



## Request for Letters of Interest and Statements of Qualifications for Professional Services

**COMMUNITY PARK PROJECT**

**ORIGINAL**

DECEMBER 15, 2020



913 Parkview Blvd., Lombard, IL 60148  
Contact: Darrell Garrison, President  
dgarrison@planres.com, 630-668-3788





**PLANNING  
RESOURCES INC.**

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December 15, 2020

0301-20-00-QA

Mr. Shane Hamilton  
Director – Parks & Facilities  
Carol Stream Park District  
Simkus Recreation Center  
849 West Lies Road  
Carol Stream, IL 60188

Re: Request for Letters of Interest and Statements of Qualifications for Professional Services (RFQ)  
for Community Park

Dear Shane:

After visiting the park site and our preproposal discussion, we are genuinely excited about the opportunities that this already popular park site presents. Therefore, it is with pleasure that Planning Resources Inc. (PRI) in conjunction with V3 Companies submits the enclosed professional services qualifications for the Community Park project. Our team of award-winning professionals, qualified in sustainable landscape architecture, sport architecture, and civil engineering/wetland determination will assist the Carol Stream Park District with the design and development of Community Park thus providing an enriching, engaging, and enhancing experience for everyone.

PRI's landscape architects, sport park architects and planners are skilled in all aspects of park design and planning – ranging from engaging the community with informative surveys and interactive design exercises to analyzing regional park needs and implementing a specific project. Our work is also technically grounded to integrate the need for efficient and cost-effective maintenance and operations into the overall design framework. These factors continually impact the ability to provide the wide range of services and facilities each community needs and desires.

→ Additionally, when selected for this assignment, we will utilize the civil engineering, stormwater permitting and wetland determination/permitting expertise of V3 Companies. Both firms respectively have completed many successful projects for park districts and municipalities throughout Chicagoland. We believe that this unique combination of skills and experience fits your requirements well.

It is our experience, that every project is unique and deserves a unique approach. We have outlined an approach that evaluates the site, engages the residents, and will emerge and provide the Carol Stream Park District with a high-quality product for all generations to discover.

### **Engaging Planning Approach**

This project is also about process. Because of the park's proximity to Colony Park (Senior Condominiums) and the adjacent apartment complexes/multi-family developments, as well as its established park improvements and use, any additions or changes in the Master Plan will be of great interest to the neighbors and community residents. We would expect a fair amount of public participation in the development of the Master Plan for Community Park. Therefore, our approach to this project focuses on a public process, including three (3) focus group discussions and presentations to Park District Staff, Park District Board, user groups, and stakeholders in the community that allow us to show our work while collecting input from the community. We value the ability of the public to participate in our projects. We believe that this input promotes a sense of citizen ownership and responsibility for the project. Through this process information is shared, focused, and brought to life, creating a fun and energetic environment for everyone involved. Additionally, we have the added capability to provide a public involvement program through an online engagement process.



Mr. Shane Hamilton  
Director – Parks & Facilities  
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This process includes those that work and those that do not have the time to come to public involvement meetings to participate and provide input during the planning process at their convenience. We have structured our collaborative team approach to creatively engage and foster client, community and team participation and dialogue throughout the planning process.

### **Master Plan Report**

An important product of our design approach is the Master Plan Report, which will summarize the design process; proposed improvements; anticipated impacts and costs; methods of implementation and maintenance intent. This report includes the master plan and ultimately becomes the basis for preparing construction documents for development of the park. This document will also promote community understanding and support for the program, which will be particularly important where the scope of improvements may take more than one phase to complete.

### **Implementable Design**

Along with a thorough Site Inventory/Analysis, Conceptual Design and Alternatives, corresponding costs, and a schedule for Master Plan development, you can be assured that the work we produce for you can be built efficiently, effectively and in a logically phased manner.

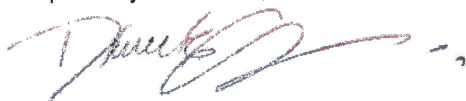
I will be the primary contact for the Planning Resources team. As with our involvement with the Village of South Elgin's Comprehensive Master Plan, I will serve as the Project Director/Principal-In-Charge/PRI designee responsible for overseeing the execution of this assignment. I bring more than 30 years of experience managing and directing public improvements for park and recreation projects inclusive of numerous publicly funded parks. I can be reached by email at [dgarrison@planres.com](mailto:dgarrison@planres.com).

In terms of project scheduling, we have established a preliminary schedule based on the scope of services and the CSPD requirements. Having just completed several projects including a 1-acre passive park, at 51 Concord Court, for the Concord Pointe HOA, Carol Stream, Illinois, our workload is currently at a point where we can begin this project immediately and give it the priority attention you desire.

We are proud of our credentials and promise you the highest level of professional service, expertise, creativity, and enthusiasm for your project. Our desire is to provide the CSPD an inclusive process to update the Master Plan in a manner that will be embraced by the entire community. We are confident that our proven park planning experience will result in a document that outlines the community's goals and strategy to achieve the common vision. We thank you for your consideration and look forward to addressing the needs of the CSPD community.

The attached qualifications details how we will make this project a success!

Respectfully Submitted,



Darrell E. Garrison, ASLA, PLA  
President CEO Principal/Director of Landscape Architecture



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## Community Park Project – Carol Stream Park District

### Section 1a | Firm History and Experience

**Planning Resources Inc. (Corporation)**  
913 Parkview Boulevard, Lombard, IL 60148  
630-668-3788 phone

Darrell Garrison, ASLA, PLA, President  
Director of Landscape Architecture

#### HISTORY

Planning Resources Inc. (PRI) has been in business for 38 years and specializes in landscape architecture, parks and recreation planning, and master planning. Our mission is to employ a sustainable design and planning approach that creates attractive and functional community solutions where people live, work, and play.

Our 7-person firm includes: Landscape Architects, Park Planners, Community Planners, and Designers that specialize in:

- Master Planning
- Landscape Design
- Park & Recreation Planning
- Sport Facility Design
- Creative Play Area Design
- Community Engagement/Public Facilitation
- Site Planning & Design
- Funding and OSLAD Grant Application Services



#### PROFESSIONAL AFFILIATIONS

Planning Resources is certified with the state of Illinois as DBE, and is proudly affiliated with the following professional organizations:

- Illinois Parks & Recreation Association (IPRA)
- Certified Playground Safety Inspectors (CPSI)
- National Organization of Minority Architects (NOMA)

