

# Carol Stream Park District Community Park Project



## STEVE KONTERS

22 E. Chicago Avenue, Suite 200A  
Naperville, Illinois 60540  
630.961.1787

[skonTERS@hitchcockdesigngroup.com](mailto:skonTERS@hitchcockdesigngroup.com)

Response to Request for Qualifications  
In collaboration with Hey and Associates  
December 15, 2020



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December 15, 2020

Shane Hamilton  
Director of Parks and Facilities  
Carol Stream Park District  
849 West Lies Road  
Carol Stream, Illinois 60188  
Phone: 630.784.6100

**Point of Contact:**

Steve Konters  
22 E. Chicago Avenue, Suite 200A  
Naperville, Illinois 60540  
630.961.1787  
[skonters@hitchcockdesigngroup.com](mailto:skonters@hitchcockdesigngroup.com)

**RE: Community Park Master Plan**

Dear Shane,

Thank you for inviting the Hitchcock Design Group (HDG) team to submit a proposal on this important community initiative to improve the recently acquired Community Park for the Carol Stream Park District (CSPD)!

Hitchcock Design Group will lead the team as the prime consultant. Our Recreation Studio is a group of dedicated experienced park planners and grant writers that have exclusively served recreation providers (Park Districts and Municipalities) for over 30 years. Our goal is to help you create a recreation setting that meets the needs of your community, represents the high quality of parks CSPD expects, embraces environmental practices, and positions the project for funding opportunities.

As the Managing Principal of our Recreation Studio with over 25 years of experience, I will be the Project Principal for this project and oversee our team's work. Lacey Lawrence, a Senior Associate in our studio, will be the Project Manager responsible for day-to-day communications. Lacey brings an environmental design background to the team. Andy Howard, our Studio Design Principal will be the lead designer and will have the full support of our nine-member studio to ensure that your project is advanced with creativity, responsiveness, and diligence. HDG also has extensive grant planning and writing experience. Since 1998 we have assisted public agencies in submitting over 100 OSLAD grant applications with a success rate of over 90%, leading to over \$38,000,000 dollars of grant funding. Most recently, in 2018, our team assisted in securing 16 of 16 OSLAD grant awards we applied for, and in 2019, we helped secure another 19 grant awards.

Hey and Associates (Hey) will join our team for Civil and Environmental Engineering. Hey has extensive experience with assisting Park Districts and Municipalities in navigating layered regulatory requirements associated with sites like yours that are connected to critical natural resources such as water ways, wetlands, and floodplain. Hey also has extensive experience with projects in DuPage County and the planning required to successfully align project objectives with County permitting requirements, including a recently-completed project in your community for the Village of Carol Stream.

We would also like to discuss with you the opportunity the Community Park location has to potentially provide a small recreational facility that would serve this segment of your community. If the Park District is interested in exploring this idea further, we would add Williams Architects to the team to assist with evaluating facility program potential and concept design.

Our team is uniquely positioned with senior-level talent, a recreation focus, grant funding experience, and environmental expertise to help make this project a success. References will tell you that we make their professional lives a little easier, and that is our promise to you. Designing top quality parks, engaging the community and elected officials, and helping agencies get grant funding is what we do that creates distinction for our clients and value for the communities they serve.



Our comparable Park District clients, including those surrounding Carol Stream, have selected Hitchcock Design Group's Recreation Studio for their deep experience, community engagement process, and track record of award-winning creativity, cost control, and schedule management. We look forward to an opportunity to fulfill your vision for Community Park.

Sincerely,  
**Hitchcock Design Group**

Steve Konters  
Principal



## **Firm History and Experience**



Ray Franzen Bird Sanctuary: Itasca, Illinois





## Hitchcock Design Group

Since 1980, Hitchcock Design Group has earned a reputation for client-focused planning and design. From our offices in Naperville, Indianapolis, and Austin, our planners and landscape architects have produced an extensive portfolio of award-winning projects. We employ a sustainable approach to our work by creating places that are memorable, attractive, functional, maintainable, and environmentally sound as well as cost-effective. Our goal is to increase the value of our clients' land resources in ways that advance their missions and improve their communities. We are proud of the long-term relationships we have developed with our clients through creative and responsive advocacy and are pleased to share these success stories and insights through many presentations and publications.

By collaborating with other experienced professional firms, we offer a full range of large-scale, multidisciplinary project capabilities while maintaining the focused, personalized attention of a smaller firm.

Hitchcock Design Group provides clients with a superior level of creative and logistical expertise. We have the capacity to tackle challenging assignments within tight timeframes through our studios that align with our areas of focus: Recreation, Education, Healthcare / Life Care, Civic Design, and Real Estate Development.



### TYPE OF SERVICES

Landscape Architecture  
Planning

### YEARS IN BUSINESS

40

### CORPORATE NAME

Hitchcock Design, Inc.  
(dba Hitchcock Design Group)

### MARKETS SERVED

Recreation  
Education  
Healthcare / Life Care  
Civic Design  
Real Estate Development

### OFFICE LOCATIONS

#### Austin

1601 Rio Grande, Suite 450  
Austin, Texas 78701  
512.770.4503

#### Indianapolis

363 N. Illinois Street, Suite 2  
Indianapolis, Indiana 46204  
317.536.6161

#### Naperville

22 E. Chicago Avenue, Suite 200A  
Naperville, Illinois 60540  
630.961.1787

### SIZE OF FIRM

32 people

### TYPE OF BUSINESS

Corporation – Subchapter S

### PROFESSIONAL AFFILIATIONS

Hitchcock Design Group is affiliated with many organizations on both the corporate and individual levels. For the recreation market, our corporate affiliations that are most prominent are the National Recreation and Parks Association, Illinois Parks and Recreation Association, Illinois Association of Park Districts, and South Suburban Parks and Recreation Association. Individual affiliations are listed on each team member's resume.





## Mission/Vision

We love Creating Better Places®, and it shows! Every person at **Hitchcock Design Group** is deeply committed to creating better places to *live, work, play, learn, and heal* by providing exceptional planning and landscape architectural services that connect people with the environment, and as a result, with each other. Through *specialized expertise, purposeful creativity, caring relationships, and responsible advocacy*, we help public, private, and institutional clients make the most of their unique and irreplaceable land resources.

### FOCUS

With *specialized expertise*, our leaders connect with their clients, speak their clients' language, and understand their clients' missions and markets.

### CREATE

Our *purposeful creativity* connects our clients with their resources, stakeholders, and market resulting in productive, distinctive places that grow better with time.

### UNITE

Through *caring relationships* that connect us to our clients, communities, and colleagues, we stimulate thoughtful discussion and build respectful consensus.

### EXCITE

Through tireless and *responsible advocacy*, we connect decision makers, promote exciting ideas, and advance our clients' missions.



## Team Organization



**STEVE KONTERS**  
Principal-in-Charge



**LACEY LAWRENCE**  
Project Manager / Environmental Specialist



**ANDY HOWARD**  
Lead Designer



**PATRICK LACH**  
Civil Engineer



**STEVEN RAUCH**  
Environmental Services Manager



## Steve Konters, PLA, ASLA

Senior Principal | Principal-in-Charge



Steve's passion for achieving balance between community and environment makes him a valuable member of any project team. His ability to build successful relationships with contractors, consultants, manufacturers' representatives, and community members provides him the experience necessary to facilitate projects from design through construction. Steve has been serving the recreation industry for over 20 years and has played key design and management roles for many award-winning projects within the recreation studio. Steve has been instrumental in helping clients obtain funding through grant opportunities including Illinois Department of Natural Resources (IDNR) Open Space Lands Acquisition and Development (OSLAD) grants.

### EDUCATION

Bachelor of  
Landscape  
Architecture,  
*cum laude*,  
University of  
Illinois, 1995

### REGISTRATION

Licensed Landscape  
Architect: State  
of Illinois

### YEARS OF EXPERIENCE

25

### AFFILIATIONS

Illinois Association of Park Districts  
Illinois Park and Recreation Association  
National Recreation and Park Association

### PROJECT EXPERIENCE

Camera Park Master Plan, Glendale Heights, Illinois  
Cary Grove Park, Cary, Illinois  
Cary Park District Comprehensive Plan Update, Cary, Illinois  
Centennial Park Master Plan, Champaign, Illinois  
Central Area Park, Maywood, Illinois  
Champaign Landfill Reuse Park Master Plan, Champaign, Illinois  
Forest Glen Park, Woodridge, Illinois  
Glendale Heights Park and Facilities Study, Glendale Heights, Illinois  
Glenview Park District Ice Center Feasibility Study, Glenview, Illinois  
Jaycee Ehlert Park, Brookfield, Illinois  
Kalk Park, Glencoe, Illinois  
Main Beach Park Improvements, Crystal Lake, Illinois  
Manhattan Park District Parks and Open Space Plan, Manhattan, Illinois  
McCaslin Park, Carol Stream, Illinois  
McHenry County Conservation District Comprehensive Plan, McHenry County, Illinois  
Meadowhill North Park Master Plan, Northbrook, Illinois  
Melvin Berlin Park, Glencoe, Illinois  
Phil's Beach Master Plan, Wauconda, Illinois  
Porter Park, Champaign, Illinois  
The Quarry Cable Park, Crystal Lake, Illinois  
Reskin Park, Glendale Heights, Illinois  
Scott Park, Champaign, Illinois  
Settlers' Park, Plainfield, Illinois  
Shelton Park, Glencoe, Illinois  
South End Park, West Dundee, Illinois  
South Park Master Plan, Lake Forest, Illinois  
Sunset Meadows Community Center Feasibility Study, Crystal Lake, Illinois  
Sunset Ridge Park, Champaign, Illinois  
Techy Prairie Park and Fields, Northbrook, Illinois  
Three Oaks Recreation Area, Crystal Lake, Illinois  
Trail Through Time, Northbrook, Illinois  
Veteran Acres Park, Crystal Lake, Illinois  
Veterans Memorial Park, Glendale Heights, Illinois  
Village of Brookfield Open Space Master Plan, Brookfield, Illinois  
Village of Deer Park Parks and Open Space Master Plan, Deer Park, Illinois  
Willow Stream Park, Buffalo Grove, Illinois



At this time, Illinois is not requiring licensure for landscape architects. Therefore, our employees have not been given an opportunity to renew their licenses. Please use the below (expired) license as a frame of reference.

LICENSE NO. 157.000984	State of Illinois Department of Financial and Professional Regulation Division of Professional Regulation	EXPIRES: 08/31/2019
The person, firm, or corporation whose name appears on this certificate has complied with the provisions of the Illinois Statutes and/or rules and regulations and is hereby authorized to engage in the activity as indicated below:		
REGISTERED LANDSCAPE ARCHITECT		
STEVE M KONTERS HITCHCOCK DESIGN GROUP 225 W JEFFERSON AVE NAPERVILLE, IL 60540		
	 BRYAN A. SCHNEIDER SECRETARY	 JESSICA BAER DIRECTOR
The official status of this license can be verified at <a href="http://www.idfpr.com">www.idfpr.com</a>		11903609



## Lacey Lawrence, PLA, LEED AP

Senior Associate | Project Manager / Environmental Specialist



For the last ten years, Lacey has focused on the planning, design, and construction of public outdoor spaces, forest preserve facilities, regional trails, native landscape restoration, and green infrastructure projects. Her project experience ranges from site inventory and analysis to accessibility improvements and design as well as bidding and construction administration. Throughout her career, Lacey has been a key contributor in coordinating project teams while facilitating public input to help create actionable plans that encompass the client's vision. Her passion for the environment is always carefully woven into each project that she is involved with.

