



*The mission of the Hoffman Estates Park District is to offer healthy and enjoyable experiences for our residents and guests by providing first class parks, facilities, programs and services in an environmentally and fiscally responsible manner.*

**AGENDA  
RECREATION COMMITTEE MEETING  
TUESDAY, SEPTEMBER 8, 2015  
7:00 p.m.**

1. ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF COMMITTEE MINUTES
  - August 11, 2015
4. COMMENTS FROM THE AUDIENCE
5. OLD BUSINESS
6. NEW BUSINESS
  - A. 10<sup>th</sup> Green Prevailing Wage Change Order / M15-118
  - B. 50+ Active Adults Center expansion / M15-099
  - C. Off-Ice Training Facility / M15-114
  - D. Recreation, Facilities & Golf Report / M15-117
7. COMMITTEE MEMBER COMMENTS
8. ADJOURNMENT

ALL MEETINGS ARE HELD IN THE BOARDROOM OF THE TRIPHAHN CENTER, 1685 W. HIGGINS ROAD IN HOFFMAN ESTATES, UNLESS OTHERWISE SPECIFIED.

WE INVITE THOSE WHO MAY NEED AN ACCOMMODATION DUE TO A DISABILITY TO CONTACT US 48 HOURS IN ADVANCE. PLEASE CONTACT JANE KACZMAREK, EXECUTIVE ASSISTANT, AT 847-885-7500.



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**MINUTES  
RECREATION COMMITTEE  
August 11, 2015**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Board of Commissioners was held on at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioner R. Evans, Comm Rep Dressler, Henderson, Koltz, Neel, Wittkamp, Chairman Kinnane

Absent: None

Also Present: Executive Director Bostrom, Deputy Director/ A&F Director Talsma, P&D Director Buczkowski, Parks and Risk Director Giacalone, Rec/Facilities Director Kies, Golf Director Bechtold

Audience: Commissioners Kaplan, McGinn, Kilbridge, President Bickham, Mr. K. Evans

**2. Agenda:**

Commissioner Evans made a motion, seconded by Comm Rep Koltz to approve the agenda as presented. The motion carried by voice vote.

**3. Minutes:**

Comm Rep Dressler made a motion, seconded by Comm Rep Wittkamp to approve the minutes of the July 14, 2015 meeting as presented. The motion carried by voice vote.

**4. Comments from the Audience:**

Commissioner McGinn noted that he had a great time at PIP.

**5. Old Business:**

None

**6. New Business:**

A. Wolf Pack Hockey/M15-098:

Executive Director Bostrom reviewed the item. Commissioner Evans asked about the NIHL Board and Executive Director Bostrom explained that they had their own board and terms and were voted in much like the Friends of HE Parks Foundation Board.

Comm Rep Neel asked if they were a rental could they go somewhere else and Executive Director Bostrom explained that they could but probably would not as they were getting a large quantity of ice unavailable elsewhere as well as prime ice time at the district and did not want to leave.

Director Kies noted that they were also branded here and had a strong reputation; other non-park district rinks are not always as financially sound.

Comm Rep Koltz asked if the hockey program could expand and Executive Director Bostrom explained the challenge would be finding ice time.

Commissioner Kaplan asked about the levels and it was noted that the district offered all levels but did not offer Central States.

Comm Rep Dressler asked if the contract was for one season and it was noted that it was.

Commissioner Kaplan explained that the managers and coaches decided which ice time slots to use for games versus practices per season. Director Kies explained that historically figure skating was usually scheduled prior to hockey times.

Chairman Kinnane asked about a community website that would show all open ice times for the area and Executive Director Bostrom explained that the GM of Ice Doschadis already had an email blast in place to notify other rinks if we had any open ice.

President Bickham asked about using Sears as overflow and Executive Director Bostrom explained that they were already working with the Sears Centre staff.

Comm Rep Koltz asked about the demand for figure skating and Director Kies explained that it was going strong along with the camps over the summer. He noted that hockey could probably take over 90/10 but they would hold at 80% keeping in mind the needs of the whole community.

Comm Rep Neel made a motion, seconded by Comm Rep Dressler to recommend the board approve the annual ice rental agreement for WPHC, recognizing them as an ice rental with no ancillary services provided by the District. The motion carried by voice vote.

B. Skate Park/M15-090:

Executive Director Bostrom reviewed the item explaining that the Sheffield area had wanted a skate rink in the area, however, there did not appear to be enough demand to warrant such an expensive undertaking. Director Buczkowski noted his disappointment that there had not been more interest and greater turnout for the input meetings.

Comm Rep Dressler asked if the district offered classes and it was noted that they did at WRC, however, they did not always run.

Commissioner Evans wondered if the invited had included the people interested in sport bikes. Director Buczkowski said yes, however, many of the amenities did not work for both bikers and skaters.

Comm Rep Neel asked if the district hosted tournaments at the WRC Skate Park and Executive Director Bostrom noted that the park was not that large, however, they had offered free clinics.

Comm Rep Koltz asked about busing kids in and Executive Director Bostrom noted that the bus rentals were \$300/4 hours or another bus would cost \$75,000 to purchase as the district already used the buses they owned for preschool, etc.

Director Buczkowski noted he was on the Village Transportation Committee and that the Village subsidized cabs and that the cost from north to south would be about \$10/cab which might not be economical for a teen.

Mr. K. Evans noted that providing the transportation would also mean accepting the responsibility for that minor and making sure they were transported back home. He asked how many people had attended and it was noted that there were between 10 – 12 at each meeting. Mr. K. Evans noted that if 10 – 12 seniors showed up they would get a response from the district and he felt that activities for teens should be addressed. Executive Director Bostrom explained that the district was

interested in supporting the teens and pointed out that Knollwood Skate Park was less than a mile from the Sheffield area and that the district had a skate park at WRC. He explained that the kids were willing to travel to Chicago and other area suburbs to participate in those skate parks. Mr. K. Evans asked if the Sheffield Association was willing to contribute towards the construction of the park. Executive Director Bostrom said he could look into the matter. Mr. K. Evans also asked about expanding WRC Skate Park but Executive Director Bostrom noted that they would have to use part of the dog park for the expansion. Mr. K. Evans noted that there should be something on the south side for the teens and Executive Director Bostrom noted that staff was looking into some new teen friendly park amenities at Chino Park. Mr. K. Evans asked if Knollwood was busy or if Schaumburg was willing to expand their skate park or work together with Hoffman to expand it. Commissioner McGinn noted that what he heard at the meetings was that the kids were bored with Knollwood. Executive Director Bostrom explained that he could talk with Schaumburg about expanding.

Chairman Kinnane noted that the district had parks without kids in them and questioned the ROI for that.

The Committee consensus was to table the item until staff can check with Sheffield Association about their willingness to pay for a portion of the skate park and check with Schaumburg Park District to see about expansion at which time it will come back to the Recreation Committee.

C. IAPD Legislation / M15-096:

Executive Director Bostrom reviewed the issue noting that IAPD had been a great asset to the district over the years.

Mr. K. Evans asked if any portion of IMRF was state funded and it was noted that it was not. Deputy Director Talsma explained that a portion of the district's payments to IMRF could, however, be funded by property tax received.

Commissioner Kaplan asked if there were other lobby groups and Executive Director Bostrom noted there were none for the park districts. Commissioner Kaplan asked what would be the benefit of taking a position on this item and Deputy Director Talsma noted that the public was taking a greater interest in the care and well-being of public pensions. He also noted that IAPD did not abide by the same rules and regulations that a government park district did and could understand the concern.

Mr. K. Evans asked about the IAPD Board and if they were working in the best interest of IAPD given some of the salaries they had approved. Deputy Director Talsma explained they had 18 board members that were selected to serve but that could be something they may need to look at as situations like this should not exist.

Chairman Kinnane asked if IAPD would be viewed as damaged and no longer be effective. Deputy Director Talsma said he did not see any negative response to the articles.

President Bickham noted that IAPD supported the proposed legislature and that they were a very valuable organization to park districts and their boards.

Commissioner Kilbridge agreed that IAPD brought great value to the park districts they served.

Chairman Kinnane asked about the annual dues and Executive Director Bostrom explained that they were based upon district size and that the HEPD paid around \$7,800.

Commissioner Evans made a motion, seconded by Comm Rep Koltz to recommend the board support the proposed legislation to eliminate future employees of lobbying groups from participating in IMRF. The motion carried by voice vote.

D. Balanced Scorecard/M15-093:

Executive Director Bostrom reviewed the item noting that one of the changes was the way they counted special events in that last year; that they were events that included specific facility events and this year they were only district-wide.

Comm Rep Dressler asked if there was any concern over any of the number changes and Executive Director Bostrom said no as they all understood what created those changes.

Comm Rep Henderson asked what the definition of a free event was in the report and Director Kies noted that it would be a district-wide free event such as Party in the Park or the Easter Egg Hunt.

Comm Rep Neel noted that the Scorecard was her favorite tool and thanked staff for their input.

Comm Rep Neel made a motion, seconded by Comm Rep Koltz to recommend the board approve the Balanced Scorecard for 2<sup>nd</sup> quarter 2015. The motion carried by voice vote.

E. Recreation, Facilities & Golf Report/M15-097:

Director Kies reviewed the report noting that PIP had been very successful. He also explained that they were looking to get involved in an Eagle Scout project to build an area with chimney-like structures to offer nesting places for a species of endangered bird.

Comm Rep Kaplan asked about the incident in the pool at the Volunteer Appreciation Night and why the pool had not been cleared. Director Kies explained that clearing the pool was a procedure from Ellis and Associates and that the new service did not follow the same procedure. He also explained that it was up to the Manager on Duty at the time to decide if the incident warranted clearing the pool. He also explained that the life guard in the article about the life saving at one of the other pools in Hoffman Estates had been trained by our staff and worked at Seascape for 3 years.

Comm Rep Koltz asked about the lost and found policy noting that his family had lost an item, called the next day to check on it and been told that the pool did not have the item. Later his wife went to Seascape to check and found the item along with other left items in the garbage can. Director Kies explained that wet items should be hung up and when dried put into the lost and found box, dry items could go directly to the lost and found box and valuable items went to the manager's office. He noted that anything not claimed by the end of the year was donated and that he would speak to staff about following those rules.

Director Bechtold reviewed the Golf report noting that they lost some rounds early in July due to the rain. He also explained that the Friday Rotary had moved to Schaumburg as some felt the Schaumburg/Hoffman Rotary should alternate between Schaumburg and Hoffman.

Commissioner Kaplan asked if they played after the meeting and Director Bechtold said they did not.

Comm Rep Wittkamp asked about the goats and it was noted that the 20 goats would arrive soon, be fenced in near the natural areas of the course to eat the invasive species. He was expecting it to be a beneficial experience.

Commissioner Evans asked about not manning the golf range hut and Director Bechtold said that it was not manned during slower times and they were not seeing any loss of revenue or much negative feedback.

Chairman Kinnane asked if the lights went off at certain times and Director Bechtold said they were turned off manually depending on what was going on at the range.

President Bickham asked about serving food at the range and Director Bechtold said that it started good but they did not see much anymore.

Commissioner Kaplan asked about the cart hours on the weekend and Director Bechtold said they were in about 7:15-7:30 and on the range by 7:45 am.

Commissioner Evans noted that he had seen a TV ad from Comcast Sports featuring BPC and staff. Director Bechtold said he would get information on when they would re-air it.

