GLENCOE PARK DISTRICT
SPECIAL PROJECTS AND FACILITIES MEETING
Wednesday, December 7, 2016 - 6:30 p.m.
Takiff Center

Consistent with the requirements of the Illinois Compiled Statutes 5 ILCS 120/1 through 120/6 (Open Meetings Act), notices of this meeting were posted.
Meeting Location: Takiff Center, 999 Green Bay Road, Glencoe, IL 60022

AGENDA

I. Call to Order

II. Roll Call

III. Approval of Minutes of the November 15, 2016 Special Projects and Facilities Committee Meeting

IV. Matters from the Public

V. Presentations by Prospective Landscape Architect Firms

VI. Other Business

VII. Adjournment

The Glencoe Park District is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or facilities, are asked to contact the Park District at 847-835-3030.
Executive Director Email: lsheppard@glencoeparkdistrict.com
The meeting was called to order at 8:50 p.m. and roll was called.

Committee Members present:  Staff present:
Steve Gaines, Chair/Commissioner  Lisa Sheppard, Executive Director/Secretary
Lisa Brooks, Treasurer  Carol Mensinger, Director of Finance/HR
Andre Lerman, Commissioner  Chris Leiner, Director of Parks & Maintenance
Jenny Runkel, Administrative Assistant

Commissioners present:
Seth Palatnik, President
Dudley Onderdonk, Vice President

Members of the Public in attendance who signed in or spoke:  No members of the public were in attendance.

Approval of corrected Minutes of the June 7, 2016 Special Projects and Facilities Committee Meeting:  A motion was made by Commissioner Gaines to approve the corrected Minutes of the June 7, 2016 Special Projects and Facilities Committee Meeting as presented. Commissioner Brooks seconded the motion. No discussion ensued. Roll call vote taken:

AYES:  Brooks, Lerman, Gaines
NAYS:  None
ABSENT:  None

Approval of Minutes of the September 6, 2016 Special Projects and Facilities Committee Meeting:  A motion was made by Commissioner Gaines to approve the Minutes of the September 6, 2016 Special Projects and Facilities Committee Meeting as presented. Commissioner Brooks seconded the motion. No discussion ensued. Roll call vote taken:

AYES:  Brooks, Lerman, Gaines
NAYS:  None
ABSENT:  None

Matters from the Public: No members of the public wished to address the Committee.

Discussion on Development of a Community Center Site Plan:  Executive Director Sheppard spoke about a site plan for Takiff Center including parking and a dog park due to a possible donor. Discussion ensued.

Discussion on Condition of “Breakwater” Sculpture at Park 2n:  Executive Director Sheppard shared that the “Breakwater” sculpture has significant structural decay and
rust holes. The Board directed staff to research the history of the donation and reach out to the family who donated the sculpture to see if they would like to pay for repairs.

Discussion on Park District Park Signs: Executive Director Sheppard reviewed the history of Board discussions regarding the new park signs. It was not required for the Board to officially approve the signs as an action item; however the Board did indicate, in a non-binding vote, approval for staff to go forward with designs as shown. Chair Lerman addressed concerns regarding lack of understanding of the size of the signs during discussion. Discussion ensued. Chair Lerman requested that a discussion of the policy take place at a Personnel and Policy Committee meeting to keep signs in line with the look of Glencoe and directed staff to include detailed planning on signs moving forward with each project.

Other Business: In regards to Park 7n, President Gaines asked staff for clarification on what is needed from legal counsel to accept a donation of good and services from the Glencoe Historical Society. Director Leiner vocalized the necessity of being included in the design phase.

Adjourn: President Gaines moved to adjourn the meeting at 9:39 p.m. Commissioner Brooks seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary
To: Special Projects and Facilities Committee
From: Lisa Sheppard and Chris Leiner

Date: December 5, 2016

SUBJECT: Presentations by Prospective Landscape Architect Firms

Chris sent Request for Proposals to five landscape architect firms. We received five proposals back. Chris and Lisa interviewed five firms and advanced two firms for consideration. While all firms were qualified we felt that the two firms advanced were better suited to the projects that are scheduled for the upcoming year.

Attached are the responses from Hitchcock Design Group and Altamanu, Inc. Positive reference checks on both firms were completed.

During this process we followed the Local Government Professional Services Selection Act. The policy states *It shall be the policy of the political subdivision of the State of Illinois to negotiate and enter into contracts for architectural, engineering and land surveying services on the basis of demonstrated competence and qualifications for the type of services required and at fair and reasonable compensation.*

*(50 ILCS 510/6) (from Ch. 85, par. 6406)*

Sec. 6. Selection procedure. On the basis of evaluations, discussions and presentations, the political subdivision shall, unless it has a satisfactory relationship for services with one or more firms, select no less than 3 firms which it determines to be the most qualified to provide services for the project and rank them in order of qualifications to provide services regarding the specific project. The political subdivision shall then contact the firm ranked most preferred and attempt to negotiate a contract at a fair and reasonable compensation, taking into account the estimated value, scope, complexity, and professional nature of the services to be rendered. If fewer than 3 firms submit letters of interest and the political subdivision determines that one or both of those firms are so qualified, the political subdivision may proceed to negotiate a contract pursuant to this Section and Section 7. *(Source: P.A. 85-854.)*

*(50 ILCS 510/7) (from Ch. 85, par. 6407)*

Sec. 7. Contract negotiation. (1) The political subdivision shall prepare a written description of the scope of the proposed services to be used as a basis for negotiations and shall negotiate a contract with the highest qualified firm at compensation that the political subdivision determines in writing to be fair and reasonable. In making this decision the political subdivision shall take into account the estimated value, scope, complexity and professional nature of the services to be rendered.

(2) If the political subdivision is unable to negotiate a satisfactory contract with the firm which is most preferred, negotiations with that firm shall be terminated. The political subdivision
shall then begin negotiations with the firm which is next preferred. If the political subdivision is unable to negotiate a satisfactory contract with that firm, negotiations with that firm shall be terminated. The political subdivision shall then begin negotiations with the firm which is next preferred.

(3) If the political subdivision is unable to negotiate a satisfactory contract with any of the selected firms, the political subdivision shall re-evaluate the architectural, engineering or land surveying services requested, including the estimated value, scope, complexity and fee requirements. The political subdivision shall then compile a second list of not less than three qualified firms and proceed in accordance with the provisions of this Act. (Source: P.A. 85-854.)

The firms will do a brief presentation be available to answer any questions you may have. We will provide an evaluation tool at the meeting for your use.

After discussion without the firms present, we are requesting that the committee rate firms so that staff may begin negotiations on an agreement that can presented at the December Board meeting. Based on the statute, the Board cannot discuss or base decision on fees.
GLENCOE PARK DISTRICT
PROPOSAL FOR PROFESSIONAL DESIGN SERVICES

West Lake Playground Replacement
Lakefront Park Renovation
Takiff Center Parking Upgrades

Altamanau Inc.
landscape architecture + urban design + planning
WITH SMP GROUP DESIGN ASSOCIATES
COVER LETTER AND STATEMENT OF INTEREST
Subject: Proposal for Professional Landscape Architectural Services for West Park Replacement, Lakefront Park Renovation and Takiff Center Parking Upgrades

Dear Chris,

We are very pleased that you have requested a proposal from Altamanu for the projects referenced above. We enjoyed meeting with you and the tour of the parks and are enthused by your commitment to improving the park experience and the quality of life for all of Glencoe's residents. We look forward in the hope that we will have the opportunity to work with you, Park District Staff, the Board of Park Commissioners and the community. We are committed to meet your project schedule and budget.

Experienced Team

Altamanu is highly experienced in park design and it is the primary focus of our work for over two decades. We, John Mac Manus the VP of Altamanu and I, are always involved in our park design work. We have partnered with Jerry Pilipowicz PE Principal SMP Group Design Associates, LLC for this proposal. Jerry is an expert in park design. He has worked with Altamanu on a very regular basis for many years. We worked together on multiple master plans and park design and construction projects for the Park District of Oak Park and for the Chicago Park District.

Please note

Our estimated fee is negotiable and that if these projects are bundled together during design bidding and construction there will be a considerable savings in fees and construction costs. If you require any additional information please do not hesitate to contact me at Josephin@altamanu.com Tel: (773) 528.7492 or on my Cell at (708) 557.3442.

Very truly yours,

Josephine Bellalta, PLA, ASLA
President Altamanu Inc.
QUALIFICATIONS
Altamanu Inc. is a certified MBE/WBE/DBE Landscape Architecture, Urban Design and Planning firm based in Chicago and Oak Park Illinois.

Ability and Experience
Josephine Bellalta and John Mac Manus, the principals of Altamanu, together have over 40 years professional experience working on the planning, design and construction administration of park and open space projects. They have received local, regional and national awards for their work on projects ranging in scale from large-scale regional parks to neighborhood playgrounds. Both Josephine and John led the planning, and design sections for major national engineering firms until they opened Altamanu in the year 2000 so that they could be more involved in their projects. John was also Planning Supervisor at the Chicago Park District which gives him an understanding of the issues facing Park District staff.

Capacity, Staff and Capital
Since founding Altamanu in the year 2000 they have grown the studio into a nine person design firm or Landscape Architects, Architects, Urban Designers and Arborists. Altamanu has the staff and experience to perform the work successfully and promptly, and to perform the services required for the project within the time schedule set forth without delay or interference. Altamanu is good financial standing and has been vetted and approved by the City of Chicago, the State of Illinois, The Illinois Department of Transportation, and multiple Park Districts and agencies.

Skill
Altamanu’s completed projects include the design of parks, open space reserves, dog parks, skate parks, schools and institutional campuses, outdoor classrooms, courtyards, plazas, healing gardens, athletic fields, artificial turf installations, running tracks and tennis courts as well as trails, greenways, streets, parkways, and bridges. Their projects feature improved ADA access and green initiatives such as green roofs, treatment wetlands, bio-swales and rain gardens with educational signage, native planting and innovative stormwater management techniques.

Altamanu has received national, regional and local awards for our work. Josephine has received two ASLA honor awards and John was awarded the Greenwald Chair for Urban Design in recognition of his work; he was also designated “Chicagoan of the year” by the Chicago Tribune for his work on large-scale park and infrastructure projects. Currently John is also an adjunct professor for Environmental Studies at DePaul University.

Other recent awards include the following:
2016 ASLA Honor Award: Constructed Project, Grant Park Skate Park, (Wheel Friendly Area) and performance space, Chicago, IL
2013 IL-ASLA Merit Award: Constructed Project, Urban Design: River Street, Batavia, IL
2013 Congress for New Urbanism Illinois Best Street: River Street Woonerf, Batavia, IL
2012 IL-ASLA Merit Award: Elemental Building at 1610 N Honore, Chicago, IL for green infrastructure and landscape design
2009 Community Service Award, for “Outstanding Contributions to the Community and State of Illinois” IPRA, IAPD, PDOP.

Equal Opportunity Compliance
Altamanu and the SMP Group will comply with all state and federal statutes pertaining to nondiscrimination and equal opportunity.
Character, Integrity, Judgement, Experience, Efficiency and Quality
A selection of Emails and Letters sent from representatives of Municipalities and Agencies to Altamanu Inc.

IPRA and IAPD Award
“For their extraordinary creativity, their sincere concern for the betterment of the community and their willingness and openness to do whatever it takes to develop the best possible parks system”. Presentation of the 2009 Community Service Award,
“Outstanding Contributions to the Community and State of Illinois”.
IPRA, IAPD, and the Park District of Oak Park

Park Design
Please let John, Mark and everyone at Altamanu know how much I appreciate all they do on behalf of the PDOP. I count myself very fortunate to be able to work with such a dedicated, creative and passionate group.
Gary Balling, CPRP, Former Executive Director, Park District of Oak Park
Phone: 708.725.2020   Email:1garyball@gmail.com

Mills Park, Oak Park Illinois
It does not look nice; IT LOOKS GREAT!!
Mike Grandy, Former Superintendent of Buildings and Grounds, Park District of Oak Park
Phone: 708-609-5516   Email: grandmike5604@gmail.com

Randolph Park and Tot Lot and Community Park, Oak Park Illinois
Josephine, I heard such nice remarks about the park last night. Everyone loves it!
Karen Gruszka, Executive Assistant, Park District of Oak Park   Phone: 708.725.2017

Taylor Park, Playground, Wetlands, Bridge and Green Solutions Exhibit, Taylor Park, Oak Park
Your design solutions look beautiful as always. I am going to try and bring my family over to Taylor Park on Opening Day to celebrate with you. Everyone is raving about it! Congratulations.
Maggie Kelly   Email: maggiekelly4@yahoo.com
Scoville Park, Oak Park Illinois
And if I haven’t said it too many times, Scoville Park is spectacular. I can’t stop smiling every time I drive past. You did an amazing job.
Diane Stanke, Manager of Communications & Marketing
Phone: (708) 725-2022  Email: Diane.Stanke@pdop.org

Field Park, Master Plan and Construction, Oak Park Illinois
We should again pat ourselves on the back for selecting Altamanu. The plan for Field (Park) is borderline genius.
Marty Bracco, Vice-President, Park District of Oak Park, Phone: 708-725-2711
The fences came down and an ecstatic crowd poured in. People took in every square inch, rolling in the grass and sliding on the infields. If the first few hours are any indication, Field Park will be a vibrant focal point of the community for many, many years to come. Congratulations on a job well done!
Roy Phifer, Park District Citizens Committee and Mann School PTO  Email: propel@aol.com

Mann School Playground
Thanks so much! I just want to make sure that you know how much we have appreciated your diligence and in particular your responsiveness on this project to date. It has been a real pleasure working with you.
Sharon Hermanns - Homes School PTO  Email: slh5568@aol.com

Hi all,
I just wanted to say that our playground looks FANTASTIC. Mann parents and kids are so excited! I know it has not been easy. We really appreciate all of your time and talent. Thank you so much.
Margaret Kelly, - Mann PTO  Email:maggiekelley4@yahoo.com

Grant Park Skate Park
Thanks, John!!!!!!! You and your firm did a tremendous job.
Bob O’Neill Grant Park Conservancy  Email: boboneill@grantparkconservancy.com

District 97 Playgrounds
John - many, many thanks. You went well “above and beyond” and we are extremely grateful.
Therese M. O’Neill, Assistant Superintendent for Finance & Operations
Cell: 847-644-2096
QUALIFICATIONS CONTINUED

Downtown Streetscape Designs, City of Batavia Illinois
I just wanted to mention your work in Batavia was fantastic! I live right down the road and we are downtown all the time!
Matt Nelson, ASLA, LEED AP
President Nelson Design Associates, Inc.
p: 630.392.0558
E-mail: mnelson@nelsondesignassociates.com

Beautiful, simply beautiful.
Bill McGrath, City Administrator, City of Batavia
Phone (630) 879-142 Email: bill@cityofbatavia.net

River Street Gateway Arch, City of Batavia Illinois
Does everything it's supposed to do: creates street wall along Wilson, turns River into a room, the timbers match limestone buildings yet make them look older, steel and rods are our materials, light colors don't make it a big heavy thing, plenty wide and high enough not to be a visual danger, etc. Modern as well. All good, and nothing like it on earth.
Bill McGrath, City Administrator, City of Batavia
Phone (630) 879-142 Email: bill@cityofbatavia.net

Comments on Work for the CPS and PBC
Thanks, you are awesome.
Does Altamanu do MEP engineering? ;-) We could use some with the responsiveness we are growing accustomed to with you guys. You make my life easier.
Jason Chochola AIA, LEED, AP, Project Architect BauerLatoza Studio
Email: JChochola@bauerlatozastudio.com

Glenview Community Park West and Dog Park, Glenview Park District
Thank you for all the pre-planning, meetings, expertise, etc.... everyone loves the park Thanks to YOU!!
Have you checked it out lately? It's beautiful!!
Kathleen McInnis, PM, Manager of Health and Fitness
Phone: 224-521-2596

The grand opening was a huge success. Thanks again for sending John our way. His help early on set a sound foundation for success!
Charles T. Balling
Former Executive Director of the Glenview Park District
Email: chuckballing@comcast.net
Phone: 847-542-2512
QUALIFICATIONS CONTINUED

Altamanu has received multiple awards for park planning and design and the design and construction of park and public spaces.