### EDUCATION

Bachelor of  
Landscape  
Architecture,  
Michigan State  
University, 2006

### REGISTRATION

Licensed Landscape  
Architect: State  
of Illinois

Kane County  
Qualified Wetland  
Review Specialist

Lake County Certified  
Wetland Specialist

LEED Accredited  
Professional

### YEARS OF EXPERIENCE

14

### AFFILIATIONS

Illinois Association of Environmental Professionals  
Illinois Association of Park Districts  
Illinois Park and Recreation Association

### TRAINING

Advanced Hydric Soil Identification  
Wetland Plant Identification Courses  
Wetland Delineation Training

### PROJECT EXPERIENCE

95th Street Park, Naperville, Illinois  
Armstrong Park Improvements and Environmental (Flood Control), Carol Stream, Illinois  
Belgium Town Park, St. Charles, Illinois\*  
Central Area Park, Maywood, Illinois  
Central Business District Streetscape Improvements, Elgin, Illinois\*  
Clarkson Park, Northfield, Illinois  
Des Plaines Golf Center Turf Renovation, Des Plaines, Illinois  
Dunbar Park Track and Synthetic Turf Field, Chicago, Illinois  
Dunham Forest Preserve Wetland Bank, DuPage County, Illinois\*  
Elizabeth Morse Genius Children's Garden, Chicago, Illinois  
Ferson Creek Park, St. Charles, Illinois\*  
Green Street Roof Deck, Chicago, Illinois  
Kankakee Riverfront Master Plan, Kankakee, Illinois  
Kerr McGee and the West Branch DuPage River Cleanup, DuPage County, Illinois\*  
Lake County Central Permit Facility BMP Design, Lake County, Illinois\*  
Mallard Lake Stream Stabilization and Meander, DuPage County, Illinois\*  
Mayfair Park, Lemont, Illinois  
McDowell Grove Dam Removal, DuPage County, Illinois\*  
North Harbor Neighborhood - Columbus Drive Improvements, East Chicago, Indiana  
Park West Improvements, Kiwanis and Park East Master Plan, Oregon, Illinois  
Phil's Beach Master Plan, Design, and Construction, Wauconda, Illinois  
RiverEdge Park Music Garden and Blues Island Restoration, Aurora, Illinois\*  
South Park Master Plan and Phase One Improvements, Lake Forest, Illinois  
South River Street Park, Unincorporated Aurora Township, Kane County, Illinois\*  
Spring Brook No. 1 and 2 Tributary Meander, DuPage County, Illinois\*  
Stearns Road Adaptive Management Plan and Corridor Landscape Plan, Kane County, Illinois\*  
Sunset Meadows Community Center Feasibility Study, Crystal Lake, Illinois  
Urban Stream Research Center - Blackwell Forest Preserve, DuPage County, Illinois\*  
Wagner Farm (Historic) Interpretive Program, Glenview, Illinois  
Warrenville Grove Dam Removal, DuPage County, Illinois\*

\* Work completed prior to joining HDG

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## Andy Howard, PLA

Studio Design Principal | Lead Designer



Andy's creative vision and construction knowledge have played an instrumental role in a variety of projects ranging from community parks to large-scale master plans. His passion for connecting children with the natural environment has resulted in some of the Chicago region's most innovative, nature-based play environments. Andy's award-winning work on outdoor learning environments has been recognized by numerous professional organizations including the Illinois Chapter American Society of Landscape Architects and Illinois Park and Recreation Association.

### EDUCATION

Bachelor of  
Science, Landscape  
Architecture,  
*cum laude*, Purdue  
University, 1996

### REGISTRATION

Licensed Landscape  
Architect: State  
of Illinois

### YEARS OF EXPERIENCE

24

### EDUCATIONAL LEADERSHIP

Presenter, National Recreation and Park Association Annual Conference

Presenter, Illinois Park and Recreation Association / Illinois Association of Park Districts Annual  
Conference, Nature-Based Play

Presenter, Indiana Parks and Recreation Annual Conference

Co-Presenter, Chicago Metro Association for Education of Young Children, Opening Minds Conference

Presenter, American Horticultural Therapy Association and Chicago Botanical Garden In Our Nature  
Conference

### AFFILIATIONS

Chicago Wilderness Regional Alliance

Children and Nature Network

Leave No Child Inside - Chicago Region, Co-Chair (2013-2016)

Illinois Association of Park Districts

Illinois Park and Recreation Association

Indiana Park and Recreation Association

National Recreation and Park Association

National Playground Safety Institute, Certified Playground Safety Inspector

### PROJECT EXPERIENCE

Bellaboos Outdoor Discovery Center, Lake Station, Illinois

Bison's Bluff Nature Play Area, Schaumburg, Illinois

Bowen Park, Waukegan, Illinois

Chicago Park District Playgrounds, Chicago, Illinois

Diamond Point Park, Bourbonnais, Illinois

Festival Park, Elgin, Illinois

Garfield Park Conservatory - EMG Children's Garden Master Plan, Chicago, Illinois

Hawks Hollow Nature Playground at Peck Farm, Geneva, Illinois

Indianapolis Canal Walk Play Space, Indianapolis, Indiana

Northbrook Park District Parks Master Plan, Northbrook, Illinois

Plum Creek Nature Center Interpretive Garden, Beecher, Illinois

Quad City Botanical Garden Children's Garden, Rock Island, Illinois

The Morton Arboretum Arbor Court and Maze Garden, Lisle, Illinois

The Morton Arboretum Children's Adventure Garden, Lisle, Illinois

Taltree Arboretum Outdoor Learning and Adventure Garden, Valparaiso, Indiana

Techny Prairie Park and Fields, Northbrook, Illinois

Three Oaks Recreation Area, Crystal Lake, Illinois

Washington Park Master Plan, Michigan City, Indiana

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# Hey and Associates, Inc



## TYPE OF SERVICES

### Engineering

- Civil Engineering
- Stormwater & Floodplain Management
- Water Quality Planning
- Soil Erosion & Sediment Control
- Construction Engineering

### Ecology

- Wetland Delineation & Permitting
- Ecological Restoration & Management
- Wetland Mitigation Design
- Lake Assessment & Management
- Ecological Inventories/Surveys

### Landscape Architecture

- Site Design
- Green Infrastructure
- Natural Areas
- Transportation
- Parks and Recreation

### Support Services

- Subsurface Draining Analysis & Design
- Certified Arborist Services
- Unmanned Aerial reconnaissance
- Topographic & Bathymetric Studies
- Presentation Graphics

Hey and Associates, Inc. is a professional engineering firm founded in 1976 to deliver comprehensive solutions to complex water resources and natural resources challenges. Over the last 40 years, the firm has grown to offer a full range of professional services.

Hey's multi-disciplinary staff of engineers, scientists, landscape architects, and support staff collaborate to identify opportunities, design creative solutions, and implement projects that are grounded in the fundamental principles of water resources, environmental science, and sustainability. Regulatory requirements, constructibility cost effectiveness and long-term management requirements are thoughtfully considered for all projects to ensure we meet our clients' expectations.

Our talented engineers are trained in traditional, civil, ecological, and water resources engineering. Experienced in planning and designing stormwater management and flood control projects, green infrastructure, streambank and shoreline projects, conveyance improvements, site improvements, and utilities, Hey's engineering staff provides civil engineering services for institutional, public, and private sectors.

## ENGINEERING

Our talented engineers are trained in traditional civil, ecological, and water resources engineering. Experienced in planning and designing stormwater management and flood control projects, green infrastructure, streambank and shoreline projects, conveyance improvements, site improvements, and utilities, Hey's engineering staff provides civil engineering services for institutional, public, and private sectors.

## ECOLOGY

Staff ecologists and environmental scientists have an excellent working knowledge of the wetland and water quality regulations of the federal, state and local governments and are some of the most experienced practitioners in the Midwest. They continually strive to be at the forefront of ecological restoration principles in order to deliver superior results. We work closely with our clients to identify restoration goals, and then tailor restoration plans to meet specific site opportunities, constraints, budgets, and schedules.

## SPECIALTY AND SUPPORT SERVICES

Additional specialty staff round out our team. These specialty departments include surveying, lakes management, erosion and sediment control planning, GIS, drain tile services, and CAD.

## PREQUALIFICATIONS

Hey is prequalified by the Illinois Department of Transportation in the following categories: Roads and Streets, Location Drainage Studies, Waterways Typical, Waterways Complex, Pump Stations, Landscape Architecture, and Construction Inspection. Other prequalifications include the City of Chicago, Cook County, DuPage County, KCDOT, Illinois CDB, InDOT, WisDOT, and the Illinois State Toll Highway Authority.



# Hey and Associates, Inc



**Patrick Lach, PE CFM**  
Civil Engineer

## EDUCATION

Bachelor of Science,  
University of Notre  
Dame, 2001

## REGISTRATION

Professional Engineer:  
States of Illinois,  
Wisconsin, Michigan,  
and Indiana

Certified Floodplain  
Manager: State of  
Illinois

Kane County Qualified  
Engineer Review  
Specialist

## HONORS AND AWARDS

Illinois Section ASCE Citizen Engineer of the Year, 2012  
HDR Local Pathfinder Leadership Award Recipient, 2006  
EWRI National Technical Group Recognition Award – ASCE Illinois Section EE&WR, 2004  
Illinois Section ASCE Public Involvement Award – ASCE Illinois Section EE&WR, 2004  
The Sydney Kelsey Outstanding Civil Engineering Scholar Award  
The James A. McCarthy Undergraduate Civil Engineering Scholarship  
Notre Dame ASCE Activity Award

## AFFILIATIONS

ASCE Member (Illinois Section Executive Board Past President, 2014-2015)  
ASCE REgion 3 State and Government Relations Grassroots Committee Chair  
Illinois Association of Floodplain and Stormwater Managers (IAFSM)  
APWA Member

## PROJECT EXPERIENCE

- Addison Creek Channel Improvements (Metropolitan Water Reclamation District of Greater Chicago)
- Buffalo Creek Reservoir Expansion (Metropolitan Water Reclamation District of Greater Chicago), Buffalo Grove, Illinois
- Roberts Road Drainage Improvements (Metropolitan Water Reclamation District of Greater Chicago) Palos Hills, Illinois
- Kehoe Blvd. Streambank Stabilization, Carol Stream, Illinois
- Jefferson Sidewalk, Downers Grove, Illinois
- Police Department Green Infrastructure Plan, Elmhurst, Illinois
- City of Chicago Department of Housing and Economic Development (new trail including green infrastructure, pocket parks, and gateways) Sangamon Paseo, Chicago, Illinois
- Preliminary Design of Stormwater Relief Projects, Niles, Illinois
- Tier 1 Engineering Design, Niles, Illinois
- Illinois Green Infrastructure Grant (IGIG) Design Services, Niles, Illinois
- Hassell Road Culvert Replacement Project, Hoffman Estates, Illinois
- Municipal Center Woodland Restoration Project, Schaumburg, Illinois
- Resilient Corridors (City of Chicago Department of Planning and Development), Chicago, Illinois
- Space to Grow – Leland and Morrill School Improvements (Chicago Public Schools), Chicago, Illinois
- Cossitt School Playground (Community School District 200), LaGrange, Illinois
- Assisted Living Facility (Spectrum), Lombard, Illinois
- Clifford-Owasco Park Enhancement Plan, Elgin, Illinois
- Jaycee-Ehlert Park, Brookfield, Illinois
- Reskin Park, Glendale Heights, Illinois
- Leiseberg Park, Bartlett, Illinois
- Stormwater Master Plan, Downers Grove, Illinois
- Berwyn Stormwater Management Plan (Chicago Metropolitan Agency for Planning), Berwyn, Illinois
- East Branch DuPage River Watershed & Resiliency Plan (DuPage County Stormwater Management), DuPage County, Illinois

# State of Illinois

## Department of Financial and Professional Regulation Division of Professional Regulation

LICENSE NO.  
062.058745

EXPIRES:  
11/30/2021

The person, firm, or corporation whose name appears on this certificate has complied with the provisions of the Illinois Statutes and/or rules and regulations and is hereby authorized to engage in the activity as indicated below:



### LICENSED PROFESSIONAL ENGINEER

PATRICK M LACH  
340 S CATHERINE AVE  
LA GRANGE, IL 60525



DEBORAH HAGAN  
SECRETARY

CECILIA ABUNDIS  
ACTING DIRECTOR

The official status of this license can be verified at [www.idfpr.com](http://www.idfpr.com)

14097907

# Hey and Associates, Inc



## Steven Rauch

Environmental Services Manager

### AFFILIATIONS

Society of Wetland Scientists  
Association of State Wetland Managers  
Wisconsin Wetlands Association  
Illinois Association of Environmental Professionals

### EDUCATION

Graduate Studies,  
Urban Planning  
and GIS, University  
of Wisconsin  
- Milwaukee,  
2005-2006

Bachelor of Arts,  
Environmental  
Studies,  
Northeastern Illinois  
University, 1998

