

**THE FACILITY COMMITTEE MEETING OF THE PARK DISTRICT OF HIGHLAND PARK HELD ON SEPTEMBER 21, 2021, 4:00 PM. DUE TO THE PUBLIC HEALTH CONCERNS SURROUNDING COVID-19 AND THE NEW VARIANTS, STAFF HAVE DETERMINED THAT AN IN-PERSON MEETING IS NOT PRACTICAL OR PRUDENT SO THE MEETING WILL BE CONDUCTED VIRTUALLY. THEREFORE, THE MEETING WILL ALSO BE LIVE STREAMED AT [HTTPS://WWW.PDHP.ORG/PARK-BOARD/MEETINGS/](https://www.pdhp.org/park-board/meetings/)**

**Present:** Commissioner Bernstein, President Ruttenberg

**Also, Present:** Executive Director Romes; Director Smith; Manager Ochs, Manager Johnson; Coordinator Hejnowski

**Guest Speaker:** None

**Approval of the Facility Committee Meeting Minutes from August 12, 2021**

The minutes from the August 12, 2021 Facility Committee Meeting Minutes were approved.

**Highland Park Golf Learning Center Optimization Report Update**

Manager Schwartz reported that earlier this year, the Park District began working with Sports Facility Advisors to develop an optimization report to understand revenue capabilities, market potential, and capital improvements that may have a long-term return on investment at the Golf Learning Center. Of the three years' worth of data that SFA analyzed, they examined the facility's financial performance, operations, programming, business development, and physical complexity and provided the Park District with a list of recommendations to increase revenue and profitability. Those recommendations include establishing a marketing plan and dedicated website for the GLC, assess the program mix, expand both mini-golf and range programs, explore alternative management models for the dome, and implement immediate low-cost capital facility improvements to enhance the customer experience. As for capital recommendations, SFA recommends replacing range balls, installing range targets and distance signage, replacing some of the grass hitting areas with hittable turf, enhancing the food and beverage offerings, refurbishing the mini-golf course, adding an automated range ball system, and adding technology to the hitting stations. Additionally, they recommend replacing the dome fieldhouse structure, evaluate ingress/egress enhancements, and enhancing the short game area as long-term capital improvements. As for the next steps, staff are going to evaluate those recommendations and develop an implementation plan.

Executive Director Romes reported that the entire report from SFA was shared with the Park Board. Golf staff will use the off-season to schedule discussions with planning to provide recommendations. Additionally, some of the improvements have been integrated into the 5-Year Capital Plan. As for marketing opportunities, staff will have a presentation at the October Facility Committee Meeting to discuss branding.

Manager Schwartz and Executive Director Romes reported that Sports Facility Advisors' contractual responsibilities have concluded.

Commissioner Bernstein would like to know if staff plans to replace the grass tees with hittable turf.

Manager Ochs reported that staff are opposed to that recommendation and would like to keep the grasses, however, staff plan to level those hitting surfaces, and the project is in the 5-Year Capital Plan.

Commissioner Kaplan joined the meeting at 4:09 p.m.

### **Centennial Ice Arena Project Renovation Update**

Director Smith reported that the project renovation at Centennial Ice Arena is broken into two portions, building improvements and site improvements and proposals for those renovations will be presented at the September 28 Regular Park Board Meeting. The building improvements proposed by Woodhouse Tinucci Architects include a new entry experience, an efficient area for employees, a dedicated space for the Highland Park Giants locker room, relocating the activity room, renovating all the locker rooms and restrooms, introducing new gender-neutral/family restrooms, improved viewing of the gymnastics area, and new finishing's throughout the facility except for the rink areas. The total cost for the proposal from Woodhouse Tinucci is \$194,500 which includes design development, construction documents, permitting, bidding assistance, and construction phase services. The site improvements proposed by Gewalt Hamilton and Associates include renovating the north and south parking lot, reconfiguring the parking lot turn around and drop off location, adding exterior lighting in the parking lots, and drainage improvements. The total costs for the proposal from Gewalt Hamilton are \$121,884 which includes geotechnical investigation of the parking lot, preliminary engineering and drainage design, the entitlement process with the City of Highland Park, a floodplain and stormwater report, final engineering and construction documents, bidding assistance, construction phase services, and an as-built survey and permit closeout. In addition to the proposal costs, staff included a \$1.9 million estimated construction budget for the building and the turnaround, \$640,000 estimated construction budget for the parking lot and exterior lights, and \$12,100 for any miscellaneous costs, totaling \$2.8 million. As for a project timeline, Director Smith reported that staff are hoping the Park Board will approve the proposals at the September 28 Regular Board Meeting so design can begin this fall, construction documents will be developed in the winter of 2022, permitting and bidding will occur in the spring of 2022, so that construction can occur in the summer of 2022 with anticipated completion in the fall of 2022.