2016 ASLA Honor Award: Constructed Project, Grant Park Skate Park and Performance Space Chicago, IL
2015 Green Award with PDOP for the Oak Park Conservatory Bio-Swale
2014 Active Transportation Alliance, Recognition Award: River Street, Batavia, IL
2013 IL-ASLA Merit Award: Constructed Project, Urban Design: River Street, Batavia, IL
2013 Congress for New Urbanism Illinois Best Street: River St Woonerf, Batavia, IL
2013 Friends of the River, Watershed Action Ally Award, Chicago IL
2012 Green Award with PDOP for Taylor Park Wetland and Grenn Infrastructure Solutions
2012 IL-ASLA Merit Award: Elemental Building at 1610 N Honore, Chicago, IL for Green Infrastructure and landscape design
2009 Community Service Award, for “Outstanding Contributions to the Community and State of Illinois” IPRA, IAPD, PDOP.
2003 IL ASLA Honor Award: Connor’s Park, Chicago, IL

Personal Awards Josephine Bellalta ALSA, PLA
2003 IL ASLA Honor Award: Connor’s Park, Chicago, IL
1998 IL ASLA Honor Award: Nature Center/ Preserve Network Study, Chicago, IL

Josephine Bellalta Affiliations
Registered Landscape Architect
American Society of Landscape Architects, Member
Friends of the Parks, Advisory Board Member, Chicago, IL
Member Open Lands Project Chicago
Member Chikaming Open Lands
Member of multiple environmental organizations including Greenpeace & Environmental Illinois
Adjunct Professor Environmental Science and Studies, DePaul University 2016

Personal Awards John Mac Manus ASLA, B.Arch
2007 ACEC-IL Merit Award for Moffit Road Bridge
2004 APWA Chicago - Project of the Year, American Public Works Association
2004 Midwest Construction Best Project for the Jackson Park segment of LSD reconstruction
2004 ARTBA - Globe Award for Environmental Excellence ‘04 American Builders Assoc
2004 FHWA - Excellence Award ‘04 - Planning and Urban Design
1995 Greenwald Chair for Urban Design Studies at the University of Illinois, at Chicago.

John Mac Manus Affiliations
American Society of Landscape Architects, Member
Friends of the Parks, Member, Chicago, IL
Member Open Lands Project Chicago
Member Chikaming Open Lands
Member of multiple environmental organizations including Greenpeace & Environmental Illinois
Adjunct Professor Environmental Science and Studies, DePaul University 2016
STAFF COMMITTED TO THIS PROJECT

The Principal In-Charge
Josephine Bellalta the President of Altamanu has 28 years of experience working on park projects. She will guide the project from Altamanu’s side and oversee and review the project budget; base plan preparation; design, construction drawings; bid specifications; bidding assistance; provision of construction drawings and project manual sets. She will also oversee preparation of AIA Contract with contractors; vetting of contractor qualifications. Josephine will attend bid opening; review bids; provide recommendation on award of bids and attend final walk through. Josephine will be ultimately responsible for monitoring all services involved in the project.

Principal
John Mac Manus, VP has worked on the planning and design of parks, schools, public spaces and associated projects for the past 30 years. He is at home working on large or small-scale projects and has received local, regional and national recognition for his work. He will work on concept design and how the projects are integrated into their surroundings.

Project Manager and Senior Landscape Architect
Phillip Hutchinson Associate Principal has 15 years of professional experience working on local and national projects in Landscape Architecture, Planning and Environmental Design. He has guided projects successfully through all stages of design, development, permitting and construction and is comfortable working on large-scale master planning efforts as well as local parks, plazas, playgrounds, greenways and trails. He recently completed the much lauded extension to the Lake Cook Trail at the Botanic Garden. Phil is an experienced project manager who has worked on multiple schools, parks, and open space projects both locally and nationally. He will be in charge of day to day interaction with the client.

Senior Landscape Architect
Jane Chen is highly experienced in playground and park design. Jane led the design and implementation team for 20 unique playgrounds in the City of Chicago and for the fast tracked schoolyard renovations of three elementary schools in Oak Park during 2012, and four additional school sites during 2013. Jane has also worked on multiple successful projects for the Park District of Oak Park, the Village of Oak Park, the Chicago Park District and MWRD which may be of assistance on these projects.

Civil Engineering
Jerry Pilipowicz PE Principal SMP Group Design Associates will be the civil engineer on the project. Jerry is an expert in park design. He has worked with Altamanu on a very regular basis for many years. We worked together on multiple master plans and park design and construction projects for the Park District of Oak Park and for the Chicago Park District. Jerry was the engineer on the Rosewood Beach Project in Highland Park. He will be responsible for all civil engineering, concrete walks, drainage and sewer tie-ins, and all coordination and communication with MWRD if applicable to these projects.
Ms. Bellalta has received local and national awards for her work in Landscape Architecture, Urban Design and Planning. She has worked locally and nationally on the planning and design of streets, roadways, parks, dog parks, skate parks, renovations of schools, outdoor classrooms, courtyards, plazas, healing gardens and parking lots. Her projects also feature improved ADA access and green initiatives such as green roofs, bio-swales and rain gardens, native planting and innovative stormwater management techniques. Josephine has been involved in many design/build projects. This experience gives her an understanding of buildability, construction scheduling, and construction costs.

### Education

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<tr>
<th>Degree</th>
<th>Institution</th>
<th>Location</th>
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<tbody>
<tr>
<td>Master of Landscape Architecture</td>
<td>University of Illinois</td>
<td>Champaign-Urbana, Illinois</td>
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<tr>
<td>Bachelor of Liberal Arts in Environmental Studies</td>
<td>Lake Forest College, Lake Forest, Illinois</td>
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### Years of Experience

- Years with Current Firm: 16 years
- Years with the Industry: 28 years

### Current Projects

Josephine currently directs projects and reviews the work of staff. Therefore she is involved all projects.

**Note:**

- Multiple School and Campus Park Projects, Chicago, Illinois
- Lead Landscape Architect for the Planning, Site Design, Design Development and Construction Observation of 20 Chicago Schools on school renovations. The work included the design of parking lots, ball fields, playgrounds, outdoor classrooms, courtyards, healing gardens, bio-swales, rain gardens, educational exhibits as well ADA access and streetscape improvements.

  **Ref:** Charles A. Bassett, AIA, LEED AP, Sr Manager for Planning and Design, Chicago Public Schools, Chicago IL; Email: Cbeea@ameritech.net

- Streetscapes, Piazzas, Greenways, Gateways, Chicago, Illinois
- Lead Landscape Architect for the redesign of streetscapes and the introduction of green stormwater management practices. Projects include: Streetscapes designs for 55th Street, 95th Street, Broadway and Lawrence, Devon Avenue, Fulton Market, Harrison Street, two sections of Madison Street, Lawrence Avenue Streetscape Master Plan, Streetscape Improvements and Road Diet, South Michigan Ave, and Stony Island Streetscape Masterplan.

  **Ref:** Luann Hamilton, Deputy Commissioner, CDOT. Email: LHamilton@cityofchicago.org

- Streetscapes, Planters, Median Plantings, Dept. of Public Work, Oak Park, IL
- Redesign of various streetscapes, parks, and public spaces. Work was highly successful and introduced a sustainable approach in the planting selection that helped to reduce cost and maintenance. Working with staff and local civic and business groups Altampanu developed plans for the redesign of Madison Street. These include a road diet with the removal of traffic lanes, introduction of buffered bike lanes, the expansion of sidewalks and the development of public and civic plazas.

  **Ref:** Craig Failor, Village Planner, Oak Park IL. Email: Failor@oak-park.us

**Note:**

- System Wide Park Master Plans and Projects, Oak Park, Illinois
- Project director and chief landscape architect for multiple master plans and design and construction projects for the Park District. All projects were carried out with extensive public outreach. Work included the resolution of complex site issues, the ballancing of myriad requests for the use of limited open space, innovative green solutions and the installation of turf and artificial turf fields, tracks, playgrounds, tennis courts, path systems, historic landscape interpretation and restoration.

  **Ref:** Jan Arnold, Executive Director, Park District of Oak Park, Oak Park, IL. Email: Jan.Arnold@pdop.org
John Mac Manus | ASLA

ALTAMANU INC., PRINCIPAL
PRINCIPAL-IN-CHARGE/OVERALL PROJECT DESIGN

Mr. John Mac Manus has worked on the planning and design of parks and the associated projects for the past 30 years. He is at home working on large or small-scale projects and has received local, regional and national awards for his work.

John led the physical design team for the Lincoln Park Framework plan and many local parks in the Chicago system. He also led the planning and urban design teams for the relocation of Lake Shore Drive, the Museum Forecourt; the Plan for Northerly Island; and the reconstruction of Lake Shore Drive in Jackson Park.

EDUCATION

Master of Architecture, 1978
D.I.T. Dublin, Ireland

ACADEMIC EXPERIENCE

Greenwald Chair for Urban Design Studies, University of Illinois at Chicago
Adjunct Professor for Environmental Studies DePaul

YEARS EXPERIENCE

Years with Current Firm: # 12 years
Years with in the Industry: # 38

CURRENT PROJECTS

John currently directs projects and reviews the work of staff and is involved in multiple projects.

RELEVANT PROJECTS

- Lincoln Park Framework Plan, Chicago, Illinois

Led the physical design team for the plan that included the analysis of existing facilities and the development of policies and physical plans for 1,112 acres of parkland and facilities. Ref: Edward K. Uhlir, FAIA, Millennium Park, Inc. 201 E. Randolph Street Chicago, IL 60601-6530
Email: Ed.Uhlir@sbcglobal.net

- Millennium Park, Chicago, Illinois

Designed the parterre for the project and worked directly with the Director of the project on the coordination of various engineering, architectural and landscape design firms. Ref: Edward K. Uhlir, FAIA, Millennium Park, Inc. 201 E. Randolph Street, Chicago, IL 60601-6530
Email: Ed.Uhlir@sbcglobal.net

- Van Vlissingen Prairie, Environmental Park, Chicago, Illinois

Lead Urban Designer for Master Plan through Construction Documents including the Planning, Site Design, Design Development and Construction Documents for this 135 acre environmental park. The project aims to restore habitat, provide nature-based recreation, establish connections to nearby open spaces, and incorporate an art and sculpture component.
Ref: Zhanna Yermakov, Manager of Natural Resource Zhanna. Yermakov@chicagoparkdistrict.com

- System Wide Park Master Plans and Projects, Oak Park, Illinois

Urban and Concept Design for multiple master plans and design and construction projects for the Park District. All projects were carried out with extensive public outreach. Work included the resolution of complex site issues, the balancing of myriad requests for the use of limited open space, innovative green solutions and the installation of turf and artificial turf fields, tracks, playgrounds, tennis courts, path systems, historic landscape interpretation and restoration.
Ref: Jan Arnold, Executive Director, Park District of Oak Park, Oak Park, IL Email: Jan.Arnold@pdop.org

- Flick Park Arboretum, Glenview Park District, iGlenview, Illinois

Project lead and developed concepts for the renovation of a historic arboretum in Flick Park, Glenview. The plan restores order and brings emphasis to the spectacular specimen species on site. Additional features, such as new plantings, pathways, boardwalk, and gateways look to reinforce and compliment the design for this very unique Park District amenity and bring it the attention it deserves. Worked closely with Park District staff who brought enthusiasm and dedication to the project.
Ref: James Warnstedt, Superintendent of Park and Facility Services, Glenview Park District Email: james.warnstedt@glenviewparks.com
Phillip Hutchinson, ASLA, PLA, LEED

ALTAMANU INC., ASSOCIATED PRINCIPAL, PROJECT MANAGER

Mr. Hutchinson is an experienced project manager who has worked on multiple school, park, streetscape and trail projects both locally and nationally. He has guided projects successfully from inception through planning, design and construction administration.

His projects include North Lake Shore Drive feasibility Study, the headquarters for the FBI in Puerto Rico, Fred Anderson Park in downtown Chicago, 11 park projects for the Park District of Oak Park, the design and construction administration of the extension of the Lake Cook Road - North Branch Trail, this work included the design of bridges, boardwalks, landscape design and signage for IDOT, the Cook County Forest Preserve and the Chicago Botanic Garden.

EDUCATION
Bachelor of Landscape Architecture, 2001
Michigan State University

AFFILIATIONS
American Society of Landscape Architects
CLARB Exam Writing Committee Member
LARE Committee on Examinations

YEARS EXPERIENCE
Years with Current Firm: # 8 years
Years with in the Industry: # 15

LICENSES AND REGISTRATIONS
Licensed Landscape Architect - IL # 157-001258
Licensed Landscape Architect - MI # 3901001612
Accredited Professional LEED
CLARB Landscape Architect Cert # 70732

RELEVANT PROJECTS

- North Lake Shore Drive Feasibility Study

Phil is the Landscape Architect on this urban design and landscape design study of the redesign of seven and a half miles of North Lake Shore Drive. The project entails detailed study of existing conditions, evaluation of the impact of potential roadway designs on the lakefront parks, pedestrian access to the lakefront, redesign of the Lakefront Trail and multi-use paths, redesign of the Oak Street Beach and North Avenue Beach, addition of landfill and new beaches, and coordination with a diverse team of coastal, civil, structural and transportation engineers. Ref: Michael J. Folkening, P.E., PTOE, Civitech Engineering, Chicago, IL. Email: mfolkening@civitechinc.com

- Fred Anderson Park - Chicago Park District

Led the design and construction observation on this one acre site in the South Loop neighborhood of Chicago. The park is divided into a series of areas: dog friendly areas, stage and performance space and a peripheral walking jogging path. The dog friendly area is divided into two subsections allowing small and large dogs to have separate play areas. Additional amenities include artificial turf, shade structures, seating elements and pet amenities such as drinking fountains, dog waste stations and custom features for the dogs to play in. Construction of this park was completed in July 2014.