### REGISTRATION

Certified Wetland  
Specialist: Lake  
County, Illinois

Certified Wetland  
Specialist: McHenry  
County, Illinois

Kane County  
Qualified Wetland  
Review Specialist

### PROJECT EXPERIENCE

- IDOT-District 1, projects in the NEPA/404 merger process, Section 404 wetland permit applications, and biological/cultural resource consultations to the U.S. Army Corps of Engineers-Chicago District and Rock Island District
- Mastodon Lake at Phillips Park, Aurora, Illinois
- Fort Sheridan Preserve (Lake County Forest Preserve District), Lake Forest, Illinois
- Ray Frazen Bird Sanctuary, Itasca, Illinois
- Life Time Fitness Center, Lake Zurich, Illinois
- Bureau of Local Roads, Ironwood Drive over South Branch Hickory Creek (Frankfort Township/Will County DOT/IDOT), Frankfort Township, Illinois
- Laraway Campus Animal Control Facility and EMA Storage (Will County Office of the Executive), Joliet, Illinois
- Canadian National Railroad and Elgin, Joliet and Eastern Railway merger, Lake County, Indiana
- Water System Expansion-Northeast, Northwest, and West Routes, Lake County, Illinois
- Phil's Beach Improvements, Wauconda, Illinois
- Hammel Woods/Grinton Grove Forest Preserves Trail Improvements (Forest Preserve District of Will County), Shorewood, Illinois
- M/I Homes, Westbury and Wentworth Residential Subdivisions, Kildeer, Illinois
- Watco-Wisconsin Southern Railroad, Hebron Siding, Hebron and Richmond Townships, Illinois
- Prairie Produce Farm Greenhouse Facility, Pleasant Prairie, Wisconsin
- Kenosha Airport Hangars and Taxi Ways Expansion, Kenosha, Wisconsin

### PROFESSIONAL ADVANCEMENT

McHenry County Enforcement Officer Training, 2018  
The Swamp School's Wetland Status and Trends, 2018  
IDNR Endangered Species Update, 2016  
USFWS Update on the Final 4D Rule for the Northern Long Eared Bat, 2016  
Lake County Stormwater Mgmt Commission Enforcement Officer/Wetland Specialist Workshop, 2015  
McHenry County's Stormwater Management Ordinance Training, 2015  
NHI's NEPA and Transportation Decision Making, 2013  
Lake County Stormwater Management Commission's Certified Wetland Specialist Training, 2012  
NHI's Intro to NEPA and Transportation Decision Making, 2012  
IAEP's Updates to IDOT's Bureau of Design and Environment Manual, 2011  
IAEP's Updates to IDOT's Bureau of Design and Environment Manual, 2011  
U. S. Fish and Wildlife Service-Endangered Species Act Section 7 Website Tutorial, 2010  
Lake County Stormwater Mgmt Commission's Regional Supplement for Wetland Delineation, 2009  
Illinois Soil Classifiers Association's Regional Supplement for Wetland Delineation, 2009  
WDNR/ACOE's Using the Midwest Interim Regional Supplement for Wetland Delineation, 2009  
Illinois Association of Environmental Professionals' Wetlands Seminar: Wetland Mitigation Rules, 2008





## Jaycee Ehlert Park

### LOCATION

Brookfield, Illinois

### CLIENT

Village of Brookfield

### CONTACT

Keith Sbiral,  
Village Administrator  
708.485.7344

### STATUS

Complete

### SIZE

24 acres

### CONSTRUCTION

#### BUDGET

\$2,200,000

### DESIGN TEAM

Primera Engineers;  
Hey and Associates



Hitchcock Design Group was retained to assist with the design and development of two phases of improvements for Jaycee Ehlert Park. Phase one focused on the final design of improvements to the east side of the park. These enhancements involved work on the skate park, soccer field, baseball field, parking, picnic shelter, bocce court, the native planted storm water detention area, expansion of the trail system and additional furnishings for the park. The second phase of improvements to the park began with an update of the master plan for the entire park and was then followed by schematic and final design of improvements for the west side of the park, followed by construction administration of those enhancements. Both phases of the improvements were grant funded and Hitchcock Design Group assisted the Village with securing funding for phase two. Improvements to the west side of the park included the addition of a spray pad, concessions/restroom building, picnic shelter, volleyball court, baggo courts and fitness equipment.





## McCaslin Park

### LOCATION

Carol Stream, Illinois

### CLIENT

Carol Stream Park District

### CONTACT

Jim Reuter,  
Executive Director  
630.784.6100

### STATUS

Complete

### SIZE

33 acres (Phase I)  
15 acres (Phase II)

### CONSTRUCTION

#### BUDGET

\$4,500,000

### DESIGN TEAM

Williams Architects;  
Jacob & Hefner  
Associates;  
Primera Engineers;  
FRS Group



The Carol Stream Park District hired the Hitchcock Design Group team to provide design development, construction documentation, and permitting for two phases of McCaslin Park improvements. Phase One included the renovation of four ball fields with synthetic turf infields, new field orientations, fencing, player and fan amenities, picnic plaza, and concession, and restroom building. Phase One also included a connection to the adjacent church parking lot to allow the park district and church to have shared parking. Phase Two included additions of a volleyball court, baggo courts, open-air shelters, and other picnic amenities adjacent to the park's existing playground. Phase Two also included the addition of a second playground to support the ball field complex and renovation of an existing stone outcropping fishing station to make it fully accessible and functional with the fluctuating pond water levels.





## West Ridge Nature Preserve

### LOCATION

Chicago, Illinois

### CLIENT

Chicago Park District

### CONTACT

Lauren Umek,  
Project Manager  
312.742.6036

### STATUS

Complete

### SIZE

20.50 acres

### CONSTRUCTION

#### BUDGET

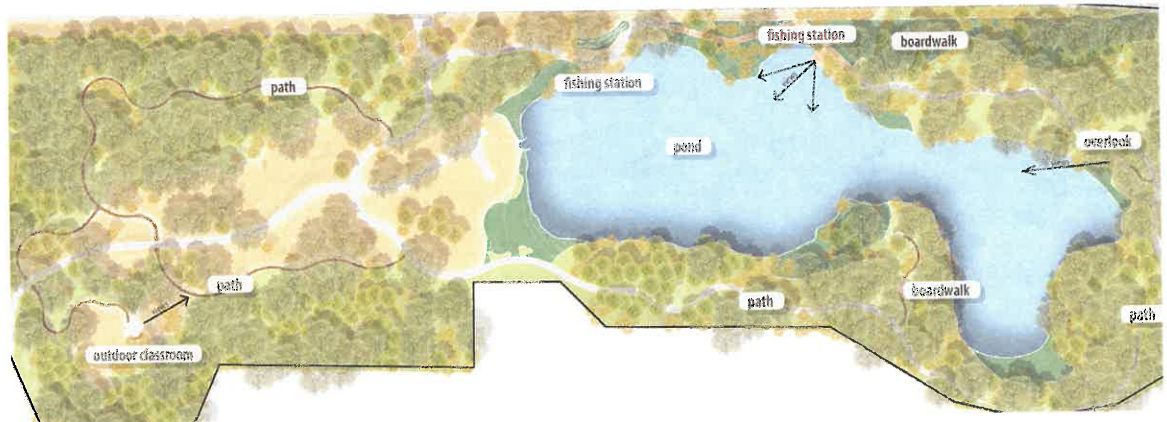
\$4,500,000

### DESIGN TEAM

Primera Engineers;  
O'Brien Associates;  
Cardno JFNew;  
C3 Corporation

### AWARDS

Merit Award, Illinois  
Chapter American  
Society of Landscape  
Architects, 2016;  
ACEC Illinois Annual  
Engineering Excellence  
Awards, 2016



West Ridge Nature Preserve was purchased from Rosehill Cemetery by the City of Chicago and turned over to the Chicago Park District with the goal of improving the site for passive recreation use. The funding for this project was derived from a federal SAFETEA-LU grant. The 20.5 acre property is primarily wooded, contains a four acre lagoon and rolling topography from years of spoil piles from cemetery uses. Improvements to the site include invasive tree removal and site clearing, an accessible trail / boardwalk around the lagoon, drainage improvements, shoreline restoration, fishing stations, wildlife viewing stations, new utilities, grading improvements, landscape and habitat restoration, granite columns and seating areas. Hitchcock Design Group led the multi-disciplinary project team.





## Hassert Park

### LOCATION

Crest Hill, Illinois

### CLIENT

Lockport Township  
Park District

### CONTACT

Bill Riordan,  
Executive Director  
815.838.1183

### STATUS

Complete

### SIZE

160 acres

### CONSTRUCTION

#### BUDGET

\$3,150,000



This youth-oriented regional sports complex is adjacent to 600 acres of Will County Forest Preserve District and IDNR property. The master plan for the 160-acre site focuses on opportunities for active recreation on softball, baseball, soccer, football, and lacrosse fields. The plan also includes a skate park, dog park, community center, trails, play environments, shelters, picnic areas, miniature golf, and batting cages. After creating the master plan, Hitchcock Design Group performed construction documentation and construction phase services for Phase One, a 10-acre parcel on the north end of the complex. The project's complex size and scope involve agency review from the IDNR, Will County DOT, Lockport Township Fire Protection District, City of Crest Hill, US Fish & Wildlife, Lewis Airport, and Lewis University. In the process of phased implementation, the park has pursued IDNR OSLAD funding twice and successfully received matching grant funds from both applications.



## Peacock Park

### LOCATION

Itasca, Illinois

### CLIENT

Itasca Park District

### CONTACT

Maryfran Leno,  
Executive Director  
630.773.2257

### STATUS

Complete

### SIZE

3.60 acres

### CONSTRUCTION

#### BUDGET

\$765,465

### DESIGN TEAM

Manhard Consulting;  
NOVA Engineering;  
Corporate Construction  
Services



After completing the master plan for the park and assisting the park district with securing a \$396,200 OSLAD (Open Space Lands Acquisition and Development) grant, Hitchcock Design Group was retained to implement the plan. The completed park includes a loop trail, 2 half-court basketball courts, an artificial turf volleyball court, 3 sculptural skate art nodes upgraded baseball fields, a soccer field, picnic shelter, baggo and bocce courts and more.





## Techny Prairie Park and Fields

### LOCATION

Northbrook, Illinois

### CLIENT

Northbrook Park  
District

### CONTACT

Molly Hamer,  
Executive Director  
847.291.2960

### STATUS

Complete

### SIZE

66 acres

### CONSTRUCTION

#### BUDGET

\$7,000,000

### DESIGN TEAM

Gewalt Hamilton and  
Associates;  
Pingel and  
Associates;  
Jacobson Golf Course  
Design

### AWARDS

Merit Award, Illinois  
Chapter American  
Society of Landscape  
Architects, 2007



Techny Prairie Park is a 66-acre parcel owned by the Northbrook Park District that is located southeast of the village's downtown area. Hitchcock Design Group was commissioned by the park district's construction manager, Corporate Construction Services (CCS), to help it build upon the park district's existing master plan for the property. The project team was tasked with developing a design to create a unique and attractive park, while also upholding the park district's established goals and objectives. Hitchcock Design Group prepared the construction documents and assisted CCS with the bidding and construction phases. This is an important community park that offers a wide range of recreational amenities including a lighted baseball field, batting cages, a skate park, synthetic turf soccer fields, a play environment, a renovated nine-hole golf course (with support building), and a multi-use trail connection to the regional trail system.





## Bison's Bluff

### LOCATION

Schaumburg, Illinois

### CLIENT

Schaumburg Park  
District

### CONTACT

Todd King  
Superintendent of Parks  
847.985.2115

### STATUS

Complete

### SIZE

2 acres

### CONSTRUCTION

#### BUDGET

\$2,475,000

### DESIGN TEAM

Hey and Associates;  
Nova Engineering;  
McCluskey Engineering;  
Fountain Technologies

### AWARDS

Merit Award, General  
Design, Illinois  
Chapter American  
Society of Landscape  
Architects, 2017



The Schaumburg Park District retained Hitchcock Design Group to lead a team to develop a nature-based play space within the nature center that would immerse children in an ecosystem that included native grasses and forbs, woodland trees, a stream, and a pond. The goal of the project is to lead children through an exploration of three ecosystems including a prairie, a wetland, and a savanna. During their wetland exploration, children will have an opportunity to engage with features like cattail chaos, build-your-own beaver, and muskrat lodges. They can also participate in painted turtle art and hop with Sallie the Salamander in her hopscotch area. While in the prairie ecosystem, children will explore the music of the prairie, look through the dragonfly kaleidoscope, play musical instruments, traverse the balance course, and take a ride on the seed spinners. The visit to the savanna will provide children with the opportunity to climb the curious scurious raccoon rendezvous, slide down the rodent run, and muscle up and over the Bison's Bluff climbing zone.





