Park Playground Professional Services Contract

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
Board of Park Commissioners

From: Jan Arnold, Executive Director

Date: February 27, 2025

Re: Professional Services for Field Park Improvements



Statement

Acquired in 1916, the park is named after children's author Eugene Field and includes a center originally designed by John S. Van Bergen. The center has been significantly modified over the years. Woodbine Avenue between Berkshire and Division was vacated by the Village in 1960, to expand the park and connect it to the Mann School grounds, creating roughly five acres of total open space.

The original Field Park master plan was created in 2006 and initial improvements began in August 2007 and completed in August 2008 included: new playground equipment, a bocce court, splash pad, shelter, new walkways, renovated and expanded baseball and soccer fields, a new vehicular drop off near the Center. Irrigation was added in 2013, to the sports fields. In 2014, the District reviewed the master plan for Field Park and Center with the community. The District added an underground cistern in 2017, to capture the water from the splash pad and reuse through the irrigation system on the fields. In 2018, the playground surface was replaced as well as a natural planting area was installed.

The Field Center was identified in 2006 that the facility would eventually be phased out. The Center was slated for decommissioning in the PDOP's 2015-2024 ten-year master plan, after nearly 100 years of service. However, due to significantly increased demand for childcare, the need for an expansion became clear. As a result, the District held a design competition for the renovation or replacement of Field Center. Architects submitted proposals unanimously, and an eight-member volunteer committee ultimately selected Patrick Brown of ORG, Inc. as the winner. The new center location kicked off the full park's master planning process.

Discussion

Altamanu 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. With Altamanu closing their business, the Park District reached out to Terra Engineering Ltd. to lead the 2024 Master Plan Review.

The 2025-2029 CIP has \$1,000,000 allocated to the cost for professional services and playground improvements at Field Park. The attached fee proposal of \$122,500 plus up to \$6,000 in reimbursables was submitted by Terra Engineering Ltd and including the preparation of landscape architectural and engineering construction documents, accompanying project details and specifications, bid and permit assistance, and site observation of the construction phase of the project. The project is expected to be bid in September 2025, construction to begin in April 2026 and final completion of the project is anticipated by September 2026.

Recommendation

Staff recommend the Park Board approve the contract with Terra Engineering Ltd. for an amount not to exceed \$128,500 and to give the Executive Director permission to sign the contract.

Attachment: Field Park A & E proposal for professional services

February 17, 2025

Ms. Jan R. Arnold
 Executive Director
 Park District of Oak Park
 218 Madison Street
 Oak Park, IL 60302
 O: (708) 725-2020
 E: jan.arnold@pdop.org

Re: Field Park, 938 Division St, Oak Park, IL 60304
 Proposal for Professional Services: Landscape Architecture, Civil & Electrical Engineering

Dear Jan,

Thank you for teaming with us on this project; we appreciate the opportunity to continue our collaboration into this next phase. Per your request, we provide the following proposal to the Park District of Oak Park (PDOP) (“Client”) for the landscape architecture, civil engineering, and electrical engineering services associated with the renovation of the Field Park play area (excluding engineering scope for Field Center Building). The scope includes completing the selected site plan approved by the PDOP Board, design development, construction documentation, and construction administration services at Field Park. TERRA Engineering will serve as the prime consultant, coordinating work for planned improvements of the play area and overall park landscape. We understand planned improvements include a creative playground, water feature, pathway connections, earth sculpting, baseball dugouts, pathway lighting, grading/drainage, water/storm services, general landscape, and tree preservation. We will also coordinate closely with ORG Architects on planned improvements associated with the new Field Center Building. The image below serves as a reference for the site work to be included.



This fee proposal is based on your request for proposal (RFP) received on January 30, 2025, our conversations thereafter, the documentation provided to date, our research to date concerning the subject property, and our understanding of codes in effect as of this date. A specific list of the scope of work and anticipated deliverables is listed below.

SCOPE OF WORK/ANTICIPATED DELIVERABLES

A. Schematic Design (completed)

- i. Prepare alternate site location concept plan for building and play features master plan for approval of the PDOP Board.
- ii. Coordination with design and park district staff.
- iii. Assist with additional public engagement meetings.

