



1685 West Higgins Road, Hoffman Estates, Illinois 60169
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The mission of the Hoffman Estates Park District is to offer healthy and enjoyable experiences to our residents and guests by providing first class parks, facilities, programs and services in an environmentally and fiscally responsible manner.

**AGENDA
BUILDINGS & GROUNDS COMMITTEE MEETING
TUESDAY, MAY 2, 2017
7:00 P.M.**

1. ROLL CALL
2. APPROVAL OF AGENDA
3. RECOGNITION OF REMAINING B&G REP (BEST OF HOFFMAN, FEB.)
4. APPROVAL OF COMMITTEE MINUTES
 - April 4, 2017
5. COMMENTS FROM THE AUDIENCE
6. OLD BUSINESS
7. NEW BUSINESS
 - A. PSSWC Wet Area Renovation / M17-052
 - B. Crack fill and seal coating / M17-046
 - C. Maintenance Facility supply and install new fuel pumps / M17-056
 - D. Balanced Scorecard / M17-055
 - E. Parks Board Report / M17-057
 - F. Planning & Development Report / M17-053
8. COMMITTEE MEMBER COMMENTS
9. ADJOURNMENT

All meetings are held in the boardroom of the Scott R. Triphahn Community Center & Ice Arena at 1685 W. Higgins Road in Hoffman Estates, unless otherwise specified. If an accommodation or modification is required to attend this public meeting please call 847-885-8500 with at least 48 hours' notice.



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**MINUTES
BUILDING AND GROUNDS MEETING
April 4, 2017**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Building and Grounds Committee was held on April 4, 2017 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioner Kilbridge, Comm Rep Dekirmenjian, R. Neel, S. Triphahn, Chairman McGinn

Absent: Comm Rep Bettencourt, Friedman

Also Present: Deputy Director/A&F Director Talsma, Rec/Facilities Director Kies, P&D Director Buczkowski, Parks and Risk Director Giacalone, Golf Course Superintendent Huguen

Audience: President Bickham, Commissioners Kinnane, R. Evens, K. Evans, Jodi Frailey and Michael Lingl from Federation for Fair Contracting (FFC)

2. Approval of Agenda:

Comm Rep Triphahn made a motion, seconded by Comm Rep Dekirmenjian to approve the agenda as presented. The motion carried by voice vote.

3. Recognition of Remaining B&G Reps (BOH for February):

Chairman McGinn acknowledged Comm Rep Bettencourt (not present) and Comm Rep R. Neel for their participation in the B&G Committee meetings and thanked them for their time and services. He awarded Comm Rep R. Neel for his year of service.

4. Minutes:

Commissioner Kilbridge made a motion, seconded by Comm Rep Dekirmenjian to approve the minutes of the April 4, 2017 meeting as presented. The motion carried by voice vote.

5. Comments from the Audience:

None

6. Old Business:

None

7. New Business:

A. Playground Install Victoria, Colony and SFAC/M17-041.

Deputy Director Talsma reviewed the item noting that staff had recommended Innovation Landscapes for the job but that at the March 28th Board meeting, representatives from the Federation for Fair Contracting (FFC) had brought comments to the Board that they wanted to review prior to presenting the award. He also explained that staff had rechecked Innovation's recommendations and continued to stand by their initial recommendation to award the project to Innovation Landscapes in the amount of \$166,650.42.

Deputy Director Talsma noted that the recommendation was for the lowest qualified bidder and that staff felt that to be true. He also explained that the project was covered by a Payment and Performance Bond (as they always are) if there were any issues. He also explained that there was a connection between Fuertes and Innovation as Innovation's president was believed to be Fuertes' president's daughter in law and Innovation was employing many of Fuertes employees.

Commissioner Kilbridge asked about St. Charles and Director Buczkowski noted that he spoke with them and they had no problems with Innovation. Deputy Director Talsma noted that they had both favorable and non-favorable information on Innovation.

Comm Rep Dekirmenjian asked if the district had dealt with Fuertes and it was noted that the district had. However, it was also noted that the discussion was with regard to Innovation and their track record as they were a separate entity from Fuertes.

Commissioner R. Evans asked how long Innovation had been in business and it was noted that they were created in 2014 but in public work for only 1-2 years.

Mr. K. Evans asked if the district could confirm that the president of Fuertes did not have any ownership in Innovation and Deputy Director Talsma noted the family relationship but as it was not a publicly traded company, he did not have additional ownership information.

Commissioner McGinn asked if the district had used Innovation before and Director Buczkowski noted that they had not and explained that last year they were not the low bidder for this project.

Mr. Lingl introduced himself as the regional director for the FFC and that they monitor construction projects. He reviewed Innovation's past history and their president's family history with Fuertes' president. He explained that last year Innovation had 5 projects and that they were not able to complete two of the three fall projects. He also explained, in his opinion, that this year they had been awarded \$1.4 million in projects as of this date and expressed concern that they would not be able to complete all the work with only 8 employees. He also noted that he had lived in the area for some time and thanked the district for doing such a wonderful job.