Ref: Jim McGeary, Chicago Park District, Chicago IL. Email: James.McGeary@ChicagoParkDistrict.com

- Multiple Campus/Community Parks - Park District of Oak Park, IL

Mater Plan through construction for multiple parks including: Milan Park, Mills Park, Scoville Park, Taylor Park, Euclid Park and Randolph Community Park and Tot Lot. Led the detailed design, construction documents and construction observation phases of the projects. Work included the resolution of complex sitework issues, innovative green solutions such as the design of an urban fen to handle storm water at Taylor, as well as ball fields, tracks, playgrounds, tennis courts, path systems, planting plans and historic landscape interpretation and restoration.

Ref: Jan Arnold, Ex. Director, Park District of Oak Park, Oak Park IL. Email: Jan.Arnold@pdop.org

- Lake Cook Multi-Use Trail - Cook County Forest Preserve, the Botanic Garden and IDOT

This is an off-street connection between the Green Bay Trail and the Chicago Botanical Gardens. The trail connects the "Gardens" to the North Branch Trail which runs south to the City of Chicago; making this a crucial off-street connection between the North Shore communities and the City of Chicago. The Lake Cook Trail meanders through wooded areas and includes several elevated boardwalks and bridges designed to have minimal impact on wetlands and sensitive vegetation below. Portions of the trail utilize an innovative root aeration matting to ensure survival of mature existing trees.

Ref: Mr. Mike Kerr, CBEL. Email: mkerr@cbel.com
Ms. Jane Chen has 17 years of experience working on the planning, design and construction observation of public open space projects including schools, educational facilities, parks and playgrounds, plazas and streets.

Jane led the design and implementation team for 20 unique playgrounds in the City of Chicago and 7 new playgrounds for District 97 in Oak Park.

She is also experienced in ADA transition plans and audits, and has completed multiple projects for MWRD from the development of projects from inception to grand opening.

**Education**

Master of Landscape Architecture, Iowa State University, 1998

Bachelor of Landscape Architecture, Iowa State University, 1995

**Experience**

Years with Current Firm: # 6 years

Years with in the Industry: # 17 years

Jane is working on the redesign of Skinner Elementary School. The project includes artificial turf fields, outdoor classrooms, bioswales, and green stormwater solutions.

**Project Experience**

- Led the design for exterior treatments for the new Ridgeland Common Recreation Complex (RCRC) in collaboration with Nagle Hartray Architects. The rehabed and expanded facility included state-of-the-art synthetic turf fields, sport-specific lighting and custom fencing for soccer, baseball, softball and batting cages. Jane also worked on the development of separate park and building entrance plazas, a dog friendly park area and a renovated swimming pool, modified with composite wood deck and various shade structures.

  Ref: Jan Arnold, Executive Director, Park District of Oak Park, Oak Park, IL. Email: jan.arnold@pdop.org

- District 97 Site and playground renovations, Oak Park, IL.

  Ref: Jan Arnold, Executive Director, Park District of Oak Park, Oak Park, IL. Email: jan.arnold@pdop.org

- DeKalb Public Library, DeKalb, IL.

  Site planning through construction administration for this new extention and renovation of the library. Memorial spaces and a landscaped courtyard were added. The site treatments serve to complement the historic architecture and native landscape character of the region.

  Ref: Don McKay Nagal Hartray, Email: dmckay@nhdkmp.com

- Multiple Campus and Community Parks, Park District of Oak Park

  Landscape Architect for master plans through construction administration. All projects were carried out with extensive public outreach. Work included new playgrounds, ballfields, artificial turf fields, tracks, tennis courts, path systems, historic landscape interpretation and restoration.

  Ref: Jan Arnold, Executive Director, Park District of Oak Park, Oak Park, IL. Email: jan.arnold@pdop.org

- Chicago Park District Playground Initiative, Chicago, IL

  Jane led the design and implementation team for 20 unique playgrounds in the City of Chicago. All 20 playgrounds had a separate identity yet stayed within an overall design vocabulary so that maintenance and cost could be minimized. All plans were all fully permitted and developed within the appropriate budget and time line. Ref: Michael Lange, Project Manager, Chicago Park District. Email: Michael.Lange@ChicagoParkDistrict.com

The projects were carried out with an intensive public participation process. Jane was involved in all aspects of the work including design development, construction documents and construction administration.

Ref: Therese M. O'Neill, Assistant Superintendent Finance & Operations. Email: toncill@op97.org"
Mr. Pilipowicz brings over 10 years of civil engineering consulting experience to the fields of Project Management, Stormwater & Utility Design, and Permitting. Having studied both architecture and engineering in Canada, he has built a vast portfolio with completed projects throughout the Midwest, East Coast, Central Canada, Switzerland and China. His experience includes successfully managing multi-million dollar high profile urban and suburban projects of varying complexity. His strong qualifications in urban planning, design, project management and value added engineering provides the backbone for the SMP Group which he founded in 2014.

**Notable Achievements include:**

**Chicago Lions/Hope Academy Rugby & Sports Complex:** Planned for an 8 acre vacant and derelict site in Chicago's West Side neighborhood, the proposed sports complex features a domed athletic field with seating for 3000 spectators. When complete, the stadium will act as a catalyst for the promotion of the sport of rugby and offer new opportunity for the youth of one of Chicago's most neglected neighborhoods.

**Space to Grow – Wadsworth and Wolcott Elementary Schools:** A partnership between Openlands, the Healthy Schools Campaign, Chicago Public Schools and the MWRTD, these two schools were redesigned to reclaim long lost greenspace and showcase innovative stormwater management techniques that drastically reduce water run-off and help alleviate inundation of Chicago’s combined sewer system.

**PharmaCann Cultivation Facilities:** Since their inception, Mr. Pilipowicz has worked with PharmaCann LLC to construct cultivations facilities throughout Illinois and New York that produce medicinal cannabis for purpose of alleviating symptoms associated with debilitating health conditions and terminal illness.

**Scoville, Maple, Taylor, Randolph, Mills and Euclid Square Parks – Oak Park, Illinois:** As the Senior Project Manager and civil designer, approximately 16 acres of parkland was redeveloped and restored throughout the suburb of Oak Park within a 5 year timespan. The development included pocket parks, lighting schemes, ADA compliance, playgrounds, constructed wetlands, tennis courts and dog friendly/off-leash areas.

**Park 574 – Chicago Park District:** As the lead Civil Engineer for the redevelopment of the former Rockwell Gardens Housing complex, this environmentally remediated site now acts as a beacon for community congregation and comradery. With its state-of-the art fitness playground, 1/5 mile running path, adult fitness stations, zip-line, challenge hills, slides, pommel horses, rings and a water feature, this park challenges neighborhood residents to maintain a healthy lifestyle in a fun and educational manner.
REFERENCES

Park District of Oak Park
Chris Lindgren
Superintendent of Buildings & Grounds
Park District of Oak Park
218 Madison Street
Oak Park, IL 60302
Email: Chris.Lindgren@pdop.org
Tel: 708-725-2053 Main

Glenview Park District
Charles T. Balling
Former Executive Director of the Glenview Park District
Email: chuckballing@comcast.net
Tel: 847-542-2512

School District 97
Therese O’Neill
Assistant Superintendent / Finance & Operations
Tel: 847-866-7933
Cell: 847-644-2096 (708) 524-3000
PROJECT UNDERSTANDING AND SCOPE

WEST PARK PLAYGROUND

Issues include slopes, ADA access, drainage and erosion, exposed tree roots
DETAILED PROPOSAL WEST PARK PLAYGROUND RENOVATION

At this time, we understand the Scope to include:

Construction Items Scope for West Park Playground Renovation

- Removal of existing playgrounds
- Removal of playground curbs, safety surface and drainage elements
- New ADA accessible playground including of ramp style course
- New Engineered Wood Fiber and Pour in Place surfacing
- Playground drainage with storm sewer tie-in
- Accessible path of travel
- Relocation of existing drinking fountain
- Concrete pad for picnic table and trash receptacle
- District standard swing bench with paver pad

SCOPE OF WORK/PROJECT PLAN
The following is an outline of the “Scope of Work” to be carried out by Altamanu Inc.

Please note that work to be carried out by Altamanu unless specifically called out.

TASK 1: DATA COLLECTION/VERIFICATION OF EXISTING CONDITIONS
Goals: Assess the site’s design constraints/opportunities; and generate implementation goals with the Glencoe Park District (the Client). Review survey as provided by Client.

1. Meet with Client to review project scope, budget, schedule, and goals. (Kick Off Meeting- Meeting 1)

2. Solicit two quotes for a topographic and boundary survey of the project area. The survey will show existing contours, detailed site features, and existing utilities. Owner to select preferred surveyor and cost of survey will be outside of this contract.

3. Review existing site conditions using available site data such as surveys, aerial photos, and topographic maps.

4. Review available Zoning/Landscape Code.

5. Tour the site with Client to refine scope/goals and to field review existing conditions. (Site meeting at same time as project Kick-Off meeting).

TASK 2: SCHEMATIC DESIGN
Goals: prepare schematic design to set direction of landscape concept.

1. Prepare schematic design for Client review. Design options may include plans, elevations and sections.
2. Coordinate with two playground equipment manufacturers to specify an owner approved playground.

3. Prepare preliminary Estimate of Probable Costs

4. Attend concept plan review with project team to include Client, Altamanu, and SMP Engineer. (Meeting 2) Please note: SMP Engineers only to attend 1 of the 4 planning meetings.

5. Revise schematic design after client review and value engineering of project costs.

6. Attend concept plan review with project team. (Meeting 3)

7. Coordinate with Client over email and telephone to make further revisions as requested (up to two additional revisions)

8. Provide Client with electronic copies of schematic design landscape documents.

**TASK 3: DETAILED DESIGN DEVELOPMENT & CONSTRUCTION DOCUMENTS**

Goals: Finalize relevant design elements and incorporate Client’s comments and produce the final Construction Documents.

1. The Construction Documents will include the following (it is possible that some of these items will be shown on the same plans):
   - Detailed Final Landscape Plan (1”=20’)
   - Layout and Dimension Plan (1”=20’)
   - Enlarged Site/Landscape Plans as needed for clarity.
   - Site Detail Sheets - Layout/Dimensioned of Related Special Site Elements including: Site Furnishings, bench pads, play equipment, flush curbs, safety surfacing, swing bench pad, walkways/paving, drinking fountain.
   - Drainage/Utility Details, utility connections, (SMP)
   - Grading and Drainage Plan and Details(SMP)
   - Planting Details, Plant Schedules and General Notes
   - Related Technical Specifications (Altamanu and SMP)

2. Field verify existing conditions as necessary to prepare the construction document set.

3. Coordinate Landscape Plan with Civil Engineer’s Grading/Drainage, Utility Plans.

4. Revise Opinion of Probable Costs to reflect adjustments to Landscape/Engineering Plans.

5. Submit 50% Construction Set and Outline Specifications to Client for review.

6. Meet with Client to review 50% Construction Set. (Meeting 4)
7. Coordinate with Village of Glencoe and MWRD (if necessary), and verify permit submission requirements.

8. Submit 90% Construction Set and Outline Specifications to Client for review.

9. Make revisions and submit 90% Construction Set and Specifications to Client for final review.

10. Submit Final 100% Construction Documents Package and related Technical Specifications, including SWPP plan for permit, to Client for review and subsequently for bidding.

**TASK 4: PERMITTING, BIDDING & BID ASSISTANCE**

Goal: Assist in obtaining appropriate approvals as required for construction. Assist in the packaging and distribution of construction drawing sets and specifications to selected contractors for pricing. Bids will be reviewed, assessed and clarified with Client to assist in the selection of a contractor(s). Time tables and schedules for construction will be established with selected contractors.

1. Assist Client in submitting Permit Set for appropriate approvals and coordinate with Village of Glencoe on any permit approvals from MWRD. (SMP will manage permit approvals)

2. Provide Client Construction Set prior to bidding for review.

3. Issue addenda as appropriate to interpret, clarify or expand the Construction Documents.

4. Meet with Client to assist in preparation of Bid Packages. Use Site Landscape Construction Bid Form, cover letter and related addenda to include with Bid/Drawing Package. Distribute Bid/Drawing Package to contractors on selected list as vetted by team.

5. Assist the Client in conducting a Pre-Bid Review Meeting with selected Contractors. (Meeting 5)

6. Assist Client in preparing Bid Analysis for comparison of proposed bids.

7. Assist Client with the selection(s) of appropriate contractors.


9. Develop Landscape Installation Timetable with Client & Contractor.

**TASK 5: CONSTRUCTION ADMINISTRATION & PROJECT CLOSEOUT**

Goal: Provide on site review and observation of landscape construction related to the Site Landscape Construction Package and its Related Specifications.

1. Provide on-site observation of site and landscape construction related to the Altamanu-SMP Landscape
and Engineering Plans and their related elements. Visit site twice (2) at intervals appropriate to the stage of landscape construction to review proper construction methods and adherence to the design intent. (Site Meetings 6 & 7).

2. Make written reports regarding site construction progress for landscape improvements.

3. Provide interpretations and clarifications for the Construction Documents as needed.

4. Review and approve samples of materials and shop drawings and assess change order requests.

5. Review and respond to contractor’s requests for information.

6. Review contractor's request for payments.

7. Conduct a final on-site observation/inspection of Landscape Construction with Client and Contractor. (Site Meeting 8)

8. Prepare a Final Punch List prior to final acceptance of job.
PROFESSIONAL FEES

Professional fees and expenses will be billed monthly for work completed and are due within 30 days.

ASSUMPTIONS

• All base information (architectural building plans, site survey) will be provided by the Client to Altamanu.
• Site base information will be provided to in a form compatible with AutoCAD 2017 format.
• Any services beyond what is outlined above will be considered extra services and will be billed at our standard hourly rates.
• Water detension is not part of the scope of this project.
• This agreement does not include: traffic, soils or environmental studies or property surveys.
The installation of a potential peripheral path could impact some of the historic oaks in Lake Front Park depending on the alignment. Altamanu, in a similar situation used root aeration matting at historic Scoville Park and Maple Park to protect tree roots when pathways and a new plaza were installed. Soil around the roots was blown out with compressed air, the space was filled with constructed soil and matting was laid over the roots. Then the concrete slab was applied. Today, years later the trees though directly up against concrete paths and the plaza are thriving.
Some of the issues in Lake Front Park include the deteriorating artificial surface of the tennis courts, the failed asphalt beneath this covering, potential substructure issues and also drainage and ponding that is evident in the moss growing in the corners of the courts. The careful integration of these courts into the surrounding historic park is essential.