B. Design Development

- i. Attend virtual coordination meetings (4 included) and conduct coordination with Project Team via phone and e-mail.
- ii. Assist in the acquisition of geotechnical engineering and sewer televising, if necessary.
- iii. Request, review and evaluate existing information associated with the subject area as provided by Park District and municipality such as: as-builts, geotechnical reports, surveys, utility information and previous design, permit and construction documents of the area.
- iv. Review codes and ordinances in effect of the site.
- v. Evaluate the site's geotechnical and environmental reports (prepared by others) to assess the impacts of the underlying soils suitability for stormwater infiltration measures and impacts to the site due to the potential presence of contaminated soil.
- vi. Evaluate project development scope for conformance with MWRD's WMO. Evaluate the local release rate and provide recommendations for stormwater drainage facility solutions.
- vii. Conduct a public charrette workshop with local neighborhood children to create a vision for the playground equipment.
- viii. Prepare alternative playground concepts for review with PDOP staff.
- ix. Prepare a progress landscape / site plan showing new playground, tree protection, proposed trees, berms, landscape planting, and site furnishings.
- x. Conduct an analysis of the site plan for compliance with the zoning ordinance for the Village of Oak Park.
- xi. Develop a preliminary planting palette listing specific species and sizes of trees, shrubs, and perennial and ground cover plantings.
- xii. Coordinate plantings with PDOP.
- xiii. Coordinate playground equipment and layout with PDOP.
- xiv. Coordinate lighting strategy with PDOP.
- xv. Conduct a site visit to review and evaluate the existing electrical distribution system against the project's proposed conditions.
- xvi. Begin to engineer the proposed electrical demolition and design, including the electrical provisions and locations of electrical equipment and lighting.
- xvii. Coordinate with lighting vendor(s) to prepare photometrics analysis of new lighting.
- xviii. Begin to engineer the demolition of site features in conflict with proposed site construction.
- xix. Begin to engineer the site's grading and drainage.
- xx. Begin to engineer the site's at-grade paving improvements.
- xxi. Begin to engineer a new stormwater drainage facility with supporting calculations.
- xxii. Coordinate with Village to identify point(s) of service for water and sanitary and gather pressure and flow data on water main(s) from them.
- xxiii. Begin to engineer the wet utilities (storm water) and coordinate the location of other utilities.
- xxiv. Develop a cost opinion for the construction based on the refined design development plan.
- xxv. Prepare and Provide Deliverables
 - a. Plan Documents
 - b. Progress Stormwater Management Calculations
 - c. Opinion of Probable Construction Cost
 - d. AutoCAD Files (upon receipt of signed waiver)
- xxvi. Attend one review meeting at the end of the milestone to review and coordinate comments received to deliverables.

C. Construction Documentation

- i. Attend coordination meetings (6 included) and conduct coordination with Project Team via phone and e-mail.
- ii. Prepare a final landscape plan showing tree protection, proposed trees and landscape planting, playground and site furnishings.
- iii. Develop a planting schedule listing specific species and sizes of trees, shrubs, perennials, and ground cover plantings.
- iv. Finalize the design of the electrical removal plans as may be required for clarity of contractor's scope of work. Finalize engineering of the proposed electrical design, including the electrical provisions and locations of electrical equipment and lighting. Coordinate with lighting vendors to conduct final photometric analysis.
- v. Finalize coordination with PDOP, Village agencies, and the design team regarding utility services.
- vi. Finalize engineering of the site's demolition, erosion control, at-grade paving, grading, drainage, stormwater management facility and storm/water services.
- vii. Prepare a site stormwater operations & maintenance plan as is required by code.
- viii. Develop a cost opinion for the construction at each milestone deliverable.
- ix. Prepare and Provide Deliverables at three milestones – 60/90/100%.
 - a. Plan Documents
 - b. Technical Specifications
 - c. Progress Stormwater Management Calculations
 - d. Opinion of Probable Construction Cost
 - e. AutoCAD Files (upon receipt of signed waiver)
- x. Attend one, review meeting at the end of the milestone to review and coordinate comments received to deliverables.
- xi. Permit Assistance
 - a. Prepare and furnish Civil Engineering plan documents and stormwater calculations/exhibits/report and permit application forms (assistance from Park District/Municipality/Contractor required) to assist in the permit submission to only the following agencies if required:
 - (a) Village of Oak Park
 - (b) Metropolitan Water Reclamation District of Greater Chicago (MWRDGC)
 - b. Review and respond to reviewer comments and incorporate agreed upon changes into the documents.