#### EXPERIENCE



#### MASTER PLANNING

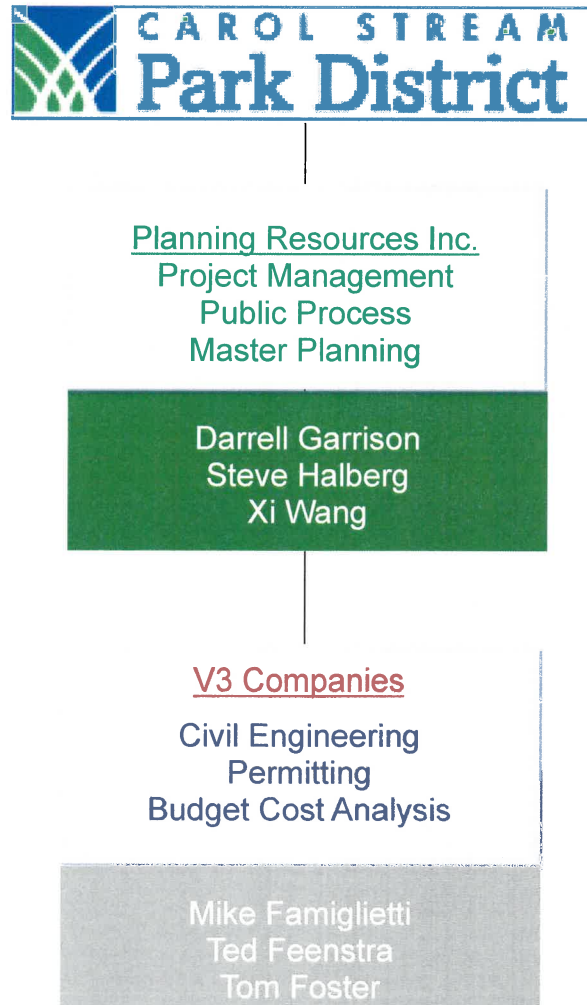
Planning is not just in our name – it's who we are and what we do! At PRI, we believe a successful space master plan should create a framework for long-term change that yields sustainable value, protects natural systems, and provides quality recreation environments for all people. We provide customized approaches to public engagement to maximize input, communication, and consensus. As necessary, we assemble teams of professionals to address diverse planning issues including programming, architecture, preservation, natural resources, and engineering.

#### PUBLIC ENGAGEMENT

The Planning Resources Team has extensive experience in working with a client to create a vibrant public engagement process which activates and involves multiple sectors of the community. PRI facilitates the process to create a dynamic and exciting means of gaining public opinion in addition to databases that will result in positive dialogue and a successful, defensible Action Plan. We ensure a public engagement program that is highly innovative, yet actionable, and is the result of an engaging, grassroots public process.

#### MISSION/VISION

We enrich lives by providing creative and functionally balanced sound design solutions that integrate nature and coexist harmoniously with their environment. Our designs celebrate creativity and enhance the quality of life for all involved, while demonstrating a thoughtful interconnectedness with the nature. These spaces range from neighborhood parks to active sports complexes, to streetscapes and urban plazas. We balance our pursuit of innovation in design with a comprehensive understanding of social and cultural needs. The result is an unforgettable experience of a space that is enriching to the spirit and promotes a healthy lifestyle.





## Community Park Project – Carol Stream Park District

### Section 1c | Project Team/Resumes

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#### Team Overview

The Planning Resources' team has been strategically assembled to bring a wide range of knowledge and expertise to assist the Carol Stream Park District in developing a Master Plan for Community Park.

Our team comprises highly experienced professionals in the fields of:

- Master Plans
- Park and Recreation Planning
- Landscape Architecture
- Sport Field Design
- Park Programming
- Community-Wide Surveys
- Public Facilitation



Our highly diverse, but integrated team will work as an extension to Park staff. We will work closely with the Carol Stream Park District residents and other stakeholders to provide a Master Plan for Community Park that serves as the foundation for future planning and direction for the community.

**Planning Resources** will serve as Team Lead. Planning Resources brings a background and understanding of Master Planning, park planning and design, landscape architecture, sport field design, walking trails, passive/natural areas, sustainable design, as well as significant experience working on master plan assignments for communities of similar size and scale. We at Planning Resources are strong supporters of public participation in the design process. We believe this input promotes a sense of citizen ownership and responsibility for the project. This creates a dynamic and exciting process and databases that will result in positive dialogue and successful, defensible Action Plan. As prime facilitator and Team lead, PRI will work to connect with residents, stakeholders, and special interest group participants in an inclusive process.



## **PRI TEAM PARTNERS**

PRI values project team members that take pride in their final work products. We choose firms with similar work values and ethics which is why we have chosen to team with:



***(Civil Engineer/Permitting/Budget Cost Analysis)***

Since our founding in 1983, V3 Companies has adhered to four fundamental core values. Unwavering integrity that includes honesty and transparency in our communications and business endeavors. Commitment to excellence by efficiently providing high-quality professional services. Focus on clients and the importance of doing all we can to achieve their objectives. Dedication to employees and the understanding that our people are our most valuable asset. V3's cultural foundation was built and nurtured with these core values as our guide.

## **PRI Key Personnel/Resumes**

Essential to our design approach is the assembly of a team of individuals who are not only leaders in their respective fields, but who are also noted for their ability to work creatively in the public design process and the development of a master plan and complete cost, implementation, and phasing documents. When selecting a team, we identify personnel and firms with the following characteristics:

- Have teamed successfully on similar projects
- Include the requisite technical expertise
- Bring a high level of client service to projects
- Involved in creating state-of-the-art technical solutions in their respective fields
- Expert level of professional park planning

**THE RIGHT TEAM:** Each team member brings valuable insight and will contribute in-depth knowledge on design issues, site conditions, opportunities and influences affecting the project.

### **DARRELL GARRISON, ASLA, PLA, PROJECT DIRECTOR (PRI)**

Darrell will serve as Project Director and Principal-In-Charge during the preparation of the Carol Stream Park District Community Park Master Plan assignment. Darrell will oversee the planning strategy and project management of the Master Plan process. He will also assist in the facilitation of review and the public involvement facet of the project.

**STEVEN HALBERG, PLA, DECI, CLARB, SR. PROJECT MANAGER (PRI)**

As Project Manager, Steve will oversee the day-to-day client needs, planning and analysis, public involvement, meeting preparation, GIS, and graphics. Steve will also be responsible for the overall technical review and quality control for the project. He will participate in review and community meetings as well as monitor the progress of the assignment ensuring the team's performance meets target deadlines.

Steve Halberg is currently a Certified Professional of Erosion and Sediment Control, Designated Erosion Control Inspector in Lake County.

**XI WANG, ASLA, LANDSCAPE DESIGNER (PRI)**

Xi will work closely with the project manager assisting with data collection, existing conditions analysis, inventory and comparison of existing facilities, and implementation strategy development. Xi will also assist with all required production exhibits, PowerPoint presentations and final report development.