Altamanu has designed new tennis facilities and rehabilitated multiple existing tennis courts with great success. Together with Jerry Pilipowicz of the SMP Group Altamanu replaced the aging tennis courts at historic Scoville Park, Taylor Park and relocated tennis courts at Maple Park in Oak Park. The subsurface of these courts were unstable and called for innovative structural solutions. Lights and fencing were relaced and the surrounding landscape improved.
At this time, we understand the Scope to include:

- Removal of existing playground
- Removal of playground curbs, safety surface and drainage elements (if present)
- New accessible playground
- New playground curbs and Engineered Wood Fiber
- Playground drainage with storm sewer tie-in
- Upgrade of existing park pathway to an accessible path of travel with potential to incorporate a new winding path through the park
- Relocation of existing drinking fountain
- Concrete pad for picnic table and trash receptacles (several)
- District standard swing bench with paver pad
- Removal and replacement of of three existing asphalt tennis courts over water reservoir (fencing to remain)

SCOPE OF WORK/PROJECT PLAN
The following is an outline of the “Scope of Work” to be carried out by Altamanu Inc. Please note that work to be carried out by Altamanu unless specifically called out.

TASK 1: DATA COLLECTION/VERIFYIFICATION OF EXISTING CONDITIONS
Goals: Assess the site’s design constraints/opportunities; and generate implementation goals with the Glencoe Park District (the Client). Review survey as provided by Client.

1. Meet with Client to review project scope, budget, schedule, and goals. (Kick Off Meeting- Meeting 1)

2. Review existing site conditions using available site data such as surveys, aerial photos, topographic maps, The Client will furnish Altamanu with an accurate base map, (site survey and topographic map) at a workable scale for the preparation of site improvement construction documentation. The survey will show existing contours, detailed site features, and existing utilities to the curbline of adjacent streets.

3. We request that the Client solicit two (2) soil borings at the tennis courts to determine the profile beneath the existing courts. Boring depth should be coordinated with the Village of Glencoe.

4. Review existing site conditions using available site data such as surveys, aerial photos, and topographic maps.

5. Review available Zoning/Landscape Code.

6. Tour the site with Client to refine scope/goals and to field review existing conditions. (Site meeting at same time as project Kick-Off meeting)
TASK 2: SCHEMATIC DESIGN
Goals: prepare schematic design to set direction of landscape concept.

1. Prepare schematic design for Client review. Design options may include plans, elevations and sections.
2. Coordinate with two playground equipment manufacturers to specify an owner approved playground.
4. Attend concept plan review with project team to include Client, Altamanu, and SMP Engineer. (Meeting 2) Please note: SMP Engineers only to attend 1 of the 4 planning meetings.
5. Revise schematic design after client review and value engineering of project costs.
6. Attend concept plan review with project team. (Meeting 3)
7. Coordinate with Client over email and telephone to make further revisions as requested (up to two additional revisions)
8. Provide Client with electronic copies of schematic design landscape documents.

TASK 3: DETAILED DESIGN DEVELOPMENT & CONSTRUCTION DOCUMENTS
Goals: Finalize relevant design elements and incorporate Client’s comments and produce the final Construction Documents.

1. The Construction Documents will include the following (it is possible that some of these items will be shown on the same plans):
   • Detailed Final Landscape Plan (1”=20’)
   • Layout and Dimension Plan (1”=20’)
   • Enlarged Site/Landscape Plans as needed for clarity.
   • Site Detail Sheets - Layout/Dimensioned of Related Special Site Elements including: Site Furnishings, tennis court layout and surfacing, bench pads, play equipment, flush curbs, safety surfacing, swing bench pad, walkways/paving, and drinking fountain.
   • Drainage/Utility Details, utility connections, (SMP)
   • Grading and Drainage Plan and Details(SMP)
   • Planting Details, Plant Schedules and General Notes
   • Related Technical Specifications (Altamanu and SMP)
2. Field verify existing conditions as necessary to prepare the construction document set.
3. Coordinate Landscape Plan with Civil Engineer’s Grading/Drainage, Utility Plans.
4. Revise Opinion of Probable Costs to reflect adjustments to Landscape/Engineering Plans.
5. Submit 50% Construction Set and Outline Specifications to Client for review.
6. Meet with Client to review 50% Construction Set. (Meeting 4)

7. Coordinate with Village of Glencoe and MWRD (if necessary), and verify permit submission requirements.

8. Submit 90% Construction Set and Outline Specifications to Client for review.

9. Make revisions and submit 90% Construction Set and Specifications to Client for final review.

10. Submit Final 100% Construction Documents Package and related Technical Specifications, including SWPP plan for permit, to Client for review and subsequently for bidding.

**TASK 4: PERMITTING, BIDDING & BID ASSISTANCE**

Goal: Assist in obtaining appropriate approvals as required for construction. Assist in the packaging and distribution of construction drawing sets and specifications to selected contractors for pricing. Bids will be reviewed, assessed and clarified with Client to assist in the selection of a contractor(s). Time tables and schedules for construction will be established with selected contractors.

1. Assist Client in submitting Permit Set for appropriate approvals and coordinate with Village of Glencoe on any permit approvals from MWRD. (SMP will manage permit approvals)

2. Provide Client Construction Set prior to bidding for review.

3. Issue addenda as appropriate to interpret, clarify or expand the Construction Documents.

4. Meet with Client to assist in preparation of Bid Packages. Use Site Landscape Construction Bid Form, cover letter and related addenda to include with Bid/Drawing Package. Distribute Bid/Drawing Package to contractors on selected list as vetted by team.

5. Assist the Client in conducting a Pre-Bid Review Meeting with selected Contractors. (Meeting 5)

6. Assist Client in preparing Bid Analysis for comparison of proposed bids.

7. Assist Client with the selection(s) of appropriate contractors.


9. Develop Landscape Installation Timetable with Client & Contractor.

**TASK 5: CONSTRUCTION ADMINISTRATION & PROJECT CLOSEOUT**

Goal: Provide on site review and observation of landscape construction related to the Site Landscape Construction Package and its Related Specifications.

1. Provide on-site observation of site and landscape construction related to the Altamanu-SMP Landscape/Engineering Plans and their related elements. Visit site six times (6) at intervals appropriate to the
stage of landscape construction to review proper construction methods and adherence to the design intent. (Site Meetings 6 through 11).

2. Make written reports regarding site construction progress for landscape improvements.

3. Provide interpretations and clarifications for the Construction Documents as needed.

4. Review and approve samples of materials and shop drawings and assess change order requests.

5. Review and respond to contractor’s requests for information.

6. Review contractor’s request for payments.

7. Conduct a final on-site observation/inspection of Landscape Construction with Client and Contractor. (Site Meeting 12)

8. Prepare a Final Punch List prior to final acceptance of job.
PROFESSIONAL FEES

Professional fees and expenses will be billed monthly for work completed and are due within 30 days.

ASSUMPTIONS

• All base information (architectural building plans, site survey) will be provided by the Client to Altamanu.
• Site base information will be provided to in a form compatible with AutoCAD 2017 format.
• Any services beyond what is outlined above will be considered extra services and will be billed at our standard hourly rates.
• Water detension is not part of the scope of this project.
• This scope of work is based on documents available as of this date.
• This agreement does not include: traffic, soils or environmental studies or property surveys.
Staff parking can be moved to the entryway to the maintenance yards and along the edge of the field.

The old skate park can be used for expanded parking. Issues include access, drainage and condition of materials.
DETAILED PROPOSAL TAKIFF CENTER PARKING UPGRADES

At this time, we understand the Scope to include:

Construction Items Scope for Takiff Center Parking Improvements
At this time, we understand the Scope to include:
- Removal of existing skate park surfacing
- New asphalt parking lot (25-40 spaces)
- Striping of parking lot
- New storm sewer system for parking lot
- Potential elements to be included:
  - Permeable pavers
  - Bio-swales
  - Landscape plantings.

Please note that within the current budget, items in the base design do not include permeable pavement surfacing or bio-swales. If these become a considerable part of the construction document phase, the budget and the professional fees will likely need to be increased.

SCOPE OF WORK/PROJECT PLAN
The following is an outline of the “Scope of Work” to be carried out by Altamanu Inc. Please note that work to be carried out by Altamanu unless specifically called out.

TASK 1: DATA COLLECTION/VERIFICATION OF EXISTING CONDITIONS
Goals: Assess the site’s design constraints/opportunities; and generate implementation goals with the Glencoe Park District (the Client). Review survey as provided by Client.

1. Meet with Client to review project scope, budget, schedule, and goals. (Kick Off Meeting- Meeting 1)

2. Review existing site conditions using available site data such as surveys, aerial photos, topographic maps, The Client will furnish Altamanu with an accurate base map, (site survey and topographic map) at a workable scale for the preparation of site improvement construction documentation. The survey will show existing contours, detailed site features, and existing utilities to the curbline of adjacent streets.

3. We request that the Client solicit two (2) soil borings at the location of the no longer extant skate park to determine the profile beneath the existing pavement. Altmanu can assist with this request.

4. Review existing site conditions using available site data such as surveys, aerial photos, and topographic maps.

5. Review available Zoning/Landscape Code.

6. Tour the site with Client to refine scope/goals and to field review existing conditions. (Site meeting at same time as project Kick-Off meeting)
TASK 2: SCHEMATIC DESIGN
Goals: prepare schematic design to set direction of landscape concept.

1. Prepare schematic design for Client review. Design options may include plans, elevations and sections.
2. Coordinate with two playground equipment manufacturers to specify an owner approved playground.
4. Attend concept plan review with project team to include Client, Altamanu, and SMP Engineer. (Meeting 2) Please note: SMP Engineers only to attend 1 of the 4 planning meetings.
5. Revise schematic design after client review and value engineering of project costs.
6. Attend concept plan review with project team. (Meeting 3)
7. Coordinate with Client over email and telephone to make further revisions as requested (up to two additional revisions)
8. Provide Client with electronic copies of schematic design landscape documents.

TASK 3: DETAILED DESIGN DEVELOPMENT & CONSTRUCTION DOCUMENTS
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   • Site Detail Sheets - Layout/Dimensioned of Related Special Site Elements including: Site Furnishings, tennis court layout and surfacing, bench pads, play equipment, flush curbs, safety surfacing, swing bench pad, walkways/paving, and drinking fountain.
   • Drainage/Utility Details, utility connections, (SMP)
   • Grading and Drainage Plan and Details(SMP)
   • Planting Details, Plant Schedules and General Notes
   • Related Technical Specifications (Altamanu and SMP)
2. Field verify existing conditions as necessary to prepare the construction document set.
3. Coordinate Landscape Plan with Civil Engineer’s Grading/Drainage, Utility Plans.
4. Revise Opinion of Probable Costs to reflect adjustments to Landscape/Engineering Plans.
5. Submit 50% Construction Set and Outline Specifications to Client for review.
6. Meet with Client to review 50% Construction Set. (Meeting 4)

7. Coordinate with Village of Glencoe and MWRD (if necessary), and verify permit submission requirements.

8. Submit 90% Construction Set and Outline Specifications to Client for review.

9. Make revisions and submit 90% Construction Set and Specifications to Client for final review.

10. Submit Final 100% Construction Documents Package and related Technical Specifications, including SWPP plan for permit, to Client for review and subsequently for bidding.

**TASK 4: PERMITTING, BIDDING & BID ASSISTANCE**

Goal: Assist in obtaining appropriate approvals as required for construction. Assist in the packaging and distribution of construction drawing sets and specifications to selected contractors for pricing. Bids will be reviewed, assessed and clarified with Client to assist in the selection of a contractor(s). Time tables and schedules for construction will be established with selected contractors.

1. Assist Client in submitting Permit Set for appropriate approvals and coordinate with Village of Glencoe on any permit approvals from MWRD. (SMP will manage permit approvals)

2. Provide Client Construction Set prior to bidding for review.

3. Issue addenda as appropriate to interpret, clarify or expand the Construction Documents.

4. Meet with Client to assist in preparation of Bid Packages. Use Site Landscape Construction Bid Form, cover letter and related addenda to include with Bid/Drawing Package. Distribute Bid/Drawing Package to contractors on selected list as vetted by team.

5. Assist the Client in conducting a Pre-Bid Review Meeting with selected Contractors. (Meeting 5)

6. Assist Client in preparing Bid Analysis for comparison of proposed bids.

7. Assist Client with the selection(s) of appropriate contractors.


9. Develop Landscape Installation Timetable with Client & Contractor.

**TASK 5: CONSTRUCTION ADMINISTRATION & PROJECT CLOSEOUT**

Goal: Provide on site review and observation of landscape construction related to the Site Landscape Construction Package and its Related Specifications.

1. Provide on-site observation of site and landscape construction related to the Altamanu-SMP Landscape and Engineering Plans and their related elements. Visit site six times (6) at intervals appropriate to the stage of landscape construction to review proper construction methods and adherence to the design.
intent. (Site Meetings 6 through 11).

2. Make written reports regarding site construction progress for landscape improvements.

3. Provide interpretations and clarifications for the Construction Documents as needed.

4. Review and approve samples of materials and shop drawings and assess change order requests.

5. Review and respond to contractor’s requests for information.

6. Review contractor’s request for payments.

7. Conduct a final on-site observation/inspection of Landscape Construction with Client and Contractor. (Site Meeting 12)

8. Prepare a Final Punch List prior to final acceptance of job.
PROFESSIONAL FEES

Professional fees and expenses will be billed monthly for work completed and are due within 30 days.

ASSUMPTIONS

- All base information (architectural building plans, site survey) will be provided by the Client to Altamanu.
- Site base information will be provided to in a form compatible with AutoCAD 2017 format.
- Any services beyond what is outlined above will be considered extra services and will be billed at our standard hourly rates.
- Water detension is not part of the scope of this project.
- This scope of work is based on documents available as of this date.
- This proposal does not include: traffic, soils or environmental studies or property surveys.
FORMS AND ATTACHMENTS
CONSULTING FIRM PROFILE QUESTIONNAIRE AND ATTACHMENTS

Each firm shall answer each of the following questions in full in order for the application to be considered by the Glencoe Park District.

A. Firm Name: Altamani Inc.

Business Address: 1700 Irving Park Road, Suite 202

City: Chicago State: IL Zip Code: 60613

Phone: 773.5287492 Fax: N/A

Contact Email Address: Josephine@altamani.com

B. Name and title of primary contact person:

Josephine Bellalta, President Altamani

C. Parent company (if any) and address: N/A

D. Submitting company is a (corporation, partnership, sole proprietorship, limited liability company, other): Corporation

E. Federal Employer Identification Number: 36-4389 608

F. Year firm was established under its present form: 2000

G. Personnel Information: Please see the body of the proposal for this information

1. Give the name and title of the person in your firm who will be the project coordinator or project manager for the duration of the project. (If more than one person, for different aspects of the project, state responsibilities of each). Attach professional resumes of each.

2. Give the name and title of anticipated support staff that will be involved in the project and state responsibilities of each. Please see the body of this proposal for this information

H. Firm project history and references: Please see body of proposal for this information

1. Provide project fact sheets or briefly describe at least three similar projects, their duration and a contact person for each project reference.
Parks and Open Space

Master Planning and Construction
Josephine and John, the Principals of Altamanu Inc., together, have over 40 years professional experience working on parks and open space projects. This work ranges from leading the design teams on large-scale regional master plans such as the Lincoln Park Framework Plan, to the design and construction of greenways and trails, plazas, parks and play grounds. The majority of these projects were carried out with extensive public input which is important in their design philosophy.

They have also worked on the design of parks and public space in Massachusetts, New York and Iowa and assisted in the development of the planning processes for regional urban parks in St. Louis, Missouri; Denver, Colorado and Norfolk, Virginia.