Mr. K. Evans asked about the danger to the goats from golf balls and coyotes and Director Bechtold noted that they would be secured inside an electric fence with potentially a 2<sup>nd</sup> fence to keep golfers away from the electric fence and that the goat owner was aware of the circumstances.

Mr. K. Evans noted that he was not impressed with the gaming results and still wished they had not renewed the license.

Comm Rep Neel informed the committee that the Schaumburg Dog Park was at full capacity and had a waiting list. Director Kies noted that they had a maximum of 500 dogs.

Commissioner Kaplan asked if the district had a vet and Director Kies explained they worked with a vet as a consultant who was with the Cook County Animal Control.

Comm Rep Koltz made a motion, seconded by Comm Rep Wittkamp to send the Rec, Fac & Golf Report to the board. The motion carried by voice vote.

**7. Committee Member Comments:**

Comm Rep Neel said PIP and Volunteer Appreciation Night were awesome.

Commissioner Evans said the park tour was good; that the music at BPC was great with a great turnout and PIP was also great; staff had done a good job.

Chairman Kinnane awarded Comm Rep Neel a 2 year service pin for being a Comm Rep Volunteer.

**8. Adjournment:**

Commissioner Evans made a motion, seconded by Comm Rep Henderson to adjourn the meeting at 8:40 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom  
Secretary

Peggy Kusmierski  
Recording Secretary

**Memorandum No. 15-118**

**TO: Recreation Committee**  
**FROM: Dean Bostrom, Executive Director**  
**Craig Talsma, Deputy Director/Dir. of A&F**  
**Brian Bechtold, Director of Golf**  
**RE: 10 Green Prevailing Wage Change Order**  
**DATE: September 4, 2015**

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**Background**

The tenth green drainage and re-grassing project at Bridges of Poplar Creek Country Club as outlined in Memorandum No. 15-107, attached, was approved by the B&G Committee on September 1 and the approved by the Board at a special board meeting the same evening. After it was approved staff began to schedule the project with the vendors. In the process we asked for verification that the quotes that were given utilized prevailing wages. Unfortunately they were not as vendors believed the scope of the job was considered maintenance. The proposals received from the other companies also did not consider prevailing wage requirements. Staff consulted with our attorneys and verified this is a prevailing wage project.

**Implications**

The scope of the project has not changed as outlined in Memo 15-107. The additional fees are the result of prevailing wages for the XGD System install and the Green Source Sod installation. These increase fees are mandated by Illinois Prevailing Wage Provision.

Staff has received new quotes for the construction of the tenth green which consist of slit drainage, drill and fill (sand), sodding and topdressing (sand). These new quotes now include prevailing wages. Below are quotes for each section.

**Slit Drainage**

- XGD Systems - \$19,459 with Prevailing Wages (\$9,699 Prior)

**Drainage Sand & Topdressing Sand**

- Waupaca Sand & Solutions \$3,819.75 (Remained the same as it's product only)

**Sodding**

- Green Source, Inc. - \$14,300 with Prevailing Wages (\$11,375 Prior)

With 10 Green not in playable condition we have an accelerated timeline to minimize loss of revenue. We would like to start the project on Monday, September 14<sup>th</sup> and utilize a temporary green until the project is fully completed by Monday, September 28<sup>th</sup>. This timeline is based on weather conditions and providing that we are able to secure all three vendors after approval.

This project will be completed with the utilization of current capital funds. It also is a non-biddable project as we will be using three separate vendors with no one vendor over \$20,000.

**Recommendations**

For the Recreation Committee to recommend to the full Board the Hole 10 Green project with Prevailing Wage Changes as outlined above.

**Memorandum No. M15-107**

**TO: Buildings & Grounds Committee**  
**FROM: Dean Bostrom, Executive Director**  
**Brian Bechtold, Director of Golf**  
**RE: 10th Green Drainage and Re-grassing**  
**DATE: August 26, 2015**

**Background**

The 10<sup>th</sup> green at Bridges of Poplar Creek Country Club has been an ongoing issue the last three golf seasons. The green has what is referred to as a black layer of soil about 2 ½ inches below the turf. This soil is not allowing water to penetrate through and holding an excessive amount of moisture. The moisture in the soil has brought on many funguses, but one that is not allowing grass to be grown on this green. Pythium Root Rot is a soil born fungus that eats at grass roots and can devastate large areas at one time. Over the past few years we have built up a chemical resistance and therefore we are left with a bare green with no turf over the diseased area.

**Implications**

Since the current green is not playable we need to move forward and provide a solution to minimize public reaction and minimize loss of future revenue. Working with a golf course architect and drainage companies, staff has developed a plan to implement the proper slit drainage for the 10<sup>th</sup> green. This drainage will tie into the new drainage that was completed during the pond renovation this past spring. Once the drainage is completed a drill and fill process will take place to penetrate the black layer with sand. The final step will be sodding the green using one inch thick sod cut 30 inches wide and installed with the one of a kind sidekick machine to avoid seams. This course of action will provide a long term solution to the 10<sup>th</sup> green.

Staff has received quotes for the construction of the 10<sup>th</sup> green which consist of slit drainage, drill and fill (sand), sodding and topdressing (sand). Below are quotes for each section.

**Slit Drainage**

- XGD Systems - \$9699 plus sand (using a 70-20-10 sand)
- Golf Preservations- \$8790 plus sand (using a 60-20-20 sand)

**Drainage Sand**

- Waupaca Sand & Solutions 70-20-10 sand \$45.87/ton and 60-20-20 sand \$67/ton
- Shoreline Sand 70-20-10 sand \$46.50/ton and 60-20-20 sand \$81/ton
- Redline Sand 70-20-10 sand \$51.00/ton and 60-20-20 sand \$72.95/ton

**Dried Topdressing Sand**

- Waupaca Sand & Solutions \$61.05/ton
- Shoreline Sand \$64.50/ton
- Redline Sand \$62.00/ton

**Sodding**

- Green Source, Inc. - \$11,375.00

There are only two companies that offer the slit drainage systems designed for golf course greens in the United States. Many companies offer regular drainage, but this system is designed specifically for golf course greens. We will save additional money using sand specifications 70-20-10 sand. We also feel the 70-20-10 sand is a better mixture for our green base. We then recommend using Waupaca Sand & Solutions for the drainage sand mixture and topdressing sand. The sod install technology is only offered by Green Source as they are the only company that offers thick cut (1-1 ½ inch) bent-grass grown on sand/soil base with the sidekick technology.

With the 10<sup>th</sup> green being not playable condition we have an accelerated timeline to minimize loss of revenue. We would like to start the project on Monday, September 14<sup>th</sup> and having a temporary green until the project is fully completed by Monday, September 28<sup>th</sup> based on weather conditions and providing that we are able to secure all three vendors after approval.

This project will be completed with the utilization of current capital funds. It also is a non-biddable project as we will be using three separate vendors with no one vendor over \$20k.

**Recommendations**

Staff is recommending the B&G Committee send Memorandum #15-107 Hole 10 Green Drainage and Re-Grassing to the board for approval of the project as follows:

Total projected budget:

XGD Systems	\$9,699.00
Waupaca Sand & Solutions	\$3,819.75
Green Source, Inc.	<u>\$11,375.00</u>
<b>TOTAL</b>	<b>\$24,893.75</b>

**MEMORANDUM NO. M15-099**

**TO: Recreation Committee**  
**FROM: Dean R. Bostrom, Executive Director**  
**Gary Buczkowski, Director of Planning & Development**  
**RE: 50+ Active Adults Center expansion**  
**DATE: August 6, 2015**

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**Background:**

According to the findings of the District's 2015-2019 Comprehensive Master Plan (CMP), expanding the 50+ Active Adults Activity Center was viewed as important by 52.7% with 83.3% of the respondents identifying that this action was either their first, second or third choice of five possible choices as most important to their household. With over 600 current 50+ Active Adults Club members, the program demands are out stripping available space resources at times to provide the necessary services required by this user age group.

While the senior population is greatest in the older sections of the community (southeast section in particular), high concentrations of seniors are found in each of the three district areas. Housing type within various neighborhoods have attracted this demographic in much larger numbers than traditional neighborhoods which have developed in other parts of town. Transportation, and in particular the percentage of distance between the three areas of the district, is still a major hurdle in attracting participation in the program.

National trends in providing facilities for this demographic are leaning toward centrally located, combined, multi-generational facilities instead of stand-alone centers. As part of the 2004 Triphahn Center renovation (formerly known as Community Center) space was allocated in the previous area used as the district's administrative offices. Given the multi-use programming capability of the Triphahn Center, future use of the center would benefit community senior programming with some modification to the existing floor plan. Such a modification could meet the needs of this demographic group for the next ten years or until such time that the current membership numbers double in size. At such time, when the user group population reaches 1200 – 1500, the district would need to consider expansion or re-allocation of existing space utilization to meet this user group needs.

**Implications:**

Understanding the need to re-arrange the current floor plan in an attempt to meet the future needs of the senior population, staff has requested that Williams Architects provide a proposal to develop conceptual plan options along with cost estimates. Staff looked to Williams based on their intimate knowledge as the Architect of Record for the previous work completed at the center. Attached is Williams's proposal which covers both the development of conceptual concepts and fees associated with preparing and construction oversight should the project move forward.

*Summary of potential consulting costs:*

Conceptual plans and construction cost estimates	\$12,500
Construction documents and construction compliance assume \$750K	\$58,500
Reimbursable	\$10,000
	\$81,000

**Recommendation:**

Staff recommends that the Recreation Committee recommend to the full board to award the contract for architectural services for development of concept plans for the re-allocation of space for the Active Adults Center in the Triphahn Center in the amount of \$12,500 plus reimbursable expenses. \$20,000 has been allocated in the 2015 capital budget for this work.

20 August 2015

Mr. Dean Bostrom / Executive Director  
Hoffman Estates Park District  
1685 W. Higgins Road  
Hoffman Estates, IL 60169

Re: Hoffman Estates Park District  
Triphahn Center – Dry Land (Off-Ice) Training Facility  
Pre-Design Feasibility Study  
WA Project No. 2015-574

### **LETTER OF PROPOSAL (LOP)**

Dear Mr. Bostrom:

It has been a pleasure meeting with you, Gary and the Leadership Staff on 24 July 2015 in order to discuss this Project, as it relates to the Triphahn Center Dry Land (Off-Ice) Training Facility Feasibility Study. To that end, Williams Architects is delighted to provide the Hoffman Estates Park District with this Letter of Proposal, outlining our understanding of the opportunity to work with you, your staff and your Board on the Triphahn Center. We are delighted to continue our relationship with the Hoffman Estates Park District on the Triphahn Center Project.

The proposed services within the LOP herein will provide the Hoffman Estates Park District with the proper information to make informed decisions. Please find enclosed a summary of the business terms associated with the proposed scope of work, services, schedule, fee and Agreement understanding highlights to provide Feasibility Study Services to the Hoffman Estates Park District. We want to extend our services to you in an innovative manner for your consideration and approval. Please refer to the pages that follow for additional detail.

Upon review of the business terms herein, we will incorporate this LOP, as Exhibit A, into an Agreement between Owner and Architect that is mutually agreeable to both the Hoffman Estates Park District and Williams Architects.

### **PROJECT BACKGROUND & UNDERSTANDING OF PROJECT SCOPE**

Williams Architects understands the Hoffman Estates Park District's Triphahn Center Project scope for inclusion into the Project to be as follows:

The Hoffman Estates Park District is interested in conducting a Feasibility Study of a Dry Land (Off-Ice) Training Facility at the Triphahn Center. The Dry Land (Off-Ice) Facility would be utilized as a training area for core development skills and also allow other active sports and fitness group training such as Lacrosse, Baseball, Crossfit, etc..