D. Bid Assistance

- i. Prepare and Provide Deliverables for use in the bidding process:
 - a. Plan Documents
 - b. Technical Specifications
 - c. AutoCAD Files (upon receipt of signed waiver)
- ii. Attend one, virtual pre-bid meeting
- iii. Respond to bidders' questions and modify documents as required to respond.
- iv. Review tabular bids and provide a recommendation of award to PDOP.

E. Construction Administration (4 months)

- i. Attend pre-construction meeting (1 included) to review construction schedule.
- ii. Prepare and Provide Deliverables
 - a. Issue for Construction Plan Documents
 - b. Technical Specifications
 - c. AutoCAD Files (upon receipt of signed waiver)
- iii. Attend weekly, OAC meetings (16 included)
- iv. Conduct coordination with Project Team via phone and e-mail.
- v. Review submittals and shop drawings requested in the technical specifications.
- vi. Review and respond to RFI's as requested.
- vii. Issue interpretations or clarifications of the documents when requested by the PDOP or the Contractor
- viii. Review and sign-off on the contractor's payment applications, waivers and SOVs.
- ix. Visit the site at intervals appropriate to the stage of the contractor's operations once per week to review and make recommendations on the layout, quality, and adherence to the original design intent. We anticipate construction to be completed within a four-month period equating to an approximate sixteen (16) visits total. The construction progress review services will not include supervision of the contractors, their procedures, nor construction safety, or any other related programs.
- x. Conduct a punch list review of the engineering construction and prepare recommendations regarding the Contractor's request for acceptance of substantial completion.

F. Close Out/ Post Completion / Warranty Phase

- i. Conduct a walk-through of the project and prepare recommendations regarding the Contractor's request for acceptance of final completion.
- ii. Review surveyed as-built documentation prepared by Contractor for conformance with construction documentation and remit to governing stormwater authority per their requirements and for their review and approval.
- iii. Review warranty and close-out information; remit to contractor for compilation into close-out package to be remitted to PDOP.
- iv. Prepare and deliver record documentation of design deliverables.
- v. Conduct warranty walkthrough at 11 months after substantial completion.
- vi. Issue warranty punch list of materials to be replaced.

LIMIT OF SERVICES/ASSUMPTIONS

1. A proposal for the following will be provided if requested as these items are currently excluded:
 - A. Surveying
 - B. Underground Utility Locating (GPR)
 - C. Sewer televising
 - D. Traffic Engineering, including:
 - i. Traffic Studies
 - ii. Maintenance of Traffic (MOT)
 - E. Civil Engineering items:
 - i. Public Utility design and utility relocations
 - ii. Earthwork Quantities
 - iii. Pump Design
 - iv. Hydraulic Modeling of municipal infrastructure assumed herein to have capacity to serve.
 - F. Landscape Architecture items:
 - i. Color Rendered Plans or Perspectives
 - ii. Automated Irrigation Design
 - iii. Tree Tagging
 - iv. Trash Enclosure
 - G. Electrical Engineering items:
 - i. Athletic Field Lighting
 - ii. New Utility Service (and Coordination)
 - iii. (Emergency/Standby) Generator
 - iv. Uninterruptible Power Supply
 - v. Communications Design
 - vi. Security Design
 - vii. Lightning Protection
 - viii. (Provisions for) Electric Vehicle Charging
 - ix. Photovoltaic Power Panels
 - H. Structural Engineering, including:
 - i. Site Lighting/Furnishes
 - ii. Retaining/Site Walls
 - iii. Buildings
 - I. Bid Quantities / Pay Items
 - J. Geotechnical/Environmental Engineering & Testing (by PDOP)
 - K. LEED or other "green" accreditation and/or design
 - L. Multi-phase design or construction plans
 - M. Site Logistics Planning
 - N. Permitting through Highway Department(s)
 - O. MWRD Earthwork Permit
 - P. Discharge of Stormwater to Waters
2. This scope of work is based on documents available as of this date.
3. TERRA includes the engineering of site water, lighting, and storm services for the project. Routings for other utility services will be located on the plans for coordination purposes; the routings, and sizing/design for these utilities will be provided by others.
4. Site storm and water engineering begins five feet beyond buildings edge.