## Toucan's Hideaway and Splash Pad

### LOCATION

West Chicago, Illinois

### CLIENT

West Chicago Park District

### CONTACT

Gary Major,  
Executive Director  
630.231.9474

### STATUS

Complete

### CONSTRUCTION

#### BUDGET

\$1,200,000

### DESIGN TEAM

Eriksson Engineering;  
McCluskey Engineering;  
Nova Engineering



In an effort to increase the offerings at the already popular Turtle Splash Water Park, the West Chicago Park District engaged the Hitchcock Design Group team to create an adventure playground that would serve as the dry complement to the water park. The vision for the space was that it would be dynamic and challenging enough to compete with the splash park. In response to this request, the team created a playground that features many one-of-a-kind play pieces that dare children to play differently. An overall tropical theme for the new playground was selected to tie into the existing water park while a custom designed, multi-tiered play structure was built, that resembles trees and a treehouse, to serve as the central hub the park. A one-of-a-kind bounce play piece, that is the first of its kind in the United States, was incorporated into the playground, while misting rock cooling fans and a splash pad were round out the space.





# Camera Park

## LOCATION

Glendale Heights, Illinois

## CLIENT

Village of Glendale Heights

## CONTACT

Keith Knautz,  
Director of Parks  
630.909.5120

## STATUS

In Progress

## SIZE

63 acres

## CONSTRUCTION

## COST

\$1,500,000

## DESIGN TEAM

WT Group;  
Nova Engineering

## AWARDS

2019 OSLAD Grant  
Recipient



Hitchcock Design Group was engaged to update the master plan for Camera Park in Glendale Heights. As part of our scope, HDG submitted an application for OSLAD grant funding for Phase I of the Master Plan, for which the Village was awarded in 2019. HDG is currently working with the Village to begin construction on Phase I in early 2021. Phase I improvements include an inclusive playground, challenge/ninja course, fitness stations, recirculating splash pad, restroom building, disc golf course, and educational areas with native plantings.

# Hey and Associates, Inc

## McCormick Ravine

### LOCATION

Lake Forest, Illinois

### CLIENT

Lake Forest Open  
Lands Association

### CONTACT

Ryan London  
847.234.3880

### STATUS

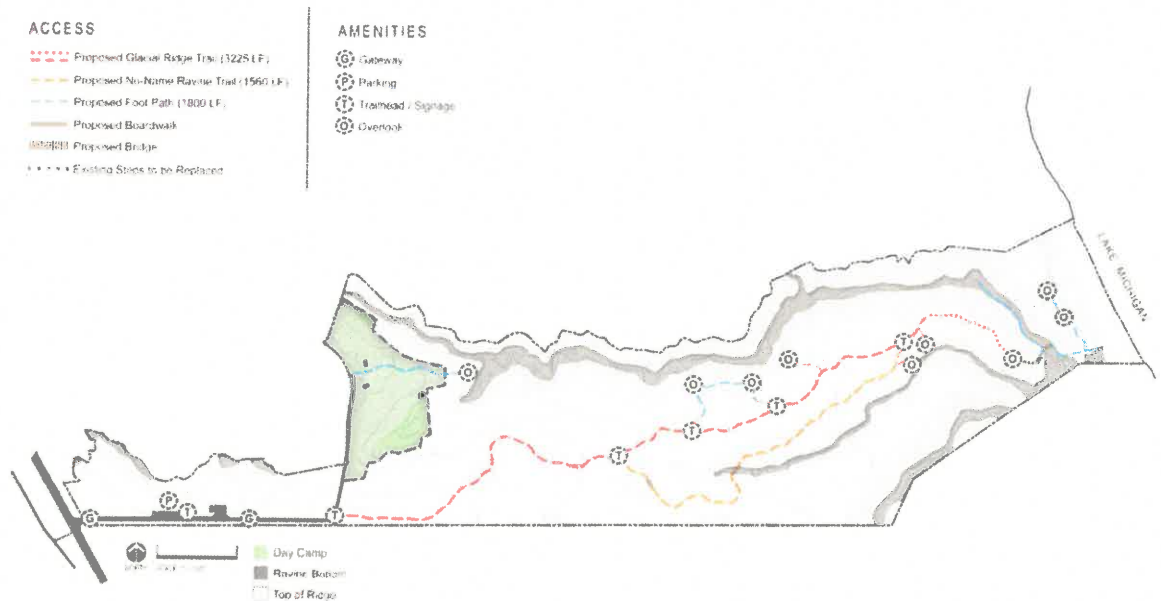
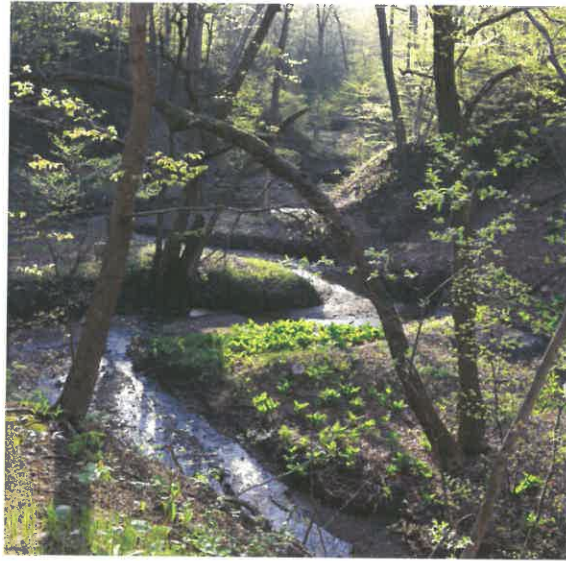
Complete

### SERVICES

Site Inventory;  
Preliminary Trail  
Alignment;  
Master Planning

### PROJECT HIGHLIGHTS

Master Planning;  
Stormwater  
Management;  
Trail Planning



In 2014, Lake Forest Open Lands secured \$3.5 million in funding to restore McCormick ravine, a 61-acre parcel along the shores of Lake Michigan, through a federal Great Lakes Fishery and Ecosystem Restoration (GLFER) Project. The ravine's ecological restoration is part of a larger \$15 million Fort Sheridan GLFER project that impacts approximately 40 acres of bluff and 1.5 miles of lake and dune habitat along Lake Michigan's northeastern coastline.

Following the restoration of McCormick Ravine, Hey and Associates, Inc. (Hey) worked with Lake Forest Open Lands to develop a comprehensive master plan focused on providing public access while preserving existing plant communities and habitat within the unique ravine environment. A hierarchy of trail types was developed to provide organized and controlled access to the site for both pedestrians and light maintenance equipment. Access points, overlooks and material selection were thoughtfully planned to maximize views of the stunning ravine and Lake Michigan while preserving the sensitive habitat. Enhanced parking accommodates buses to provide easy access for the onsite camp facilities and frequent school groups.



## Highland Park Country Club Conversion

### LOCATION

Highland Park, Illinois

### CLIENT

Park District of  
Highland Park

### CONTACT

Rebecca Grill  
847.579.4087

### STATUS

In Progress

### SERVICES

#### Engineering

Civil Engineering;  
Stormwater & Floodplain  
Management

#### Ecology

Wetland Delineation &  
Permitting

#### Landscape Architecture

Site Design;  
Natural Areas;  
Parks and Recreation

#### Support Services

Topographic &  
Bathymetric Studies;  
Presentation Graphics

### PROJECT

#### HIGHLIGHTS

Golf course to open space  
Trails  
Overlooks  
Wayfinding  
Nature play  
Site furnishings  
Habitat restoration



The Highland Park Country Club Conversion project utilizes the landscape of a former golf course as an interactive nature experience and play space for all ages. Existing features help to define activities and are used to create unique experiences as visitors move through the site. As an intergenerational nature playscape, the park will offer opportunities to engage with one's environment on varying levels and will include Gateway and Connector multi-use trails, interior destination pathways, and meandering nature trails. Native plantings wind through the park while turf areas provide space for programmed events, special events, and picnics. Situated along the Skokie River, the site responds to fluctuating water levels, creating an ephemeral experience that changes with the time, day and season. Low lying areas, planted with wetland species, will create opportunities for diverse habitat and different visitor experiences.

The Park District of Highland Park called on Hey and Associates, Inc. (Hey) to design this new park. Hey's scope included leading the design from initial concept development through construction document preparation. An extensive public process was involved to gather community input and build support for the project. In addition to a hierarchy of trails traversing the site, the project also included numerous nature play areas, enhanced wildlife habitat, several overlooks and rest areas, a nature maze, signage and wayfinding, and a sensory garden.

## Prairie Wolf Hydrologic Restoration

### LOCATION

Lake County, Illinois

### CLIENT

Lake County Forest  
Preserve District

### CONTACT

Matt Ueltzen  
847.968.3290

### STATUS

In Progress

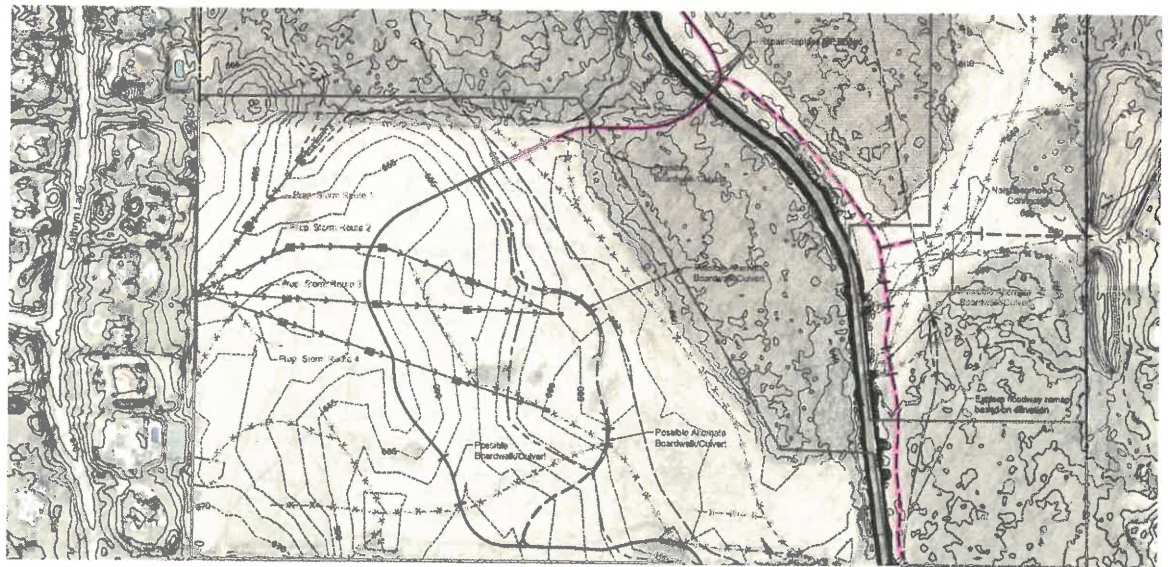
### SERVICES

Water Resource  
Engineering;  
Wetland Consultation;  
Hydrologic and Hydraulic  
Modeling;  
Natural Resources  
Assessment;  
Landscape Architecture

### PROJECT

#### HIGHLIGHTS

Hydrologic restoration  
Trail planning



Hey and Associates, Inc. (Hey) was contracted by the Lake County Forest Preserve District to perform hydrologic restoration design and trail planning and concept development at the Prairie Wolf Forest Preserve. The site is bisected by the Middle Fork of the North Branch of the Chicago River and is adjacent to a wetland mitigation site. Though partially restored, agricultural drain-tiles remain and modifications are required to maximize wetland hydrology and reclaim natural floodplain and upland areas.

As part of the project Hey is also preparing trail concept planning that avoids impacts to wetland and floodplain areas, and utilizes trail embankments to assist with the hydrologic restoration by creating additional ponding and directing runoff.

Hydrologic restoration measures include tile abandonment, bank stabilization, light earthwork, addressing drainage from off-site with limited storm sewer and overland conveyance, and vegetative restoration. Final design and permitting through the county, and USACE has been completed with construction slated for 2021. Construction will also include key trail embankments and roadway connections to ensure they do not revert to delineated wetland. The trail will be final designed and constructed at a later date.