*V3 Companies qualifications including resumes can be found in Section 6.*



DARRELL E. GARRISON, ASLA, PLA

### Principal-in-Charge/Director of Landscape Architecture

Darrell brings to his work both an extensive knowledge of Landscape Architecture and an in depth understanding of public spaces and how people manipulate these spaces. Darrell has over thirty years of professional experience in master planning, park and recreation planning, urban design, site and physical planning and Landscape Architecture. He initiates design and planning concepts as well as oversees the implementation of all design related issues. Darrell coordinates the efforts of the project team from the initial site analysis and programming through project completion.

### Representative Projects

**Pleasant Dale Park Dist., Walker Park Improvements**, Burr Ridge, Illinois – As Project Director, led the project team in the landscape design, site planning, and OSLAD Grant consulting services for the District's 44-acre flagship park. The project scope included a challenge course area, playground resurfacing, upgraded and new walking paths, a large shelter with a plaza, and additional amenities.

**New Lenox Community Park Dist., Walker Country Estates Park**, New Lenox, Illinois Project Director for the master plan and OSLAD Grant for a community park. Site amenities and facilities include athletic fields, creative play area for ages 2-12, 46 car parking lot, and shelter/storage building, and native plantings.

**Deerfield Park Dist., Jewett Park Master Plan and Implementation**, Deerfield, Illinois Project Director for the preparation of the Deerfield Park District 13-acre Jewett Park Master Plan. The planning process included extensive public participation including stakeholder meetings, focus groups, public open house sessions, and integration of MindMixer®, and various social media platforms. The overall conceptual design for the park took into account the existing drainage and tree grove. Phase I Redevelopment included improvements to both baseball/softball fields, a new state-of-the-art skate park, and expansion to the south parking lot.

**City of Hammond, Indiana, Dr. Martin Luther King Jr. Park, Master Plan and Implementation** – Hammond, Indiana

PRi collaborated with the City of Hammond on a site master plan for the renovation of MLK Park. The final design features a Memorial Walk, Freedom Plaza entry area, Mountaintop Splash Pad and Plaza, Dream Creative Play area, and passive and active play throughout, basketball complex and fitness loop.

**Prestbury Citizens Association, Master Plan, Sugar Grove, Illinois** – Project Manager for the master planning process included conducted 2 "high-touch" engagement opportunities with the residents and interested board members including a 35 question Public Interest/Opinion Survey as part of the first phase of the Parks, Trails, and Open Space Master Plan.

### Additional OSLAD Grant Projects

- New Lenox Community Park District, New Lenox, Illinois  
— Leigh Creek South Park, Sky Harbor Park
- Oakbrook Terrace Park District, Heritage Park, Oakbrook Terrace, Illinois
- City of Bloomington, Eagle View Park, Bloomington, Illinois
- Addison Park District - Community Park, Addison, Illinois
- Village of Algonquin, Cornish Park, Algonquin, Illinois
- Village of Glenwood, Hickory Glen Park, Glenwood, Illinois

### EDUCATION

- Bachelor of Science, Landscape Architecture, 1988, Ball State University
- Bachelor of Science, Environmental Design, 1988, Ball State University

### REGISTRATION

- Registered Landscape Architect: State of Illinois #157-000155

### AFFILIATIONS

- American Society of Landscape Architects
- National Organization for Minority Architects – Affiliate Member
- Illinois Parks and Recreation Association
- Lambda Alpha International (Ely Chapter)







STEVEN M. HALBERG, PLA, DECI, CLARB

## Senior Project Manager/Asst. Director of Landscape Architecture

Steven is a licensed landscape architect with over forty years of experience in the enhancement and revitalization of parks and public spaces, including the preparation of final design and construction documents. He works with clients from pre-design through construction and implementation ensuring quality design, attention to detail, and continuity. Steve's experience is unique, having served as the Superintendent of Parks and Planning for the Elk Grove Park District. This more than 15 years of public sector experience gives Steve unparalleled insight to the demands placed on public agencies.

## Representative Projects

**Deerfield Park District, Jewett Park Master Plan, Deerfield, Illinois** – Project Manager for the preparation of the Jewett Park Master Plan and Phase I Redevelopment. The master planning process included extensive public participation including stakeholder meetings, focus groups, public open house sessions, and various social media platforms. Phase I Redevelopment included improvements to both baseball/softball fields, a new state-of-the-art skate park, and expansion to the south parking lot.

**Concord Pointe Townhomes, Carol Stream, Illinois** – Project Manager for the master planning process included conducted 2 “high-touch” engagement opportunities with the residents and interested board members including a 35 question Public Interest/Opinion Survey as part of the first phase of the Parks, Trails, and Open Space Master Plan.

**Tinley Park - Park District, Veterans Park, Tinley Park, Illinois** – Project Manager for the Master Plan illustrating the park area and its relationship to the natural wetland. The park plan included lighted tennis courts with terraced walls and lawn seating; walking path that connects to the neighborhood; baseball field with player benches and spectator seating; a new park shelter/pavilion; creative play area and wetland area with boardwalk crossing and interpretive signage. The project also includes an expanded Veterans Memorial honoring all 5 branches of the armed forces.

**Pleasant Dale Park Dist., Walker Park Improvements, Burr Ridge, Illinois** – As Project Manager, led the project team in the landscape design, site planning, and OSLAD Grant consulting services for the District's 44-acre flagship park. The project scope included a challenge course area, playground resurfacing, upgraded and new walking paths, a large shelter with a plaza, and additional amenities.

**New Lenox Community Park District, New Lenox, Illinois** – PRI has provided landscape architecture, master planning, and site planning services for the Park District since 1994. Two relevant projects are listed below.

- **Leigh Creek South Park** – Site Master Plan and complete set of Construction Documents. The Site Master Plan will be refined during the Design Development phase based on the OSLAD grant application submittal and input from Park staff. The Park will include a Universal Design fully accessible playground, parking, bocce and bags courts, large reservable shelter, basketball, perimeter trail, and exercise pods.
- **Sky Harbor** – Landscape design, OSLAD grant application and planning services for a 3-acre community park. The programming/design for the park includes: open space fields for athletic programming, shelters, 2 tennis/pickleball courts, bocce and bag toss amenities, a creative play area (for ages 2-12), enhanced landscaping and a paved walking path with intermittent benches, and off-street parking for a minimum of 38 parking spaces.

## EDUCATION

- Bachelor of Landscape Architecture, 1976, University of Illinois - Urbana/Champaign
- Master of Business Administration, 1992, Illinois Benedictine College

## REGISTRATION/CERTIFICATION

- Registered Landscape Architect: State of Illinois #157-000857
- Registered Landscape Architect: State of Wisconsin #629
- Registered Landscape Architect: State of Indiana #21700015
- Council of Landscape Architecture Registration Board - Certified #28525
- Designated Erosion Control Inspector - Lake County, 2019

## AFFILIATIONS

- American Society of Landscape Architects
- Illinois Chapter American Society of Landscape Architects - Past Treasurer 2013-19 & 1988-89





Xi Wang, ASLA

### Landscape Designer

Xi entered the professional practice in 2019 after completing her Master's in Landscape Architecture from the University of Illinois at Urbana-Champaign. Xi's experience includes landscape designs for outdoor amenities, community gardens and entrance plazas. In addition, she has been involved in the development and production of construction documents that encompass hardscape, site furnishings and planting plans. Xi works closely with the project manager assisting with data collection, existing conditions analysis, inventory and comparison of existing facilities, and implementation strategy development.