5. The fees herein do not include permitting fees as may be required.
6. No work beyond the limits shown, except for connection to utilities within 50' of the site limits, is included in the scope as outlined above.
7. This scope of work does not include manufacturing as-builts, but the review and approval of as-builts as provided by the contractor upon completion of site works.
8. Additional meetings attended and site visits conducted beyond the scope of services shall be billed on a time/material basis in accordance with hourly fee schedule.

CLIENT SHALL PROVIDE AND TERRA MAY RELY ON THE ACCURACY OF THE FOLLOWING:

1. Documentation on the existing site that provides adequate representation of the existing conditions. Our field visits are only to review this documentation represents the as-built conditions and not to do extensive field verification or verification of concealed conditions.
2. A topographic survey with 3D, digital, topographic underground utility information, in .pdf and .dwg formats (should TERRA not perform the survey). The surveyor’s point file should also be provided to us.
3. Modifications or changes to the site plan once design development drawings have been approved by Park District will result in extra services.
4. Geotechnical report outlining soil profiles, water table, pavement/earthwork recommendations, etc.
5. Environmental report with Soil Management Plan [SMP] outlining soil characteristics and EPA requirements for soil management.
6. Access to the site.
7. Contact information for design team as required to facilitate scope of work.

SCHEDULE

Upon agreement on scope of work and receipt of signed fee proposal, TERRA will commence with scope of work. We understand that bid services will be complete by August 2025; construction administration by September 2026, and close out services by November 2026. Adjustments/extensions to schedule or the additional of milestone deliverables may result in additional services.

COMPENSATION

TERRA offers the above services at the lump sum fees outlined below, hourly only if noted. Reimbursable expenses for items such reproductions, postage, consultants, and document retrieval are in addition to fees for professional services as indicated below and will be invoiced at cost+10%; an estimate has been provided.

1. Schematic Design	\$5,000.00	
2. Design Development	\$32,600.00	
3. Construction Documentation	\$54,000.00	
4. Bid Assistance	\$6,000.00	
5. Construction Administration	\$21,250.00	
6. Close Out	\$4,000.00	
7. Reimbursable Expenses \$6,000.00 (Estimated)		
a. Miscellaneous	as spent	
b. As-Built Survey	as spent	(hourly)
8. TOTAL = \$122,850.00 + Reimbursable Expenses		

ADDITIONAL SERVICES

Changes to completed documents due to revised input or direction, change of project limits or scope and preparation of additional drawings shall be invoiced as an Additional Service. Work will not be performed without your expressed, written consent. Estimates for additional services will be provided upon your request.

ACCEPTANCE

This proposal, with the signature of the appropriate personnel, constitutes acceptance of fee and terms as stated herein. Please return one copy of the signed proposal to me as authorization to begin work. In the absence of an executed proposal, upon your request for services and the commencement of work, we will proceed in accordance with this proposal, inclusive of scope, fee, terms and conditions and assume your agreement to same.

If you have questions or need clarification on the above, please do not hesitate to call. We look forward to working with you on this project and appreciate you including us on your team.

Sincerely yours,

TERRA ENGINEERING, LTD.



Keven L. Graham, FASLA, PLA
Senior Landscape Architect, TERRA Engineering

Cc: Jamil Bou-Saab, PE, Executive Vice President – TERRA
Jennifer Draper, ASLA, Landscape Architect - TERRA
Danielle Kowalewski, Site Development Dept. Mgr. – TERRA
John Helfrich, PE, Sr. Project Manager - TERRA

<p><u>ACCEPTED BY</u></p> <p>Date: _____</p> <p>Printed Name: _____</p> <p>Signed Name: _____</p> <p>Title: _____</p>
--

BILLING AND PAYMENT

Billing and payment shall be in accordance with the fee proposal as noted in the Compensation schedule of this proposal. Scope of services under a fixed fee basis shall be billed upon fulfillment and/or percentage of the completed task. Scope of services under a time and material basis shall be billed per unit rate as services are performed.