## Kehoe Boulevard Streambank Stabilization

### LOCATION

Carol Stream, Illinois

### CLIENT

Village of Carol Stream

### CONTACT

Greg Ulreich  
630.868.2264

### STATUS

Complete

### SERVICES

Civil Engineering;  
Stormwater  
& Floodplain  
Management;  
Water Quality Planning;  
Soil Erosion & Sediment  
Control;  
Construction  
Engineering;  
Wetland Delineation &  
Permitting

### PROJECT

#### HIGHLIGHTS

Obtained a DuPage  
Water Quality  
Improvement Grant

Created rills and  
pools to improve water  
quality and reduce  
stream gradient



Hey and Associates, Inc. worked with the Village of Carol Stream to prepare final engineering plans for the Kehoe Boulevard Streambank Stabilization project on Thunderbird Creek upstream of the Gary-Kehoe Reservoir. The existing grass channel had failing slopes threatening Village infrastructure and private commercial property. The lower channel was overgrown with invasive species and causing significant difficulties for commercial traffic to safely turn onto Kehoe Boulevard.

As part of the project, Hey evaluated multiple stabilization concepts to address failing grass slopes on the existing channel while improving the function of the stream channel. The final concept plan that was implemented in the design plans included a stone toe with native vegetated streambank slopes, a stone toe with wetland / native vegetation shelf in front of a precast modular block retaining wall, and stream riffles and pools to reduce the gradient of the stream to reduce the risk of erosion and to improve water quality.

The project was bid in fall 2020 and came in under budget with substantial completion of all earthwork done by end of November 2020. Final planting will be completed in spring 2021. Hey completed design plans, details, specifications and cost estimates for this project. Permitting included compliance with DuPage Countywide Stormwater and Floodplain Ordinance, IDNR-OWR Part 3700 rules, USACE Regional Permits, and Kane-DuPage SWCD.

In addition, Hey staff assisted the Village in successfully applying for DuPage Water Quality Improvement Grant funding for this project which allowed for an expanded native vegetation/wetland shelf in front of the proposed retaining wall.



## References

### GARY MAJOR

Executive Director  
West Chicago Park District  
201 W. National Street  
West Chicago, Illinois 60185-2802  
[gmajor@we-goparks.org](mailto:gmajor@we-goparks.org)  
630.360.1009

### ANN VIGER

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1 E. Crystal Lake Avenue  
Crystal Lake, Illinois 60014-6101  
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815.459.0680 x1202

### KEITH KNAUTZ

Director of Parks and Recreation  
Village of Glendale Heights  
300 Civic Center Plaza  
Glendale Heights, Illinois 60139-2613  
[kknautz@glendaleheights.org](mailto:kknautz@glendaleheights.org)  
630.260.6000

## Incomplete Projects

In the past three years, Hitchcock Design Group's recreation studio has had only 2 projects that weren't completed due to COVID-19:

1. Recreation Park, Arlington Heights Park District
2. McCollum Park, Downers Grove Park District

The Downers Grove Park District put the bidding and construction of McCollum Park Project on hold in 2020 until further notice while they continue to evaluate their revenue changes for 2021. Arlington Heights Park District put their Recreation Park Project on indefinite hold after construction documents were completed due to COVID related revenue losses and budget constraints.







## OSLAD Grant Experience

**SUBMITTED**  
>100 Applications

**CLIENTS**  
Over 71

**SUCCESS RATE**  
92%

**DOLLAR AMOUNT**  
over \$29 million



Since 1998, Hitchcock Design Group has submitted **over 100 OSLAD applications** for 71 clients. Of those applications, HDG has had a **success rate of 92%**. This has given our clients just over **\$38 million** worth of grant funding for a variety of projects with total project costs that range anywhere from \$100,000 to \$3.5 million.

Alsip Park District  
Arlington Heights Park District  
Bartlett Park District  
Bourbonnais Township Park District  
Broadview Park District  
Brookfield, Village of  
Calumet Memorial Park District  
Campton Township  
Channahon Park District  
Crystal Lake Park District  
Crystal Lake, City of  
Deer Park, Village of  
DeKalb Park District  
Des Plaines Park District  
Downers Grove Park District  
Dundee Township Park District  
Elburn, Village of  
Elgin, City of  
Elk Grove Park District  
Forest Park, Park District of  
Frankfort Square Park District  
Franklin Park, Park District of  
Geneseo, City of  
Geneva Park District  
Glen Ellyn Park District  
Glendale Heights Park and Recreation Department  
Glendale Heights, Village of  
Glenview Park District  
Gurnee Park District  
Hanover Township  
Hazel Crest, Village of  
Highwood, City of  
Homewood Flossmoor Park District  
Itasca Park District  
Kankakee, City of  
Lake Forest, City of  
Lake in the Hills, Village of  
Lake Zurich, Village of

LaSalle, City of  
Lockport Township Park District  
Lombard Park District  
Manhattan Park District  
Manteno, Village of  
Matteson Parks and Recreation  
Maywood Park District  
Naperville Park District  
Normal Parks and Recreation Department  
Northbrook Park District  
Northfield Park District  
Olympia Fields Park District  
Oregon Park District  
Orland Park Parks and Recreation Department  
Palatine Park District  
Palos Heights, City of  
Pleasant Dale Park District  
Rolling Meadows Park District  
Romeoville Recreation Department  
Romeoville, Village of  
Roselle Park District  
Round Lake Area Park District  
Shorewood, Village of  
Skokie Park District  
South Elgin Parks and Recreation Department  
Streamwood Park District  
Warrenville Park District  
Wauconda Park District  
Waukegan Park District  
Wayne Township Parks and Recreation  
West Chicago Park District  
Winfield, Village of  
Wood Dale Park District

## Grant Funding

In addition to the need for trusted technical and regulatory skills, we understand the key role that grant funding plays in many restoration and water quality projects. Many of our projects have grant-funded components and we are regularly involved in the process from grant writing to reporting.

Hey and Associates' role in the grant process varies widely from project to project. Some clients prefer to use their own staff time and funding to prepare grants, and we support them by executing efficient design and permitting work on their behalf meeting grant requirements. Other clients and agencies look to Hey for more hands-on assistance, including full preparation of grant materials and assistance with grant tracking and reporting. We lean on the relationships we have established with our clients to work together to determine the best role for our staff in the process. On a project-specific basis, we are often happy to assist in grant application preparation at low or no cost to our clients and partners.

We strive to stay abreast of grant opportunities that may be available for our clients, and maintain an internal spreadsheet of grant funding sources, deadlines, and other key information. We are, or have worked on projects under the following grant programs:

- WDNR Lakes Protection Grant
- Great Lakes Restoration Initiative Grant
- Illinois EPA 319 Grants (similar funding mechanism to WDNR Surface Water Grants Program)
- Illinois Open Space Lands Acquisition and Development Grants
- Illinois Boat Access Area Development Program Grant
- Lake County Stormwater Management Commission Watershed Management Board Grant
- McHenry County Wetland Restoration Fund Grant
- DuPage County Stormwater Grants

We have performed work under an even wider array of grants in the recent past. This extensive grant work leaves us well positioned to understand what grant programs are seeking in applicants and how to develop well-prepared submittals, and also execute projects following grant award, even where we have not been involved with the preparation of the grant. As you can see by the list above, our success rate with involvement in grant funded projects is very high. As our role varies substantially project to project, it is difficult to determine a numerical rate of success, but we lean back on our substantial amount of work funded by various grants to show our understanding and success in working in this environment.





## *Hey and Associates, Inc*

### References

#### **REBECCA GRILL**

Natural Areas Manager  
Park District of Highland Park  
636 Ridge Road  
Highland Park, Illinois 60035  
[rgrill@pdhp.org](mailto:rgrill@pdhp.org)  
847.579.4087

#### **MIKE MAZZA**

Operations Manager  
Village of Orland Park  
14700 Ravinia Avenue  
Orland Park, Illinois 60462  
[mmaza@orlandpark.org](mailto:mmaza@orlandpark.org)  
708.825.4886

#### **ANN VIGER**

Director of Park Development, Interpretive Services  
Crystal Lake Park District  
1 E. Crystal Lake Avenue  
Crystal Lake, Illinois 60014  
[aviger@crystallakeparks.org](mailto:aviger@crystallakeparks.org)  
779.994.7276

## **Financial and Legal**





Plum Grove Park: Palatine, Illinois



**HITCHCOCK DESIGN, INC.**  
**Financial Statements**  
**For the Year Ended December 31, 2019**



# HITCHCOCK DESIGN, INC.

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**Independent Accountants' Compilation Report**

**To the Board of Directors  
HITCHCOCK DESIGN, INC.  
Naperville, Illinois**

Management is responsible for the accompanying financial statements of HITCHCOCK DESIGN, INC., which comprise the balance sheet as of December 31, 2019, and the related statements of operations, changes in stockholders' equity and cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. We do not express an opinion, a conclusion nor provide any form of assurance on the financial statements.

Management has elected to omit substantially all disclosures required by accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the company's financial position, results of operations, and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters.

***Restatement of Prior Period Information***

As discussed in Note A to the financial statements, prior period retained earnings was restated due to a prior period understatement of amounts previously reported for deferred compensation as of December 31, 2018. The understatement was discovered by management during the current year.

***Supplementary Information***

The accompanying supplementary information detailed in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management. The supplementary information was subject to our compilation engagement. We have not audited or reviewed the supplementary information and do not express an opinion, a conclusion nor provide any assurance on such information.

*SomerSet CPAs PC*

Indianapolis, Indiana  
March 27, 2020





**HITCHCOCK DESIGN, INC.****Balance Sheet****December 31, 2019****Assets****Current Assets**

Cash and cash equivalents	\$ 611,948
Accounts receivable, net of allowance of \$75,374	1,002,142
Employee receivable	730
Prepaid expenses	<u>87,392</u>
Total Current Assets	<u>1,702,212</u>

**Property and Equipment**

Office equipment	478,962
Software	31,569
Leasehold improvements	150,000
Accumulated depreciation	<u>(341,613)</u>
Total Property and Equipment	<u>318,918</u>

**Other Assets**

Goodwill, net	50,000
Security deposits	17,097
Cash surrender value of officers' life insurance	<u>99,749</u>
Total Other Assets	<u>166,846</u>

Total Assets	<u><u>\$ 2,187,976</u></u>
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## Liabilities and Stockholders' Equity

### Current Liabilities

Line of credit	\$ 200,000
Accounts payable	322,056
Current portion of notes payable	46,439
Accrued expenses	<u>207,936</u>
Total Current Liabilities	<u>776,431</u>

### Long-term Liabilities

Notes payable, less current portion	18,408
Accrued rent, less current portion	130,597
Deferred compensation	<u>682,893</u>
Total Long-term Liabilities	<u>831,898</u>
Total Liabilities	<u>1,608,329</u>

### Stockholders' Equity

Common stock	3,600
Additional paid-in capital	484,989
Shareholder loans receivable	(72,319)
Retained earnings	484,820
Treasury stock	<u>(321,443)</u>
Total Stockholders' Equity	<u>579,647</u>
Total Liabilities and Stockholders' Equity	<u><u>\$ 2,187,976</u></u>



**HITCHCOCK DESIGN, INC.**  
**Statement of Operations**  
**For the Year Ended December 31, 2019**

		<u>%</u>
Professional Fees	\$ 7,296,285	<u>100.0</u>
Operating Expenses		
Project expenses	1,410,875	19.3
Direct labor	1,598,774	21.9
Marketing and administrative expenses	<u>3,882,615</u>	<u>53.2</u>
Total Operating Expenses	<u>6,892,264</u>	<u>94.5</u>
Income from Operations	<u>404,021</u>	<u>5.5</u>
Other Income (Expense)		
Interest expense	(20,207)	(0.3)
Loss on disposal of property and equipment	(36,365)	(0.5)
Deferred compensation revaluation	769,554	10.5
Miscellaneous income, net	<u>1,352</u>	<u>0.0</u>
Total Other Income (Expense)	<u>714,334</u>	<u>9.8</u>
<b>Net Income</b>	<u><u>\$ 1,118,355</u></u>	<u><u>15.3</u></u>