Mr. K. Evans questioned what exposure the district would have if they did not award the project to Innovation and Deputy Director Talsma explained that if they did not feel that Innovation was the lowest responsible bidder, then they would go to the next lowest or they could reject all bids. Mr. K. Evans asked if staff had talked with Ancel, Glink and Deputy Director Talsma explained that they had contacted Adam Simon, Attorney, agreed that the district had done their due diligence but that the board could choose not to view Innovation as the lowest responsible bidder. He did, however, encourage the board to look at Innovation based on their history and not Fuertes.

Mr. Lingl noted that approximately 50% of Innovation Landscape's bids had been rejected. Commissioner McGinn asked if Mr. Lingl had attended other park district meetings and Mr. Lingl noted that he had.

Commissioner Kinnane asked if there was a window of opportunity on this bid and Director Buczkowski noted it was probably 60 days. He explained that he had spoken with Park Ridge and while they had awarded the project to Innovation October 1, 2016 Park Ridge had been unable to obtain an MWD permit until the end of October and not the contractor's fault that the project was not completed in the original time frame. He also explained that as of last week, the project was done; however, the fence was still in place waiting for Park Ridge staff to complete landscape installation that the contractor was never to be responsible for.

President Bickham asked if Innovation was still using Fuertes employees and Deputy Director Talsma said he believed they were.

Commissioner Kilbridge asked about Fuertes projects and Director Buczkowski noted that they had done much work for the HEPD but reminded the committee that the discussion was about Innovation. He also explained that the manufacturers' representative would have to certify the playground prior to the park district allowing any access.

Comm Rep Dekirmenjian asked if the district would hold payment until the job was completed to our specifications and Director Buczkowski noted that they would.

Mr. K. Evans noted that the FFC was funded by member companies, one of which was Georges Landscaping who was the next lowest bidder on the district project. Mr. Lingl noted that there were thousands of companies involved with the FFC. Comm Rep Triphahn noted that Innovation was not one of those companies.

Commissioner R. Evans asked if Fuertes was a legal closing of the company and it was noted that it was. Comm Rep R. Neel asked if Director Buczkowski felt confident with Innovation and Director Buczkowski noted that he was.

Comm Rep Dekirmenjian made a motion, seconded by Comm Rep S. Neel that the B&G Committee reaffirm their prior recommendation to the Board to approve a contract with Innovation Landscapes for the installation of playground equipment at Victoria, Colony and Seascape Parks, concrete work at Evergreen Park and Hassell Road Maintenance, and restoration work at Westbury and Evergreen Parks for the low bid price of \$166,650.42. In addition, staff recommends the B&G Committee recommend the board approve a contingency of 7% (\$11,665.50) be made available for extras deemed necessary by staff to complete each of the projects. The motion carried by voice vote.

Commissioner Kilbridge thanked everyone for their input noting that she felt that Gary would be even more hands on with this project and could approve it based on his confidence in the contractor.

Mr. Lingl and Ms. Frailey thanked the committee for their time and left the meeting.

B. Seascape Parking Request/M17-042:

Deputy Director Talsma reviewed the item noting that the Village would not allow the park district to use SFAC's parking lot for this commercial use without first getting a special use permit. President Bickham asked what

would be involved in getting that permit and Deputy Director Talsma noted that they would have to apply through the Village and hold public hearings.

Comm Rep S. Triphahn made a motion, seconded by Comm Rep Dekirmenjian to recommend the board deny the request of Mr. Puthusseril to park his Bobcat trailer truck in the Seascapes parking lot during the off-season. The motion carried by voice vote.

C. Parks Board Report & 1Qgoals/M17-040:

Deputy Director Talsma introduced Golf Course Superintendent Hugen to the committee noting that he had been recently promoted to fill the position of Director of Parks after Director Giacalone retires in May.

Commissioner McGinn asked about training and it was noted that the position would not be official until May 8, 2017; at which time there would be an opportunity for Hugen to work with Director Giacalone. Deputy Director Talsma also noted that HR Manager Leninger had been promoted in January to Superintendent of HR and taken on the Risk Management aspects of the Director of Parks position. Superintendent Leninger has been training with Director Giacalone.

Comm Rep Dekirmenjian made a motion, seconded by Commissioner Kilbridge to send the Parks Board Report and 1Q Goals to the Board. The motion carried by voice vote.

D. P&D Report and 1Q Goals/M17-039:

Director Buczkowski noted that Innovation Landscapes was anxious to begin the playground projects. President Bickham noted that he was in favor of the \$2,500 liquidated damages/bonus on the PSSWC Shower project.

Comm Rep S. Neel made a motion, seconded by Comm Rep Dekirmenjian to send the P&D Report and 1Q goals to the board. The motion carried by voice vote.

8. Committee Member Comments:

Commissioner McGinn thanked the Comm Reps for their past service on the committees noting that they played a very important role.

9. Tour of North Side Triphahn Center:

The Committee, Board Members and audience left the room at 7:50 p.m. to tour the north side renovation project.

The Committee, Board Members and audience returned at 8:10 p.m.