The Facility would be a semi-conditioned space, preferably with durable, flexible and functional space.

The Study will address both indoor and outdoor opportunities at the Triphahn Center.

## **ARCHITECTURAL TEAM MEMBERS**

The following team members represent the Williams Architects critical Management Team; however, the services of many other talented professional and technical staff beyond those noted herein will also be utilized:

- Tom C. Poulos / Principal-in-Charge
- Frank Parisi / Project Manager

## **ARCHITECT and ARCHITECT'S BASE SERVICE SUB-CONSULTANTS**

Consultants in the Pre-Design Feasibility Study Services Fee of the Contract and coordinated by the Architect are as follows:

- Prime Architect / Williams Architects

## **SCOPE OF PRE-DESIGN SERVICES (FEASIBILITY STUDY)** *(Anticipate five (5) total meetings)*

### **1) Perform Project Overview / Data Collection / Kick-off:**

Conduct a meeting with Hoffman Estates Park District to understand the vision for the functions and uses of the Dry Land (Off-Ice) Training Facility. Initial functional / vision parameters were gathered at the 24 July 2015 meeting.

We shall attend the kick-off meeting to identify the Project Team and review all data collected with respect to the Project to gather additional input from that previously collected. We gather all information currently available including the existing facility and site plans as well as any other pertinent data.

We review the proposed services and formalize the timeline including methodologies and tasks, final number and types of meetings, expected quality and formats for deliverables.

During the kick-off meeting / site tour we discuss:

- Expectations/Tasks - We discuss and define overall expectations and necessary tasks and responsibilities. A work plan (including initial goals & objectives, as it relates specifically to the task) and project schedule will be developed.
- Prepare Evaluation Criteria / Project Parameters - Facilitate the development of discussions and evaluations with the District requirements and overall project parameters.
- Communication – Confirmation on lines of communication, points of contact, level of involvement by District, staff, and other related project management details.
- Data Collection – Request, collect, log and review potential data and required information provided by the Hoffman Estates Park District in order to facilitate a thorough understanding of the project background.
- Establish high level design criteria for the Project.
- Establish the goals and objectives for the Project.

The aforementioned will determine the critical success factors and performance outcomes.

*(Includes one (1) meeting, with anticipated participation from Senior Staff)*

### **2) Programming & Preliminary Budget:**

With the information obtained in the Data Collection, we will prepare a Building Space Program summary in sufficient detail for our use in preparing Bubble Organizational Design options (2 – 3) and ultimately the preferred Conceptual Design; see Conceptual Design Services for additional information.

We will meet with the representatives of the Project to review program needs and establish / document the same as required. We shall establish and review the Project budget and describe the anticipated scope of work, as it relates to the facilities program elements / areas and Present data that will define the building areas, function and spatial relationships.

*(Includes one (1) Workshop Meeting with Senior Staff)*

**3) Conceptual Design:**

The aforementioned completed Program Summary will provide a bullet point summary of areas that each program space requires. Utilizing our database of cost history for this project type for the respective spaces, an early indication regarding the order of magnitude cost will be identified for the design options. Based on the Bullet Point Program Summary, we shall develop multiple Bubble Diagram Design Options (2-3), that depict the organization and adjacency of spaces with the proposed facility design options. We will review the design options with the Hoffman Estates Park District in an effort to select and develop a preferred singular solution.

The Conceptual Design of the preferred Bubble Diagram Design solution will include the following:

- Floor Plan(s).
- Conceptual Vignette depicting building character.
- Final Summarized Building Program.
- Project Capital Cost Estimate.

*(Includes two (2) workshop meetings, with anticipated participation from Senior Staff and one (1) follow-up Hoffman Estates Park District presentation)*

**4) Project Capital Cost Estimate:**

In the Conceptual Design Phase of this Project the Consultant Team will provide a preliminary order of magnitude cost estimate for the proposed solution which addresses:

- Site preparation, amenities and infrastructure costs
- Building Systems
- Other related Project Hard and Soft Costs to provide a Total Project Budget

**5) Final Report Deliverable:**

The Project Consultant Team will write up all the identified components herein (items 1-4) and incorporate them into a final report as well as participate in the presentation of the report to the Hoffman Estates Park District at a public meeting. The Final Report / Deliverables shall consist of:

- One (1) bound hard copy (combination color and black / white) executive summary report with pertinent exhibits / attachments.
- One set of full size colored conceptual presentation drawings.
- One (1) digital copy of the executive summary report, report back-up documentation and conceptual drawings.
- One final presentation of the report.

*(Includes one (1) Meeting)*

## **Basic Services**

When the Hoffman Estates Park District determines it is feasible to move forward with the Triphahn Center Dry Land (Off-Ice) Training Facility, Williams Architects | Aquatics is prepared to proceed with Basic Architectural & Engineering Services to include Schematic Design, Design Development, Construction Documents, Permitting, Bidding / Negotiations and Construction Administration. These Basic Services for the implementation of the Project shall be based upon the mutually agreed upon scope, budget, fee and associated business terms.

Furthermore, during all of our aforementioned professional service phases, we include the below noted firm wide project practices throughout the design, development, and construction of your Project through our very innovative process that includes, but is not limited to:

## **SUSTAINABLE DESIGN**

Our firm's approach to sustainable design is such that "we like to put a shade of green on everything we design." To that end, at the inception and throughout the course of the Project, our Project Consultant Team will maintain our commitment to **GREEN ARCHITECTURE / SUSTAINABLE DESIGN**, with a goal of LEED Certification if determined to be financially and feasibly possible by the Hoffman Estates Park District and the Williams Architects' Project Design Team. Williams Architects take seriously our responsibility to help preserve the environment. We are committed to maintaining our fragile environment by designing building systems that use material, energy and water efficiently, focus on avoiding health issues stemming from indoor environmental quality that ultimately drive down the cost of operations. We embrace the principles outlined by the U.S. Green Building Council, which are embodied in the LEED (Leadership in Energy and Environmental Design) Green Building Rating System®. Our on-staff LEED Accredited Professionals have demonstrated an understanding of the principles of green architecture, and our firm recognizes the following benefits achievable through sustainable design:

- Extended durability.
- Safeguarding water supplies.
- Enhanced occupant comfort.
- Energy and water savings.
- Reduced maintenance costs.
- Revenue from recycling.
- Conservation of natural resources.
- Elimination of waste and pollution.
- Preparation for future regulatory legislation.
- Positive public relations.

## **COST MANAGEMENT**

The basic premise behind our approach to cost management is collaboratively evaluating cost estimates and the performance of value engineering at multiple phases during the planning, design and construction of the project. We realize that all parties' involvement contributes to a cost-effective built project. Consistent attention by all parties to cost management and control will result in true economy. We also believe that appropriate action taken during each project phase will determine the project's cost effectiveness.

Through our familiarity of this and our database regarding the same, we possess extensive experience in the construction industry that will bring a diverse range of knowledge in cost estimating, sales, and construction management. We will apply our experience to provide value engineering, project design constructability, and project cost estimating review through critical phases of the design that will assist the Constructor in providing quality cost estimates; which we expect will include quantity takeoffs from drawings at a detailed cost estimate level from the Constructor. Our philosophy of cost management contains four main elements:

- *Attitude.* Cost control must be part of the mindsets of the project team, consultants and contractors.
- *Stewardship.* The Project Team must treat and protect the client's financial resources as if they were their own.
- *Practicality.* The Project Team must establish realistic budgets that balance the client's program, desired quality level, financial resources, and include hard and soft costs.
- *Fortitude.* Should the client's desires begin to exceed the established project budget, it is our Project Team's responsibility to make this known and re-establish the necessary balance.

We have demonstrated strong project leadership marked by effective cost control, which has allowed us to create realistic, cost-effective project solutions. We will work with the Owner and their Constructor to reduce project costs while maintaining desirable project design and aesthetic qualities. We will do this by reviewing materials, building systems, and anticipated construction methods, and requesting cost options from the Constructor.

Our Team is also concerned with providing a building that is economical to construct while taking into consideration the life-cycle impact on maintenance costs.

### **SCHEDULE MANAGEMENT & PROPOSED PROJECT SCHEDULE**

Williams Architect's procedure for maintaining project schedules includes defining a very specific step-by-step process with the Owner at the beginning of the Project. With this ongoing series of deadlines to meet, it has allowed us to maintain excellent results in achieving our project deadlines. We take great effort to carefully plan out all the meetings, work tasks and project milestones for a Project. We do this because it has greatly enhanced our ability to keep our projects moving forward with no surprises to our clients. We will work with the Hoffman Estates Park District to develop a Project Schedule that meets the goals and objectives of the Hoffman Estates Park District. To that end, we propose the below noted preliminary Project Schedule, which is subject to review by the Constructor and mutually acceptable to the Owner, Architect and Constructor, as follows:

#### Preliminary Project Schedule:

<u>Task</u>	<u>Duration</u>
Pre-Design Feasibility Study	3 Months

### **TOTAL PROFESSIONAL PROJECT SERVICE FEES**

The compensation to the Architect by the Hoffman Estates Park District shall be paid on a fee basis, as described below, for the Scope of Services performed in accordance with the enclosed compensation breakdown. The Architect shall bill the District on a monthly basis for the percentage of services / work performed for the previous month's time. Time will be in accord with the enclosed Rate Table.

We are committed to the cost control and success of this Project. Williams Architects has established itself as the leader in Sports, Recreation and Aquatic Architecture; with recognized leadership in client relationships, strong design stewardship, sustainable design practices, advanced architectural systems integration and design innovation. Our process results in exceptional functional, cost effective, enduring and timeless architecture.

Furthermore, as a result of our familiarity with this Project type and the initial understanding of the Hoffman Estates Park District's desired scope of work, we respectfully propose our Professional Services fees as follows:

**Pre-Design Feasibility Study Services Fee:**

A Fixed Fee of Twelve Thousand Eight Hundred Dollars (plus Reimbursable Expenses) \$ 12,800.00

Please Note - If the Hoffman Estates Park District pairs the Triphahn Center Dry Land (Off-Ice) Feasibility Study with the Triphahn Center Concept Design Study, the fee for the Dry Land (Off-Ice) Feasibility Study would be reduced to Nine Thousand Eight Hundred Dollars (\$9,800.00).

Our base services work will be provided on a percentage of work completed basis from the rate table below. Any Additional Services authorized by the Owner and approved in writing will be provided on an hourly basis from the rate table below.

Rate Table

Principal II .....	\$ 208.00/Hour
Principal I .....	\$ 191.00/Hour
Associate Principal.....	\$ 177.00/Hour
Senior Associate/Senior Project Mgr.....	\$ 171.00/Hour
Associate / Project Manager .....	\$ 156.00/Hour
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Interior Designer I.....	\$ 43.00/Hour

**REIMBURSABLE EXPENSES**

In addition to our professional services, we shall also invoice the client for our Project related Reimbursable Expenses at direct cost. Project related Reimbursable Expenses include such items as travel, vehicle mileage, tolls, printing, copies, photography, renderings / slides, phones & fax, postage / messenger / overnight courier, permits, direct miscellaneous Project supplies, etc..

**CONTINGENT OPTIONAL ADDITIONAL SERVICES**

Professional services excluded from, or that noted within this LOP can be provided on an hourly, or mutually agreed upon fixed fee basis by the Owner and Architect in accordance with the rate table herein. Upon the Owner's request and approval of the same, with scope and fee as established and as mutually agreed upon between the Owner and Architect, we will document the Owner's desired Contingent Optional Additional Services.