President Ruttenberg would like to know how long the facility will need to be closed.

Director Smith reported that staff are hoping to use and create temporary entrances so programming can occur during construction.

President Ruttenberg would like to know if construction will impact fall ice programs.

Executive Director Romes reported that ice programming should not be impacted or halted due to construction. However, there is a concern that gymnastics programming may be impacted so staff are gathering quotes to construct a temporary entrance. If needed, gymnastics will be relocated to West Ridge Center during construction.

President Ruttenberg requested that Woodhouse Tinucci find a creative way to improve interior aesthetics.

Executive Director Romes reported that the proposed renovations will not only significantly improve the drop-off area, facility entrance lobby, and gymnastics viewing area but will also introduce a modern look.

Manager Schwartz added that staff will request that Woodhouse Tinucci find creative ways to enhancements to interior aesthetics while staying within budget.

Commissioner Bernstein requested that landscaping remain an important aspect of the exterior renovations. The site needs to be more welcoming when approaching the facility from the south parking lot and would like the island in the circle drive improved. Overall, he requests that staff focus on the entire property not just the facility with the exterior renovations. As for the interior renovations, he requested that staff provide square footage of all the rooms/spaces, a comparison of our locker room square footage to neighboring ice arenas and discuss the plans for the multi-purpose room at the next meeting.

Manager Schwartz reported that the square footage of our locker rooms is comparable to what other districts are doing, however, she will provide a comparison with exact measurements at the next meeting.

Director Smith reported that the multi-purpose room will be used for birthday parties and rentals.

Commissioner Bernstein would like to know if the ice arena and bleachers will be enhanced during the interior renovations.

Director Smith reported that a small amount of flooring will be replaced in the ice arena and the locker rooms around the rink will be enhanced. As a reminder, the facility just received a new sheet of ice and a sound system.

Commissioner Bernstein requested that staff try to include the scoreboard and bleachers in the renovation.

President Ruttenberg agreed and asked that Woodhouse Tinucci find creative ways to improve the aesthetics of the rink area. Also, he would like to know if the Highland Park Giants have made their contribution toward their dedicated locker rooms.

Director Smith reported that the Park District legal counsel, Ancel Glink, is drafting an agreement. The agreement will be reviewed with the Facility Committee liaisons at a future date. Staff will follow up with the Highland Park Giants after they receive direction and approval from the Committee.

President Ruttenberg would like a commitment from the Highland Park Giants before securing an architect.

Executive Director Romes reported that staff received a verbal commitment from the Highland Park Giants that they are willing to cover 50% of the costs for the dedicated locker rooms.

President Ruttenberg would like a written commitment, even if it's just in an email.

Commissioner Bernstein requested that develop alternative programming uses for the gymnastics viewing area, in the case that gymnastics is relocated to another facility.

#### **West Ridge Center Site Plan Update**

Executive Director Romes reported that the Park District and North Shore School District 112(NSSD112) was exploring the possibility of a shared-use facility to replace West Ridge Center at Elm Place, but the estimates exceeded the school district's budget, making the project fiscally unfeasible. As a result, the

Park District will construct a new facility on the current site. If NSSD112 wants to work together again at some point the Park District is not opposed, but the contractors will no longer be under the school district.

Commissioner Bernstein would like to know if the changes have been communicated with NSSD112.

Executive Director Romes reported that both parties agreed to the change in direction since the school district deemed the shared-use facility unfeasible.

Commissioner Bernstein and President Ruttenberg are not opposed to any sister governments partnering with the Park District on this project

### ***RFQ Schedule***

Manager Schwartz reported that the Park District is issuing a Request for Qualifications (RFQ) for this project. As a reminder, an RFQ is not asking for a cost estimate, instead, staff are looking for qualifications to assemble a team. Staff are hoping to issue the RFQ at the end of the month. Once issued, interested firms have 3 weeks to submit qualifications. Staff will interview the preferred firms and their recommendations will be presented at the November Facility Committee Meeting. Staff will provide a preferred team recommendation to the Park Board at the November 9 Workshop Meeting. Once approved, staff can begin negotiations and seek contract award approval at the December Workshop or Regular Board Meetings. Design planning will occur in 2022.

President Ruttenberg would like to know if the Park District is behind schedule due to the dissolved partnership with NSSD112.

Manager Schwartz reported that the District is a few months behind schedule.

Commissioner Bernstein requested a detailed explanation of an RFQ.

Director Smith reported that Request for Qualifications (RFQ) is required when the Park District wishes to hire new firms where the project exceeds \$50,000. The Park District has the ability to negotiate costs however if both parties cannot come to an agreement the Park District can move onto the next preferred firm until an ideal candidate is met.