### Representative Projects

**Sanctuary Golf Course**, New Lenox, Illinois — Xi assisted the project team in completing the grant application to IDNR for the PARC Grant Program. Xi developed the required graphics and plan exhibits depicting modified holes, relocated cart paths and 2 new pre-engineered waterless washroom bldgs.

**Village of Hampshire, State St. Streetscape**, Hampshire, Illinois — Xi assisted the team in creating concept plans and selecting site furnishings for their Festival Block. Developed preliminary cost for the design, coordinated with vendors and manufacturers to confirm final plan elements.

**Concord Pointe Townhomes**, Carol Stream, Illinois — Assisted in the preparation of landscape plans and construction documents for a 0.5-acre passive walking park including a new park shelter, site furnishings, fitness area and native landscaping.

**Northbrook Park District, Meadowhill Park**, Northbrook, Illinois — Under the direct supervision of the Senior Project Manager, Xi conducted a site analysis of existing conditions, completed photo inventory of the site, and developed an outline of existing opportunities and constraints for the project area. Xi assisted in creating conceptual plans, exhibit boards, project cost and estimates and Construction documents.

#### **New Lenox Community Park District**, New Lenox, Illinois

- **Leigh Creek South Park** — Assisted in the preparation of Design Development documents and the preparation of issued for Bid and issued for Construction Documents for a 3.5 acre Universal Designed fully accessible playground, parking, bocce and bags courts, large reservable shelter, basketball, perimeter trail, and exercise pods. Project funded in part by IDNR's **OSLAD Grant** program.
- **Sky Harbor Park** — Xi assisted in the final design layout and Construction Documents for a 4-acre neighborhood park funded in part by IDNR's **OSLAD Grant** program. Site amenities include an accessible themed creative play area, a fitness challenge course, tennis courts, bocce, bag toss and a large shade shelter.

### EDUCATION

- Bachelor of Engineering in Landscape Architecture, 2016, North China University of Technology, China
- Master of Landscape Architecture, 2019, University of Illinois at Urbana-Champaign, IL





## Community Park Project – Carol Stream Park District

### Section 1d | Licensure/In-House Design Disciplines

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#### Firm's Licensure

Planning Resources Inc. is not required by the state of Illinois to be licensed for purposes of providing landscape architecture design services.

The firm has registered landscape architects on staff. Key personnel on the team including Darrell Garrison, Project Director, Steve Halberg, Sr. Project Manager, and Xi Wang, Landscape Designer are registered in the state of Illinois. We have included license numbers for each of these individuals, who will perform a significant role on the Community Park project.

Darrell Garrison – Registered Landscape Architect, 157.000155

Steve Halberg – Registered Landscape Architect, 157.000857 IL, #629 Wisconsin, #21700015 Indiana; #28525 CLARB; 2019 – Designated Erosion Control Inspector - Lake

Our Civil Engineering Consultant, V3 Companies of Illinois is a licensed design firm – professional engineering in the State of Illinois (License #184.000902-0014 and 035.003189).

#### In-House Design Disciplines

Planning Resources Inc. (PRI) provides diversified expertise in two primary areas: Landscape Architecture, Master Planning and Park & Recreation Planning design services.

PRI teams with select professionals to supplement our in-house expertise in other professional design fields. The Carol Stream Park District team includes V3 Companies. V3 Companies scope of services for the Community Park project includes civil engineering, permitting and budget analysis for the Community Park project.





## Community Park – Carol Stream Park District

### Section 1e & 1f Similar Projects/Performance Data

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#### Experience

With 38 years of park master planning, design and cost, and implementation, the Planning Resources team will use our expertise to collect and analyze data from the Park District Board, staff, and residents to formulate a Community Park Master Plan document that creates opportunities for improved park facilities and community activities. PRI is a recognized leader in working with communities and park districts to achieve consensus using a proven process that strives to bring together diverging opinions.

We are collaborators and look forward to working with the Carol Stream Park District and the community to achieve the best plan possible. PRI has demonstrated experience managing projects similar in size and scope and will apply the strength of our skills and abilities towards project management and plan development. Our approach represents a logical, analytical, problem-solving planning process that provides for meaningful involvement by Park staff through interaction and sharing of ideas. As a result of this interactive, planning process, the PRI team will provide the Carol Stream Park District with a Community Park Master Plan that includes a range of realistic alternatives and achievable outcomes it is seeking for this project.

To help ensure the long-term viability of the project both financially and physically, we are committed to sustainable design on all levels, and this commitment will guide our decision-making process as we examine site development alternatives. PRI brings its expertise in sustainable site design and experience in designing parks that embrace the spirit of the community and the environment.

#### Qualifications

PRI is a full-service landscape architectural and community planning firm. The following pages provide similar completed projects along with performance data and images most relevant to the Carol Stream Community Park project. As you view the projects, we ask that you keep the following five points in mind. They summarize the features and benefits that PRI offers to Carol Stream Park District and the reasons why our team is uniquely qualified to serve as your Park Planner/Landscape Architect. Our firm has worked on projects that are relevant in terms of:

- Extensive experience in master planning services
- Unique public involvement expertise
- Project size and complexity
- Capacity and ability to meet aggressive schedules/deadlines
- Quality of work & cost control



## Relevant Experience Summary

**Project Name:** Jewett Park/Deerfield Park District

**Description of Work:** See Cutsheet provided in this Section

**Location:** Deerfield, Illinois

**Services Provided:** Master Plan, Design, Phase I Construction Documents

**Project Delivery Method:** Design/Award/Build (DAB)

### Personnel involved in Work and their responsibilities:

Planning Resources served as the Lead Consultant on this project utilizing the following personnel:

- **Darrell Garrison** – Project Director provided project oversight.
- **Steve Halberg** – Project Manager provided day-to-day management of the project.

### Owners/Clients:

- Jeff Nehila, Executive Director  
Deerfield Park District  
836 Jewett Center Drive  
Deerfield, IL 60015  
(847) 572-2612 Office  
Email – [jeff@deerfieldparks.org](mailto:jeff@deerfieldparks.org)

### Project Dates:

- Summer 2019 – Summer 2020

### Construction Costs:

- Engineer's Estimate – \$2,300,000.00
- Contract Award – \$2,060,686.83
- Final Project Cost – \$1,199,080.42

**Disputes:** None.

The project consisted of a planning process that allowed the community members to voice their opinions, desires, and recreational needs. The Phase 1 development consisted of many of the priorities identified by the residents establishing trust, respect, and community buy-in.