**CLOSING**

Upon your review and approval, we shall prepare an Owner and Architect Agreement.

Thank you again for this wonderful opportunity to continue to provide our Professional Architectural Services to the Hoffman Estates Park District and the good people in which it serves. If you have any additional questions or comments, please do not hesitate to contact me at your earliest convenience.

Cordially,



Tom C. Poulos, AIA  
Vice President / Managing Principal

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**MEMORANDUM NO. M15-114**

**TO: Recreation Committee**  
**FROM: Dean Bostrom, Executive Director**  
**Gary Buczkowski, Director of Planning & Development**  
**RE: Off-Ice Training Facility, Triphahn Center**  
**DATE: August 31, 2015**

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**Background:**

The park district has operated the Triphahn Ice Skating Facility for the past 10 years and has created a very successful youth hockey program. This program has become one of the district's top economic engines. Staff is optimistic that this trend will continue. However, competition for skaters is keen and always looking for the next best thing. Recently, many clubs and centers have begun to expand their off ice training facilities to better meet the needs of the skaters. The Hoffman Estates Park District program currently utilizes the southwest corner of the parking lot as an off ice training area. The limitations of this area are primarily dictated by weather conditions. To meet future needs rec staff has requested that the planning staff look at the feasibility of providing some type of weather enclosure to serve as the off-ice facility. Critical to the development is its proximity to the Triphahn Center ice rinks and locker room facilities.

**Implications:**

Staff has internally come up with a number of concepts to cover portion of the parking lot and/or expand the existing Triphahn Center foot print to be utilized as an off ice training area. To further study the feasibility of such an improvement, staff has requested that Williams Architects prepare a proposal to look into the options and costs related to this type of project. Attached is a proposal from Williams Architects. This proposal would come up with a minimum of three solutions and associated costs that would be analyzed by staff to develop a ROI strategy. If this proposal were to be done concurrently with the work Williams Arch is doing on the north side/50+ area the fees would be reduced from \$12,800 to \$9,800. In addition to the fees, staff is estimating addition costs for reimbursables of \$1,200 for this project.

**Recommendation:**

Staff is recommending that the Recreation Committee recommend to the board the commissioning of Williams Architects to develop conceptual concept plans for the creation of an off ice training facility to be located the Triphahn Center. Currently, there is \$6,000 remaining in the study budget for the Triphahn Center not being utilized by the north side renovation. To cover the additional \$5,000 staff, is recommending using funds from 2015 capital projects that have come in under budget.

20 August 2015

Mr. Dean Bostrom / Executive Director  
Hoffman Estates Park District  
1685 W. Higgins Road  
Hoffman Estates, IL 60169

Re: Hoffman Estates Park District  
Triphahn Center – Northeast Quadrant (Senior Services Programs)  
Step 1 – Pre-Design Concept Design Services  
and  
Step 2 – Basic Architectural & Engineering (A & E) Services for Remodel and Renovation  
WA Project No. 2015-573

### **LETTER OF PROPOSAL (LOP)**

Dear Mr. Bostrom:

It was a pleasure to further discuss your refined needs and focus of attention on the Triphahn Center Project with Gary subsequent to our previous meeting with you, Gary and the Leadership Staff on 24 July 2015. To that end, Williams Architects is delighted to provide the Hoffman Estates Park District with this revised Letter of Proposal, outlining our understanding of the opportunity to work with you, your staff and your Board on the Triphahn Center. We are delighted to continue our relationship with the Hoffman Estates Park District on the Triphahn Center Project.

The proposed services within the LOP herein will provide the Hoffman Estates Park District with the proper information to make informed decisions. Please find enclosed a summary of the business terms associated with the proposed scope of work, services, schedule, fee and Agreement understanding highlights to provide Professional Pre-Design and Basic (A & E) Services to the Hoffman Estates Park District. We want to extend our services to you in an innovative manner for your consideration and approval. Please refer to the pages that follow for additional detail.

Upon review and mutual agreement by the Owner and Architect of the business terms herein, we will incorporate this LOP, as Exhibit A, into an Agreement between Owner and Architect that is mutually agreeable to both the Hoffman Estates Park District and Williams Architects.

### **PROJECT BACKGROUND & UNDERSTANDING OF PROJECT SCOPE**

Williams Architects understands the Hoffman Estates Park District's Triphahn Center Project scope for inclusion into the Project to be as follows:

The Hoffman Estates Park District is interested in conducting a Step 1 – Pre-Design Conceptual Design Study focused on and limited to approximately 7,500 SF at the northeast quadrant of the Triphahn Center in order to determine the current and future space needs for the facility. Furthermore, the Study will address program, customer service, aesthetics, performance and improved functional / operational needs for the Facility in the below noted areas:

**Base Study Areas:**

1. Vehicular and pedestrian flow at the points of ingress and egress at the North Entry.
2. North Entry Front Desk and Support Offices – Location, size, functionality / efficiency and customer service.
3. Facility administrative efficiency at the North Entry.
4. Reconfigure the approximately 7,500 SF northeast Program spaces for Older Adults (50+).

Furthermore, we understand that upon successful completion of the Triphahn Center Remodel and Renovation Step 1 – Pre-Design Services, the Hoffman Estates Park District may elect to proceed with Step 2 - Basic Architectural & Engineering (A & E) Services.

**ARCHITECTURAL TEAM MEMBERS**

The following team members represent the Williams Architects critical Management Team; however, the services of many other talented professional and technical staff beyond those noted herein will also be utilized:

- Tom C. Poulos / Principal-in-Charge
- Frank Parisi / Project Manager

**STEP 1 – PRE-DESIGN SERVICES (CONCEPTUAL DESIGN)**

**ARCHITECT and ARCHITECT'S BASE SERVICE SUB-CONSULTANTS**

Please refer to the below noted Team for the Step 1 – Pre-Design Services on this Project:

Consultants in the Step 1 - Pre-Design Services Fee of the Contract and coordinated by the Architect are as follows:

- Prime Architect / Williams Architects

**STEP 2 – BASIC A & E SERVICES (REMODEL AND RENOVATION)**

**ARCHITECT and ARCHITECT'S BASE SERVICE SUB-CONSULTANTS**

Please refer to the below noted Team for the Step 2 – Basic A & E Services on this Project:

Consultants in the Step 2 – Basic A & E Services Fee of the Contract and coordinated by the Architect are as follows:

- Prime Architect / Williams Architects
- Structural Engineering / TBD
- Mechanical, Electrical, Plumbing and Fire Protection Engineering / TBD

**OWNER'S DIRECT SPECIALTY CONSULTANTS**

Traditional Owner's Consultants contracted and coordinated by the Owner are as follows:

- Surveying / If Necessary, TBD
- Geotechnical Soils and Material Testing / If Necessary, TBD
- Landscape Architect / If Necessary, Hoffman Estates Park District
- Independent Commissioning and Building Energy Modeling / If Necessary, TBD
- Construction Manager (Construction and Pre-Construction Services including Cost Estimating) / TBD

## OPTIONAL ADDITIONAL SERVICE SUB-CONSULTANTS

If the Owner requests that Williams Architects contracts with some of the Owner's Specialty Consultants, the following list identifies the Specialty Sub-Consultants Williams Architects would contract with at an Additional Service Fee, which would be mutually agreed upon by the Owner and Architect.

- Interiors / If Necessary / Williams Interiors
- Civil Engineering / If Necessary / TBD
- Security / Low Voltage, AV / If Necessary, TBD

## SCOPE OF SERVICES – STEP 1 PRE-DESIGN (Anticipate five (5) total meetings)

### 1) Perform Project Overview / Data Collection / Kick-off:

Conduct a meeting with Hoffman Estates Park District to understand the vision for the functions and uses of the Triphahn Center.

We shall attend the kick-off meeting to identify the Project Team and review all data collected with respect to the Project to gather additional input from that previously collected. We gather all information currently available including the existing facility and site plans as well as any other pertinent data.

We review the proposed services and formalize the timeline including methodologies and tasks, final number and types of meetings, expected quality and formats for deliverables.

During the kick-off meeting / site tour we discuss:

- Expectations/Tasks - We discuss and define overall expectations and necessary tasks and responsibilities. A work plan (including initial goals & objectives, as it relates specifically to the task) and project schedule will be developed.
- Prepare Evaluation Criteria / Project Parameters - Facilitate the development of discussions and evaluations with the District requirements and overall project parameters.
- Communication – Confirmation on lines of communication, points of contact, level of involvement by District, staff, and other related project management details.
- Data Collection – Request, collect, log and review potential data and required information provided by the Hoffman Estates Park District in order to facilitate a thorough understanding of the project background.
- Establish high level design criteria for the Project.
- Establish the goals and objectives for the Project.

The aforementioned will determine the critical success factors and performance outcomes.

*Includes one (1) meeting, with anticipated participation from Senior Staff*

### 2) Programming & Preliminary Budget:

With the information obtained in the Data Collection, we will prepare a Building Space Program summary in sufficient detail for our use in preparing Bubble Organizational Design options (2 – 3) and ultimately the preferred Conceptual Design; see Conceptual Design Services for additional information.

We will meet with the representatives of the Project to review program needs and establish / document the same as required. We shall establish and review the Project budget and describe the anticipated scope of work, as it relates to the facilities program elements / areas and Present data that will define the building areas, function and spatial relationships.

*Includes one (1) Workshop Meeting with Senior Staff.*

**3) Conceptual Design Development:**

The aforementioned completed Program Summary will provide a bullet point summary of areas that each program space requires. Utilizing our database of cost history for this project type for the respective spaces, an early indication regarding the order of magnitude cost will be identified for the design options. Based on the Bullet Point Program Summary, we shall develop multiple Bubble Diagram Design Options (2-3), that depict the organization and adjacency of spaces with the proposed facility design options. We will review the design options with the Hoffman Estates Park District in an effort to select and develop a preferred singular solution.

The Conceptual Design of the preferred Bubble Diagram Design solution will include the following:

- Floor Plan(s).
- Conceptual Vignette depicting building character.
- Final Summarized Building Program.
- Project Capital Cost Estimate.

*(Includes two (2) workshop meetings, with anticipated participation from Senior Staff and one (1) follow-up Hoffman Estates Park District presentation)*

**4) Project Capital Cost Estimate:**

In the Conceptual Layout and Design Phase of this Project the Consultant Team will provide a preliminary order of magnitude cost estimate for the proposed solution which addresses:

- Site preparation, amenities and infrastructure costs
- Building Systems
- Other related Project Hard and Soft Costs to provide a Total Project Budget

**5) Progress and Final Report Deliverable:**

The Project Consultant Team will write up all the identified components herein (items 1-5) and incorporate them into a final report as well as participate in the presentation of the report to the Hoffman Estates Park District. The Final Report / Deliverables shall consist of:

- One (1) bound hard copy (combination color and black / white) executive summary report with pertinent exhibits / attachments.
- One set of full size colored conceptual presentation drawings.
- One (1) digital copy of the executive summary report, report back-up documentation and conceptual drawings.
- One (1) Board meeting to present the progress of our Study and receive feedback.
- One final presentation of the report.

*(Includes one (1) Board Meeting to present our findings / recommendations and receive feedback regarding the same in order to issue the FINAL Report.)*

**SCOPE OF SERVICES – STEP 2 - BASIC ARCHITECTURAL & ENGINEERING (A & E) SERVICES:**

Upon completion of the Step 1 – Pre-Design Services and approval of the Project scope / budget by the Hoffman Estates Park District, Williams Architects' will transition into Step 2 - Basic A & E Services. The scope, budget and area of work for the Project will be concentrated to the approximately 7,500 SF northeast quadrant of the Triphahn Center and will be focused on the 50+ Older Adult Population, as per the Step 1 Pre-Design Services findings.