They have been the principal designers on many notable projects in the Chicago area including:

- Millennium Park
- The Museum Forecourt for the Field Museum and Shedd Aquarium
- Plan for Northerly Island
- The Lincoln Park Framework Plan
- The Lincoln Park Zoo Master Plan and multiple projects at the Zoo
- The Relocation of Lake Shore Drive (LSD)
- The Reconstruction of LSD in Jackson Park
- Grant Park Skate Park
- Oak Park PD Master Plans (system wide)
- Glenview PD (Arboretum and Park District Facilities)
- Elementary School District 97 Playgrounds
- Assorted Projects -
  - Public Building Commission
  - Chicago Public Schools
  - Public Libraries (Multiple)
Scoville Park, Oak Park, Illinois

Scoville Park is the central park and heart of the Village of Oak Park. It is the contemporary “Village Green” and a setting for a series of public buildings including the Oak Park Public Library. Altamanu, as part of the Scoville Park project, redesigned the public plaza, entryways, playground, tennis courts, pathways, interpretative signage, and a new innovative performance stage and a new setting for the library and its interaction with the park.

Construction completion: June 2013
Project cost: $2.4 million
Altamanu fee: $221,500.00 (including subconsultants)

Client Reference:
Gary Balling
Former Executive Director of
The Park District of Oak Park
Email: garyball@gmail.com
Tel: 708-932-2225
Altamanu’s design integrated the new Randolph Tot Lot and the new community park, across an existing alley, into one continuous landscape. The spaces are linked by a straight path that is a reminder of the Randolph Street train-line that originally ran through this site. The line connected Oak Park to downtown Chicago.

A new entry way invites residents into the park. Flowering trees create a romantic Alleé along the path that leads to a community plaza surrounded by benches with picnic and chess tables. A narrow speed table connects the park across the alley to a playground for toddlers. Altamanu’s design incorporates the history of the site into the playground with a train on a soft surface for toddlers to crawl through and climb on.

“What a wonderful night at Randolph Tot Lot. The park is amazing. Congratulations on a phenomenal project. I thoroughly enjoyed seeing the young families in the tot lot while those without kids enjoying the quiet area. This park certainly provides something for everyone. Thank you for all of your hard work in helping us to provide quality parks to our community.

Diane Stanke, Manager of Communications, Park District of Oak Park

Construction completion: June 2012
Project cost: $517,800

Client Reference:
Gary Balling
Former Executive Director of
The Park District of Oak Park
Email: 1garyball@gmail.com
Tel: 708-932-2225
Altamanu Inc., was engaged by District 97 to carry out master plans and site improvements at seven elementary schools and two middle schools. Altamanu Inc., worked with the staff, PTO members and the community on the school improvements. We developed concept plans and renderings for public meetings, and then developed detailed construction documents for each school.

Altamanu Inc. led the construction observation effort to ensure that improvements at each school were constructed according to the project specifications and client expectations.

The improvements included playgrounds, outdoor classrooms, gardens, turf fields, artificial turf fields, athletic fields, running tracks, plazas, parking lots, fencing and site furnishings. Sustainability and ADA compliance and safety were essential to the projects.

"Hi all, I just wanted to say that our playground looks FANTASTIC. Mann parents and kids are so excited! I know it has not been easy. We really appreciate all of your time and talent. Thank you so much."

Margaret Kelly, - Mann PTO

Example Project Irving School
Project included artificial turf field, plaza, parking lot, new entries, fencing and site furnishings. Sustainability and ADA compliance and safety were essential to the projects.

Construction completion: August 2013
Project cost: $2.4 million
Altamanu fee: $221,500.00
(Including subconsultants)
Client Reference: Therese M. O’Neill, Assistant Superintendent for Finance & Operations
Tel: 847-866-7933
Cell: 847-644-2096
The Elsie Jacobsen Discovery Garden creates a space that invites both children and adults to explore nature in all seasons. It contains nooks and paths with opportunities to observe, touch and interact with plants and natural materials, through self-guided activities and facilitated programs. A water feature powered by an interactive pump travels the length of the garden from North to South. The garden also has comfortable places to sit and relax. Plant selections demonstrate the many varieties native or hardy in northern Illinois.

All of these amenities were carefully considered in this Altamanu, Inc. designed garden in order to feature sensory experiences organized around two big ideas: plants have different characteristics and all life needs water. These ideas are simple observations but both have layers of complexity that can be explored through self-guided or facilitated activities. Plant life is characterized and compartmentalized in the garden as Flowering/Exotic, Aquatic, Xeriscape and Forest/Woodland. Water is expressed through the moving water feature and a managed stormwater solution that involves the depressed water garden, rain gardens and bioswales along the parkway.

Building the East Avenue garden in 2015 fulfills a long-held strategic goal of the Friends of the Conservatory to collaborate with the Park District on an outdoor education/demonstration garden.
The NRPA has called for more opportunities for children to experience spontaneous outdoor play and for creating more connections for them to nature and their community. We have also had many requests from schools and PTO’s for us to design outdoor classrooms and gardens.

Altamanu has successfully developed “NATURE Based” playgrounds and “Discovery Areas” for schools and Park Districts. We seek to use natural materials in these areas such as wood, stone, earthen mounds and where possible unusual plants.

We have carved tree stumps into sculptural “lion seats” and used the whole trunks of felled trees as seating. Rather than trying to preserve them we let them slowly deteriorate to display the natural processes of entropy.

Children and adults alike are intrigued by the labyrinths we have constructed that illustrate the history of the site and the communities where they are located. We have used boulders for stone circles with a central “teacher’s stone” and we have sand blasted images and petroglyphs into them for children to discover. The stone circle at Coonley Elementary has become an icon of the neighborhood. Today it acts as a focal point in the landscape, an outdoor classroom, an unstructured playground, a meeting point and a gathering space for parents and students alike.
Altamanu Inc. believes in an inclusive team approach and that the best solutions come from collaboration with our clients, with other disciplines and specifically with the community in a creative and controlled process.

Each of our design solutions is unique and we enjoy working with our clients and the community to uncover and to intensify the intrinsic qualities of a place.

“Just wanted to let you know how impressed I was with Altamanu’s suggestions last night. You and John have really captured the spirit of the site and the range of input from its users. Can’t wait to see the finished product, especially the creative kid’s area.”

Beth Burdi, Chair of the Greening Taskforce
Email: bethburdin@gmail.com

“I don’t know if I mentioned, but I was really impressed when I attended the last meeting with the level of attention to community perspectives. It is more impressive to me now both because I have been away for some time, and because in my current work I now realize better how much effort is involved on the part of you and your staff. So kudos to all of you—it’s a real inspiration for me as I think about how to be more open and consultative in all that I do as an administrator. Cheers,”

Tom Philion, Associate Dean
Associate Professor of Secondary Education and Language and Literacy College of Education, Roosevelt University
Previously - Park District of Oak Park board
Member; Email: tphilon@roosevelt.edu

“This design is just what the committee was looking for on River Street....letting the beautiful buildings be showcased and the rest of the environment is bright, refreshing, and most of all complements the buildings.....a perfect blend of the old and the new. Don’t let anyone change it!”

Doris Sherer, Downtown Streetscape Committee, City of Batavia
Email: dlsherer@hotmail.com
History and General Firm Experience

The SMP Group was established in 2014 as a civil engineering consulting firm that recognized the shift in urban planning towards ecologically based stormwater management systems. Jerry Pilipowicz, the firm’s Principal and Manager Member, is trained in both architecture and engineering and brings over 10 years of domestic and international experience; the majority of which has been within the City of Chicago and Oak Park, Illinois, but also includes project work in Canada, China, The United Kingdom, and Switzerland. He is licensed as a Professional Engineer in Illinois, Ohio and Maryland.

Since its inception, our staff has brought together global experience in working with Architects, Landscape Architects and Developers and have successfully completed projects throughout the Midwest, New York and throughout Canada. Analytical in our approach, we work with designers, public entities and permitting agencies to bring innovative concepts to reality and always within a set budget.

For Pharmacann, LLC, we developed 4 state of the art agricultural facilities throughout the states of Illinois and New York.

For the Park District of Oak Park, our staff worked to renovate 7 public parks within a 5 year timespan.

At Rosewood Beach, we worked with the Park District of Highland Park and the Army Corps to create over 1,500 feet of new public beach.

Peace Plaza: Scoville Park, Oak Park, Illinois

For each of our projects and for all of our Clients, we adapt our technical base to push the boundaries of civil engineering to enable principles of environmental site design. The ability to work in conjunction with industry leading designers and ecologists to bring their vision through to construction has been the key strength of the SMP Group.
Beginning in 2006, the Park District of Oak Park began a lengthy master planning process that saw the renovation to many of the treasured parks spread throughout the Village. Mr. Pilipowicz served as lead Civil Designer and Project Manager for the redevelopment of:

- Scoville Park
- Taylor Park
- Euclid Square Park
- Maple Park
- Randolph Park
- Stephenson Park

The projects included the creation of baseball fields, tennis courts, sidewalks, dog parks, monument restoration, lighting and landscape features.

Client: Park District of Oak Park
Architect: Altamanu, inc
Cost: $6+M
Status: Complete
Role: Civil Project Manager
The new home of Chicago’s premiere Rugby Team is currently under construction in Chicago’s west side neighborhood. Built on 8 acres of vacant land, this state-of-the-art facility will include two full regulation sized rugby fields (the first within the City). When completed in 2017, this 4,000 seat stadium will host local and international matches as well as support the development of the sport of Rugby for years to come.

The project is a joint venture between the Chicago Lions Rugby Club and the Hope Academy, a non-denominational Collage Prep High School focused on assisting children in the west-side neighborhoods of Chicago. The project serves as a beacon for redevelopment opportunity within the City.
GLENCOE PARK DISTRICT
PROPOSAL FOR PROFESSIONAL DESIGN SERVICES
West Lake Playground Replacement
Lakefront Park Renovation
Takiff Center Parking Upgrades

Altamanu Inc.
landscape architecture + urban design + planning

WITH SMP GROUP DESIGN ASSOCIATES
Response to the Request for Proposals

Glencoe Park District

West Park, Lakefront Park, Takiff Center Parking and Astor Park

In collaboration with:
Primera Engineers

November 25, 2016
November 25, 2016

Chris Leiner  
Director of Parks and Recreation  
Glencoe Park District  
999 Green Bay Road  
Glencoe, Illinois 60022

RE: West Park, Lakefront Park, Takiff Center Parking and Astor Park

Dear Chris,

We appreciate the relationship that we have developed with you, Lisa, all of your staff and your Board of Commissioners throughout the last few years. Our experience with the Glencoe Park District (GPD) has given us valuable insight, enabled us to be purposeful with our creativity, while being responsible with our advocacy and utilizing our specialized expertise. The care we've exercised with our relationship with you has yielded success for GPD, and high quality projects delivered on-budget.

Hitchcock Design Group is the service-leader in the recreation planning and design marketplace in Chicagoland. As a result, over ninety-percent of our park district business in the Illinois market is from repeat clients like you, and for that, we are grateful. Please feel free to contact any of the references that are listed on the project profiles that are included in the “References” section of this proposal.

We look forward to partnering with GPD on this next series of capital improvements. To that end, please accept this response from us, which has been tailored to the exact requirements spelled-out in the two (2) request for proposals that were issued. We are responding to both requests with this proposal.

PROJECT UNDERSTANDING

We have thoroughly studied the project sites, the process necessary to deliver the projects to your expectations and the requirements within each request for proposal. Based on our understanding, GPD wishes to advance the design, engineering, permitting of each project concurrently, bid them bundled in two bid packages (West Park/Astor Park & Lakefront Park/Takiff Parking) and stagger the construction sequencing.

For the West Park improvements, you would like to develop a strategy for a new universally accessible play environment within this key-community park setting, including container, drainage, equipment, accessible connections, PIP surfacing, and support features, such as the relocated drinking fountain and site furnishings. Your total budget is $550,000 and construction is expected to begin in June of 2017.

For the Lakefront Park improvements, you would like to develop a renovation strategy that includes a new play environment, includes container, drainage, equipment, accessible connections, EWF surfacing, and support features, such as the relocated drinking fountain and site furnishings. A pathway experience and an upgrade to the tennis courts will also be included. Your total budget is $400,000 and construction will begin after Labor Day, 2017.

For the Takiff Center Parking improvements, you would like to develop a strategy to expand the existing parking counts by 20-40+ additional stalls to help alleviate the current peak-shortages. Expansion areas may include south on the old skate park site, north to the old superintendent house site, or finding efficiencies within the existing lot. Your total budget is $250,000 and construction will begin fall of 2017.
For the Astor Park improvements, you would like to replace the existing play equipment within the existing container, upgrade the drainage, replace the EWF surfacing and connector walks, furnishings and landscape. Your total budget is $215,000 and construction will begin fall of 2017.

Topographic surveys, soil borings and geotechnical reports will be provided by GPD. We will assist with pricing of these service, and coordinate their delivery, if requested. Some civil engineering services will be required for each project, but for purposes of this response will be limited to minor playground drainage and drinking fountain waterline engineering and permitting (West, Lakefront, Astor) and necessary MWRD coordination and SWPP plan preparation (all projects). If storm water detention engineering and permitting are required, we will provide pricing on an as needed basis.

SCOPE OF SERVICES
Our approach will be as prescribed in the request for proposals and include research, data gathering, design submittals, engineering, planning meetings, construction document preparation, Village permit processes, MWRD coordination (as applicable), bidding assistance and certain construction administration and construction observation services.

Please see the Scope of Services in the “Qualifications” section of this proposal for our step-by-step approach.

PROJECT TEAM
I will continue to represent our team as Project Leader and remain available to present our work to your Board of Commissioners or community, as needed. Steve Konters, a Principal within our Recreation Studio, will continue to be your Project Manager and will be responsible for direct communication and coordination of our work with you, your staff and our team. Andy Howard, a Design Principal within our Recreation Studio, will lead the design process and manage our internal team of design technicians.

Primera Engineers, led by John Fehlberg, will join our team and be responsible for the civil engineering needs of the project. We do not anticipate needing any other team members or disciplines.

We have already negotiated contractual terms with your legal counsel, and are ready to enter into an agreement quickly and efficiently, which should save you time and money.

Thank you for the opportunity to continue to work with you and the Glencoe Park District. If you have any questions or wish to discuss this proposal further, please do not hesitate to call.

Sincerely,
Hitchcock Design Group

Bill Inman
Principal | Senior Vice President
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Profile Questionnaire
Three Oaks Recreation Area: Crystal Lake, Illinois
CONSULTING FIRM PROFILE QUESTIONNAIRE AND ATTACHMENTS

Each firm shall answer each of the following questions in full in order for the application to be considered by the Glencoe Park District.