1. Timing/Format
 - A. Invoices shall be submitted monthly for Services completed at the time of billing and are due upon receipt, unless negotiated otherwise with Terra Engineering. Invoices shall be considered past due if not paid within 30 calendar days of the due date. Such invoices shall be prepared in a form supported by documentation as Client may reasonably require.
 - B. If payment in full is not received by TERRA Engineering within 30 calendar days of the due date, invoices shall bear interest at one-and-one-half (1.5) percent of the past due amount per month, which shall be calculated from the invoice due date.
 - C. If the Client fails to make payments within 30 calendar days of due date or otherwise is in breach of this Agreement, TERRA Engineering may suspend performance of services upon seven (7) calendar days' notice to the Client. TERRA Engineering shall have no liability whatsoever to the Client for any costs or damages as a result of suspension caused by any breach of this Agreement by the Client. Upon payment in full by the Client, TERRA Engineering shall resume services under this Agreement, and the time schedule and compensation shall be equitably adjusted to compensate for the period of suspension plus any other reasonable time and expense necessary for TERRA Engineering to resume performance.
2. Billing Records
 - A. TERRA Engineering shall maintain accounting records of its costs in accordance with generally accepted practices. Access to such records will be provided during normal business hours with reasonable notice during the term of this Agreement and for 3 years after completion.

STANDARD TERMS AND CONDITIONS

1. STANDARD OF CARE: Services shall be performed in accordance with the standard of professional practice ordinarily exercised by the applicable profession at the time and within the locality where the services are performed. No warranty or guarantee, express or implied is provided, including warranties or guarantees contained in any uniform commercial code
2. CHANGE OF SCOPE. The scope of Services set forth in this Agreement is based on facts known at the time of execution of this Agreement, including, if applicable, information supplied by TERRA Engineering and Client. TERRA Engineering will promptly notify Client of any perceived changes of scope in writing and the parties shall negotiate modifications to this Agreement.
3. DELAYS. If events beyond the control of TERRA Engineering, including, but not limited to, fire, flood, explosion, riot, strike, war, process shutdown, act of God or the public enemy, and act or regulation of any government agency, result in delay to any schedule established in this Agreement, such schedule shall be extended for a period equal to the delay. In the event such delay exceeds 90 days, TERRA Engineering shall be entitled to an equitable adjustment in compensation and extension of time.
4. TERMINATION/SUSPENSION. Either party may terminate this Agreement upon 30 days written notice to the other party in the event of substantial failure by the other party to perform in accordance with its obligations under this Agreement through no fault of the terminating party. Client shall pay TERRA Engineering for all Services, including profit relating thereto, rendered prior to termination, plus any expenses of termination.
5. REUSE OF INSTRUMENTS OF SERVICE. All reports, drawings, specifications, computer data, field data notes and other documents prepared by TERRA Engineering as instruments of service shall remain the property of TERRA Engineering. TERRA Engineering shall retain all common law, statutory and other reserved rights, including the copyright thereto. Reuse of any instruments of service including electronic media, for any purpose other than that for which such documents or deliverables were originally prepared, or alteration of such documents or deliverables without written authorization or adaptation by TERRA Engineering for the specific purpose intended, shall be at Client's sole risk.
6. ELECTRONIC MEDIA. Electronic files furnished by either party shall be subject to an acceptance period of 30 days during which the receiving party agrees to perform appropriate acceptance tests. The party furnishing the electronic file shall correct any discrepancies or errors detected and reported within the acceptance period. After the acceptance period, the electronic files shall be deemed to be accepted and neither party shall have any obligation to correct errors or maintain electronic files. In the event of a conflict between the signed construction documents prepared by TERRA Engineering and electronic files, the signed or sealed hard-copy construction documents shall govern. Under no circumstances shall delivery of electronic files for use by Client be deemed a sale by TERRA Engineering and TERRA Engineering makes no warranties, either express or implied, of merchantability and fitness for any particular purpose. In no event shall TERRA Engineering be liable for indirect or consequential damages as a result of the Client's use or reuse of the electronic files.