We will augment our Project Consulting Team with the balance of the Consultants, as previously noted herein. Toward that end, we will provide:

**Basic Architectural & Engineering (A & E) Services for Project Implementation:**

*(Includes twenty-seven (27) total meetings)*

Schematic Design Phase:

- Review the previously prepared Study and incorporate salient findings.
- Assist Owner to define Project goals and objectives.
- Define existing surface conditions to be protected, modified and/or demolished.
- Review Owner's existing Project Site information, including current survey of Project Site.
- Review previously prepared program data and conceptual design and incorporate into design criteria.
- Preparation of Architectural Program defining elements to be included within Project.
- Include information related to current and desired pedestrian circulation patterns.
- Assist Owner in researching applicable local zoning requirements and/or procedures potentially required to secure approval(s) for Project by local governmental officials.
- Preparation of preliminary Project Schedule from Design through Construction.
- Preparation of Preliminary Estimate of Probable Construction Cost based on Owner's Facility Program.
- Preparation of Written Executive Summary of the Phase.
- Review and determine Mechanical, Electrical, Plumbing and other specialty systems for the facility.
- Preparation of Schematic Design Site Plan(s) graphically defining design intent. Plans shall include location and configuration of proposed building(s), facilities, entrance/exit driveways, pedestrian walkways and signage.
- Preparation of outline specifications.
- Final review with the Owner.

*(Includes four (4) meetings)*

Design Development Phase:

- Based upon Schematic Design Phase Documents, further develop floor plans, elevations and site plans.
- Refine cost estimate.
- Further develop main components of Mechanical, Electrical, Plumbing and other specialty systems for the facility.
- Further refine documents / deliverables.
- Final review.

*(Includes three (3) meetings)*

Construction Documents and Permitting Phase:

- Preparation of Contract Documents consisting of drawings and specifications as required to secure a building permit and proceed with bidding and construction of the Project.
- Revise Design Phase Estimate of Probable Construction Cost as required to reflect that defined within the Contract Documents.
- Final review with the Owner.

*(Includes three (3) meetings)*

Bidding and Negotiations Phase:

- Prepare/Issue Contract Documents to bidders.
- Respond to questions and provide clarifications to bidders.
- Issue Addendums and/or clarification to bidders.
- Attend One (1) pre-bid conference/meeting and One (1) bid opening/meeting. Architect's attendance at additional conferences and/or bid opening meetings shall be considered an Additional Service.
- Prepare bid summary and recommendations to Owner.

*(Includes two (2) meetings)*

Construction Administration Phase:

- Architect's Basic Services during the Construction Phase shall include attendance at not more than twelve (12) On-Site Project Meetings with Owner and Contractor combined with a site observation visit to become generally familiar with the progress and quality of the completed construction work for general compliance with Construction Documents. The Architect shall report to the Owner nonconforming work observed during such visits. Architect's attendance at additional OAC meetings or additional site observation visits shall be considered an Additional Service. The Architect shall not be responsible for means, methods, techniques or sequences of construction or for safety programs or precautions in connection with the construction work.
- Architect shall have the authority to reject construction work that does not conform to the Construction Documents.
- Construction Phase duration for the Project shall be One Hundred Thirty (130) Work Days. Work Days for purposes of this Agreement shall be Monday through Friday. Construction Phase duration for the Architect's Services shall be that period of time from commencement of construction through thirty (30) days following date of Architect's issuance of a Certificate of Substantial Completion.
- The Architect shall review and respond to written requests for information ("RFI's") from the Contractor seeking an interpretation or clarification of the Construction Documents in writing within a reasonable time.
- The Architect shall review of Contractor submittals and shop drawings for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents and process Contractor's submittals and Shop Drawings.
- The Architect shall review in conjunction with a site observation visit the Contractor's Applications for Payment and process Contractor's Applications for Payment. Such review is to check for quantity of construction work which the Contractor has indicated is completed in the Application for Payment. The Architect shall not be responsible for obtaining or checking lien waivers provided or required.
- The Architect shall prepare Change Orders for Owner's approval and execution.
- The Architect shall visit Project Site to prepare One (1) Punch-List, issue Certificate of Substantial Completion and attend One (1) follow-up site meeting to review completion of Punch-List. Architect's attendance at additional site meetings intended for Punch-List reviews shall be considered an Additional Service.
- The Architect shall conduct an 11-month walk-through of the facility to determine any outstanding warranty items.

*(Includes fifteen (15) meetings)*

Furthermore, during all of our aforementioned professional service phases, we include the below noted firm wide project practices throughout the design, development, and construction of your Project through our very innovative process that includes, but is not limited to:

**SUSTAINABLE DESIGN**

Our firm's approach to sustainable design is such that "we like to put a shade of green on everything we design." To that end, at the inception and throughout the course of the Project, our Project Consultant Team will maintain our commitment to **GREEN ARCHITECTURE / SUSTAINABLE DESIGN**, with a goal of LEED Certification if determined to be financially and feasibly possible by the Hoffman Estates Park District and the Williams Architects' Project Design Team. Williams Architects take seriously our responsibility to help preserve the environment. We are committed to maintaining our fragile environment by designing building systems that use material, energy and water efficiently, focus on avoiding health issues stemming from indoor environmental quality that ultimately drive down the cost of operations. We embrace the principles outlined by the U.S. Green Building Council, which are embodied in the LEED (Leadership in Energy and Environmental Design) Green Building Rating System®. Our on-staff LEED Accredited Professionals have demonstrated an understanding of the principles of green architecture, and our firm recognizes the following benefits achievable through sustainable design:

- Extended durability.
- Safeguarding water supplies.

- Enhanced occupant comfort.
- Energy and water savings.
- Reduced maintenance costs.
- Revenue from recycling.
- Conservation of natural resources.
- Elimination of waste and pollution.
- Preparation for future regulatory legislation.
- Positive public relations.

### **COST MANAGEMENT**

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Preliminary Project Schedule:

<u>Task</u>	<u>Duration</u>
Step 1 - Pre-Design Services	3.0 months
Step 2 - Basic A & E Services	
Schematic Design	1.5 months
Design Development	1.5 months
Construction Documents / Permitting	3.5 months
Bidding / Negotiation	1.5 month
Construction Administration	6.0 months

**TOTAL PROFESSIONAL PROJECT SERVICE FEES**

The compensation to the Architect by the Hoffman Estates Park District shall be paid on a fee basis, as described below, for the Scope of Services performed in accordance with the enclosed compensation breakdown. The Architect shall bill the District on a monthly basis for the percentage of services / work performed for the previous month's time. Time will be in accord with the enclosed Rate Table.

We are committed to the cost control and success of this Project. Williams Architects has established itself as the leader in Sports, Recreation and Aquatic Architecture; with recognized leadership in client relationships, strong design stewardship, sustainable design practices, advanced architectural systems integration and design innovation. Our process results in exceptional functional, cost effective, enduring and timeless architecture.

Furthermore, as a result of our familiarity with this Project type and the initial understanding of the Hoffman Estates Park District's desired scope of work, we respectfully propose our Professional Services fees as follows:

Step 1 – Pre-Design Concept Design Services Fee:

A Fixed Fee of Twelve Thousand Five Hundred Dollars                      \$ 12,500.00  
 (plus Reimbursable Expenses)

Step 2 – Basic A & E Services Fee:

Our Basic A & E Services fees shall be calculated as follows:

- Total Project Construction cost assumption range \$500,000 to \$600,000; we respectfully propose a fixed fee of \$58,500.00.
- Any construction costs and associated scope of work increases that exceed the \$600,000 shall be multiplied by nine and two-tenths percent (9.2%) and added to the \$58,500 fixed fee.

Our Basic A & E Services fees are broken down by the phases listed below:

Basic A & E Service Phases:

• Schematic Design Phase	15%
• Design Development Phase	15%
• Construction Documents Phase	45%
• Bidding/Negotiations Phase	05%
• <u>Construction Phase</u>	<u>20%</u>
• Total	100%

Our base services work will be provided on a percentage of work completed basis from the rate table below. Any Additional Services authorized by the Owner and approved in writing will be provided on an hourly basis from the rate table below. Our Consultant's rate schedules vary for each Consultant, but they are generally comparable to our own rates enclosed herein.

Rate Table

Principal II .....	\$ 208.00/Hour
Principal I .....	\$ 191.00/Hour
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**REIMBURSABLE EXPENSES**

In addition to our professional services, we shall also invoice the client for our Project related Reimbursable Expenses at direct cost. Project related Reimbursable Expenses include such items as travel, vehicle mileage, tolls, printing, copies, photography, renderings / slides, phones & fax, postage / messenger / overnight courier, permits, direct miscellaneous Project supplies, etc..

**CONTINGENT OPTIONAL ADDITIONAL SERVICES**

Professional services excluded from, or that noted within this LOP can be provided on an hourly, or mutually agreed upon fixed fee basis by the Owner and Architect in accordance with the rate table herein. Upon the Owner's request and approval of the same, with scope and fee as established and as mutually agreed upon between the Owner and Architect, we will document the Owner's desired Contingent Optional Additional Services.

**CLOSING**

Upon your review and approval, we shall prepare an Owner and Architect Agreement.

Thank you again for this wonderful opportunity to continue to provide our Professional Architectural Services to the Hoffman Estates Park District and the good people in which it serves. If you have any additional questions or comments, please do not hesitate to contact me at your earliest convenience.

Cordially,



Tom C. Poulos, AIA  
Vice President / Managing Principal

m:\busdev\2015\recreation\community center\2015-573 triphahn center space utilization study\2015 08 20 triphahn center sus pre-design and basic a&e services proposal revised.docx

**MEMORANDUM NO. M15-117**

**TO:** Recreation Committee  
**FROM:** Dean R. Bostrom, Executive Director  
Michael R. Kies, Director of Recreation & Facilities  
Brian Bechtold, Director of Golf Operations  
Nicole Chesak, Superintendent of Recreation  
Jeff Doschadis, General Manager of Ice  
Katie Basile, Superintendent of Facilities  
Cathy Burnham, General Manager of PSS&WC Sales & Operations  
Sandy Manisco, Communications and Marketing Superintendent  
**RE:** Board Report  
**DATE:** September 2, 2015

*Recreation and Facilities Division*



**UPCOMING EVENTS**

- Sept 18 – Zumba Party 5:30-7 PM at PSSWC
- Sept 25 – Teen Corn Maze Trip 5-10:30 PM, meets at TC
- Sept 25 – Uncorked & Untapped 7-10 PM at Bridges of Poplar Creek
- Sept 26 – Wildflower Seed Collecting Event 10AM-noon at Charlemagne Park
- Oct 10 – Pumpkin Fest Noon-2PM at Vogelei Park
- Oct 11 – Pro Am Golf Event at BPC
- Oct 17 – Parents Night Out at PSSWC
- Oct 24 – Pumpkin Swim at PSSWC
- Oct 27 – Trick or Treat Climb at PSSWC
- Oct 31 – Halloween Bash 10-11:30A at Triphahn Center

**Snapshot Summary/Highlights:**

- Volunteer Appreciation Night at SFAC on Monday August 3<sup>rd</sup>, was a huge success there was a very nice turnout and the feedback from the participants was very positive. They enjoyed the food, the servers and the raffle.
- Party in the Park took place on Saturday, August 8<sup>th</sup>. The feedback from participants during the month of August since the event has been outstanding; in speaking with our food vendor the amount of food sold was higher this year than last. Our estimated crowd based on head count was 3,000 attendees throughout the day/evening. The band was good and kept a decent crowd, staff is looking at ways to keep reduce the transition time between the event and band going forward.
- The summer ICE Academy lesson program concluded Aug. 18. 155 skaters were involved in the program compared to 127 skaters for 2014
- Membership totals at PSS&WC continue to be very strong despite the saturation rates as it relates to the number of new low cost facilities in the area along with the CrossFit and

private studios. They are currently up 78 members from this time last year, excluding the GE members.