A. Firm Name: Hitchcock Design Group

Business Address: 225 West Jefferson Avenue

City: Naperville State: Illinois Zip Code: 60540

Phone: 630.961.1787 Fax:

Contact Email Address: binman@hitchcockdesigngroup.com

B. Name and title of primary contact person:

Bill Inman, Senior Vice President/Principal

C. Parent company (if any) and address: N/A

D. Submitting company is a (corporation, partnership, sole proprietorship, limited liability company, other): Corporation

E. Federal Employer Identification Number: 36-3059328

F. Year firm was established under its present form: 1980

G. Personnel Information:

1. Give the name and title of the person in your firm who will be the project coordinator or project manager for the duration of the project. (If more than one person, for different aspects of the project, state responsibilities of each). Attach professional resumes of each.

Please see the information on the following pages.

2. Give the name and title of anticipated support staff that will be involved in the project and state responsibilities of each.

Please see the information on the following pages.

H. Firm project history and references:

1. Provide project fact sheets or briefly describe at least three similar projects, their duration and a contact person for each project reference.

Please see the information on the following pages.
Qualifications
How do you get the best economic, social and environmental returns on your investment in valuable land resources? Hitchcock Design Group has a proven approach, exceptional resources and specialized experience Creating Better Places® to Live, Work, Learn, Heal and Play.

Proven Approach
Our planning and landscape architectural services help land owners, managers, developers and community leaders like you improve the value of your land resources in ways that advance your mission, respect the environment and improve their community. We believe that genuine sustainability is accomplished by nurturing long-term relationships and creating long-lasting places that are functionally, financially, aesthetically, culturally and environmentally balanced. As your energetic advocates during every engagement, we will advance your goals through an imaginative, collaborative, respectful and disciplined process that regularly produces results that meet or exceed your most demanding expectations.

Exceptional Resources
Market-centered senior leaders are supported by experienced planners, landscape architects, many of whom are LEED-accredited. When appropriate, we engage other specialized consultants to provide market and technical expertise. In addition to our substantial human resources, we utilize current communications, management and production technologies, and we maintain extensive information about market trends, best practices and costs.

Specialized Experience
Since 1980, Hitchcock Design Group has produced an extensive portfolio of award-winning projects. Consequently, we understand the unique goals, interests and issues facing your market and your stakeholders.
Scope of Services

The following scope of services outlines our approach to design, engineer, permit and bid each of the three, potentially four projects simultaneously, further reducing GPD staff and Board efforts required to offer direction, input, review and approvals.

A. Program and Analysis Phase

Objective: The objective is to confirm with GPD staff the project program, characteristics of the existing resources, probable permit requirements, and produce new maps and a program summary that will be the basis for further design.

Process: Specifically, the Hitchcock Design Group team will:

1. [Meeting #1: Staff] Conduct a Kick-off and Programming Workshop with client representatives and the other project team members confirming:
   a. Scope, goals and objectives of each project
   b. Community stakeholder issues, if any
   c. Site data (survey, geotech) coordination
   d. Permitting processes
   e. Possible extra services
   f. Budgets and schedules

2. Collect Data for the project area and the immediate surroundings including:
   a. Local ordinances
   b. Geo-technical reports (by GPD)
   c. Topographic and utility surveys (by GPD)
   d. Aerial photography

3. Prepare and administer RFP's for surveying and geotechnical services. Review results with you. Service providers to contract directly with GPD.

4. Prepare Base Maps at Appropriate Scales using the inventoried data and the boundary and topographic survey.

5. Prepare a written Project Program that includes:
   a. Project design program
   b. Jurisdictional factors
   c. Budget information
   d. Project Schedule

6. Review the Program and Analysis by forwarding the written Project Program and discussing with client representatives and other project team members.

Deliverables: Base Maps, Written Project Program

B. Schematic Design Phase

Objective: The objective is to reach consensus with GPD staff on the type, location, organization, scale, character and potential cost of specific capital improvements.

Process: Following your approval of the Program and Analysis Phase, the Hitchcock Design Group team will:

1. Prepare Schematic Design for each project illustrating site geometry and the scale, type and organization of the project elements including:
a. Play environment improvements  
b. Parking improvements  
c. Support amenity improvements  
d. Landscape improvements  
e. Grading and drainage

2. Prepare the **Schematic Design Documents** for each project including:  
   a. Plan view drawings at an appropriate scale (black & white)  
   b. Representative photographs from other projects

3. Prepare a preliminary **Construction Cost Opinion** for each project using recognized systems and unit costs, and all soft costs, in the Construction Specification Institute format.

4. **Coordinate with Manufacturers** for the items designated to be manufactured that can be competitively shopped, forwarding schematic plan, cost information and design criteria to and request the preparation of equipment options, presentation boards and a materials list in accordance with our criteria, from two (2) playground manufacturers.

5. **[Meetings #2: Staff]** Review the Schematic Design Documents with you. Prepare and distribute meeting summary.

6. Review the Schematic Design Documents with the **Village of Glencoe** to inform them of the project scope and gain understanding of permit submittal requirements (*per the RFP, this is not part of the scope and will be conducted by GPD staff)*.

**Deliverables:** **Schematic Design Documents, Construction Cost Opinions, Meeting Summary**

**C. Design Development Phase**

**Objective:** The objective is to reach consensus with GPD staff on the final design, probable cost and construction strategy for the proposed improvements.

**Process:** Following your approval of the Schematic Design Phase and/or the Master Plan Phase, the Hitchcock Design Group team will:

1. **Finalize the Design** for each project, including size, horizontal and vertical geometry, structure, materials and finish, as appropriate, for the proposed improvements including:
   a. Play environment improvements  
   b. Parking improvements  
   c. Support amenity improvements  
   d. Landscape improvements  
   e. Grading and drainage

2. **Prepare Preliminary Engineering** recommendations including:
   a. Storm drainage  
   b. Water utility

3. **Prepare the Design Development Documents** including:
   a. Existing conditions information  
   b. Plan view drawings (black & white)  
   c. Descriptive supplemental drawings
d. Outline specifications  
e. Product data (playground equipment, site furnishings)  
f. Material samples  

4. Prepare a summary of estimated quantities and Update the **Construction Cost Opinion**.


6. Review the Schematic Design Documents with the Metropolitan Water Reclamation District (MWRD) to inform them of the project scope and gain understanding of permit submittal requirements

**Deliverables:** Design Development Document, Construction Cost Opinion, Meeting Summary

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

**Process:** Following approval of the Design Development Phase, the Hitchcock Design Group team will:

1. **Finalize the Graphic Documentation** that will be used to bid and construct the improvements including:
   a. Digital construction drawings  
      i. Cover sheet, notes and legend  
      ii. Existing conditions plans  
      iii. Site preparation/demolition plans  
      iv. Grading and drainage plans (signed and sealed by registered professional engineer)  
      v. Storm Water Pollution Prevention plans (SWPPP)  
      vi. Utility plans (waterline to drinking fountains only – signed and sealed by registered professional engineer)  
      vii. Layout and materials plans  
      viii. Landscape plans  
      ix. Site construction details

2. **Finalize the Written Documentation** that will be used to bid and construct the improvements including:
   a. General and Supplementary Conditions  
   b. Technical specifications

3. Prepare a summary of estimated quantities and Update the **Construction Cost Opinion**.

4. [Meetings #4: Staff] Review the Construction Documents with you. Prepare and distribute meeting summary.


**Deliverables:** Construction Drawings, Construction Specifications, Construction Cost Opinion, Meeting Summary
E. Permitting Phase

Objective: The objective is to obtain the required permits.

Process: Following approval of the Construction Documentation Phase, the Hitchcock Design Group team will:

1. Prepare **Permit Documents** suitable for applying for the following permits:
   a. Village of Glencoe only for a Site Development / Building Permit for each site
   b. Metropolitan Water Reclamation District (MWRD) for a Watershed Management Permit under their Watershed Management Ordinance (WMO) for each site
   c. NPDES Phase 2 permitting through IEPA. Prepare and submit Notice of Intent (NOI) and Storm Water Pollution Prevention Plan (SWPPP)
   d. Not included:
      i. Stormwater Management (Volume Control or Detention)

2. Means of submittal:
   a. Provide GPD with **three (3) sets of stamped and signed construction documents** (including SWPPP) for GPD to submit to the Village.
   b. Coordinate submittal of MWRD and IEPA permit docs directly

3. **Make One (1) Set of Authorized Revisions** to the appropriate Permit Documents and resubmit to the respective regulatory agencies.

Deliverables: Permit Documents, Revisions

F. Bidding and Negotiation Phase

Objective: The objective is to help the client select a qualified contractor to construct the improvements.

Process: Following your approval, the Hitchcock Design Group team will:

1. Forward digital files to GPD. GPD to place **Bidding Documents** in **Online Digital Plan Room** for bidding distribution and management.

2. Answer Questions and **Issue Written Addenda**, when appropriate, to all bidders regarding changes to or clarifications of the Contract Documents.

3. **[Meeting #5: Staff / Prospective Bidders]** Attend the bid opening and record the results.

4. Prepare a **Bid Tabulation** spreadsheet.

5. Perform **Reference Checks** for the apparent low bidder’s references.

6. Issue a **Bid Results Summary Letter**.

Deliverables: Bidding Documents, Addenda, Bid Tabulation, Results Summary Letter
CONSTRUCTION SERVICES
The goal for this part of the engagement is to help GPD staff get the projects constructed. Following award of the work to a Contractor, Hitchcock Design Group will provide these Construction Services in accordance to the meeting quantities listed.

A. Administration
Objective: The objective is to help you finalize and administer your construction contract with the Contractor.

Process: Following your award of the work to a Contractor, the Hitchcock Design Group team will provide these Construction Services until Final Acceptance of the work, or until 60 days after Substantial Completion of the work, whichever occurs first:

1. Prepare and issue “For Construction” Documents, incorporating Addenda, if needed.
2. Help you prepare an Owner / Contractor Agreement.
3. Issue Interpretations or Clarifications of the Contract Documents when requested by: you or the Contractor.
4. Review and stamp Submittals and Shop Drawings, product data and material samples which the Contractor is required to submit for the limited purpose of determining their general conformance with the design concept and information contained in the Contract Documents.
5. Prepare written Payment Recommendations upon review of Contractor’s monthly payout applications.

Deliverables: Owner / Contractor Agreement, Submittal Review, Payment Recommendations

B. Observation
Objective: The objective is to become familiarized with the progress and quality of the Contractor’s work and to determine if the work is proceeding in general conformance with the Contract Documents.

Process: During construction, we will:

1. [Construction Meetings] Participate in Site Meetings with you and the contractor to become familiarized with the progress and quality of the Contractor’s work and to determine if the work is proceeding in general conformance with the Contract Documents.
   a. West Park: Two (2) meetings
   b. Lakefront Park: Six (6) meetings
   c. Takiff Center Parking: Six (6) meetings
   d. Astor Park: One (1) meeting

2. Prepare Field Reports of the progress meetings at the site with you and the Contractor.

Deliverables: Field Reports
C. Close-out

Objective: The objective is to help the client close out its construction contract with the Contractor.

Process: After the Contractor notifies the client that the work is Substantially Complete, Hitchcock Design Group will:
1. [Punch List Meetings: Staff / Contractor] Participate in one (1) site visit at each site to conduct a walk through and prepare a Punch List upon substantial completion of the construction of the work documented by us.
2. Review Contract Close-out Submittals required as provided by the Contractor, such as but not limited to:
   a. Operating and maintenance manuals
   b. As-built record drawings
   c. Labor and material lien waivers
   d. Payment applications
3. Prepare Final Payment Recommendations letter regarding the Contractor’s request for acceptance of substantially and finally completed work.

Deliverables: Punch List, Closeout Submittal Review, Final Payment Recommendation

GENERAL PROJECT ADMINISTRATION
We will manage the performance of our own work throughout the term of the contract by providing the following services:

A. Communications
   1. Schedule, create agendas and summarize the highlights of periodic meetings
   2. Periodically inform your representative about our progress

B. Schedules
   1. Create, periodically update and distribute the project schedule
   2. Coordinate the activities of our staff and our consultants

C. Staffing
   1. Select and assign staff members and consultants to appropriate tasks and services
   2. Prepare and administer consultant agreement(s)

D. File Maintenance
   1. Establish and maintain appropriate correspondence, financial, drawing and data files
   2. Obtain appropriate insurance certificates from consultants
   3. Maintain appropriate time and expense records
ADDITIONAL SERVICES
We may provide additional services, at your approval, not included in the Basic Services, such as:
1. Revisions to previously-completed and approved phases of the Basic Services, or any other services not listed in the scope of service.
2. The services of additional consultants not specified in the proposal documents
3. Meetings with you or presentations to other parties not specified in the Basic Services
4. Quantity estimates and construction cost opinion formats other than our own
5. Detailed written summaries of our work or our recommendations
6. Services rendered after the time limitations set forth in this contract
7. Services required due to the discovery of concealed conditions, actions of others, or other circumstances beyond our control
8. Services required to restart the project if you suspend our work at your convenience for more than 90 days during the performance of our services
9. Preparation of segregated or multiple contract bid sets or more than one Owner / Contractor agreement
10. Services rendered after Final Acceptance of the Contractor’s work or services rendered more than 60 days after Substantial Completion of the Contractor’s work

AUTHORIZATION
Services or meetings not specified in this scope of services will be considered additional services. If circumstances arise during our performance of the outlined services that we believe require additional services, we will promptly notify you about the nature, extent and probable additional cost of the additional services, and perform only such additional services following your written authorization.
Staff Profile
Bill Inman
Principal/Senior Vice President | Project Leader

Planning, directing and designing successful recreation projects for over 25 years, Bill's creativity and consensus-building skills have pioneered landmark developments for public, park and recreation institutions throughout the Midwest. As Senior Vice President and Principal of the Recreation Planning and Design Studio, Bill has been instrumental in positioning Hitchcock Design Group as Chicagoland's leading recreation and specialty garden planning and design firm. Bill's extensive portfolio of built work includes landmark projects in the recreation, arboretum and botanic center markets for over one-hundred Midwest clients. His focus is on orchestrating the complexities of community advocacy, holistic sustainability, comprehensive master planning, grant funding, and responsible design and construction with owners, reviewing agencies and other consultants.