10. **Adjournment:**

Comm Rep S. Triphahn made a motion, seconded by Comm Rep R. Neel to adjourn the meeting at 8:10 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma
Deputy Director

Peg Kusmierski
Recording Secretary

Memorandum No. M17-052

TO: Building & Grounds Committee
FROM: Dean Bostrom, Executive Director
Gary Buczkowski, P&D Director
Craig Talsma, Deputy Director
Mike Kies, Director of Recreation & Facilities
RE: PSSWC Wet Area Renovation (club locker rooms)
DATE: April 20, 2017

Background:

Identified in the 2017 PSSWC budget is \$750,000 to be used for the renovation and reconstruction of the Wet Areas located in the PSSWC Club Locker Rooms. Plans for this project have been previously submitted by staff and DLA Architects and were approved by the committee and board.

Over the past three months, final plans were prepared for this project along with Bid Specifications. These documents were submitted to the Village for Code Review and upon that review, the park district has received a conditional approval for the project.

Bid packages were prepared and released on April 6, 2017. Contractors were asked to price the renovation of the shower areas, steam rooms, sinks, and ceilings over the locker areas. In addition, as alternates, bidders were asked to provide pricing to replace the ceramic tile on the floor in toilet areas (Alternate #1) and pricing to replace the ceramic tile on the walls in the toilet areas (Alternate #2).

A preconstruction meeting was held at the site on April 12, 2017 and attended by nine contractors.

Implications:

Bids were opened on April 20, 2017 with a total of five bids received. Attached is a summary of those bids. The low bid from Opcon, Inc. was \$687,934 as the base bid and adding alternate #1 the total was \$702,050 and adding alternate #2 the total was \$739,839.

Staff has reviewed Opcon's references along with past work performance. Opcon has successfully completed projects all over the Midwest including large federal government projects. In each reference check, the contact person stated that they would have no reservation in awarding future work to Opcon if they were the low bidder on a project of theirs. Furthermore, DLA Architects have recently recommended Opcon for a renovation project with the Village of Schaumburg Government.

Based upon the bid amount received from Opcon (the lowest qualified bidder) the project cost break out is as follows assuming acceptance of the base bid and alternate #1 (Removal and replacement of the tile floor in the toilet areas):

\$702,050 which includes a \$50,000 owner's allowance (contingency) line item
\$ 66,695 for DLA Architects based on 9.5% of the hard construction costs
\$ 12,300 for environmental monitoring related to air-borne contaminants
\$ 18,955 for additional unknown contingency
\$800,000 Total estimated of project

Assuming the allowance and the contingency may not be needed, the project could come in under the budgeted amount of \$750,000. However, given the complexity of this project, staff is of the opinion that an owner's allowance of \$50,000 contained in the base bid and an additional contingency of \$18,955 for a total allowance/contingency of \$68,995 (approximately 10%) would be appropriate and should be considered a necessary part of this project.

Recommendation:

Staff recommends that the B&G Committee recommend to the board approval of the PSSWC locker room renovation project for a total amount of \$800,000 as follows:

\$702,050 to Opcon, Inc. which includes Alternate #1 (floors in toilet area) and includes an owner's allowance contingency of \$50,000.
\$66,695 to DLA Architects for services
\$12,300 for environmental monitoring
\$18,955 Additional contingency

	Opcon, Inc. 200 East St, Unit E, Carol Stream, IL 60188 630-221-1880 Clayton Graham; c.graham@opcon-inc.com	Laub Construction 201 Houston St, Ste 200 Batavia, IL 60510 630-454-4631 Jason Laub jlaub@laubconstruction.com	Happ Builders, Inc. 28 LeBaron St, Waukegan, IL 60085 847-775-8888 Mathew Happ estimating@happbuilders.com	Prairie Forge Group 300 Cardinal Drive, Ste 160 St. Charles, IL 60175 630-344-1077 David Stermetz Dvstermetz@p-fgrup.com	Efraim-Carlson & Son, Inc. 14052 Petronella Dr, Ste 105 Libertyville, IL 60048 847-573-1888 Dave Hillstrom Dhillstrom@efraimcarlson.com
BID BOND	x	X	X	X	X
BASE BID	\$687,934.00	\$774,200.00	\$737,700.00	\$695,000.00	\$748,800.00
ALT #1 FLOOR	\$702,050.00	\$9,900.00	\$14,200.00	\$15,463.00	\$24,800.00
ALT #2 WALLS	\$739,839.00	\$33,900.00	\$41,000.00	\$35,625.00	\$62,700.00
VOLUNTARY ALTS	-\$3,300.00	n/a	n/a	n/a	n/a
VOLUNTARY ALTS					
UNIT PRICING					
NEW FLOOR DRAINS	\$190.00	\$950.00	\$500.00	\$900.00	\$560.00
MITIGATE ADDITIONAL MOLD	\$23.97	\$100.00	\$20.00	\$10.00	\$4.00
Base Bid Note	Scrivener's error. Base Bid amount on page 5 of Proposal				
VOLUNTARY ALTS (1)	Verdedri Prod for hand dryer				

MEMORANDUM NO. M17-046

TO: Building & Grounds Committee
FROM: Dean R. Bostrom, Executive Director
Gary Buczkowski, Director of Planning and Development
RE: Crack Fill and Seal Coating work 2017
DATE: April 5, 2017

Background:

Bids were opened on March 23, 2017 for crack filling, seal coating and striping work to be completed at Triphahn Center, Bridges of Poplar Creek Country Club, Prairie Stone Sports and Wellness Center, Cannon Crossings Park, Canterbury Park Place Park, Freedom Run Dog Park and Canterbury Fields Park. This work is part of an on-going preventative maintenance program with the intent of extending the life cycle of the existing parking and drive areas of the district.