- The ELC program finished up their swim lessons this month at PSS&WC. About 20 ELC children have been bussed over to PSS&WC each Wednesday for a half hour lesson and half an hour of free swim. The Program Manager of ELC reported that the swim lessons are a huge benefit and selling point for the ELC program in the summer months.
- Overall there were 1,335 Seascapes season passes sold for the 2015 Seascapes season compared to 1,410 passes sold for the 2014 season. This summer the pool opening was delayed due to a leak that was discovered prior to opening. That in addition to the cool and rainy start in the month of June didn't help in the area of Seascapes season pass sales. Despite the rainy start to the season the article that discussed area aquatic centers seeing a 20% drop in pass sales, SFAC saw a 5.3% reduction in pass sales from this time last year.
- There are two sessions of the Boy Scout Climbing Merit Badge Day scheduled this fall. This program is available to Boy Scouts who are looking to complete the requirements for the BSA climbing merit badge.



## Dance

### Gymnastics Programs Summary:

Gymnastics classes are going strong and will be wrapping up the second session the week of 8/17.

Program/Month/Year/Variance +/-	8/2014	8/2015	+/-
Summer 2 <sup>nd</sup> session	116	132	+16

Fall registration is ongoing with classes due to start on September 14<sup>th</sup>.



## Youth Athletics

### Youth Baseball

- Travel baseball tryouts have come to a conclusion and we will have a team at the u12 and u14 level for the spring/summer of 2016.
- Fall baseball practices have started. Hoffman Estates will have a team at the Mustang, Bronco and Pony level in the SAA/HEPD fall league. Games started on August 29<sup>th</sup> and playoffs will conclude the weekend of October 18<sup>th</sup>.

### Youth Softball

- HEPD will have a fall softball tournament team at the 5/6<sup>th</sup> grade level. They will compete in two tournaments in September and practice one a week.



## Early Childhood

### Preschool:

Threeschool 15-16	15 TC 10 WRC	10 TC 13 WRC	-2
2's Playschool 15-16	30 TC 25 WRC	29 TC 21 WRC	-5
Preschool 15-16	115 TC 70 WRC	126 TC 68 WRC	+9
Early Learning Center	21	25	+4
<b>Total Preschool:</b>	<b>286</b>	<b>292</b>	<b>+6</b>



## 50+ Club

### Volunteerism

Volunteers – 21 volunteers – 67 hours total  
(newsletter/planning/working Open House)

### Classes offered in August

Basic Exercise, Gentle Yoga, Tai Chi, Spanish, Writing (demonstrated new Chair Fitness/Chair Yoga classes at Open House)

### Athletic opportunities offered s in August

Pickleball, Volleyball, Bicycle Riding, Ping Pong

### Upcoming trips

Carole King Beautiful, Fancy-Free Overnight to Door County, Christkindlmarkt/Supper/Zoo Lights, Chi, John Hancock Observatory, Ten Chimneys, WI, Randolph St Market, Dueling Piano Party/Lunch, Elmhurst, Historic Naperville, Tea, Long Grove (held all day parts/weekdays, week nights, weekends)

### Evening/Special Programs

Health Screenings – 5 drop-ins (will begin to display signage w/both park district & village logos to increase attendance)

Pub Quiz Night (3<sup>rd</sup> Thursdays/6:00 pm) – 28 participants - held at 50+ Center

### Friday post lunch programs (August)

**8/7** Basic Computer/Internet workshop

**8/14** Basic Computer/Internet workshop

**8/21** Education re: IDing stroke signs/ surgery recovery tips

**8/28** Party on the Patio at Bridges of Poplar Creek (45 attendees/most pre-ordered + orders placed day of event)

### Organized Activities

Bingo at Culver's/monthly

## Other

- Assisted senior in identifying emergency dental work resource
- Assisted 50+ member seeking help caring for her dogs due to new, temporary, work schedule change
- Connected with Northbrook Sr Cntr regarding 50+ member who lives in Northbrook in need of in-home companion
- Party in the Park AM helper
- Distributed Open House flyers to various senior community within 5 mile radius of TC
- Attended memorial service for deceased 50+ member



## Ice Operations

### I.C.E Academy

- Staff attended an IL Skating Council Board meeting on Aug. 25. The Skating Council is considering a July skating competition for 2016. GM Doschadis attended to offer a proposal involving the Triphahn Center as a possible host site.
- The summer ICE Academy lesson program concluded Aug. 18. 155 skaters were involved in the program compared to 127 skaters for 2014.
- ICE Academy camp and H2O camp concluded Aug. 21. 408 Skater took part in the camp program which started a week later than the previous years due to school being extended by an additional week. 448 skaters took part in 2014.
- ICE Academy classes will start after Labor Day.

### Wolf Pack

- The Wolf Pack Registration will end Aug. 31. Tryouts and evaluations all take place starting Sept. 2 and concluding on Sept. 7. After that all players will be put on their respective teams at the NWHL and NIHL level. Players and teams will be reported in the September report.
- 195 hockey players participated in the summer development which ended on Aug. 19. There were 179 players in 2014.
- Hockey camps concluded Aug. 18. As is the same with the Ice Academy this program also lost the first week of camp due to school. This year 169 players took part in the program. In 2014 155 players took part in camp.
- The Jr. Wolf Pack program begins Aug. 31 with 75 players (maxed out) Development classes will begin after Labor Day.

### Ice Rink Information

Program	8/2014	8/2015	Var. +/-
• Public Skate	439	221	-218*
• Freestyle	334	361	+27
• Drop In/Homeschool	289	477	+188

*\*A number of Wolf Pack players took advantage of private skating time rather than having to attend public skate sessions to get ice time. That is why you see the decline in public skate numbers and an increase in drop in.*



## Prairie Stone<sup>™</sup> Sports & Wellness Center

<b>August Membership Totals</b>	<b>2014</b>	<b>2015</b>	<b>+/-</b>
	<b>3,015</b>	<b>3,093</b>	<b>+78</b>
GE memberships	322	431	
	3,337	3,524	

### Member Services

- The enrollment promotion for the month of August extended a special discounted enrollment fee of \$10 along with free August dues for the first 10 days of August. The enrollment fee discount remained discounted to \$10 throughout the month, however, prorated dues applied to those who enrolled after August 10<sup>th</sup>. The Member Services team was encouraged to use discretion and leverage prorated dues remaining for the month of August during either promotional discount span in order to secure enrollments for the month.
- The Member Services team performed exceptionally well despite the absence of a Member Services Supervisor. This team of 1 FT associate and 1 PT1 associate managed to maintain efficiency with regard to all Member Services operations (tours, enrollments, collections, membership maintenance) while maintaining a workload comparable to what would be experienced during the month of January. The months of July and August represented the leanest that the Member Services team has ever been within the office with total membership enrollment among its highest number.
- The ongoing Friends in Fitness member referral program continued to be a primary force in generating new memberships; the club cash incentive corresponding with this referral program rewards current members with a \$25.00 club cash reward for referrals who enrolled as members. These promotions have proven to be popular and effective among prospective clients and among the most productive of marketing efforts.
- The ENROLLMENT FEE banner on the north side exterior remained mounted on the building along with the east side banner, both of which continue to attract many prospective clients. This second banner provides visibility/identity of the building for westbound traffic on Route 72 and compliments the signage panels installed in the spring of 2014. Likewise, both internal and e-based targeted marketing were utilized to inspire member referrals as well as to reach all HEPD clients throughout the community. The HEPD bi-monthly eBlast included the enrollment promotion details, and targeted emails through Retention Management continued to be sent throughout the month to promote the club cash incentive for member referrals with additional incentives promoted on Facebook and the HEPD and PSS&WC websites. The PSS&WC enrollment special was also advertised on each of the District's electronic marquis signs throughout the community. The PSS&WC enrollment special was also advertised on the VHE electronic marquis located at the corner of Shoe Factory Road and Beverly on the southwestern edge of Hoffman Estates.
- The number of credit card denials following August billing continued at a manageable pace. Efforts that were implemented within the Member Services and

Billing offices to continue to contact members proactively to obtain updated information for billing continued aggressively during the month of August. These efforts include phone calls, emails, form letters, and person-to-person contact upon check in at the Service Desk.

- Efforts are continuing with regard to the composition of a new member survey that will be administered in Q3. Results from the survey will be used in conjunction with a facility SWOT analysis to guide budgetary efforts in 2016.
- The General Manager of Sales & Operations participated in a webinar sponsored by Retention Management/Constant Contact regarding a new online component offered by the company that is designed to survey current members in a simple but poignant manner via email. Survey results are sent "real time" for immediate feedback and response if needed. Consideration of this new online component will be included in budgetary intentions for 2016.
- Interviews for the Member Services Supervisor position continued during the early part of August through the course of two interview rounds. A select number of the most qualified applicants were invited to participate in the initial round of interviews with the most qualified two candidates moving on to the second round. An offer will be extended to the most qualified candidate in early September with transition/training to begin shortly thereafter.

#### **Operations and Fitness Departments:**

- The PSS&WC Key Team met during the month of August to discuss ideas to launch celebratory club activities in September to commemorate the club's 15 year anniversary.
- Plans are underway currently for two upcoming Manager on Duty meetings to be held at PSS&WC with PT and FT MOD team members. Both meetings will be held in September and will contain comprehensive agendas to prepare the team for the upcoming surge in club usage and enrollments.
- Efforts are continuing with the Flores Rosales Family Group to fine tune the menu options and hours of operation of the new Summit Café, which opened for business on July 1<sup>st</sup>. The opening was coordinated as a "soft" opening with greater fanfare and promotion planned for the month of September in conjunction with the 15 year anniversary of PSS&WC.
- PSSWC has confirmed the agreement for a second year working with Perfect Cleaning Services; starting September 1<sup>st</sup>. Perfect Cleaning Service provides contractual cleaning services for the facility for daily porter and overnight deep cleaning services.
- The PSSWC fitness department is in process of hiring a new personal trainer to continue to expand the training and revenue opportunities.
- PSSWC has an upcoming Nutrition Workshop, Eat to Compete, which will be held on September 12<sup>th</sup>.
- To promote new personal training clients the personal training promotion for September highlights the purchase of a 3 pack for new members. In addition, the 10 pack will have a \$15 discount provided to all new and current personal training clients. The \$15 is associated with the theme in celebration of PSSWC's 15 year anniversary in September.

- Class participation has remained steady. Highlighted classes include:  
Zumba 30 Raise the Barre 25 Pump & Abs 30 Aqua 25

### **Programs and PSS&WC Swim Lessons**

- The second summer session of indoor swim lessons is underway with 295 compared to 259 in our first summer session.
- The ELC program finished up their swim lessons this month at PSS&WC. About 20 ELC children have been bussed over to PSS&WC each Wednesday for a half hour lesson and half an hour of free swim. The Program Manager of ELC reported that the swim lessons are a huge benefit and selling point for the ELC program in the summer months.
- PSS&WC's second summer session of youth climbing classes are underway with 14 participants compared to 8 in the first summer session. The next round of Youth Climbing classes will begin after Labor Day.