Education
Bachelor of Science, Landscape Architecture, with Honors
Iowa State University, 1989

Registration
Licensed Landscape Architect, State of Illinois

Member
Chicago Wilderness Corporate Council
Illinois Association of Park Districts
Illinois Park and Recreation Association
Indiana Park and Recreation Association
Iowa Parks and Recreation Association
Midwest Institute of Park Executives
National Recreation and Park Association
Board of Directors Chairman, New Life for Haiti Foundation

Educational Leadership
Keynote Speaker, Great Lakes Park Training Institute
Speaker, National Recreation and Park Association Conference
Speaker, Illinois of Park and Recreation Association/Illinois Association of Park District Conference
Speaker, Midwest Institute of Park Executives
Speaker, Chicago Wilderness Corporate Council
Speaker, South Suburban Park and Recreation Professional Association Presentation
Speaker, United States Environmental Protection Agency Symposium

Project Experience
Bison Bluff Nature Play Area, Schaumburg, Illinois
Bowen Park, Waukegan, Illinois
Quad Cities Botanic Center Children’s Garden, Rock Island, Illinois
The Morton Arboretum Children’s Garden, Lisle, Illinois
Indianapolis Canal Walk Play Space, Indianapolis, Indiana
Big Marsh Eco-Recreation Bike Park, Chicago, Illinois
East Side Sports Complex, Iowa City, Iowa
Rock Run Corridor Regional Trail, Joliet, Illinois
Roosevelt Park, Waukegan, Illinois
Settlers’ Park, Plainfield, Illinois
Techy Prairie Park and Fields, Northbrook, Illinois
Three Oaks Recreation Area, Crystal Lake, Illinois
West Dundee Riverwalk, West Dundee, Illinois
City of Margate Parks and Recreation Master Plan, Margate, Florida
Grand Forks Park District Comprehensive Master Plan, Grand Forks, North Dakota
re|creation: Glencoe Park District Comprehensive Master Plan, Glencoe, Illinois
Romeoville Comprehensive Parks and Recreation Master Plan, Romeoville, Illinois
Skokie Park District Comprehensive Master Plan, Skokie, Illinois
Steve Konters, PLA  
Principal | Project Manager

Steve’s passion for achieving balance between community and environment makes him a valuable member of any project team. His ability to build successful relationships with contractors, consultants, manufacturer’s representatives and community members provides him the experience necessary to facilitate projects from design through construction. Steve has been serving the recreation industry for over twenty years and has played key design and management roles for many award-winning projects within the Recreation Studio. His portfolio includes the $7 million Techny Prairie Park and Fields and the $14 million Three Oaks Recreation Area. Steve has been instrumental in helping clients obtain funding through grant opportunities including Illinois Department of Natural Resources (IDNR) Open Space Lands Acquisition and Development (OSLAD) grants.

Education  
Bachelor of Landscape Architecture, with Honors  
University of Illinois, 1995

Registration  
Licensed Landscape Architect, State of Illinois

Member  
Chicago Wilderness Corporate Council  
Illinois Association of Park Districts  
Illinois Park and Recreation Association  
National Recreation and Park Association

Project Experience  
Cary Grove Park, Cary, Illinois  
Cary Park District Comprehensive Plan Update, Cary, Illinois  
Centennial Park Master Plan, Champaign, Illinois  
Champaign Landfill Reuse Park Master Plan, Champaign, Illinois  
Charlie Brown Park Master Plan, Deer Park, Illinois  
Forest Glen Park, Woodridge, Illinois  
Glendale Heights Park and Facilities Study, Glendale Heights, Illinois  
Jaycee Ehler Park, Brookfield, Illinois  
Kalk Park, Glencoe, Illinois  
McCaslin Park, Carol Stream, Illinois  
McHenry County Conservation District Comprehensive Plan, McHenry County, Illinois  
Meadowlith North Park Master Plan, Northbrook, Illinois  
Melvin Berlin Park, Glencoe, Illinois  
Plainfield Riverfront Master Plan, Plainfield, Illinois  
Porter Park, Champaign, Illinois  
Reskin Park, Glendale Heights, Illinois  
Scott Park, Champaign, Illinois  
Settlers’ Park, Plainfield, Illinois  
Shelton Park, Glencoe, Illinois  
South End Park, West Dundee, Illinois  
Sunset Ridge Park, Champaign, Illinois  
Techny Prairie Park and Fields, Northbrook, Illinois  
Three Oaks Recreation Area, Crystal Lake, Illinois  
Town Center Master Plan, Deer Park, Illinois  
Trail Through Time, Northbrook, Illinois  
Vehe Farm Park Master Plan, Deer Park, Illinois  
Veterans Memorial Park, Glendale Heights, Illinois  
Village of Brookfield Open Space Master Plan, Brookfield, Illinois  
Village of Deer Park Parks and Open Space Master Plan, Deer Park, Illinois  
West Park Master Plan, Northbrook, Illinois  
Willow Stream Park, Buffalo Grove, Illinois  
Wood Oaks Park Master Plan, Northbrook, Illinois
Andy’s creative vision and construction knowledge have played an instrumental role in a variety of projects ranging from community parks to large-scale master plans. He is an active member of Chicago Wilderness and Co-Chair for Leave No Child Inside-Chicago Region. This passion for connecting children with the natural environment has resulted in some of the Chicago region’s most innovative, nature-based play environments. Andy’s work on outdoor learning environments such as The Morton Arboretum Children’s Garden and Bowen Park has been recognized by numerous professional organizations including the Illinois Chapter American Society of Landscape Architects and Illinois Park and Recreation Association.

Andy Howard, ASLA
Principal | Design Principal

Bachelor of Science, Landscape Architecture, with Honors
Purdue University, 1996

Licensed Landscape Architect, State of Illinois

Chicago Wilderness Corporate Council
Children and Nature Network
Leave No Child Inside - Chicago Region - Co-Chair
Illinois Association of Park Districts
Illinois Park and Recreation Association
Indiana Park and Recreation Association
National Recreation and Park Association
National Playground Safety Institute, Certified Playground Safety Inspector
Nature Action Collaboration for Children

Speaker, National Recreation and Park Association Annual Conference
Speaker, Illinois Park and Recreation Association/Illinois Association of Park Districts Conference
Speaker, Indiana Parks and Recreation Annual Conference
Speaker, Spring Learning Tour, Chicago Commons
Speaker, Chicago Metro AEYC “Opening Minds Conference”
Speaker, Illinois AEYC Early Childhood Conference
Speaker, “In Our Nature” Conference, AHTA and Chicago Botanical Garden
Speaker and Panel Leader, Nature Play Oriented Playgrounds and Open Spaces Workshop, Chicago Wilderness Leave No Child Inside and The Morton Arboretum
Speaker, Illinois Chapter American Planning Association / Illinois Chapter American Society of Landscape Architects State Conference

Bison’s Bluff Nature Play Area, Schaumburg, Illinois
Bowen Park, Waukegan, Illinois
Chicago Park District Playgrounds, Chicago, Illinois
Diamond Point Park, Bourbonnais, Illinois
Festival Park, Elgin, Illinois
Garfield Park Conservatory - EMG Children’s Garden Master Plan, Chicago, Illinois
Hawks Hollow Nature Playground at Peck Farm, Geneva, Illinois
Moraine Park, Highland Park, Illinois
Mount Greenwood Park Play Environment, Chicago Park District, Chicago, Illinois
Northbrook Park District Parks Master Plan, Northbrook, Illinois
Plum Creek Nature Center Interpretive Garden, Beecher, Illinois
Quad City Botanical Garden Children’s Garden, Rock Island, Illinois
The Morton Arboretum Children’s Adventure Garden, Lisle, Illinois
Taltree Arboretum Outdoor Learning and Adventure Garden, Valparaiso, Indiana
Techy Prairie Park and Fields, Northbrook, Illinois
Three Oaks Recreation Area, Crystal Lake, Illinois
Primera Engineers, Ltd. (Primera) is a full-service engineering design and consulting firm with a staff of 170 professionals dedicated to sustainable design and the pursuit of excellence using the latest technologies. Primera offers a wide range of professional services with a focus in three major areas of expertise: Buildings, Transportation and Power. We employ experts in the disciplines of architecture, mechanical, electrical, plumbing (M/E/P), structural, civil, telecommunications engineering, commissioning, transportation as well as construction and program management.

Since Primera’s inception in 1987, we have built an exceptional record of successful projects. This success has come on both single and multidiscipline projects in a host of different markets, including: Healthcare, Corporate, Civil/Cultural, Higher Education, K-12, Transportation, Aviation, Parks & Recreation, Federal and Utilities. Primera’s solution-focused design team is comprised of dedicated professionals including Professional Engineers, Structural Engineers, Licensed Architects, LEED Accredited Professionals, Certified Energy Managers, Certified Energy Procurement Professionals, and Registered Communications Distribution Designers.

Primera was founded with two distinct goals in mind:
• Create and maintain a company that quality-driven professionals are proud to be a part of.
• Create and maintain a culture in which the entire existence of the company is based on earning clients’ satisfaction at every opportunity.

Primera operates today with these two goals still in place. Our passion for satisfying clients has resulted in the establishment of one of the premier Quality Management Systems in the industry today, which is ISO 9001:2008 certified. We also recognize, however, that the pursuit of quality is exactly that—a pursuit. That is why we continue to invest in programs, activities and people that will help Primera maintain its position as a top quality provider of professional services.
John Fehlberg is a Licensed Professional Engineer with over 20 years of experience in civil engineering design, analysis, and inspection. His experience includes: analysis, design, and preparation of civil contract documents for site layout, utilities, drainage and stormwater management, and site hardscape elements; geotechnical investigations, analysis, and design of foundations, tunnels, and underground structures; shoreline management/stabilization design, permitting, and construction; and construction management and inspection.

John’s Credentials
- Bachelor of Science, Civil Engineering, Valparaiso University, 1996
- Professional Engineer, Illinois 062.054915, 2001

Project Experience //

Big Marsh Bike Park, Chicago Park District, Chicago, Illinois. Project Manager for the development of a new 278-acre park (park 564) for Chicago Park District near Lake Calumet at Stony Island Avenue and 116th Street. The project is partially funded using an IDNR OSLAD grant. Primera provided civil, electrical, and mechanical engineering design services and permitting support for this project. The project is converting an old industrial site to a nature preserve, including development of active and passive recreational opportunities, such as fishing, canoeing, biking, hiking, and bird-watching. Primera’s design worked around existing environmentally impacted soils to minimize required earthwork for the project. Trail development and habitat restoration. Design was segmented to enable project construction to proceed on a phased basis as funding becomes available.

Rosenblum Park Redevelopment, Chicago Public Building Commission/Chicago Park District, Chicago, Illinois. Civil Engineer for the demolition and removal of the 4-story South Shore High School and adding park open space including the addition of artificial turf and natural turf sports fields, basketball and tennis courts, playground area with a spray feature, walking pathways, new ADA-compliant curb within the public right-of-way, drainage improvements, and a partial street vacation along Constance Avenue with a cul-de-sac. Provided unique stormwater management on the site which included using the basement of the existing building to be filled with recycled concrete, crushed down to a specific size. This existing basement will not only provide storage for recycled concrete, saving hauling and disposal costs, but also provides a unique space for stormwater storage. This frees up a portion of the budget that was used for sports fields and upgraded park amenities.

Early Childhood Care Center East, The University of Chicago, Chicago, Illinois. Civil Engineer for the design of a new 14,250 square foot early childhood care center for 120 children. This facility is to be used by The University of Chicago and The University of Chicago Medical Center. Challenges with this project involved intense coordination with the construction schedule of a separate new building on the site, Earl Shapiro Hall, represented by a different A/E/C team. Additionally, The Early Childhood Care Center is a high profile building and required our design to be presented an approved by the Trustees at two separate milestones during the project. This resulted in an extended design phase, but an accelerated construction phase.

Morrill Elementary School – Space to Grow, Chicago Public Schools, Chicago, Illinois. Project Manager for the development of a new sustainable campus plan with a focus on green infrastructure including a playground, artificial turf, plazas, walkways, native plantings, rain gardens, permeable pavement and basketball courts at the Morrill Elementary School. Morrill Elementary School is one of four elementary schools identified as part of the Space to Grow pilot program. While the main objective of Space to Grow is to build schoolyards that meet the needs of students, these green schoolyards will have the added benefit of reconnecting communities with their local public schools; providing much-needed green space in otherwise heavily urbanized neighborhoods; and, significantly contributing to a reduction in stormwater runoff across the city.
Kresge Centennial Hall Renovation, Northwestern University, *Evanston, Illinois*. Project Manager to provide engineering services for renovation of an approximately 90,000 gross square feet academic building originally constructed in the 1950s. Primera will provide civil engineering design, permitting, and construction administration services as a subconsultant to LVDA Architecture. Permitting with City of Evanston, Metropolitan Water Reclamation District (MWRD), and Illinois Environmental Protection Agency (IEPA) will be required. Project will be designed to achieve LEED Silver certification.

Technological Institute H-K Infill Addition, Northwestern University, *Evanston, Illinois*. Project Manager and Project Civil Engineer for Civil and Fire Protection Engineering for the Design and Construction Administration of an approximately 50,000 square foot addition to the existing roughly 750,000 square foot Technological Institute building. The addition will house primarily laboratory space, with some office space and a central atrium. The project is located at 2145 Sheridan Road on the Evanston campus of Northwestern University. Project has an established goal of achieving a LEED Silver rating or better on the USGBC guidelines.

Knapp Center for Biomedical Discovery, University of Chicago, *Chicago, Illinois*. Civil Project Manager for permitting and construction phases of new 10-story urban academic laboratory building and associated site civil works. Work included resolution of utility conflicts, roof stormwater detention, underground stormwater detention, construction inspection and permitting.

Central Utility Plant Expansion, Northwestern University, *Evanston, Illinois*. Civil Project Manager for design and construction of 10,000 sf expansion to existing utility plant. Responsibilities included stormwater management, utility relocation, and permitting.

Ambulatory Building and Parking Garages, Advocate Health Care, *Oak Lawn, Illinois*. Civil Engineer for the expansion which consisted of the addition of fourteen operating suites for outpatient procedures, endoscopy laboratories, and an advanced diagnostic imaging area. The adjacent parking structure was connected to the Ambulatory Pavilion by a pedestrian bridge. The two parking structures added over 1,200 parking spaces to the campus. Scope involved civil engineering design and construction administration services including site demolition plans, site geometric design, utility service connections and permitting, site grading and drainage, and stormwater management and permitting. Since space was at a premium for this project, all stormwater detention storage was provided underground and special design considerations were given to obtain LEED accreditation.

New Aquatics Center, Forest Preserve District of Cook County, *Lyons, Illinois*. Civil Project Manager for design and construction of new 2.5 acre outdoor family aquatics center. Responsibilities included: demolition of existing facilities, extensive site grading; stormwater management, detention, and permitting; IDPH permitting; new utility services to proposed building, and construction administration.

South Shore Cultural Center Parking Lots, Chicago Park District, *Chicago, Illinois*. Project Manager for the Primera design team presenting environmentally sustainable options to upgrade two of the existing parking lots at the Cultural Center. Construction costs and tenant/user coordination were critical items to the success of the design. Featured in the design were use of permeable pavement and bioswales to reduce stormwater runoff and enhance water quality. As an added benefit to both the City and the neighbors, the design allowed storm sewer connections to be removed from the site, all but eliminating any runoff contribution to the City sewers. To ensure coordination and open communication, bi-weekly updates were sent to the Park District. The design met ADA compliance, the sustainability requests of the City, as well as the City of Chicago Stormwater Ordinance and Landscape Ordinance requirements, while keeping construction costs within budget.