Implications:

A total of 6 bids were opened and publicly read. Attached is a copy of the bid results.

The low bidder, Patriot Maintenance, Inc. of Mundelein, is new to our bidding process. However, the bid was reviewed by staff and was found to be in order. Staff contacted two of Patriot's previous references (School District 59/job cost of \$26,000+ and Village of Long Grove/job cost of \$100,000+) and received high recommendations on Patriot's past work performance. Both agencies said they would have no reservations in hiring them in the future.

Recommendations:

Staff recommends that the bid project be awarded to Patriot Maintenance Inc. in the low bid amount of \$34,078.00 which is \$922 under staff's estimated budget for this work.

	TAT Enterprises, Inc. 6546 Cherry Valley Rd, Kingston, IL 60145 847- 338-5819	Patriot Maintenance, Inc. 405 Washington Blvd, Mundelein, IL 60060 847-409-7669	Chicagoland Paving Contractors, Inc. 225 Telser Rd, Lake Zurich, IL 60047 847-550-9687
BOND	X	Cert Check	X
1. TRIPHAHN CENTER			
A. 2,500 Lin Ft			
TOTAL TC COST	\$2,125.00	\$1,000.00	\$2,250.00
2. PSSWC			
A. 4,000 Lin Ft			
TOTAL PSSWC COST	\$3,400.00	\$1,600.00	\$3,600.00
3. BPC			
A. 2,500 Lin Ft	\$2,125.00	\$1,000.00	\$2,250.00
B.Cleanlot/Remove Debris	\$400.00	\$100.00	\$1,750.00
C. Master Seal 150,056 sq ft	\$17,674.64	\$10,805.00	\$22,508.40
D. 324 Stalls	\$1,053.00	\$454.00	\$1,053.00
E. 9 HC spaces	\$405.00	\$135.00	\$630.00
F.30 lin ft crosswalk	\$16.50	\$45.00	\$150.00
G.2 Arrows	\$50.00	\$20.00	\$100.00
TOTAL BPC COST	\$21,724.14	\$12,559.00	\$28,441.40
4. CANNON			
A. 2,500 Lin Ft	\$2,125.00	\$1,000.00	\$2,250.00
B.Cleanlot/Remove Debris	\$400.00	\$100.00	\$1,270.00
C/D Master Seal 107,787 sq ft	\$12,630.48	\$7,761.00	\$16,168.05
E.285 Stalls	\$926.25	\$399.00	\$926.25
F. 7HC Spaces	\$315.00	\$105.00	\$350.00
TOTAL CC COST	\$16,396.73	\$9,365.00	\$20,964.30

Crackfill, Sealcoat, Stripe, TC, PSSWC, BPC, CC, Seascape Family Aquatic Center (SFAC), WRC, Canterbury Park Place (CPP), Canterbury Fields Park (CFP),HEPD Maintenance Shop 3/22/2017 =lin ft*amt per=

5. CANTERBURY PARK PLACE			
A. 1,000 Lin Ft	\$850.00	\$400.00	\$900.00
B.Cleanlot/Remove Debris	\$300.00	\$100.00	\$275.00
C/D. Master Seal 17,300sq ft	\$2,027.21	\$1,246.00	\$2,595.00
E. 34 Stalls	\$117.30	\$48.00	\$170.00
F. 1 HC Space	\$45.00	\$15.00	\$100.00
TOTAL CANTERBURY COST	\$3,339.51	\$1,809.00	\$4,040.00
6. FREEDOM RUN			
A. 1,000 Lin Ft	\$850.00	\$400.00	\$900.00
B.Cleanlot/Remove Debris	\$350.00	\$100.00	\$250.00
C/D. Master Seal 15,995 sq ft	\$1,874.29	\$1,152.00	\$2,399.25
E. 44 stalls	\$151.80	\$62.00	\$220.00
F. 1 HC Space	\$45.00	\$15.00	\$50.00
TOTAL FREEDOM RUN COST	\$3,271.09	\$1,729.00	\$3,819.25
7. CANT FIELDS			
A. 2,500 Lin Ft	\$2,125.00	\$1,000.00	\$2,250.00
B.Cleanlot/Remove Debris	\$400.00	\$100.00	\$750.00
C/D. Master seal 61,550 sq ft	\$7,212.43	\$4,432.00	\$9,232.50
E. 185 stalls	\$601.25	\$259.00	\$601.25
F. 6 HC Spaces	\$270.00	\$90.00	\$300.00
G. 270 ft markings	\$67.50	\$135.00	\$270.00
TOTAL CFP COST	\$10,676.64	\$6,016.00	\$13,403.75
COST OF ALL 7 PROJECTS	\$60,933.11	\$34,078.00	\$76,518.37