**HITCHCOCK DESIGN, INC.**  
**Statement of Changes in Stockholders' Equity**  
**For the Year Ended December 31, 2019**

	Common Stock						Retained Earnings (Deficit)	Subtotal	Treasury Stock		Total
	Number of Shares	Common Stock	Additional Paid-in Capital	Subscriptions Receivable					Shares Owned	Treasury Stock	
<b>Balance, January 1, 2019, as previously reported</b>	410	\$ 4,100	\$ 363,679	\$ (38,631)	\$ 382,346	\$ 711,494	100	\$ (124,315)	\$ 587,179		
Prior period adjustment	0	0	0	0	(983,229)	(983,229)	0	0	(983,229)		
<b>Balance, January 1, 2019, as restated</b>	410	4,100	363,679	(38,631)	(600,883)	(271,735)	100	(124,315)	(396,050)		
Issuance of common stock	80	800	121,310	(61,785)	0	60,325	0	0	60,325		
Purchase of treasury stock	(130)	(1,300)	0	28,097	0	26,797	130	(197,128)	(170,331)		
Net income	0	0	0	0	1,118,355	1,118,355	0	0	1,118,355		
Distributions	0	0	0	0	(32,652)	(32,652)	0	0	(32,652)		
<b>Balance, December 31, 2019</b>	360	\$ 3,600	\$ 484,989	\$ (72,319)	\$ 484,820	\$ 901,090	230	\$ (321,443)	\$ 579,647		



**HITCHCOCK DESIGN, INC.**  
**Statement of Cash Flows**  
**For the Year Ended December 31, 2019**

**Cash Flows from Operating Activities**

Net income	\$ 1,118,355
Adjustments to reconcile net income to net cash provided by operating activities:	
Depreciation and amortization	121,884
Loss on disposal of property and equipment	36,365
Cash surrender value	499,215
(Increase) decrease in certain assets:	
Accounts receivable	(206,224)
Work in process	45,571
Employee receivable	(730)
Prepaid expenses	7,355
Security deposits	18,868
Increase (decrease) in certain liabilities:	
Accounts payable	60,663
Accrued expenses	(144,715)
Other liabilities	(768,586)
	<hr/>
Net cash provided by operating activities	788,021

**Cash Flows from Investing Activities**

Purchases of property and equipment	(48,666)
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**Cash Flows from Financing Activities**

Repurchase of treasury stock	(198,428)
Issuance of common stock	60,325
Repayments on notes payable - stockholders	(190,319)
Repayments on notes payable	(125,197)
Collection of subscriptions receivable	28,827
Net borrowings under line of credit	100,000
Distributions paid	(32,652)
	<hr/>
Net cash used in financing activities	(357,444)

**Net Increase in Cash and Cash Equivalents**

381,911

Cash and Cash Equivalents, Beginning of Year

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230,037

**Cash and Cash Equivalents, End of Year**

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\$ 611,948

**Supplemental Cash Disclosure**

Interest paid	<hr/> <hr/> \$ 20,207
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**HITCHCOCK DESIGN, INC.**  
**Notes to the Financial Statements**  
**For the Year Ended December 31, 2019**

**Note A - Prior Period Adjustment:**

During 2019, management of the Company discovered a financial statement error that caused an overstatement of December 31, 2018 previously reported retained earnings by approximately \$983,000. The error related to omission of deferred compensation. The correction of this error is reflected in the 2019 Balance Sheet and the Statements of Changes in Stockholders' Equity and Cash Flows.

The following summarizes the prior period adjustment referred to above:

	<u>As Previously Reported</u>	<u>Prior Period Adjustment</u>	<u>As Revised</u>
Deferred Compensation	\$ 448,847	\$ 983,229	\$ 1,432,076
Retained Earnings (Deficit)	\$ 382,346	\$ (983,229)	\$ (600,883)

**Note B - Change in Accounting Estimate:**

Management of the Company amended the deferred compensation plan calling for a new valuation methodology to be used. Prior to January 1, 2019, the Company utilized an income calculation that adjusted net income for various items such as rent paid to a shareholder and unusual and infrequent items. The Company also adjusted shareholder compensation based on published industry compensation data to arrive at a normalized level of earnings. However, many items deemed unusual or infrequent occurred on a regular basis, and therefore did not meet the definition of unusual or infrequent. Also, the Company was comparing total shareholder compensation to only base salary industry data. In 2019, management elected to only include in their calculation items that are truly unusual and infrequent and to no longer compare shareholder wages to published industry compensation data. This new approach eliminates many of the subjective determinations of unusual and infrequent items and provides for a more consistent valuation methodology.

The Company has accounted for this change as a change in accounting estimate and, accordingly, has accounted for it on a prospective basis starting in 2019. Under this new methodology, the deferred compensation liability at December 31, 2018, would have been valued at \$769,987. The resulting difference between the prior year revalued deferred compensation liability and the current year value of the deferred compensation liability of \$683,893 is \$87,083 and included as a credit to indirect labor. The remaining cumulative effect of the revaluation of the deferred compensation liability is \$769,554 and is included in Other Income (Expense) in the accompanying Statement of Operations.



**HITCHCOCK DESIGN, INC.**  
**Schedule of Project Expenses**  
**For the Year Ended December 31, 2019**

		<u>%</u>
Consultants	\$ 1,296,829	17.70
Other project costs	<u>114,046</u>	<u>1.60</u>
	<u>\$ 1,410,875</u>	<u>19.30</u>

**HITCHCOCK DESIGN, INC.**  
**Schedule of Marketing and Administrative Expenses**  
**For the Year Ended December 31, 2019**

		<u>%</u>
Marketing		
Labor	\$ 638,453	8.8
Conferences and events	48,490	0.7
Memberships and subscriptions	18,059	0.2
Marketing proposals	45,687	0.6
Advertising	3,140	0.0
Charitable contributions	2,354	0.0
Awards	2,930	0.0
	<u>759,113</u>	<u>10.4</u>
Total Marketing		
	<u>759,113</u>	<u>10.4</u>
Administrative		
Indirect labor	1,697,062	23.3
Payroll taxes	288,480	4.0
Employee benefits	210,860	2.9
Consultants	199,212	2.7
Service bureau	3,026	0.0
Administrative travel	36,279	0.5
Supplies	25,258	0.3
Recruitment expense	3,451	0.0
Bad debts	18,497	0.3
Bank fees	1,218	0.0
Insurance	69,907	1.0
Facilities and equipment	252,809	3.5
Depreciation and amortization	121,884	1.7
Repairs and maintenance	100,242	1.4
Communications	95,317	1.3
	<u>3,123,502</u>	<u>42.8</u>
Total Administrative		
	<u>3,123,502</u>	<u>42.8</u>
Total Marketing and Administrative Expenses	<u>\$ 3,882,615</u>	<u>53.2</u>





## Banking/Insurance References

### GRANT COWEN

Vice President  
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### TOM HARKINS

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312.288.7700



## Litigation

Hitchcock Design Group has had **no legal actions** within the last five years in which we have been a debtor in bankruptcy, a defendant in a lawsuit for deficient performance under an agreement or contract, a respondent in an administrative action for deficient performance on a project, or a defendant in a criminal action.





Franzen Park: Itasca, Illinois

## **Methodology/Approach to the Project**





# Approach to Achieving Your Objectives

## OUR UNDERSTANDING

We have reviewed, in detail, the RFQ for your Community Park Project with our team, collected preliminary site data, and conducted a field visit to better understand the project. Based on this information and some of our previous communications with you, we understand the Carol Stream Park District is looking to develop a Master Plan for the park that meets the following objectives:

1. Guide community supported improvements
2. Align the project with funding opportunities
3. Serve an area of community in need of recreation opportunities
4. Replace aging amenities and evaluate opportunities for new features

The Park District has recently acquired the Community Park property and much of the amenities and infrastructure are in poor condition and beyond useful life. To represent some of our preliminary observations and be the basis for further discussion we have included a brief "site observations" exhibit on the following pages of this proposal. Some of the key issues to address will be poor accessibility and connectivity to adjacent neighborhoods and other open space, deteriorating pavements and furnishings, outdated and non-compliant play equipment, and athletic fields with poor turf and grading conditions. There are also opportunities to enhance connectivity, views, and quality of the surrounding natural features. The site appears to have wetland and floodplain features that will need to be addressed in the planning, not just to evaluate how to best protect and enhance these features, but also to develop a plan that will be able to be implemented in accordance with the various jurisdictional requirements.

We also understand the planning process will need to include engaging the community, stakeholders, and Park Board. Our project approach provides a detailed overview of our recommendations to best integrate this into the process. Given the context of the surrounding neighborhoods, one strategy we will want to discuss with you is the potential to develop a resident task force. Assembling representatives of the various neighborhoods and housing complexes can be a valuable step in community outreach, establishing positive relationships, and leveraging a task force to encourage participation in the process.

In addition to addressing site conditions, context, and community interests, the Plan should also evaluate other potential amenities that both improve the service to the community and position the project for grant funding.

## MEETING YOUR OBJECTIVES

We propose an incremental process that starts by engaging you and your staff in a detailed programming workshop to fully understand your goals, resources, and community needs from staff's perspective. We will build on the data we have already collected during the proposal phase and conduct a thorough site walkthrough with key staff to fully understand the history, site conditions, neighborhood context, and preliminary opportunities. We will also broaden the design team's view using your most recent Districtwide park inventory to benchmark your community and understand how Level of Service (LOS) needs may influence the design program and positioning for grant funding.

This park asset is critically important to a section of your community that is potentially underserved, so inventory and analysis of the park's amenities, infrastructure, and natural resources will be where we start. A detailed summary of all the potential jurisdictional agencies and requirements will be prepared to also inform the design program and outcome. We will also discuss potential funding sources early in the process to understand where there is the most potential and how the project planning can best position the project for that funding.



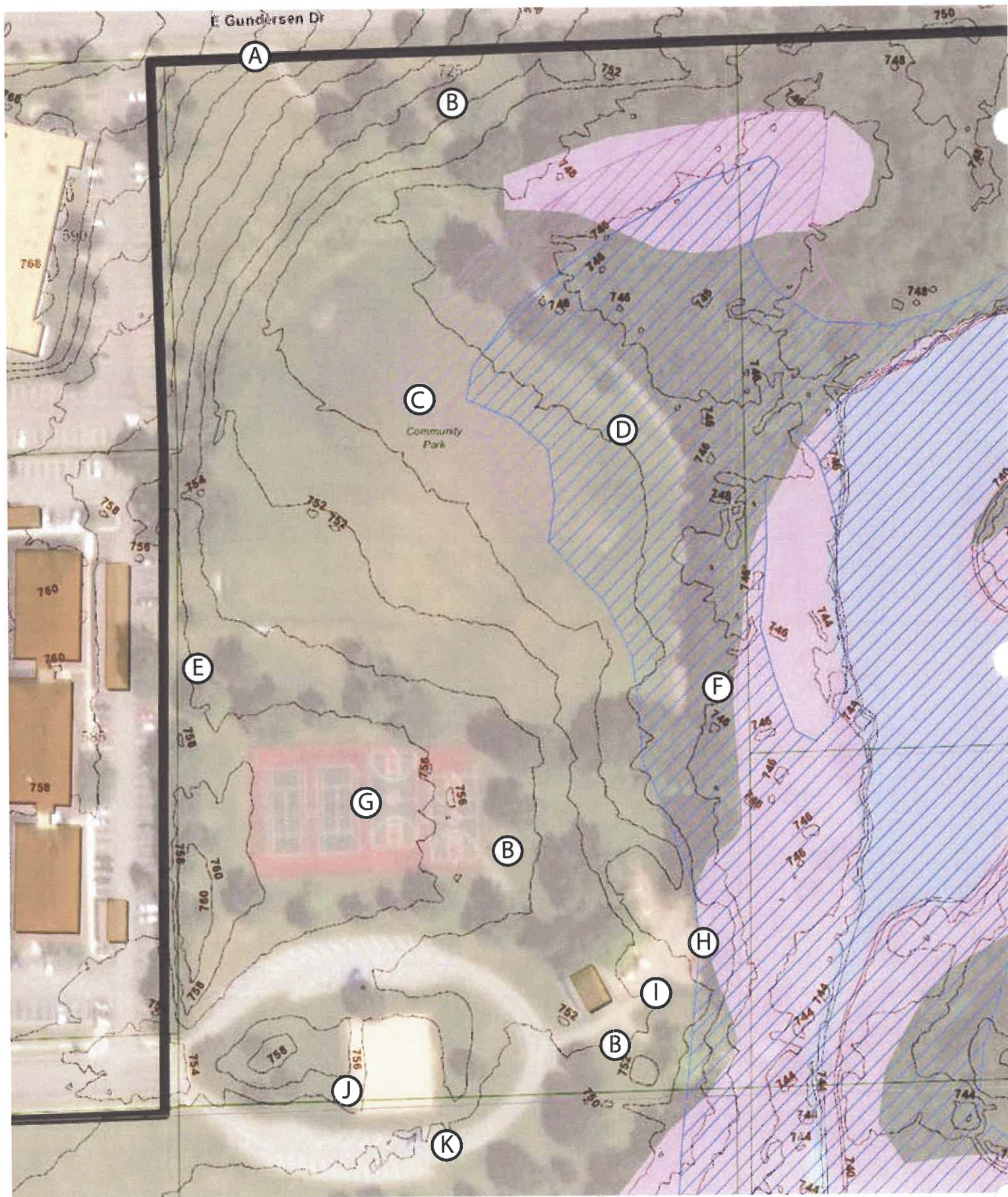
With the site inventory, analysis, and jurisdictional summary in hand, we will then connect with and listen to your community and key stakeholders to understand their interests. This is a vital step in grant planning, and we will work with your staff in developing strategies to encourage participation and begin to build consensus and support for the project. We have proven methods of organizing and ranking public interests including creating safe and engaging opportunities for the public to participate in the current and constantly-changing COVID-19 context. All this information will be the building blocks of a project program to ground the planning process that we will test with you and your staff.