Shoreline Stabilization, Private Residences, *Winnetka, Illinois*. Project Manager for design-build of shoreline protection improvements on Lake Michigan shoreline for several private residences. Responsible for all phases of project from concept generation through final construction management. Project included: analysis; design; preparation of design plans; local, state, and federal permitting; contractor selection; construction management and coordination; and coordination with six separate clients. Total lump sum construction cost of $250,000. Project was completed on time, on budget, and with zero change orders.
Artesian Park: Lake Bluff, Illinois
After completing the comprehensive parks and open space master plan with the Glencoe Park District, Hitchcock Design Group led the design team in the renovation of an outdated and aging ball field located at Central Park. During the master planning process, it was noted that the park was in need of upgrades and improvements. A private donor stepped forward to fund the improvements in exchange for naming rights to the park. The design team worked with the Park District, the donor and the community to develop a master plan and final design that creates a premier youth baseball field facility for the Glencoe community. The new fields will be primarily used for local youth leagues. As the lead for the team, Hitchcock Design Group also prepared permit and bid documents and provided construction administration services.
Hitchcock Design Group led the consultant team in collaboration with the Woodridge Park District and the Universal Accessibility Steering Committee to create a universal design park available to everyone, regardless of age, ability, or circumstance. The park exceeds the ADA accessibility guidelines and play elements were selected to provide experiences that benefit those users with autism, ADHD and ADD. A colorful central spiral leads children to varied play experiences, including small berms to run, roll and slide down. Cooperative play opportunities such as the Sway Fun and talk tubes promote social interaction. A raised planter provides sensory garden experiences for smaller children and those in wheelchairs, while an interactive fountain invites users to experience the flowing water and provides an inviting sound within the garden. The park was partially funded through the W.K. Kellogg Foundation and the DuPage Community Foundation.
Hitchcock Design Group led a consultant team to transform the former Vulcan Materials industrial mining property into a recreational amenity—and a source of revenue—for the City of Crystal Lake. The four-year project involved converting an under utilized, dual quarry (previously known as “Vulcan Lakes”) into a recreational area to serve generations to come. Hitchcock Design Group created the master plan for a new beach, playground, boat rental marina, island boardwalk, and a 2,000 square-foot pavilion that serves as the project centerpiece. Approximately 28 acres of restorative native plantings were added to complement bioswales and other unique ecosystem features. After developing the North and South lakes for recreational fishing and boating, designers created a series of auxiliary picnic shelters for family and corporate outings. A three-mile, multi-use trail with an interpretative boardwalk that leads to a peninsula neatly ties the entire system together.
Located within Veterans Acres Park, Acorn Alley Playground and Shelter provides residents with a fully accessible playground that incorporates surrounding natural elements. The new space was designed to replace an aging community playground and picnic shelter that needed to be brought into compliance while also providing users with enhanced recreational opportunities. Before the design process began, the Park District sought community input from neighborhood families. The existing playground location, a site surrounded by mature oaks, required that the new playground fit into the same footprint. The Park District also wanted the playground to reflect as many natural elements as possible. To accomplish this, maple and oak leaf patterns were incorporated into the poured-in-place rubber surfacing, a natural boulder path was used to connect the playground to the splash pad and a log crawl play structure was added. Accessible walks as well as various poured in place ramps from the lower level to the upper level provide for differing challenge/ability levels. Accessible seating and wheelchair areas at picnic tables and game tables was added. The completed space also features a picnic shelter with fireplace. Interpretative signage has been placed throughout the park to inform visitors about the unique history, geology and ecology of the site.
Located in downtown South Elgin, the IM ABLE playground offers children and adults of all abilities opportunities to learn and interact with one another through play. IM ABLE stands for Inclusive Multi-generational Activity-Based Learning Environment, an apt description for a playground that's design aims to remove all barriers that may inhibit the opportunities for play, physical activity, and social development for children with disabilities. This nature-based play environment is the only inclusive play environment in Kane County, and includes a “Forest Canopy” treehouse structure, a “Superman” swing, a “Tree Top” belt and an ADA swing, all atop colorful poured-in-peace surfacing.
Doing their collective part to tackle the issues of childhood obesity and nature-deficit disorder, the Waukegan Park District and Hitchcock Design Group collaborated on the revitalization of Bowen Park, one of Waukegan’s premier parks. Working with a heavily wooded site with more than 25 feet of grade change, the unique play environment allows visitors to learn through play as they explore a forest ecosystem. From a canopy high in a tree, children can peer out of the forest tower, or feel what it’s like to be a drop of water as they’re whisked down a two-story “root” slide. Whether its traversing the spider net crawl or balancing on “fallen” logs, the park’s features provide a fun, challenging and adventurous way to engage in physical activity. A fitness station trail loop, in addition, helps promote fitness year-round. The project received $400,000 in OSLAD grant funding, and received the 2008 Honor Award for its design by the Illinois Chapter of the American Society of Landscape Architects.
Through the Spring Valley Nature Center, the Schaumburg Park District hosts a wide variety of well-attended outdoor educational programming. In an effort to extend the programming and incorporate play while also educating children of all ages about nature, the Park District retained Hitchcock Design Group to lead a team to develop a nature-based play space within the nature center that would immerse children in an ecosystem that included native grasses and forbs, woodland trees, a stream, and a pond. The goal of the project is to lead children through an exploration of three ecosystems including a prairie, wetland, and a savannah wetland. During their savannah wetland exploration, children will have an opportunity to engage with features like cattail chaos, build their own beaver and muskrat lodges, participate in painted turtle art, and hop with Sallie the Salamander in her hopscotch area. While in the prairie ecosystem, children will explore the music of the prairie, look through the dragonfly kaleidescope, play musical instruments, traverse the balance course, and take a ride on the seed spinners. The visit to the Savannah will provide children with the opportunity to climb the curious scurious raccoon rendezvous, slide down the rodent run, and muscle up and over the bison’s bluff climbing zone.
In the 1980s, the Chicago Park District renamed a park in honor of the famed track and field Olympian (and one-time Chicago resident), Jesse Owens. In 2009, the park became the site of the 2009 U.S. Olympic Hall of Fame legacy project, which included the creation of an Olympic-themed play environment. Hitchcock Design Group led a consultant team in the design, construction documentation and construction administration of the play space. In the spirit of the Olympic games, visitors can compete in an event circuit—including track, long jump and overhead rings. The Chicago Public Art Group produced mosaic entry features and a medal stand that include pictograms of winter and summer Olympic sports. To further underscore the theme, the Olympic ring colors were integrated throughout the mosaic art and play structures of the stadium-shaped space.
Mount Greenwood Park Play Environment
Chicago, Illinois

Located beside a Chicago Park District Fieldhouse, and adjacent to Chicago Agriculture Science High School, Mount Greenwood Park is home to a therapeutic recreational program for children and adults of all abilities. The park’s play environment was designed to engage visitors with play components that focus on the development of sensory, motor, and social skills. The environment also integrates public art and interactive sculptures. Inspired by musical-themed notes, the main walkway spirals out of the ground, culminating with a custom, 15-foot interactive, coiled chime tower. The mound provides a variety of unique play experiences, including a hill slide, climbing net, and climbing mounds. Local artists from the Chicago Public Art Group worked closely with community residents to design colorful tile mosaic obelisks. The space’s most distinguishing features include various interactive musical pieces created by a sculptor and acoustical designer.
The Indianapolis Parks Foundation engaged the Hitchcock Design Group team to create an innovative, engaging and versatile Play Space in downtown Indianapolis. As the Play Space will be located in the visual foreground of the Indianapolis Skyline and along the canal walk, views of the space are as important as the user’s experience of the space. This location also allows the Play Space to be a natural contributor to the canal’s cultural aesthetic with its interpretive forms that give subtle hints to its representation, while receiving material cues from its surroundings. Primary play-attraction lies in the Play Space’s three major interactive events; the group “party-spinner”, the embankment “slide-race”, and the flowing “splash-climber” system, which traverses the fourteen-foot slope between the Cultural Trail and the canal. The Play Space will also boast the first custom net climber in the Midwest and become the first outdoor play environment in downtown Indianapolis.
Deer Crossing Park
Romeoville, Illinois

Seeking a municipal campus, the Village of Romeoville acquired 60 acres of agricultural land, and transferred one-third of the parcel to the Forest Preserve of Will County’s O’Hara Woods. With plans for a $30 million Village Hall and Police Station, the Village contracted Hitchcock Design Group to create a park master plan with an outdoor amphitheatre concept. After securing a $400,000 OSLAD grant, designers created a one-of-a-kind, outdoor amphitheatre capable of seating 2,000 residents. A dance floor plaza is accented with musical notes embedded in the colored pavers. Amenities include a musical-themed playground, shelter/picnic area, two interpretative areas, and a mile-and-a-half asphalt biking/hiking trail (with five exercise stations placed throughout the trail). The trail loops around the park and links to O’Hara Woods to provide panoramic views of prairie, wetlands and woodland. Bioswales, native prairie, and wetland plantings were added. Six acres of open space has been retained for park play and programming.
Hitchcock Design Group worked with the Park District of Franklin Park on the Schematic Design of Maple Park in order to prepare a submittal for an OSLAD (Open Space Lands Acquisition and Development) Grant. In celebration of the Park District’s 75 Anniversary, a Retro / Throwback Space theme was developed. The idea was to balance custom play elements mimicking 60’s-70’s style with modern day safety standards. Some of the custom play pieces include: Constellation Paving, Orbital Spinners, Spacecraft Shelter, Mission Control Play Panels, Launch Platform and a Rocket Play Piece. The Park District solicited neighborhood design input through a backyard BBQ style open house.
As part of an ongoing relationship with the Park District of Franklin Park, Hitchcock Design Group led a team in the creation of the master plan for Chestnut Park. The Village of Franklin Park consists of 4.77 square miles and the park district operates seventeen parks within that area. With the goal of creating a park with a “connections” theme, and that is fully ADA accessible, a final design was created that included specialized interpretative signage that provides learning opportunities to embrace and celebrate the things that connect our lives. This signage is used at the five nodes that are located throughout the park and each node has its own theme which include topics such as music, art, nature, fitness and geography. The team also assisted the park district with securing funding and preparing the OSLAD (Open Space Lands Acquisition and Development) grant. Amenities within the park include a custom built play piece that surrounds an existing tree, a putting green, an embankment slide, a sand play area, shelter and stone seatwall/gathering area.
The Bartlett Park District commissioned Hitchcock Design Group to facilitate the master planning process and prepare an OSLAD grant application seeking funding to bring new life to this existing, well-worn park. By gathering community, staff and board input, the Hitchcock Design Group team identified the community’s goals for the new park and created a master plan for the site. The implemented plan for the new park included a gathering space for theatre, music and other performance events. The park features the first spray park in Bartlett and accommodates winter activities like sledding, cross country skiing and ice skating. In addition to supplying a diverse range of park activities including tennis, basketball and a playground, the plan provided for an upland buffer for Country Creek, a tributary of the DuPage River, and restored the wetland edge around the existing pond shoreline.
Charged with renovating an aging sports facility and improving drainage for fields that are almost completely within the floodplain, Hitchcock Design Group worked with the project team from concept through construction administration. The site improvements include a shelter, pedestrian amenities and a shoreline overlook. Sports field improvements support little league baseball, softball, pony baseball, multi-purpose turf fields and tennis courts. With funding from an Illinois EPA 319 grant, the plan provides bank restoration along the North branch of the Chicago River and the planting plan is comprised of native vegetation to support the clean water initiative. Educational signage by Hitchcock Design Group discusses water quality and the components of a healthy water system.
Hitchcock Design Group prepared the bridging documents that assisted Illinois State University into taking this project from a Master Plan into a multi-phased modest construction projects of the courts, access walks and parking lot. Additional phases for the project call for a Clubhouse and bleacher seating for the facility which are dependent on future funding resources. Phase I of the project consisted of construction drawings and specifications for planting plans for the tennis court area. Phase II consisted of schematic design through design development as well as construction drawings and specifications for the landscape plans for the adjacent parking lot facility and walkway that serves the tennis courts. Hitchcock Design Group provided limited Bidding and Construction Administration services for both phases of the project.
For the Centennial Beach Park Improvements, Hitchcock Design Group performed site and landscape design from design development through construction implementation for both the Architect and the Owner. The scope of work involved the creation of a sustainable and safe landscape including planting, irrigation, site walls, pedestrian paving, and site furnishings. The historic Bathhouse is an iconic landmark of the community. For this reason, Hitchcock Design Group was conscious to bring a fresh new look, while respecting the nostalgia and history of the space. HDG closely collaborated with Williams Architects on the stone wall design which provides seating for the drop-off/arrival experience, while mimicking the stone in the architecture and discouraging skate abuse from the nearby skate park. Significant safety improvements were also made to the drop-off area for pedestrian and vehicular interaction. The design also includes a new concessions building which provides service both inside and outside of the property.
Hitchcock Design Group was commissioned by the Village of Glendale Heights to provide professional services for this twice-funded OSLAD project. The scope of work included completion of a site inventory and analysis, design development, construction documentation and construction administration. The park’s amenities included a multi-use trail, baseball field, fitness trail, horseshoe court, play environment, shelters, stream overlook and pedestrian bridges. Educational signage discussed environmental issues related to stormwater and runoff. Sustainable design components included native plantings throughout the site, and permeable paving and bioswales in the parking lot. The parking lots were sheet-drained to direct water into the bioswales, which in turn, filter sediment and pollutants from captured stormwater runoff before the water naturally percolates into the soil.
South Shore Cultural Center Sustainable Parking Lot
Chicago, Illinois

The South Shore Cultural Center, formerly the South Shore Country Club, is a 65-acre park with a golf course, tennis courts, a bathing beach and impressive building. In 1974, the Chicago Park District purchased the property to expand its lakefront facilities and rehabilitated the clubhouse as a cultural center. (Former) Mayor Richard M. Daley and the Chicago Park District were interested in reconstructing the asphalt parking lot adjacent to the historic structure utilizing sustainable techniques. The sustainable parking lot developed by Primera Engineers and Hitchcock Design Group features permeable pavers and curb cuts that direct stormwater into the bioswales. In addition, the connections to the city storm sewer were removed, allowing all stormwater to permeate into the soil and recharge the groundwater near the lakefront facility.

Client
Primera Engineers, Ltd.

Contact
Rob Deming,
Transportation Engineer
312.606.0910

Status
Complete

Size
2.5 acres

Construction Budget
$750,000

Design Team
Primera Engineers, Ltd.
Hitchcock Design Group was selected as landscape architect for the City of Chicago’s 14-acre “green” industrial campus known as “Greenworks.” Developed on a brownfield site adjacent to the City of Chicago Center for Green Technology, the development caters to environmentally friendly industries like recycling companies and manufacturers of sustainable products. The campus includes permeable paving, bio-swales, a green roof, native landscaping and other sustainable, storm water management strategies. Of particular note is its attention to sustainable, technological concepts—including a windmill to generate power, and dark sky compliant lighting. Client Christy Webber Landscapes developed its own headquarters—and in particular, its administrative offices and service yard with these environmental strategies. The completed work received LEED Gold certification.
Chestnut Park: Franklin Park, Illinois
100 S. Wacker Dr.
Suite 700
Chicago, Illinois 60606
312.634.2100

225 W. Jefferson Ave.
Naperville, Illinois 60540
630.961.1787

405 Massachusetts Avenue,
Suite 2C
Indianapolis, Indiana 46204
317.536.6161

hitchcockdesigngroup.com

Planning
Landscape Architecture