	Pavement Systems 13820 S. California Av, Blue Island, IL 60406 708-396- 8888	Maul Enterprises, Inc. 10201 Clow Creek Drive, Plainjfield, IL 60585 630-420-8765	SKC Construction, Inc. PO Box 503, W. Dundee, IL 60118 847-214-9800
BOND	X	X	X
1. TRIPHAHN CENTER			
A. 2,500 Lin Ft			
TOTAL TC COST	\$2,000.00	\$975.00	\$2,450.00
2. PSSWC			
A. 4,000 Lin Ft			
TOTAL PSSWC COST	\$2,400.00	\$1,560.00	\$3,400.00
3. BPC			
A. 2,500 Lin Ft	\$1,000.00	\$975.00	\$2,450.00
B. Cleanlot/Remove Debris	\$2,251.08	Included	\$1,800.00
C. Master Seal 150,056 sq ft	\$10,503.92	\$11,104.14	\$14,855.54
D. 324 Stalls	\$1,296.00	\$810.00	\$4,131.00
E. 9 HC spaces	\$540.00	\$180.00	\$450.00
F. 30 lin ft crosswalk	\$150.00	\$21.00	\$75.00
G. 2 Arrows	\$80.00	\$30.00	\$70.00
TOTAL BPC COST	\$15,821.00	\$13,120.14	\$23,831.54
4. CANNON			
A. 2,500 Lin Ft	\$1,000.00	\$975.00	\$2,450.00
B. Cleanlot/Remove Debris	\$2,155.91	Included	\$2,000.00
C/D Master Seal 107,787 sq ft	\$7,545.09	\$7,976.24	\$10,670.91
E. 285 Stalls	\$1,425.00	\$712.50	\$3,633.75
F. 7HC Spaces	\$420.00	\$140.00	\$350.00
TOTAL CC COST	\$12,546.00	\$9,803.74	\$19,104.66

Crackfill, Sealcoat, Stripe, TC, PSSWC, BPC, CC, Seascape Family Aquatic Center (SFAC), WRC, Canterbury Park Place (CPP), Canterbury Fields Park (CFP),HEPD Maintenance Shop 3/22/2017 =lin ft*amt per=

5. CANTERBURY PARK PLACE			
A. 1,000 Lin Ft	\$600.00	\$390.00	\$1,500.00
B.Cleanlot/Remove Debris	\$346.00	Included	\$500.00
C/D. Master Seal 17,300sq ft	\$1,557.00	\$1,297.50	\$1,712.70
E. 34 Stalls	\$170.00	\$85.00	\$1,020.00
F. 1 HC Space	\$200.00	\$20.00	\$100.00
TOTAL CANTERBURY COST	\$2,873.00	\$1,792.50	\$4,832.70
6. FREEDOM RUN			
A. 1,000 Lin Ft	\$600.00	\$390.00	\$1,500.00
B.Cleanlot/Remove Debris	\$319.45	Included	\$500.00
C/D. Master Seal 15,995 sq ft	\$1,439.55	\$1,199.63	\$1,583.51
E. 44 stalls	\$220.00	\$110.00	\$1,320.00
F. 1 HC Space	\$150.00	\$20.00	\$100.00
TOTAL FREEDOM RUN COST	\$2,729.00	\$1,719.63	\$5,003.51
7. CANT FIELDS			
A. 2,500 Lin Ft	\$1,250.00	\$975.00	\$2,450.00
B.Cleanlot/Remove Debris	\$1,231.00	Included	\$1,200.00
C/D. Master seal 61,550 sq ft	\$4,924.00	\$4,554.70	\$6,093.45
E. 185 stalls	\$740.00	\$462.50	\$2,358.75
F. 6 HC Spaces	\$360.00	\$120.00	\$300.00
G. 270 ft markings	\$54.00	\$48.60	\$540.00
TOTAL CFP COST	\$8,559.00	\$6,160.80	\$12,942.20
COST OF ALL 7 PROJECTS	\$39,860.00	\$35,131.79	\$71,564.60

MEMORANDUM No. M17-056

TO: Building & Grounds Committee
FROM: Dean R. Bostrom, Executive Director
John Giacalone, Director Park Services/Dev & Risk Mgmt
Brad Hansen, Mechanic Supervisor
SUBJECT: Maintenance Facility supply and install new fuel pumps
DATE: April 25, 2017

Background

The 2017 capital budget allows \$28,000.00 for the replacement of the parks maintenance fuel pumps. The project calls for removing the existing fuel pumps, supplying and installing new stainless steel fuel pumps which will last longer and prevent them from rusting out. Parks staff has researched and found a national contract with National Joint Powers Alliance (NJPA).

Implications

Bid packets were prepared and released with a bid opening date of April 19, 2017 at 9:00 a.m. at the Triphahn Center. The bid results are as follows:

Bidder	Bid Amount
Accurate Tank Technologies	\$20,465.00
Crowne Industries, LTD.	\$21,950.00
Stenstrom	\$22,600.00

Accurate Tank Technologies of North Aurora, IL is the apparent low bidder in the amount of \$20,465.00.