We will then explore a variety of integrated design opportunities and advance the most promising alternative strategies in greater detail for further input. We will engage your staff, Park Board, and the community at key milestones to continue to obtain feedback and build support. Detailed construction cost estimates will be prepared at every step of the design to understand the full financial commitment and to inform potential phasing needs.

Finally, we will conclude with user-friendly deliverables including detailed color plan graphics and images that that will clearly illustrate the vision, promote support, guide implementation, and help you be “grant ready”. The entire process will be creative yet firmly grounded in the values of the Carol Stream Park District and the customers you serve.

Aforementioned site analysis (following two pages)





# Site Observations Community Park

Carol Stream, Illinois



NORTH  
SCALE: NOT TO SCALE

PREPARED FOR  
Carol Stream Park  
District

ISSUE DATE: December 11, 2020  
All drawings are preliminary and subject to change.  
© 2020 Hitchcock Design Group



## LEGEND

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- Ⓐ Opportunities to enhance park brand and connectivity with adjacent neighborhood
- Ⓑ Section of path likely not ADA compliant
- Ⓒ Field turf in poor condition and not graded properly
- Ⓓ Sections of field and path potentially in floodplain
- Ⓔ Poor connectivity with adjacent housing complex
- Ⓕ Opportunities to clear views and create access to the lake
- Ⓖ Sport court surfacing in hazardous condition with drainage directed onto courts from the west
- Ⓗ Section of playground potentially in floodplain
- Ⓘ Poor condition and accessibility for playground
- ⓵ Volleyball court not in a desirable location and without park connectivity
- ⓶ Parking lot and ADA spaces lack pathway connections



## Scope of Services

### PRELIMINARY DESIGN SERVICES

The goal for this part of the agreement is to finalize the program and reach consensus on a preliminary design approach for the proposed park improvements.

#### A. Program and Analysis Phase

*Objective:* Evaluate the characteristics and conditions of the project site, identify probable permit requirements, assemble site data, produce base maps, and define the project program that will be the basis for design

*Process:* Specifically, the Hitchcock Design Group team will:

1. **[Staff Meeting #1]** Conduct a **Kick-off and Programming Workshop** with Park District representatives confirming:
  - a. Project area, goals, and objectives
  - b. Possible jurisdictional agency interests
  - c. Available site data and data gathering needs
  - d. Recent and current improvements
  - e. Target budget and potential funding
  - f. Community input protocol
  - g. Discuss potential for a neighborhood task force group
  - h. Tentative schedule
2. Immediately following the Kick-off Meeting, walk the project site with staff and **Photograph the Project Area** and immediate surroundings to identify and discuss current physical conditions, adjacencies, patterns of use, site concerns, and issues
3. **Identify Potential Jurisdictional Interests** by discussing the project with representatives of the Village of Carol Stream, and prepare a summary memo of other potential jurisdictional requirements including:
  - a. Village of Carol Stream local jurisdictional review
  - b. DuPage County stormwater and special management area review
  - c. Illinois Department of Natural Resources, floodplain and floodway impacts (the IDNR may potentially delegate jurisdiction to the County)
  - d. USACE wetland jurisdictional determination and review
  - e. IEPA NPDES requirements for soil erosion and sediment control
4. **Collect Existing Available Data** for the project area including:
  - a. Local ordinances
  - b. Previous site surveys, engineering plans, and plats of survey
  - c. Aerial photography
  - d. National wetland inventory map data (NWI)
  - e. Flood Insurance Rate Map information data (from FEMA)
  - f. Existing environmental and/or geotechnical reports
5. **Prepare a Facility Needs Analysis Worksheet** utilizing the Park District's most recent Park Inventory Data and current available NRPA and IDNR criteria for recreational facilities useful life and level of service benchmarking



6. **OPTIONAL: Site Topographic Survey.** For the Park District's convenience, we have separated out the task of the site topographic survey as an Optional Service for flexibility of determining the preferred services for the Preliminary Design Phase as noted below. Master Planning can be completed just using the available data as identified above, but if budget allows, obtaining a topographic survey during Preliminary Design can add value to understand grading and drainage challenges, special management area restrictions, and estimated construction costs in more detail.
  - a. **Site Topographic Survey:** Assist the Park District in securing pricing from a professional land surveyor/engineer companies, and coordinate with their selected vendor for preparation of a Site Topographic Survey to establish:
    - i. Horizontal and vertical ground control
    - ii. Location of natural features, park roads, paths, recreational amenities, site furnishings, lights, signs, fences, walls, known utilities, and corners
    - iii. General outlines of buildings
    - iv. General outlines of planting beds and landscape areas
7. Prepare **Base Maps** at Appropriate scales using the available collected site data
8. Prepare a **Site Analysis Plan** including assessment of:
  - a. Topographic features
  - b. Special management areas
  - c. Landscape elements
  - d. Accessibility and connectivity
  - e. Infrastructure, roadways, and utilities
  - f. Recreational amenities and site furnishings
  - g. Adjacent influences
9. **[Community Engagement Event #1]** Utilize an Online Platform for community engagement
  - a. Establish web platform and project page and online survey tool
    - i. Prepare online survey tool
    - ii. Assist Park District in preparing messaging for marketing materials
    - iii. Manage the online survey over an approximate 2-4 week period for initial community input
    - iv. Prepare tabulated summary of responses
    - v. Manage the project webpage over the course of the project for continued community updates
  - b. Coordinate with Neighborhood Task Force if the Park District chooses to form this group
10. **[Community Engagement Event #2]** Prepare for and Conduct the **First of Two Community Input Meetings** in a facility designated by you to gather input from attendees regarding the preferences, concerns, and ideas that the community or stakeholders would like to have considered for the project, and record input. It is recommended the Park District advertises the Community Meetings in the local paper and retains a copy for potential grant application submittals.
  - a. Coordinate with Neighborhood Task Force if the Park District chooses to form this group
  - b. Depending on the context of potential ongoing COVID related restrictions and community preferences, we can evaluate conducting the community meetings through other online methods if needed. At a minimum, we will establish safety protocols and standards for any in-person engagement.





11. Prepare a written **Project Program** that includes:
  - a. Site analysis summary
  - b. Project design program
  - c. Community input
  - d. Jurisdictional factors
  - e. Budget information
  - f. Project schedule
12. Review the **Program and Analysis documents** by forwarding the written Project Program and discussing by phone with Park District representatives for comment and approval.

*Deliverables:* **Site Survey, Base Maps, Site Analysis, Written Project Program**

## **B. Schematic Design Phase**

*Objective:* Reach consensus on the type, location, organization, scale, character, and potential cost of specific capital improvements

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

1. Prepare up to two (2) **Schematic Design Alternatives** illustrating site geometry and the scale, type, and organization of the project improvements including:
  - a. Vehicular and pedestrian circulation, replacement, expansion, connectivity, and accessibility
  - b. Removal, renovation, and replacement of existing recreational amenities, facilities, and athletic fields
  - c. Potential addition of new recreational amenities and features based on community interest, site opportunities, District-wide recreational needs, and Park District direction
  - d. Conceptual stormwater management strategies, site lighting, and other site infrastructure improvements
2. Prepare the **Schematic Design Documents** including:
  - a. Black and white plan view drawings at an appropriate scale
  - b. Representative photographs from other projects
3. Prepare a preliminary **Construction Cost Opinion** using recognized systems and unit costs in the Construction Specification Institute format
4. **[Staff Meeting #2 and #3] Review the Schematic Design Documents** with you at 50% (alternatives) and 100% (preferred approach) Completion Milestones to discuss preferences, priorities, and select a preferred approach; prepare written summary of the discussions; advance the preferred approach for Park Board and Community input
5. Following staff approval of the preferred approach, prepare an **Illustrative Color Plan and Image Board** for presentation to the Park Board and Community
6. **[Park Board Meeting #1]** Present the Schematic Design documents to the Park Board for input prior to presentation to the Public



7. **[Community Engagement Event #3]** In a facility designated by you, prepare for and conduct the 2nd Community Input Meeting to gather input from attendees that are invited by you. The purpose of this meeting will be to solicit thoughts, ideas, and concerns about the design from the attendees and to record public input. It is recommended the Park District advertises the Community Meetings in the local paper and retains a copy for potential grant application submittals.
  - a. Coordinate with Neighborhood Task Force if the Park District chooses to form this group
  - b. Depending on the context of potential ongoing COVID related restrictions and community preferences, we can evaluate conducting the community meetings through other online methods if needed. At a minimum, we will establish safety protocols and standards for any in person engagement.

**Deliverables: Schematic Design Documents, Construction Cost Opinion, Meeting Summaries, Final Schematic Design Plan**

### **C. Master Plan Phase**

**Objective:** Finalize the Schematic Design and package the master plan for approval

**Process:** Following your approval of the Schematic Design Phase, and your direction from the Community and Committee Input received, the Hitchcock Design Group team will:

1. Prepare **Draft Master Plan** by incorporating all comments received and your final direction on preferences, illustrating site geometry and the scale, type, and organization of the project elements
2. Prepare the **final Master Plan Documents** including:
  - a. Site analysis and program summary
  - b. Color rendered drawing
  - c. Character images
  - d. Cost opinion and potential phasing strategy
  - e. Community input summaries
  - f. Final written project program
3. **[Staff Meeting #4]** Review the Master Plan Documents with you; prepare and distribute meeting summary and make final revisions for presentation to Park Board
4. **[Board Meeting #2]** Present Master Plan documents to Park Board for approval
5. Make minor revisions to Master Plan Documents and forward final digital files to you for your use

**Deliverables: Master Plan Documents and Presentation**



### OPTIONAL SERVICE

#### **A. Grant Preparation Phase: Illinois Department of Natural Resources Open Space Land Acquisition and Development Grant (IDNR OSLAD)**

*Objective:* Meet the requirements of the IDNR OSLAD grant submittal and support a review of the document by the grant administrator

*Process:* Upon the opening of the IDNR OSLAD program in 2020 and pending the Park District's decision to pursue the grant, the Hitchcock Design Group team will:

1. **[Meeting #1: Phone]** Conduct a phone conference with you to make preliminary design and phasing decisions based on the approved Master Plan and as required by the grant process including equipment selection and grant project improvements that will be included in the grant application. We will also review the application requirements and confirm the tasks required to be done by the Park District.
2. **Obtain and Prepare the Required Documents** for an IDNR OSLAD grant submittal package including application forms, plan graphics, cost opinions
3. **Conduct a Phone Conference** with your IDNR Grant Administrator to review the project
4. **[Meeting #2: Online]** Conduct an online meeting with you to review the draft application and send you original application forms that require Park District signatures
5. **Submit the OSLAD Grant Application** by the required submittal deadline

*Deliverables:* **Facility Needs Worksheet, Grant Application**

#### **B. Post Grant Submittal Phase (Hourly Upon Request):**

*Objective:* Support a review of the document by the grant administrator and IDNR

*Process:* Following grant submittal and upon your request, the Hitchcock Design Group team will:

1. **Answer Incidental Questions** posed by the IDNR Grant Administrator; respond to deficiency review letter if needed
2. **[Meeting #3: Staff / IDNR]** Meet with you and IDNR on site to review and discuss the project
3. **Prepare Two (2)-Sided Presentation Board** for your use in Springfield IDNR presentation including:
  - a. Plan view rendering of the Master Plan
  - b. Context map showing the projects location within your boundary
  - c. Speaking points

*Deliverables:* **Meeting Summaries, Facility Needs Worksheet, Grant Application, Presentation Board**





### **ADDITIONAL SERVICES**

We may provide additional services at your approval that are not included in the Basic Services, such as:

1. Revisions to previously completed and approved phases of the Basic Services
2. The services of additional consultants not specified in the proposal documents
3. Meetings with you or presentations to other parties not specified in the Basic Services
4. Detailed quantity estimates and construction cost opinions using data or formats other than our own
5. Detailed written summaries of our work or our recommendations
6. Services rendered after the time limitations set forth in this contract
7. Services required due to the discovery of concealed conditions, actions of others, or other circumstances beyond our control
8. Services required to restart the project if you suspend our work at your convenience for more than 90 days during the performance of our services

## **Value Engineering, Permitting, and Working with Other Consultants**

### **VALUE ENGINEERING**

Value Engineering begins with detailed project understanding, accurate estimating, and prioritization. Due diligence early in the process to understand site conditions, jurisdictional requirements, and Owner resources will provide the team critical guidance and criteria for the design. Throughout the design process we will utilize several resources for accurate cost estimating including a detailed and current database of construction costs, an established network of contractor and vendor connections for evaluating construction methods and changes in the market, and digital estimating tools.