## Relevant Experience Summary

**Project Name:** Harter Community Park/Sugar Grove Park District

**Description of Work:** See Cutsheet provided in this Section

**Location:** Sugar Grove, Illinois

**Services Provided:** See Cutsheet provided in this Section

**Project Delivery Method:** Design/Award/Build (DAB)

**Personnel involved in Work and their responsibilities:**

Planning Resources served as the Lead Consultant on this project utilizing the following personnel:

- **Darrell Garrison** – Project Director provided consistent day-to-day leadership and management of the project.

**Owner/Client:**

- **Karen Pritchard, CPRP Executive Director**  
Sugar Grove Park District  
61 S. Main Street  
Sugar Grove, IL 60554  
(630) 466.7436 Office  
Email – kpritchard@sgparks.org

**Project Dates:**

- May 2012 – September 2014

**Construction Costs:**

- Engineer's Estimate – \$865,350.00
- Contract Award – \$847,871.85
- Final Project Cost – \$858,321.85 *(Increased budget due to Client initiated changes and additions)*

**Disputes:** None.

The project met the criteria of IDNR's OSLAD grant program consisting of a planning process that allowed the community members to voice their opinions, desires, and recreational needs. The final development consisted of many of the priorities identified by the residents and special interest groups to meet the sports field deficiencies within the District.

PRI is currently under contract to provide SGPD with a Comprehensive Master Plan Update and Sports Park Master Plan.



## Relevant Experience Summary

**Project Name:** Cicero Campus Park/City of Cicero

**Description of Work:** See Cutsheet provided in this Section

**Location:** Cicero, Illinois

**Services Provided:** Master Plan Development, Site Planning, Landscape Design

**Project Delivery Method:** Design/Award/Build (DAB)

### Personnel involved in Work and their responsibilities:

Planning Resources served as the Lead Consultant on this project utilizing the following personnel:

- **Darrell Garrison** – Project Director provided project oversight.
- **Steve Halberg** – Project Manager provided day-to-day management of the project.

### Owner/Client:

- **Craig Pesek, Project Manager**
- **Larry Dominick, Town President**  
Town of Cicero  
4949 W. Cermak Road  
Cicero, Illinois 60804  
708.656.3600 ext. 383 office  
Email –larry@thetownofcicero.com

### Project Dates:

- March 2016 – September 2017

### Construction Costs:

- Engineer's Estimate – \$4,194,048.00 (*Entire Site Development*)
- Contract Award – \$3,850,450.00
- Final Project Cost – \$4,164,060.00

**Disputes:** None

The project met the challenges the community faced with lack of open space for pets inclusive of a facility to address the needs of pets within the community. Additionally, the final development consisted of many of the recreational priorities identified by the residents establishing trust, respect, and community buy-in.





## **Relevant Experience Summary**

**Project Name:** Eagleview Park/City of Bloomington  
**Description of Work:** See Cutsheet provided in this Section  
**Location:** Bloomington, Illinois  
**Services Provided:** OSLAD Grant Application, Master Plan, Construction Documents and Contract Administration

**Project Delivery Method:** Design/Award/Build (DAB)

### **Personnel involved in Work and their responsibilities:**

Planning Resources served as the Lead Consultant on this project utilizing the following personnel:

- **Darrell Garrison** – Project Director provided project oversight.
- **Steve Halberg** – Project Manager provided day-to-day management of the project.

### **Owner/Client:**

- **John Kennedy, (Former Director)**
- **Robert Moews, Facilities Superintendent**  
Parks, Recreation & Cultural Arts Dept.  
115 E. Washington Street  
Bloomington, Illinois 61702  
309.434.2260 office  
Email – rmoews@cityblm.org

### **Project Dates:**

- March 2012 – May 2014

### **Construction Costs:**

- Engineer's Estimate – \$ 1,106,442.65
- Contract Award – \$1,039,842.35
- Final Project Cost – \$1,039,842.35

### **Disputes:** None

The project met the criteria of IDNR's OSLAD grant program consisting of a planning process that allowed the community members to voice their opinions, desires, and recreational needs. The final development consisted of many of the priorities identified by the residents and special interest groups to meet the sports field deficiencies within the District.

### **1f. Projects in the past 3 years that were not completed**

Planning Resources Inc. (PRI) has not failed to complete any projects in the past 3 years.



## Jewett Park Master Plan and Design, Deerfield, Illinois



Planning Resources facilitated a design for the master plan of the 13-acre Jewett Park. The intent of the design approach was to provide the Park District with an overall conceptual master plan design for the park site as well as specific design interventions that took into account the existing drainage conditions and natural oak woods on the site, the existing recreation amenities, and new proposed amenities desired by the public.

The design team facilitated individual meetings with representatives from various focus groups and sports affiliates who currently use the park. The results and communication of these meetings were documented in the executive summary master plan and physically incorporated into an overall park master plan design. An estimate of probable construction was also provided with the master plan to assist the Park District in phasing and budgeting the new park amenities.