Recommendation

Staff recommends awarding a contract for the parks maintenance facility fuel pump replacement to Accurate Tank Technologies in the amount of \$20,465.00.

MEMORANDUM NO. M17-055

TO: All Committees
FROM: Dean R. Bostrom, Executive Director
Craig Talsma, Deputy Director/Director A&F
Mike Kies, Director of Recreation
John Giacalone, Director Park Services/Dev & Risk Mgmt
Gary Buczkowski, Director Planning & Development
Brian Bechtold, Director Golf Operations
RE: Balanced Scorecard
DATE: April 28, 2017

Background

According to the definition from Wikipedia, “*the **Balanced Scorecard (BSC)** is a strategy performance management tool - a semi-standard structured report, supported by design methods and automation tools, that can be used by managers to keep track of the execution of activities by the staff within their control and to monitor the consequences arising from these actions*”

The phrase 'Balanced scorecard' is commonly used in two broad forms:

- 1. As individual scorecards that contain measures to manage performance, those scorecards may be operational or have a more strategic intent; and*
- 2. As a Strategic Management System, as originally defined by Kaplan & Norton.*

Key components in utilizing the Balanced Scorecard methodology

- its focus on the strategic agenda of the organization concerned*
- the selection of a small number of data items to monitor*
- a mix of financial and non-financial data items.”*

Implications

The District continues to refine our Balanced Scorecard and have made certain adjustments to ensure that the measurement values that we utilize are relevant and functional. The goal is to provide a snapshot view of these key components at a specific point in time and to have an annual year to year comparison. This allows us to determine on a very broad spectrum the direction in which the District is moving.

These key components are not being analyzed on a valuation to current budgets or forecasts as much as to the same time period in previous years. Those types of evaluations are provided in the monthly Recreation Committee participation reports and the financial statements in the A&F Committee reports. The Balanced Scorecard comparison gives us a broad overview as to the direction the District is moving with regard to our overall mission, values and goals. The Balanced Scorecard has been updated to report quarterly numbers and compare these numbers to previous quarters. This is then done for the year to date (YTD) totals as well.

Certain numbers that are included may have changed and if significant we have included a small note under the measurement definition.

Recommendation

Staff recommends the Board approve the Balanced Scorecard for the 1st Quarter 2017.



Balanced Scorecard 2017

District Goals	District Objectives	Measures	YTD 2015	Quarter 1 2016	Quarter 1 2017	YTD 2016	YTD 2017
Provide healthy and enjoyable experiences for all people	Offer healthy and enjoyable experiences that promote equal access	Number of programs/sessions/ participants	3,366 sessions offered 2,240 sessions ran 23,434 participants	662 sessions offered 482 session ran 3,476 participants (annual program #'s will be reported Q4)	623 sessions offered 370 session ran 3,618 participants (annual program #'s will be reported Q4)	662 sessions offered 482 session ran 3,476 participants (annual program #'s will be reported Q4)	623 sessions offered 370 session ran 3,618 participants (annual program #'s will be reported Q4)
		Number of facility memberships/visits	7,268 memberships 301,531 YTD visits	6,592 memberships 87,800 QTR visits	BPC 198 members DOG 678 members PSSWC 3,074 members GE 0 members SEA 230 members TC 914 members WRC 376 members 50+ 649 members 82,817 QTR visits	6,592 memberships 87,800 YTD visits	BPC 198 members DOG 678 members PSSWC 3,074 members GE 0 members SEA 230 members TC 914 members WRC 376 members 50+ 649 members 82,817 YTD visits
		Daily paid facility useage	\$250,442	\$38,451	\$36,531	\$38,451	\$36,531
		Number rounds (inc BPC events) / baskets	30,645 rounds 18,543 baskets	1,871 rounds 946 baskets	2,434 rounds 894 baskets	1,871 rounds 946 baskets	2,434 rounds 894 baskets
	Achieve customer satisfaction and loyalty	Community and participation survey data related to overall satisfaction and retention by percentage	92.7% overall satisfaction	92.7% overall satisfaction	92.7% overall satisfaction	92.7% overall satisfaction	92.7% overall satisfaction
	Connect and engage our community	Number of free events/programs	38 events 1 programs	4	1	4	1
		Number of Partnerships/ Coop agreements	36	36	36	36	36
		Increase in Digital Marketing/Social Media Engagement	Mobile App Users 1,394 Heparks.org Hits 202,431 Online Brochure Hits 10,735 WebTrac Hits 24,331 Social Media/FB Likes 2,069	Mobile App Users 1,421 Heparks.org Hits 50,495 Online Brochure Hits 2,779 WebTrac Hits 7,034 Social Media/FB Likes 2,161	Mobile App Users 299 Heparks.org Hits 48,551 Online Brochure Hits 3,272 WebTrac Hits 5,916 Mobile WebTrac Hits 7,488 Social Media/FB Likes 6,667	Mobile App Users 1,421 Heparks.org Hits 50,495 Online Brochure Hits 2,779 WebTrac Hits 7,034 Social Media/FB Likes 2,161	Mobile App Users 299 Heparks.org Hits 48,551 Online Brochure Hits 3,272 WebTrac Hits 5,916 Mobile WebTrac Hits 7,488 Social Media/FB Likes 6,667
		Number of Foundation events/participants	3 events/316 participants 5 board mtgs	1 event/71 participants 1 board mtg	1 event/106 participants 1 board meeting	1 event/71 participants 1 board mtg	1 event/106 participants 1 board meeting