These steps and resources will help manage the process of value engineering, which is occurring at some level throughout the design process. We will evaluate site layout options early in the concept phase to understand the various cost implications and benefits to assist with the decision making. With our Team's extensive experience of getting projects built, we'll offer insight into comparable projects and solutions for design challenges that arise. Value engineering options will include evaluating construction methods, use of pre-fabricated versus custom products, and pricing out material and finish options. The decisions will then be measured as cost benefits against the project program and how each decision supports a prioritized set of project objectives.

### **PERMITTING**

Our team has extensive experience in permitting projects with extensive jurisdictional requirements specifically within DuPage County. At the beginning of every project, we will do a detailed evaluation of what agencies are likely to have some level of jurisdiction of the project and prepare a summary to reference throughout the project process. We'll contact each of the agencies during preliminary design to confirm requirements and prepare written summaries of our meetings or phone discussions. Our team will continue to evaluate the design and design decisions against these requirements to ensure its compliance at the preliminary stage.



As the project advances into final design, we'll setup pre-application meetings with County and Village agencies. The project schedule for final design will identify permit submittals at appropriate milestones to get applications in as soon as possible and we'll keep in constant communications with the review agencies to track status of reviews. It is typical to expect some level of permit review comments to respond to and this step will also be identified in the process. Our team resources and experience are positioned to be able to respond with quick turn-arounds.

### WORKING WITH CONSULTANTS

Hitchcock Design Group and its Recreation Studio are positioned as the Prime Consultant on most of the projects we work on. As the Prime Consultant, we manage our subconsultants as one unified team so that we provide seamless services to the Park Districts and Municipalities we work for. We have established long-lasting relationships with a large network of experienced consultants for services such as Civil Engineering, Electrical Engineering, and Architecture so that we can strategically assemble a team to meet the needs of each project.

Throughout the project, each consultant we work with will be involved in key milestone meetings, and we will have frequent coordination reviews with our full team prior to each Owner review meeting to ensure our work is fully coordinated.

## Time Allocation

Hitchcock Design Group as the prime consultant will have 3 dedicated staff on the project through all phases of work:



Steve Konters, Senior Principal, will be the Project Principal overseeing the team's quality of work, management, team communications, and meeting facilitation.



Lacey Lawrence will assist Andy and Steve in all aspects of the project including analysis, data collection, design, and public facilitation.



Andy Howard as the Design Principal will lead the site analysis, program development and design efforts. Andy's time will be dedicated to the development of the deliverables for each phase and milestone along with overseeing other staff that will assist with drafting and other production.



Hey and Associates will be involved through the program and design process providing key information on jurisdictional requirements and impacts, environmental strategies to consider, and integrating aspects of stormwater management into the design. Representatives from Hey and Associates will be at key meetings to provide their expertise.



## Construction Administration Approach

We recommend a very team-integrated approach to Construction Administration and Observation from start to finish. It begins with the bidding phase, for which we can provide full services of setting up and managing the digital plan room, working with our large network of quality contractors to promote bid participation, assisting with bid advertisement and potential funding requirements if applicable, conducting a pre-bid meeting and bid opening, checking references, and tabulating the results. We also suggest conducting a scope review meeting with the potential bid awardee to confirm they have not missed anything in their bid that may lead to them seeking out change orders during the process (a vital step, in our opinion).

Once a bid is awarded to a General Contractor, we'll prepare a construction issue set, an AIA Owner Contractor agreement, and facilitate a pre-construction meeting to assure all necessary permits, bonds, and insurance are in place. As the prime consultant we will manage the scheduling of meetings, submittal reviews, and contractor pay application review throughout the process.

We suggest having weekly standing meeting times set for the duration of the project. It is typical that the amount of activity fluxuates as construction advances, and to get the most value out of the meetings we will adjust the frequency as needed and conduct phone conference in place of site meetings during times of low activity.

We will use weekly meetings to continually review progress against the schedule, to configure which upcoming actions need to remain on schedule, and to conduct field visits with Owner and contractor representatives. After each field visit we'll prepare a detailed report that defines completed work, work in progress, any corrective actions needed, and status on open items. We'll also keep a running log of open items to ensure each responsible party is addressing actions within the necessary time constraints.

At completion we'll conduct a substantial completion walk through with a punch list *and* final acceptance review of that punch list. It's common that some permit and grant agencies will have specific requirements during construction start and close out, and we'll define those requirements and assist through coordination with the necessary representatives when needed.





## **Capability to Complete Project on Schedule**









## Project Schedule

Task	Duration
<b>PRELIMINARY DESIGN SERVICES</b>	
Contract Award	February/March
Program and Analysis Phase (includes staff and board meetings)	
Kickoff, data collection, site analysis	March - April
Community Engagement Event #1	April
Community Engagement Event #2	April
Review Program Phase deliverables and conclusion	April - May
Schematic Design Phase (includes staff and board meetings)	
Schematic Design Phase: Alternate Options	May
Schematic Design Phase: Preferred Option	May - June
Community Engagement Event #3	June
Master Plan Phase (includes staff and Board meetings)	
Prepare Master Plan Documents	June - July
Review Period and Revisions	June - July
Provide Final Documents	July 2021
Grant Assistance Phase (pending availability and schedule of applications)	TBD

## Approach for Controlling the Project

At the very beginning of the project we will prepare a detailed schedule that will outline all staff, Park Board, and community meeting dates, staff-review periods, milestone completion dates, and known target grant application dates. The schedule will reflect periods where there is flexibility for adjustments between milestones and dates that are priorities to maintain, including showing where holidays or community events may impact the schedule.

We will update the schedule at each milestone as the project advances to reflect the most current information and work with staff to secure both staff and Park Board meeting dates well in advance of each milestone to ensure the most flexibility in everyone's schedule. As each meeting and milestone due date is set, we will also prepare and manage digital calendar reminders for the project team and Park District staff.

With the depth of our team's experience managing projects of this type, we have a detailed understanding of accurate time frames needed to meet each phase of the project. Community meeting and Board meeting scheduling will be a critical component of maintaining the schedule to provide sufficient time for publicizing meetings, promoting participation, and allowing staff adequate time to review materials prior to each meeting. The depth of our team's staff resources will also allow us to quickly adjust on the fly and shift more resources to the project quickly when needed.



## Team's Current Workload

### STEVE KONTERS

Sports Center Park, Round Lake, Illinois  
Everts Park, Highland Park, Illinois  
Candy Cane Park, Brookfield, Illinois  
Sergeant Means Park, Olympia Fields, Illinois  
Business Development

### ANDY HOWARD

Garfield Park Conservatory, Chicago, Illinois  
Lower City Park Adventure Play, Iowa City, Iowa  
Wagner Farm, Glenview, Illinois  
Harvester Park - Route 66 Playground, Burr Ridge, Illinois

### LACEY LAWRENCE

Izaak Walton Reserve (with Hey), Bartlett, Illinois  
Garfield Park Conservatory, Chicago, Illinois  
Four Seasons Park, Lombard, Illinois  
Golf Mill Park, Niles, Illinois

### PATRICK LACH

MWRD Addison Creek  
DuPage Co Stormwater Stream Restoration Manual  
CCDOT Various Projects

### STEVE RAUCH

Various wetland delineation and permitting tasks around Chicagoland  
Izaak Walton Reserve (with HDG), Bartlett, Illinois

## Availability

### HITCHCOCK DESIGN GROUP

Currently, Hitchcock Design Group's recreation team enjoys a healthy backlog of planning and design projects. Given the forecasted schedules and workload, we are confident that we have the capacity to work on the Community Park Project for the Carol Stream Park District. We are able to start work on the project promptly, advance it systematically, and complete it in a reasonable time frame.

### HEY AND ASSOCIATES

Most of Hey's projects are completed over a 3 to 9 month timeframe. On a rolling basis our staff availability is typically at least 20% in month 1, 30% in months 2 and 3, and then 40% or more past month 4. This means that we are constantly capable of planning and accepting new work. We strive to start and complete work to meet our clients' needs and have an excellent track record of completing projects on time. Part of our success in planning and executing work as expected is due to the long tenure of our senior staff and the low turnover of junior staff. We have the capacity to complete this project and will prioritize it as required in order to meet all agreed upon deadlines.

## **References / Signature Sheet**





Bison's Bluff: Schaumburg, Illinois

**Request for Qualifications for Professional Services**  
**Reference and Signature Sheet**

All firms providing a submittal for "Professional Services" shall include the Reference and Signature sheet completed and signed by the individual providing the submittal in behalf of the firm.

Please provide three (3) recent references for similar work. The list shall include the client name, address, telephone number, project title and description, project location and the contact person

**Reference # 1**

Client Name: ..... West Chicago Park District .....

Contact: ..... Gary Major .....

Address: ..... 201 W. National Street, West Chicago, Illinois 60185-2802 .....

Telephone Number: ..... 630.360.1009 .....

Project title: ..... Toucan's Hideaway and Splashpad .....

Description of Project: ..... Adventure playground to complement a water park .....

Project Location: ..... West Chicago, Illinois .....





**Reference # 2**

Client Name: ..... Crystal Lake Park District .....

Contact: ..... Ann Viger, Director of Planning & Development .....

Address: ..... 1 E. Crystal Lake Avenue, Crystal Lake, Illinois 60014-6101 .....

Telephone Number: ..... 815.459.0680 x1202 .....

Project title: ..... Main Beach .....

Description of Project: ..... Master plan for renovation of beach and park facility .....

Project Location: ..... Crystal Lake, Illinois .....

**Reference # 3**

Client Name: ..... Village of Glendale Heights .....

Contact: ..... Keith Knautz, Director of Parks and Recreation .....

Address: ..... 300 Civic Center Plaza, Glendale Heights, Illinois 60139-2613 .....

Telephone Number: ..... 630.260.6000 .....

Project title: ..... Camera Park .....

Description of Project: ..... Master plan update, OSLAD grant funding, inclusive playground, etc. ....

Project Location: ..... Glendale Heights, Illinois .....

**Submitted by:**





CAROL STREAM  
**Park District**

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Name of Firm: .....Hitchcock Design Group.....

Address of Firm: .....22 E. Chicago Avenue, Suite 200A.....

City: .....Naperville.....State: IL..... Zip .....60540.....

Submitter's Name: .....Steve Konters.....

Telephone: .....331.229.5436.....E-mail: .....skonters@hitchcockdesigngroup.com.....



Hawks Hollow Nature Play at Peck Farm: Geneva, Illinois





Jaycee Ehlert Park: Brookfield, Illinois





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*Planning  
Landscape Architecture*