7. **OPINIONS OF CONSTRUCTION COST.** Any opinion of construction costs prepared by TERRA Engineering is supplied for the general guidance of the Client only. Since TERRA Engineering has no control over competitive bidding or market conditions, TERRA Engineering cannot guarantee the accuracy of such opinions as compared to contract bids or actual costs to Client.
8. **SAFETY.** TERRA Engineering shall establish and maintain programs and procedures for the safety of its employees. TERRA Engineering specifically disclaims any authority or responsibility for general job site safety and safety of persons other than TERRA Engineering employees.
9. **RELATIONSHIP WITH CONTRACTORS.** TERRA Engineering shall serve as Client's professional representative for the Services and may make recommendations to Client concerning actions relating to Client's contractors, but TERRA Engineering specifically disclaims any authority to direct or supervise the means, methods, techniques, sequences or procedures of construction selected by Client's contractors.
10. **THIRD PARTY CLAIMS:** This Agreement does not create any right or benefit for parties other than TERRA Engineering and Client.
11. **MODIFICATION.** This Agreement, upon execution by both parties hereto, can be modified only by a written instrument signed by both parties.
12. **PROPRIETARY INFORMATION.** Information relating to the Project, unless in the public domain, shall be kept confidential by TERRA Engineering and shall not be made available to third parties without written consent of Client, unless so required by court order.
13. **INSURANCE.** TERRA Engineering will maintain insurance coverage for Professional, Comprehensive General, Automobile, Worker's Compensation and Employer's Liability in amounts in accordance with legal, and TERRA Engineering business requirements. Certificates evidencing such coverage will be provided to Client upon request. For projects involving construction, Client agrees to require its construction contractor, if any, to include TERRA Engineering as an additional insured on its commercial general liability policy relating to the Project, and such coverages shall be primary.
14. **INDEMNITIES.** TERRA Engineering agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client, its officers, directors and employees against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by TERRA Engineering's negligent performance of professional services under this Agreement and that of its subconsultants or anyone for whom TERRA Engineering is legally liable. The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless TERRA Engineering, its officers, directors, employees and subconsultants against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the Client's negligent acts in connection with the Project and that of its contractors, subcontractors or consultants or anyone for whom the Client is legally liable. Neither the Client nor TERRA Engineering shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence.
15. **LIMITATIONS OF LIABILITY.** No employee or agent of TERRA Engineering shall have individual liability to Client. Client agrees that, to the fullest extent permitted by law, TERRA Engineering's total liability to Client for any and all injuries, claims, losses, expenses or damages whatsoever arising out of or in any way related to the Project or this Agreement from any causes including, but not limited to, TERRA Engineering's negligence, error, omissions, strict liability, or breach of contract shall not exceed the total compensation covered by TERRA Engineering's professional liability insurance.
16. **ACCESS.** Client shall provide TERRA Engineering safe access to the project site necessary for the performance of the services.
17. **ASSIGNMENT.** The rights and obligations of this Agreement cannot be assigned by either party without written permission of the other party. This Agreement shall be binding upon and insure to the benefit of any permitted assigns.
18. **HAZARDOUS MATERIALS.** TERRA Engineering and TERRA Engineering's consultants shall have no responsibility for discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials in any form at the project site, including but not limited to asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances. If required by law, the client shall accomplish all necessary inspections and testing to determine the type and extent, if any, of hazardous materials at the project site. Prior to the start of services, or at the earliest time such information is learned, it shall be the duty of the Client to advise TERRA Engineering (in writing) of any known or suspected hazardous materials. Removal and proper disposal of all hazardous materials shall be the responsibility of the Client.
19. **REMODELING AND RENOVATION.** For TERRA Engineering's services provided to assist the Client in making changes to an existing facility, the Client shall furnish documentation and information upon which TERRA Engineering may rely for its accuracy and completeness. Unless specifically authorized or confirmed in writing by the Client, TERRA Engineering shall

not be required to perform, or have others perform, destructive testing or to investigate concealed or unknown conditions. The Client shall indemnify and hold harmless TERRA Engineering, TERRA Engineering's consultants, and their employees from and against claims, damages, losses and expenses which arise as a result of documentation and information furnished by the Client.