District Goals	District Objectives	Measures	YTD 2015	Quarter 1 2016	Quarter 1 2017	YTD 2016	YTD 2017
<i>Deliver Financial Stewardship</i>	Achieve annual and long range financial plans	Percental of operational revenues to expenses (excludes D/S and Capital)	104.62%	131.26%	113.63%	131.26%	113.63%
	Generate alternative revenue	Total revenue: Grants	\$35,220	\$0	\$0	\$0	\$0
		Total revenue: Sponsorships	\$135,610	\$32,349	\$42,628	\$32,349	\$42,628
		Total revenue: Rentals	\$1,378,015	\$358,209	\$329,868	\$358,209	\$329,868
		Total revenue: Misc.	\$66,162	\$22,560	\$11,468	\$22,560	\$11,468
	Utilize our resources effectively and efficiently	Percentage of assets to liabilities	2014 - 103.00%	2015 - 103.00%	Reported 2nd qtr post audit	2015 - 103.00%	Reported 2nd qtr post audit
<i>Achieve Operational Excellence and Environmental Awareness</i>	Create and sustain quality parks, facilities, programs and services	Community survey data related to overall condition of parks and overall quality of programs and services	93.7% overall satisfaction Survey Year 2013 Next Survey 2019	93.7% overall satisfaction Survey Year 2013 Next Survey 2019	93.7% overall satisfaction Survey Year 2013 Next Survey 2019	93.7% overall satisfaction Survey Year 2013 Next Survey 2019	93.7% overall satisfaction Survey Year 2013 Next Survey 2019
	Utilize best practices	Accreditation score: CAPRA	100% Review Year 2013 Next Review 2018	100% Review Year 2013 Next Review 2018	100% Review Year 2013 Next Review 2018	100% Review Year 2013 Next Review 2018	100% Review Year 2013 Next Review 2018
		Accreditation score: Illinois Distinguished	97% 2010 Next Review 2016	99.6% 2016 Next Review 2023	99.6% 2016 Next Review 2023	99.6% 2016 Next Review 2023	99.6% 2016 Next Review 2023
		GFOA-Certificate of Achievement for Excellence in Financial Reporting	Accredited for FYE 2014	Accredited for FYE 2015	Applied for 2nd qtr post audit	Accredited for FYE 2015	Applied for 2nd qtr post audit
		PDRMA score	98.75% 2013 Next Review 2017	98.75% 2013 Next Review 2017	98.75% 2013 Next Review 2017	98.75% 2013 Next Review 2017	98.75% 2013 Next Review 2017
		NAEYC	Accredited 2013 Next Review 2018	Accredited 2013 Next Review 2018	Accredited 2013 Next Review 2018	Accredited 2013 Next Review 2018	Accredited 2013 Next Review 2018
		Transparency score	93.4% 2013 Unchanged	93.4% 2013 Unchanged	93.4% 2013 Unchanged	93.4% 2013 Unchanged	93.4% 2013 Unchanged

District Goals	District Objectives	Measures	YTD 2015	Quarter 1 2016	Quarter 1 2017	YTD 2016	YTD 2017
	Advance environmental and safety awareness	PDRMA score	98.75% 2013 Next Review 2017	98.75% 2013 Next Review 2017	98.75% 2013 Next Review 2017	98.75% 2013 Next Review 2017	98.75% 2013 Next Review 2017
		No. of accident reports	186 reports filled out 3 generating insurance claims	48 reports filled out 0 generating insurance claims	35 reports filled out 1 generating insurance claims	48 reports filled out 0 generating insurance claims	35 reports filled out 1 generating insurance claims
		Environmental Scorecard	97% Review Year 2015	97% Review Year 2015	97% Review Year 2015	97% Review Year 2015	97% Review Year 2015
		Natural Area/ Wetland Parks Burned	(24) In House (4) Contracted	(17) In House (4) Contracted	(27) In House (3) Contracted	(17) In House (4) Contracted	(27) In House (3) Contracted
Promote Quality Leadership and Services	Develop leadership that ensures workforce readiness	Number of internal training sessions	(4) FT Staff mtg (4) Team Building (5) AED Medic courses (14) Hoffman U (41) Parks	(1) FT Staff Mtg (2) Team Building (1) AED Medic Course (7) Hoffman U (27) Parks	(2) FT Staff Mtg (1) Team Building (2) AED Medic Course (3) Hoffman U (27) Parks	(1) FT Staff Mtg (2) Team Building (1) AED Medic Course (7) Hoffman U (27) Parks	(2) FT Staff Mtg (1) Team Building (2) AED Medic Course (3) Hoffman U (27) Parks
	Promote continuous learning and encourage innovative thinking	External conferences, sessions, workshops and seminars	IAPD, PGA, PDRMA, IPRA, PGA, AMA, Steven Covey, Ken Blanchard, Schaumburg Business Assoc., MIPE, NRPA, CPO, Pesticide Use, Legal Symposium, SHRM-CP, Club Industry, Joint Conference, Exhibit Committee	IAPD, PGA, PDRMA, IPRA, Chamber, Schaumburg Bus. Association, District 211 Focus Grp, NWSRA, Mayor's Update, Hoffman HS Advisory, ProConnect, MIPE	IAPD, PGA, PDRMA, IPRA, Chamber, Schaumburg Bus. Association, District 211, NWSRA, Mayor's Update, MIPE, GoAEYC, Creative Curriculum, Joint Conference, Exhibit Committee, ProRagis	IAPD, PGA, PDRMA, IPRA, Chamber, Schaumburg Bus. Association, District 211 Focus Grp, NWSRA, Mayor's Update, Hoffman HS Advisory, ProConnect, MIPE	IAPD, PGA, PDRMA, IPRA, Chamber, Schaumburg Bus. Association, District 211, NWSRA, Mayor's Update, MIPE, GoAEYC, Creative Curriculum, Joint Conference, Exhibit Committee, ProRagis