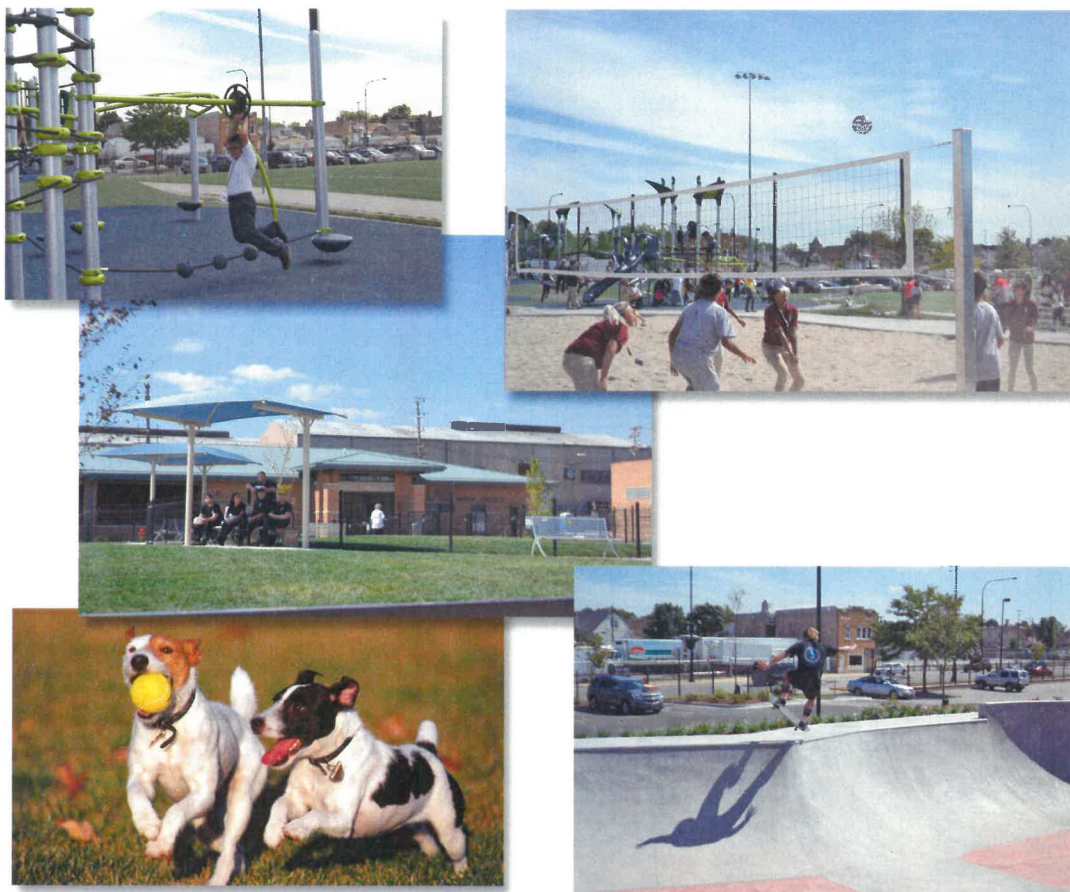
Phase 1 included the renovation of the skatepark, the renovation of the south parking lot, the renovation of the 2 ballfields with dugouts and spectator areas including the shared green space between fields for soccer and field sports, and relocation of the Veteran's Memorial closer to the Community Center.



❖ Jeff Nehila  
Executive Director  
Deerfield Park District  
Deerfield, Illinois  
Ph. 847.572.2612



## Cicero Campus Park, Cicero, Illinois



Cicero Campus Park was a brownfield site located next to the Town of Cicero's public works facility. A new Animal Welfare Facility (AWF) was integral to the park master plan which expands the recreational offerings to include a new dog park, sand volleyball, and a creative play area for toddlers and pre-teens. The Town selected PRI to lead the team of architects, civil engineers, electrical engineers, and water management professionals to design a creative "destination type" facility for the Town's residents. The PRI team designed a multi-level skate park which offers both novice and expert skateboarding opportunities. The park offers a dog park with small and large dog runs and a dog training zone, sand volleyball courts, exercise stations, a "Live Roof" pavilion, and court game area.



♦ Larry Dominick  
Town President  
Town of Cicero  
Cicero, Illinois  
Ph. 708.656.3600





CITY OF BLOOMINGTON

## Eagleview Park, Bloomington, Illinois



Public participation played a large role in the design and construction of Eagleview Park in Bloomington, Illinois. PRI utilized input from residents gathered at community meetings in the development of concept plan for Eagleview Park. The park consists of approximately 14 acres surrounded by single-family residential lots. Active recreation components include: athletic fields with space for baseball and soccer, a basketball court, a volleyball court, walking paths, a creative play area with a separate area for children 5-12 years of age and a separate area for children 2-5 years of age including a sand-dig area, as well as a teen area. Designed with baseball-themed elements, the park also includes native landscaping components and an entrance sign. The park project was funded in part by an IDNR OSLAD grant.



❖ Robert Moews  
Facilities Superintendent  
Parks, Recreation & Cultural  
Arts Department  
City of Bloomington, Illinois  
Ph. 309.434.2260





## Harter Community Park, Sugar Grove, Illinois



Through an intergovernmental agreement with Kaneland School District #302, the Sugar Grove Park District commissioned Planning Resources Inc. to develop a new sports complex for the community. Through funding from the Illinois Department of Natural Resources OSLAD Grant program, PRI designed the master plan and prepared construction documents for Harter Community Park. The park will serve as a major ballfield and sports complex. The park offers amenities for local athletes and their families with three ballfields, a shelter, which serves as central sports core and plaza development, multi-use court, a creative play area, baggo courts, and walking path.



❖ Karen Pritchard, CPRP  
Executive Director  
Sugar Grove Park District  
Sugar Grove, Illinois  
Ph. 630.466.7436

# OSLAD Grant Development Services

PLANNING RESOURCES INC. has provided comprehensive grant development services to park districts, park and recreation departments, municipalities, and townships throughout the State of Illinois. We have directed the development and implementation of many large and small grant-funded projects in need of leadership and direction to guide the project to completion. PRI's grant administration services provide assistance to clients in the implementation of their grant-funded projects keeping the project moving forward, meeting milestones and reporting to the Illinois Department of Natural Resources (IDNR).

**Addison Park District - Community Park**  
Addison, IL

**City of Bloomington - Eagle View Park**  
Bloomington, IL

**City of Rock Island - Douglas Park**  
Rock Island, IL

**Frankfort Park District - Main Park**  
Frankfort, IL

**Lemont Township - Heritage Woodland Sanctuary Park**  
Lemont, IL

**New Lenox Community Park District, New Lenox, IL**

- Leigh Creek South Park
- Sky Harbor Park
- Walker Country Estates
- Country View Royal Meadows
- Hibernia Park
- Palmer Ranch

**North Berwyn Park District - Maple Park**  
North Berwyn, IL

**Oakbrook Terrace Park District - Heritage Park**  
Oakbrook Terrace, IL

**Park District of Franklin Park, Franklin Park, IL**

- Franklin Park Pool
- Birch Park
- Discovery Park
- Championship Park
- James Park

**Park District of Oak Park, Oak Park, IL**

- Longfellow Park
- Fox Park

**Pleasant Dale Park District, Burr Ridge, IL**

- Walker Park

**Sugar Grove Park District - Harter Community Park**  
Sugar Grove, IL

**Village of Algonquin, Algonquin, IL**

- Hill Climb Park
- Cornish Park
- Ted Spella Park

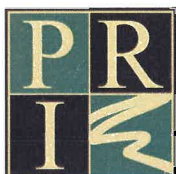
**Village of Glenwood - Hickory Glen Park, Glenwood, IL**

**Village of Lisle - PrairieView Pond & DragonFly Landing**  
Lisle, IL

**Village of Minooka - Wapella Street Community Park**  
Minooka, IL

**Wood Dale Park District, Wood Dale, IL**

- Central Park Redevelopment





## Community Park Project – Carol Stream Park District

### Section 1g | Sub-Consultants References

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#### V3 Companies



*John Humphrey Park Sports Complex  
Athletic Field Reconstruction*

Beau Breunig, Operations Manager - Athletics  
Village of Orland Park  
14700 Ravinia Ave., Orland Park, IL 60462  
708.403.6219  
[bbreunig@orlandpark.org](mailto:bbreunig@orlandpark.org)

#### *Nike Sports Complex & Nike Extension Site*

Eric Shutes, Director of Planning  
Naperville Park District  
425 West Jackson Ave., Naperville, IL 60054  
630.848.5014  
[eshutes@napervilleparks.org](mailto:eshutes@napervilleparks.org)

#### *Rathje Park Improvements*

Mike Benard, Executive Director  
Wheaton Park District  
855 W. Prairie Ave., Wheaton, IL 60187  
630.665.4710  
[mbenard@wheatonparks.org](mailto:mbenard@wheatonparks.org)









## Community Park Project – Carol Stream Park District

### Section 2a, b & c | Financial and Legal

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#### 2.a Provide a copy of your firm's most recent audited financial statements.