20. CLIENT'S CONSULTANTS. Contracts between the Client and other consultants retained by Client for the Project shall require the consultants to coordinate their drawings and other instruments of service with those of TERRA Engineering and to advise TERRA Engineering of any potential conflict. TERRA Engineering shall have no responsibility for the components of the project designed by the Client's consultants. The Client shall indemnify and hold harmless TERRA Engineering, TERRA Engineering's consultants and their employees from and against claims, damages, losses and expenses arising out of services performed for this project by other consultants of the Client.
21. NO WAIVER. No waiver by either party of any default by the other party in the performance of any particular section of this Agreement shall invalidate another section of this Agreement or operate as a waiver of any future default, whether like or different in character.
22. SEVERABILITY. The various terms, provisions and covenants herein contained shall be deemed to be separate and severable, and the invalidity or unenforceability of any of them shall not affect or impair the validity or enforceability of the remainder.
23. STATUTE OF LIMITATION. To the fullest extent permitted by law, parties agree that, except for claims for indemnification, the time period for bringing claims under this Agreement shall expire one year after Project Completion.
24. DISPUTE RESOLUTION. If TERRA Engineering employs counsel for advice or other representation: (i) with respect to this Agreement, (ii) to represent TERRA Engineering in any litigation, contest, dispute, suit or proceeding (whether instituted by TERRA Engineering, Client or any other party) in any way or respect relating to this Agreement, or (iii) to enforce Client's obligations there under, then, in any of the foregoing events, all of the reasonable attorneys' fees arising from such services and all expenses, costs and charges in any way or respect arising in connection therewith or relating thereto shall be paid by Client to TERRA Engineering on demand.

SCHEDULE OF HOURLY BILLING RATES:

LABOR CLASSIFICATION	2025	2026	2027	2028	2029
Principal	\$400	\$416	\$433	\$450	\$468
Senior Project Manager	\$351	\$365	\$380	\$395	\$411
Project Manager	\$245	\$254	\$264	\$275	\$286
Senior Project Engineer	\$201	\$209	\$217	\$226	\$235
Project Engineer	\$172	\$179	\$186	\$194	\$202
Design Engineer	\$132	\$137	\$143	\$148	\$154
Senior Technician	\$134	\$139	\$145	\$150	\$156
IT - CADD Manager	\$126	\$131	\$136	\$142	\$147
IT Manager	\$132	\$137	\$142	\$148	\$154
Technician	\$106	\$111	\$115	\$120	\$124
Senior Electrical Engineer	\$243	\$253	\$263	\$273	\$284
Senior Project Designer - Elec	\$195	\$203	\$211	\$219	\$228
Electrical Engineer	\$141	\$147	\$153	\$159	\$165
Senior Structural Engineer	\$255	\$265	\$276	\$287	\$298
Structural Design Engineer	\$122	\$127	\$132	\$137	\$143
Senior Project Manager - Site	\$209	\$217	\$226	\$235	\$244
Project Manager - Site	\$180	\$187	\$195	\$203	\$211
Senior Project Engineer - Site	\$199	\$207	\$216	\$224	\$233
Project Engineer - Site	\$141	\$147	\$153	\$159	\$165
Senior Project Designer	\$141	\$147	\$153	\$159	\$165
Design Engineer - Site	\$123	\$128	\$133	\$139	\$144
Senior Landscape Architect	\$214	\$222	\$231	\$241	\$250
Project Manager - Landscape	\$151	\$157	\$163	\$170	\$177
Landscape Designer	\$105	\$109	\$114	\$118	\$123
Professional Land Surveyor	\$185	\$192	\$200	\$208	\$216
Surveyor	\$154	\$160	\$167	\$173	\$180
Senior GIS Analyst	\$146	\$151	\$157	\$164	\$170
Senior Resident Engineer	\$238	\$248	\$258	\$268	\$279
Senior Documentation Engineer	\$192	\$199	\$207	\$215	\$224
Documentation Engineer	\$142	\$147	\$153	\$159	\$166
Senior Construction Inspector	\$195	\$202	\$211	\$219	\$228
Construction Inspector	\$134	\$140	\$145	\$151	\$157
Construction Engineer	\$122	\$127	\$132	\$137	\$143
Traffic Engineer	\$116	\$121	\$126	\$131	\$136
Senior Traffic Technician	\$131	\$137	\$142	\$148	\$154
Traffic Technician	\$64	\$66	\$69	\$72	\$74
Intern	\$88	\$92	\$95	\$99	\$103
Business Administrator	\$172	\$179	\$186	\$194	\$202
Administrative Assistant	\$111	\$116	\$120	\$125	\$130