### **Swim Lessons & Programs (PSSWC)**

- The final summer session of indoor swim lessons has finished up with 295 compared to 259 in our first summer session. The fall swim lesson session is scheduled to begin after Labor Day.
- In the area of private swim lessons there were 70 lessons sold in August 2015 compared to 77 at this time in 2014.
- PSS&WC's youth climbing classes will begin after Labor Day. One class is currently full with 8 participants and the second has only 5 spaces remaining.
- The second annual Climbing Wall Trick-or-Treat is coming up in October and already has 15 kids signed up. There is already a lot of excitement surrounding this fun event.
- There are two sessions of the Boy Scout Climbing Merit Badge Day scheduled this fall. This program is available to Boy Scouts who are looking to complete the requirements for the BSA climbing merit badge. PSS&WC's Climbing Wall Coordinator and is able lead this program. Private groups or troops may also schedule this as a private program.

### **SEASCAPE FAMILY AQUATIC CENTER**

#### **Seascope Season Updates;**

- Seascope received its final summer Starguard review on August 8<sup>th</sup> receiving a 5-star score which is the highest available. Lifeguards performed strong in all areas of the review including a spinal scenario, first aid scenario, CPR review, unresponsive drowning scenario, lifeguard observations, and facility operations. More importantly, 2015 was another safe season at Seascope thanks to the hard work and training of our lifeguard trainers and staff!
- Program & Aquatic Supervisor, Katie Miller, was accepted to IPRA's Leadership Academy for the 2015-2016 session. She is participating in the team level of the

academy and is looking forward to developing and enhancing her leadership skills and learning about current issues and topics as they relate to parks and recreation.

- On August 14<sup>th</sup> Seascaple hosted a Fitness Fun in the Sun event. In addition to swimming, patrons enjoyed a coin dive sponsored by Hoffman Estates Community Bank. One lucky family won a 2016 Seascaple season pass for four. Other activities included a parent child yoga demonstration and aqua fit demos during adult breaks. PSS&WC was onsite with membership and facility information.
- On August 9<sup>th</sup> Seascaple hosted Grandparent's Day in which grandparents received free admission with the paid admission for a grandchild.

### **Seascaple Season Pass Sales & Marketing (Seascaple)**

- Overall there were 1,335 Seascaple season passes sold for the 2015 Seascaple season compared to 1,410 passes sold for the 2014 season. This summer the pool opening was delayed due to a leak that was discovered prior to opening. That in addition to the cool and rainy start in the month of June didn't help in the area of Seascaple season pass sales. Despite the rainy start to the season the article that discussed area aquatic centers seeing a 20% drop in pass sales SFAC saw just over a 5% reduction in pass sales from this time last year, at 5.3%.
- Seascaple's Facebook page gained 40 likes in August totaling 484 total likes for the page. The most popular posts in August included a post about Seascaple Movie night reaching 415, pictures of Volunteer Appreciation Night reaching 334, and a video of the Coin Dive reaching 252.

### **Swim Lessons & Programs (Seascaple)**

- Seascaple had 457 swimmers registered for swim lessons in 2015 compared to 577 in 2014. This reduction had a direct correlation with the cold and rainy weather on the front end of the season. Staff combined Saturday swim lessons with PSSWC indoor lessons to provide additional slots and opportunities for participants during this inclement weather. Swimmers and parents seemed to be very pleased with the program this year.
- In 2015 Seascaple had 46 kids participate in private swim lessons compared to 35 kids in 2014.
- Seascaple's final movie night featuring Planes- Fire & Rescue was a success on August 7<sup>th</sup>.
- On August 14<sup>th</sup> Seascaple hosted a Fitness Fun in the Sun event. In addition to swimming, patrons enjoyed a coin dive sponsored by Hoffman Estates Community Bank. One lucky family won a 2016 Seascaple season pass for four. Other activities included a parent child yoga demonstration and aqua fit demos during adult breaks. PSS&WC was onsite with membership and facility information.
- On August 9<sup>th</sup> Seascaple hosted Grandparent's Day in which grandparents received free admission with the paid admission for a grandchild.



## Triphahn Center

### Triphahn Center Fitness and Operations:

<b>Membership Totals</b>	<b>08/2014</b>	<b>08/2015</b>	<b>Var. +/-</b>
	911	904	- 7

#### General Summary:

- Team members have been working on inventory evaluation sheets to determine the 3-5 capital plan for the facility.
- Carpet installation continued through August in the administration area. Staff is in the process of putting the areas back together.



## Willow Recreation Center

<b>Membership Fitness/Racquetball Totals</b>	<b>08/2014</b>	<b>08/2015</b>	<b>Var. +/-</b>
	345	393	+ 48

#### General Summary:

- The second summer session of fitness classes ended the week of August 24<sup>th</sup>. Registration is underway for the fall session.
- The floors of the main gym, dance room and all racquetball courts were resurfaced at the end of August.



## Dog Off-Leash Areas

#### Bo's Run:

- Breakdown for Bo's Run / Combo passes HE 149, Palatine 37, Barrington 20, Schaumburg 44, Arlington Heights / Mt. Prospect 5, Inverness 25. Additional towns are Rolling Meadows, Elk grove, Hanover Park,

#### Freedom Run:

- Breakdown for Freedom Run/ Combo passes Elgin – 163 HE – 95, Streamwood 67. Schaumburg – 20. Additional towns are Huntley, Hanover Park & S. Barrington, Elk Grove, Palatine, Wheeling & others.

<b>Dog Park Passes</b>	<b>08/2014</b>		<b>08/2015</b>
Bo's Run	334	Bo's Run	240
Freedom Run	354	Freedom	300
Combo	87	Combo	74
	775		614*

\*This number will slowly start to increase as we see more owners and dogs return after the dog flu scare (as that confidence builds), but we do not expect the number to return to the 2014 numbers and the prior years due to the number of new parks in the area.



## Communications and Marketing

### PROGRAM PROMOTIONS

**Staff worked with program managers to promote** Zumba, Teen Corn Maze, Uncorked & Untapped, Wildflower Event, Prairie Stone memberships, 50+ programs; youth sports.

**Community Calendar Submissions to:** Daily Herald, Trib Local, Kidwinks, Oaklees Guide, Parents' Magazine, Hoffman Estates Chamber and Schaumburg Business Association.

### COMMUNITY EDUCATION

**NRPA 50<sup>th</sup> Birthday** – through social media, we posted several photos to celebrate with NRPA.

### VIDEO

**Summertime Wrap Up** – showing on our webpage to wrap up the summer events and programs. .

### PUBLIC RELATIONS & ADVERTISING

**Daily Herald Trade Ads, appearing in Neighbor Section on Sundays 2xs per month:**  
Uncorked & Untapped; Ice Programs

### MARKETING DASHBOARD



#### Mobile App Downloads

The app has been available since April 25, 2014; as of August 31, 2015 we have had 1,342 apps in use. Apple has introduced new analytics that are in beta testing stage on IOS 8 and after for iPhone users who opt-in and allow Apple access to data.



#### Mobile Access

Results to date are positive, showing more users accessing heparks.org on mobile devices or tablets. We are looking for a greater percentage of page views by mobile devices and fewer via desktop. Benchmark column indicates how users accessed HEparks prior to the app and mobile-friendly website. (Responsive mobile-friendly website launched Oct 28, 2014; app launched April 25, 2014; mobile WebTrac launched in late November 2014.)

	Benchmark: Feb 2013-Feb 2014	Aug1-31, 2014	Aug1-31, 2015	Change from last year
Desktop	63%	49%	43%	-6
Mobile	27%	39%	47%	+8
Tablet	10%	12%	9%	-3*

\*A decrease in tablet views is speculated to be a result of more mobile phone use as mobile phone screens are increasingly larger. Tablet sales have leveled off. It is more convenient to use a smart phone which is always within reach. (<http://time.com/3532882/people-arent-buying-tablets/>)



### Website HEParks.org Google Analytics

Hits to the home page are steady and increased from last year.



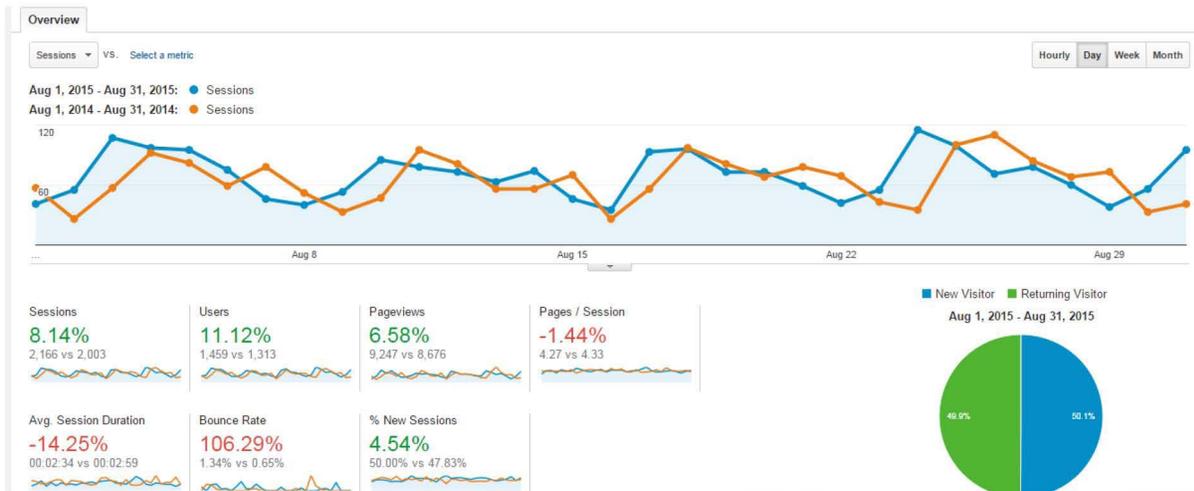
### Program Guide Online

Indicates how many times people are viewing the electronic version of our program brochure on our website. A greater number of people are viewing the Program Guide online. It appears that folks are viewing the Program Guide on the weekends, and registering online during the week.



### WebTrac/Online Registration Page Hits

**Google Analytics** – Hits peak mid-week, which is a change in our historical trend, which used to have hits to all web pages mid-week. We still see an increase in hits the week right before sessions begins.



### Facebook Reach

Total Likes – 1,946. Our goal is engagement: The more people tag, share and comment on posts the greater the reach. 28 Days Page Engaged Users (Col G): The number of people who engaged with our Page. Engagement includes any click or story created in August = 13,724. On August 9 the spike in engagement is related to pictures posted from Party in the Park (August 8).



**Conversion Rate – What percentage are registering online?**

Derived from a RecTrac Report that indicates the percent of registrations made online vs in person. New responsive/mobile-friendly website launched Oct 28, 2014. Mobile WebTrac was launched in late November 2014. Progress is being made each year in online registrations.