PRI is not required to produce audited financial statements. We have provided a copy of our 2019 Corporate tax return in a sealed envelope.

#### 2b. Provide banking and insurance references (include name, title and contact information).

Bank Reference: Meghan Hobbs, Retail Personal Banker, 704 E. Roosevelt Rd., Glen Ellyn, IL 60137, 630.545.5501

Insurance Reference: Arthur J. Gallagher Risk Management Services, 1000 E. Warrenville Rd., Ste. 230, Naperville, IL 60563, 630.668.6644

#### 2c. A summary of all claims, litigation, administrative proceedings, arbitration or mediation which has been made against your firm, any of its principals and/or staff within the last five (5) years related to construction, architectural design or other professional services, or business activities. The summary should include claims whether or not a lawsuit was filed or if the claim, the amount of the claim, the type of project and services involved and the resolution of the claim.

PRI has no history of claims, litigation, administrative proceedings, arbitration or mediation within the last five (5) years.







## Community Park Project – Carol Stream Park District

### Section 3a | Methodology + Approach

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#### Our Design Methodology

Planning Resources Inc. (PRI) believes that good park planning is not just a process of expert consultants instructing a client or citizen group about what should or should not be included in a recreational facility design. The PRI design team is committed to ensuring that the wishes of the client and the residents are included in the facilities that they will use. We see our role as that of a facilitator of client desires into a properly designed recreational facility that strikes a balance between features, aesthetics, budget, regulatory compliance, environmental responsibility, and maintenance requirements. This single master planning proposal encompasses two components – Our Design Approach: and our Budget Analysis Process.

#### Our Design Approach

Representatives from the PRI Team visited the project site on Friday, December 4, 2020 to become familiar with the project and gain an initial idea of the existing site conditions, surrounding topography, and neighborhood characteristics to help form the basis for our response to the CSPD's RFQ. From this visit, it is clear the approach to the design and planning of the new 17-acre Community Park parcel demands a deep understanding not only of the physical nature of the site, but the context and spirit of the surrounding community. The approach also demands an understanding of how the community and stakeholders envision this property. While historically, the Community Park parcel has been used for baseball, tennis, basketball and soccer, engaging stakeholders and listening to their ideas regarding the redevelopment of the park is an essential component of our effort to give form to their vision through the creation of an inspiring, contextual design solution. To this end we will frame our approach to the new 17-acre Community Park parcel project by focusing our objectives at three scales:

- *SITE DEVELOPMENT-*

*Think beyond the park.* The PRI team's forward-thinking mission for projects similar in scale and scope goes above and beyond the common conception of a park. The pandemic has made such a profound disruption in our society. We are now faced with finding ideas to solve many new problems, the biggest being social distancing. Parks are meant to bring communities, families, and children of all abilities together. Our challenge will be to literally change course and design spaces within the park to keep people apart. PRI will lead our team in this effort while striving to develop a vibrant meaningful community open space for the neighborhood that serves the current residents and continue to be enjoyed by future generations.

*Activate the park with access and interconnectivity.* Reinforcing and enhancing key connections to the surrounding neighborhood will ensure the park is vibrant, defensible, and well used. Understanding the site as a link between different areas of the neighborhood is going to be critical to the project's success.

*Ecological Opportunities.* In addition to the park development satisfying the area's recreational needs, the site's proximity to Winfield Creek creates an opportunity for the site to serve as a model for ecological park design. Considering strategies for sustainable design and resource conservation creates educational opportunities for the community. Infusing these principals into the overall design will provide inspiring exterior spaces for gathering and recreating. Together these elements provide a theme and will lend the park a strong identity and sense of place.

- **COMMUNITY ENGAGEMENT-**

Context and spirit of the neighborhood. Our primary concern is to create an inspiring place that contributes in many positive ways to the community. We understand the value of a well designed and executed public engagement process and have numerous successes to show for it. We will draw on our strengths, listen with our minds and hearts, and create a place that represents the vision of the community.

Past and Future Legacy. Based on the results and colorful energy from the community engagement process, the PRI Team will develop a master plan that will transform the site into its future legacy. The PRI Team is committed to creating beautiful, enduring, and meaningful places that inspire the human spirit. Our goal will be to develop the design program and the physical design of the park to inspire Park District residents and District visitors.

- **BUDGET ANALYSIS-**

Construction Budget. Construction budgeting is an important part of any project. Construction projects are dependent on material resources and manual labor, making it easy to exceed the budget if it is not well thought-out. The PRI Team will develop a construction budgeting analysis for the project to set clear expectations for the total projected costs likely to occur during construction. Based on the approved Master Plan layout, our team's construction budgeting analysis process will map out the overall execution of the project. It will also help define goals and ensure the project stays on track.

PROCESS: We recognize the success of this project is dependent on a collaborative design process that implements the vision of the community, the Park Board and staff, and the creative vision of the design team. The PRI Team is committed to a collaborative process and has structured a participatory design program that seeks to engage the community early in the project through two (2) focus group discussions and a public workshop. The following is an outline of the general scope of services and process anticipated for completing the Community Park Project. The Carol Stream Park District (CSPD) is seeking a professional landscape architect consultant team to develop a conceptual site master plan with supporting narrative, design development, and budget cost analysis in connection with the Community Park Project.

## **1. CONCEPTUAL DESIGN PLANNING PHASE**

- 1.1. **Meeting #1 Project Scope Meeting:** Meet with CSPD and Stakeholders to discuss the project scope, the project's objectives, process, schedule, and budget details. We will also visit the site with the Client to review and gain an understanding of existing natural systems, site constraints, utilities and infrastructure that exist which may affect the proposed plan through an on-site analysis.
- 1.2. **Site Evaluation:** Visit the site to provide the CSPD with a thorough analysis of the site, its existing vegetation, natural systems, site constraints, utilities and infrastructure and amenities which may affect the potential redevelopment of the site. We will identify any environmental and potential development concerns. Additionally, the PRI team will review site factors including circulation, traffic, parking, views and view corridors, visual character, boundaries, setbacks, topography, and climate. Issues uncovered and their recommended solutions will be graphically presented and summarized in a Due Diligence Report.