Commissioner Bernstein requested that we follow the same process used to construct Rosewood Beach.

Manager Schwartz reported that she will update the RFQ so that firms are required to provide schematics or proposed plans for the interview.

Executive Director Romes reported that staff wants to allow more time to complete the RFQ since it's for the site, not just the construction of a new facility. As a result, the Park District will need to hire a team of building/landscape architects and civil/structural engineers. This is a significant project, where competition may be appropriate, but staff will need to examine the schedule.

President Ruttenberg reported that the process for Rosewood Beach had 5 firms go to the site and provide sketches. As a result, the Park District developed an award-winning beach, so he supports Commissioner Bernstein's recommendation.

Manager Schwartz reported that while she is not opposed to that process it may slightly extend the schedule.

### ***Project Scope***

Manager Schwartz reported that the RFQ provides firms with a general sense of what the Park District is looking to accomplish, such as the Park District is looking to construct a facility that caters to early childhood and general recreation programming. By leaving out specifics, firms can express their ideas and construct a vision for the site and new facility. Once a preferred firm is select their project team will work alongside and collaborate with PDHP staff and the Park Board. Additionally, staff will develop a task force to gather community engagement.

President Ruttenberg requested a design-build contract as opposed to an architectural contract.

Director Smith reported that the District's legal counsel advised against a design-build contract since this is a more drawn-out process. For an example of a challenge with a design-build contract, the Park District would hire a firm to do general design scope. Anyone can bid off that, but those contractors cannot be considered for the project due to language in the Park District Code. Overall, there are several roadblocks and restrictions which the Park District will encounter with a design-build contract.

President Ruttenberg requested that staff hire an in-house construction manager.

Executive Director Romes reported that the Construction Management firm will only cover cost estimating and bidding, the rest of the project scope will be managed in-house.

Manager Schwartz reported that the construction side and design side are speaking together to limit the number of change orders and value engineering needed on the back end.

### ***Tasks***

Manager Schwartz reported that the proposed schedule to issue RFQ and a detailed project schedule will be developed in collaboration with the design team.

#### **Task 1: Schematic Park Layout and Community Collaboration:**

Objective: Develop a preferred concept layout plan vetted by the Park Board, community, and staff.

#### **Task 2: Schematic building layout:**

Objective: Develop a preferred concept building layout plan vetted by the Park Board, community, and staff.

#### **Task 3: Design Development and Design Review:**

Objective: Develop Design Develop Plan Set vetted by Park Board, Staff, construction manager, and Community. Provide deliverables for, and participate in, the City of Highland Park (CHP) Design Review process.

#### **Task 4: Construction Documents:**

Objective: Develop a 100% Construction Document Pan Set and Specifications to issue for bidding.

**Task 5: Permitting:**

Objective: Ensure the project receives all required permits in time for construction.

**Task 6: Bidding Assistance:**

Objective: Assist Park District in solicitation and review of bids to ensure an adequate pool of qualified bidders and selection of the lowest most qualified responsible bidder

**Task 7: Construction Administration and Observation:**

Objective: Provide Construction Administrative services through the construction phase.

The proposed project team would include park district staff, the Park Board of Commissioners, the hired Construction Management Firm, and interested community members.

President Ruttenberg appreciates staff recommendations to get community input once a preferred site is developed, however, he doesn't think the layout should involve the community. Instead, he would like to rely on the architects and PDHP Staff.

Manager Schwartz would like to know if he recommends that for building or site layout.

President Ruttenberg suggested that the community can provide feedback but that's it.

Commissioner Bernstein would like to know the plans for a temporary facility for programming and administrative staff during construction.

Manager Schwartz reported that the project team will determine this.

Executive Director Romes reported that it will depend upon the schematic layout of where the new building will be located on the site.

President Ruttenberg requested that the proposal considers the Park District's green initiatives.

**Other Business**

***Golf Learning Center Parking Lot Renovation Update***

Director Smith shared an aerial image of the site and highlighted areas that will be renovated. The entrance and lower parking lot are being repaved, while the upper parking lot is being configured to improve traffic flow. As for pedestrian access, additional sidewalks are being constructed so that pedestrians may travel safely throughout the site. Additionally, these sidewalks will allow pedestrians to travel from the Preserve to Skokie River Woods.

A couple of changes were noticed during construction so staff will be requesting approval of a change order from the Park Board at the September 28 Regular Board Meeting. This includes repairs to the existing sidewalk near the ADA parking stalls in the lower lot, placing additional sidewalk from the ADA parking stalls to the stairs in the lower lot, and connecting the existing sidewalk in the upper lot to the island. As a result, the project will be \$130.38 over budget.

**Adjournment**

The meeting adjourned at 5:30 p.m.