2011:	21%
2012:	26.3%
2013:	30.69%
2014:	33.54%
Jan-Aug 2015:	35.72%



**Email Blast Results, Constant Contact**

	<b>Open Rate</b>	<b>Bounce Rate</b>	<b>Click-thru rate</b>
<b>2014 Sports and Recreation industry</b>	<b>20.20%</b>	<b>8.82%</b>	<b>7.49%</b>
HEPD General EBlast, Aug 18	18.3%	1.8%	12.1%
50+ Club August	32.6%	1.8%	7%

**Bounces** = Emails sent, but not received by our contacts, suggests the quality of the data.

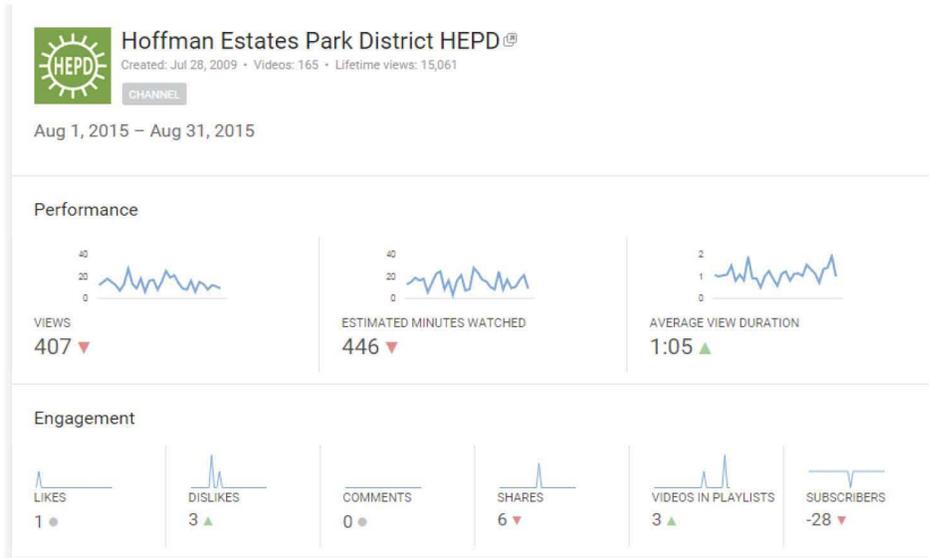
**Opens** = Emails our contacts received and viewed.

**Clicks** = Contacts who clicked on a link within our email.



## YouTube Metrics

Below is a list of our Top 10 Videos with the most traffic and minutes watched over the past 30 days. "Party in the Park" was the featured video July 1-31.

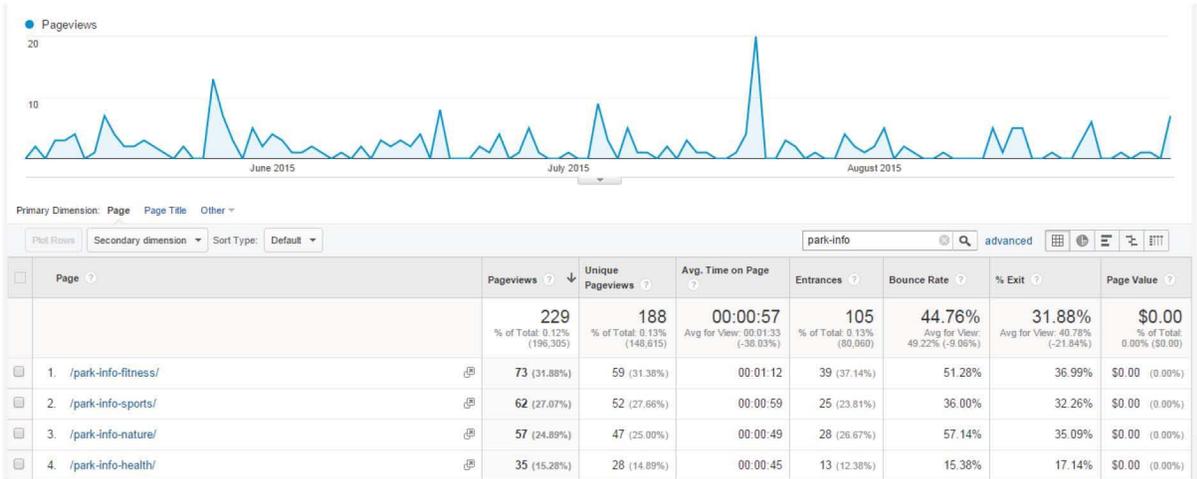


**Top 10 Videos** [Browse all content](#)

Video	Views	Estimated minutes watched	Likes
Park Info: Thor Guard	64 (16%)	81 (18%)	0
Join us for Party in the Park, August 8, 2015	57 (14%)	45 (10%)	0
summertimewithplay	30 (7.4%)	29 (6.4%)	0
Park Info: Playground Workout, Bench Pushup	22 (5.4%)	30 (6.8%)	1
Aqua Fit Swim Aerobic Class at Prairie Stone ...	22 (5.4%)	18 (4.1%)	0
Me & HEPD: Rica Cuff, 50+ Coordinator	21 (5.2%)	38 (8.6%)	0
Hoffman Estates Park District Water Safety Tips	20 (4.9%)	9 (2.1%)	0
Try Hockey for Free!	20 (4.9%)	10 (2.2%)	0
Me & HEPD: Joe DeMaria and Nico Muira, Sea...	19 (4.7%)	26 (5.9%)	0
Wolf Pack Hockey Hosts Krolak Cup	14 (3.4%)	23 (5.2%)	0

### Park Info

Through a cooperative project with the Director of Planning and the Parks Maintenance department, on May 7 we implemented a new community education program called Park Info. Twenty three signs were placed in four parks (Evergreen, Black Bear, Cannon Crossings, South Ridge and Vogelei) containing QR codes that link to videos on 4 topics: Sports, Fitness, Nature and Health. Each month a new video will be available for park goers to browse for more information on a variety of topics. Data period is May-7 to date.



## Park-info

# Get tips about Fitness

Visit [HEParks.org/fitness](http://HEParks.org/fitness)

HOFFMAN ESTATES PARK DISTRICT

## Park-info

# Learn more about Sports

Visit [HEParks.org/youth-sports](http://HEParks.org/youth-sports)

HOFFMAN ESTATES PARK DISTRICT

## Park-info

# Get info about Nature

Visit [HEParks.org/nature](http://HEParks.org/nature)

HOFFMAN ESTATES PARK DISTRICT

## Park-info

# Get tips for Healthy Kids

Visit [HEParks.org/healthy-kids](http://HEParks.org/healthy-kids)

HOFFMAN ESTATES PARK DISTRICT

## **Bridges of Poplar Creek Board Report**

### **General Programs**

- The fall session Jr Golf program is completed. We had 16 students in the two classes. In this session juniors learned the game with use of motor skills, range practice and on course play.
- We had our 4<sup>th</sup> Live Music night with Voyage. We served over 120 guests and they enjoyed live music for 3 hours in the event area. This was our biggest event to the season and we are pleased with the increased following heading into next season.
- Paint the Night Away was a new event held on August 27<sup>th</sup>. Artisticology was here teaching guests how to paint a masterpiece on a wine glass. Each participant was able to take their creative art home. We had 23 participants for this class. The next Paint the Night Away class will be on October 8<sup>th</sup>.

### **Golf Rounds**

<b>ROUND TOTALS</b>		
<b>2013</b>	<b>2014</b>	<b>2015</b>
<b>6,302</b>	<b>5,694</b>	<b>5,472</b>
<b>YTD ROUND TOTALS</b>		
<b>2013</b>	<b>2014</b>	<b>2015</b>
<b>23,415</b>	<b>22,450</b>	<b>22,277</b>

### **Range Information**

<b>RANGE BASKET SALES TOTALS</b>		
<b>2013</b>	<b>2014</b>	<b>2015</b>
<b>3,359</b>	<b>3,731</b>	<b>3,795</b>
<b>YTD RANGE BASKET SALES TOTALS</b>		
<b>2013</b>	<b>2014</b>	<b>2015</b>
<b>14,402</b>	<b>14,691</b>	<b>14,708</b>

## Video Gaming

VIDEO GAMING REVENUE	
2014 (7/1 – 7/31)	2015 (8/1 - 8/15)
\$182	(-\$51)
YTD REVENUE	
2014 (6/16 - 8/30)	2015 (1/1 – 8/15)
\$1,125	\$2,150

## Communications & Marketing

### Marketing/Advertising

- We did 4 email blasts for the month advertising; Live Music, Jr Golf Instruction, Golf Shop Sales, Wedding & Banquet Specials, group instruction, and Special HEPD events.

## Food & Beverage

For the month of August we had a total of 34 events: 38 Events in 2014

The breakdown is as follows:

8 breakfast meetings servicing 156 people

1 awards dinner meeting servicing 32 people

1 memorial servicing 57 people

1 birthday parties servicing 33 people

5 Showers servicing 171 people

1 school reunion luncheon (off bar menu) servicing 20 people

1 50+ Club luncheon (off bar menu) servicing 50 people

5 weddings with both ceremony and reception here servicing 524 people (low counts)

- 1 reception only for 56 people
- 7 golf outings servicing 711 people.
- 1 Music night servicing 120 people
- 1 Paint the Night event servicing 23 people
- 1 Junior Golf Awards event servicing 40 people

We currently have 31 events booked for September. We had 39 events in 2014.

- 10 Breakfast meetings servicing 195 people
- 1 HE Fire Department meeting and order from the bar servicing 20 people
- 1 Birthday party servicing 40 people
- 2 Showers servicing 50 people
- 1 ABBHH continental breakfast meeting servicing 75 people
- 1 Memorial Luncheon servicing 57 people
- 1 Uncork and Untapped event servicing 50 to 75 people
- 4 Weddings with both ceremony and reception here servicing 524 people
- 3 ceremony only events servicing 450 people
- 7 golf outings servicing 580 guests

2016= 8 ceremony and reception, 1 reception only, 1 ceremony only

2015=23 receptions 18 of which are hosting their ceremonies here plus 4 ceremony only

(wedding for September 19th cancelled their ceremony and reception, were expecting 200 guests)

2014= 29 wedding receptions plus 7 ceremony only booked, Of the 29 receptions; 23 did their ceremony and receptions here.

We are receiving a lot of calls for 2016 weddings. We are currently offering 10% off any Saturdays that we still have open for 2015.

For 2016 we are offering a free upgrade: chair covers/sashes, premium bar upgrade, sweet table, or late night snack. They get to select one if they meet the minimum.

## Golf Maintenance Summary

August was a routine month for the maintenance department. We were able to stick to our routine maintenance schedule for most of this month. Routine schedules involve setting up the course in the morning by changing pin and tee placements, raking bunkers, mowing greens, tees, fairways and rough. In addition to our regular maintenance the crew was able to accomplish the following tasks on the golf course as well:

- Integrated Pest Management applications to fairways, greens and tees
- Bunker edging and mowing of banks twice in August
- Divots filled on tees twice this month as well as all fairways
- Installation of drainage standup pipes installed on #8 and #16 fairways. Drain lines will be installed in September to tie into existing drainage.
- Created mulch beds under and around some evergreen trees to help with water retention.
- Hand watering hot spots throughout the course
- Fogging of the clubhouse areas for mosquito control

Goats...yes as most people are aware, goats arrived at Bridges this month. We rented 40 goats from The Green Goats out of Wisconsin. The goats are being held on the hill between the driving range and the first hole. We did not know exactly what to expect from the goats but after four full days of the goats eating in this 1.2 acre section they are doing great. The goats are eating all the green foliage from most plants and leaving just the stem, which does not allow these plants to reseed themselves moving forward. Eradicating the unwanted species can be a two to three year process of letting the goats eat these plants, but as of now we are very pleased. The goats are going to move to one more section and then will head back to their home in Wisconsin sometime mid-September.