MEMORANDUM NO. M17-057

TO: Buildings & Grounds Committee
FROM: Dean R. Bostrom, Executive Director
John Giacalone, Director Parks & Risk Management
RE: Parks Board Report
DATE: April 28, 2017

1. First cycle of park's mowing completed. Inclement weather has slowed the process the last few days and more rain is predicted for several days at the end of April.
2. Mowing crews have spent rain days cleaning and preventative maintenance of machines and equipment.
3. First cycle of bed maintenance complete and second round beginning first of May.
4. All irrigation systems have been charged and ready for use. Heavy rains have precluded any irrigation usage.
5. Thorgard Lightning Prediction System online. All system checks have been successful.
6. Sears employees voluntarily planted 100 bare root trees at Black Bear Park.
7. Soccer goal areas have been repaired but heavy precipitation makes it an ongoing process as play continues through the weather.
8. Fire suppression system at Seascap has been completed and awaits Fire Marshall's inspection.
9. TV's were hung in the 55+ area at Triphahn Center.
10. Carpeting was laid at the 55+ area at Triphahn Center.
11. The bottom of the pool at Seascap has been re-painted.
12. All lake fountains have been installed.
13. All RPZs and water meters have been installed for irrigation and restroom use.
14. Both dog parks' water systems have been activated.
15. All drinking fountains and restroom facilities ready for use.
16. Two heat exchangers on RTU2 have been installed at PSSWC.
17. Seascap pump #2 has been rebuilt and installed.
18. #515 – Rebuilt differential from scrap yard axle.
19. A limited slip differential was converted to a conventional differential.
20. #534 – Installed a new oil cooler. EGR cooler was cleaned.

21. #511 – Water tank and pump was installed for bed watering.
22. #506 – Installed new belts and an idler pulley.
23. #493 – New brake drums and shoes were installed in the rear end.
24. #564 – New D-rings and weed whip holders were welded onto machine.

MEMORANDUM NO. M17-053

TO: Building & Ground Committee
FROM: Dean R. Bostrom, Executive Director
Gary Buczkowski, Director Planning & Development
RE: Planning & Development Board Report
DATE: April 24, 2017

1. Playground Renovation:

The Contractor has removed all the playground equipment and fall surface at Victoria South. The new playground equipment arrived Friday, April 21st and the playground installer began installing the equipment on the 23rd. Weather permitting the playground equipment should be installed by the end of the first week of May.

Seascope FAC playground was removed and readied for the new equipment which will arrive on April 24th. The new water line service to the water play equipment was completed on April 20th and will be connected once the playground equipment is in place.

2. Concrete

The playground installer removed and replaced concrete around the catch basins at Hassell Road maintenance and the BPC parking lot. In addition, the concrete to be replaced at Seascope FAC was removed and replaced the week of April 17th. Removal of concrete and excavation of the pathway at Victoria South was completed on April 21st.

3. Asphalt Projects:

Staff has met with paving contractor to discuss the 4 projects slated for later this spring. Once the asphalt patch plants open up, it is anticipated that this work on the pathways and parking lot will take approximately 1 ½ weeks to complete, weather permitting.

4. Roof:

Roof inspections are underway now that the weather has turned for the better. So far, inspections have been done at Hassel Main, WRC and PSSWC. Upon Completion of the TC, the consultant will finalize his report and submit to staff for utilization in preparing capital replacements. In addition to the projected replacement time frame, the consultant had identified roof failures locations that have been communicated to the maintenance staff for interim repairs.

5. GIS

The Asset Predictor is up and running and allows staff to begin to anticipate replacement costs far out into the future. At this point, an accuracy of 70 -75% is a realistic number which will be improved upon as asset identification reliability is confirmed. Staff (Recreation, Parks and Golf Course) are confirming the initial asset list along with fine tuning replacement costs. The current goal is to have 99% accuracy for assets greater than \$5,000 by September 1, 2017.