- 1.3. **Community Outreach Strategy:** The PRI Team understands that awareness and involvement of interested residents within the community is critical to successful master planning and programming. It is our experience that when the public is engaged in the process, their feedback helps ensure the Master Plan addresses the specific needs of the community. Likewise, the public gains a better understanding of the tradeoffs and constraints associated with planning and implementation of the Master Plan. Coordinating the community outreach with the Client and the community will include one public workshop/open house public meeting at location selected by the CSPD and two (2) focus group discussions to be held on the same day.
- a. **Public Workshop/Open House Meeting (#1):** Meet with Client and public to explain the project and describe its scope and objectives. Input from the public will be solicited and an open question and answer session will be included.
  - b. **PublicInput®** Keeping the public engaged throughout the process is important to gain community buy-in for the Plan, Plan Recommendations, and ultimately the implementation costs. Using **PublicInput.com**, we will create and manage a web site specifically designed and developed for the CSPD Community Park Master Planning process and its residents to provide an efficient way to share information as well as solicit public input and participation.
- 1.4. **Preliminary Concept Design:** On an electronic base map depicting existing topography, boundaries, utilities and trees supplied by the District, PRI will develop two (2) alternative schematic designs for the project including the creation of a preliminary layout showing basic design features, preliminary flow patterns, access and egress points and land ownership. In addition, the following information will be assembled, analyzed, and summarized: surrounding topography, neighborhood characteristics, habitat and wetland; and hydrology. Preliminary discussions with permitting agencies will occur to understand potential constraints. Based on these discussions and the assembled data, the preliminary draft master plan will be updated, if necessary. Lastly, concept-level (order-of-magnitude) costs estimate of the preliminary draft design plan(s) will be provided.

***Deliverables:***

- Host a public workshop/open house meeting, with minutes
- Conduct two (2) stakeholder/focus group interviews, with minutes
- Assemble, analyze and summarize existing site conditions due diligence report
- Assemble, analyze and summarize natural systems information
- Assemble, analyze and summarize environmental systems information
- Assemble, analyze and summarize existing neighborhood characteristic information
- Master Plan initial development
- Discussions with relevant agencies regarding permitting issues
- Concept-level (order-of-magnitude) cost estimates

- 1.5. **Review Preliminary Draft Master Plan(s):** PRI will provide the Client with the preliminary design draft plan layout for review and comment. Based on the Client's written feedback, the two preliminary design draft plans will be consolidated into a single design concept, or we will update the preferred preliminary draft master plan to reflect the Client's desires. PRI will prepare one (1) final color rendered preliminary draft master plan with an updated estimate of probable construction cost opinion. The final plan will be designed to detail the materials, quantities, dimensions, and layout of each component of the project illustrating and describing the preliminary draft master plan

refinements, and plan revisions. The Master Plan and associated image exhibit depicted visuals/elevations of plan components (if deemed necessary), will be color rendered and mounted on a display board for presentation to the Park Board and the community.

***Deliverables:***

- Revised preliminary master plan to reflect the Client's written input.
- Update Cost Estimate for the project.

**1.6. CSPD Staff/Board Meeting:** PRI will meet with Park staff and interested Board members to present the updated preliminary draft master plan. Input from staff and Board will be solicited and an open question and answer session will be included. In addition, a courtesy meeting with regulatory agencies will be held to describe the preliminary draft master plan and solicit comments.

**1.7. Project Finalization:** PRI will finalize the master plan which will consist of a booklet of project sheets to assist the Client in pursuing alternative funding opportunities for the project including, but not limited to OSLAD and "Green" infrastructure grants. These project sheets will include illustrations and text that detail the master plan and relevant project information. Included in these sheets will be relevant topics such as project uses, users, circulation patterns, project layout and components. In addition, visuals will be created to show geomorphology information, and hydrology, and hydrologic information. The master plan will also include information about project implementation as well as permitting information and constraints. The task also includes the creation of conceptual level (order-of-magnitude) cost estimates for all project components. The Master Plan packet will be organized, finalized and formatted.

***Deliverables:***

- Finalize the Master Plan
- Present permitting information & constraints in master plan project format
- Create conceptual level cost estimates for all project components
- Assemble, organize, finalize and format master plan packet

**1.8. Project Delivery:** PRI will submit and present the final master plan booklet to the Client. In addition, PRI will discuss recommended future steps to ensure the project's success and longevity.

## **Our Budget Analysis Process**

The PRI Team understands the need to meet project budgets. Cost control is an important aspect of a project. Understanding the full project scope along with the site logistics and project constraints is critical to developing and producing a budget that can be relied upon by the project team. This includes:

- Thorough evaluation of existing conditions,
- Complete understanding of design intent,
- Understanding of construction methodologies that may impact costs
- Proactive suggestions during the design process,
- Clear documentation of budgetary costs and assumptions.

PRI, together with our project partner V3, will work collaboratively during the Master Plan process to provide costs for the proposed ideas. V3 will lead this effort for the project team. V3 along with PRI and Park staff will monitor and refine the budget as the design program, preliminary design, and concept-level estimates come into focus. Then, as we proceed into the final master phase, as a team, we will make decisions with full awareness of their impact on the budget.

Throughout the Master Plan process, PRI and V3 will meet prior to milestone points in the project design to review and discuss the scope of cost for site elements illustrated on the Plans, and alternative ideas (if warranted) to contain project costs. This deliberative process is intended to eliminate 'sticker shock' at the conclusion of the Master Plan phase.

V3 utilizes four key components to complete its project cost estimates:

1. HCSS Heavy Bid Software – this software provides V3 with the ability to assemble work crews specific to each trade and analyze the production for each scope of work. It maintains historical data for equipment, labor and material costs and can be adjusted to reflect current market conditions.
2. In-House Estimating Staff – V3 employs a staff of estimating professionals. This staff, along with the project team members, will complete a review of each project for scope, logistics, and scheduling. In addition, this staff will complete a take-off of all quantities associated with each scope of work and apply unit rates from historical data and adjust for current market conditions.
3. Trade Contractor Pricing – When and if appropriate for the specific project, V3 will solicit trade contractor pricing for defined scopes of work. A specific bid package would be issued to the trade firm with direction to provide pricing and any comments for improved efficiency and/or value engineering associated with that work. This pricing will be evaluated against the pricing assembled by the estimating staff and revised as necessary to reflect the most accurate conditions.
4. Self-Perform Work – V3 is also a trade company that self-performs earthwork, select site demolition and utility installations, naturalized planting and ecologic restoration. Actual field data is maintained relating to crew sizes required by task, equipment needed, and the production that can be expected. These trade services allow V3 to provide real-world, practical pricing and assessment of each project.

V3's core competency in cost estimating is impactful during the Value Engineering phase. Alternative ideas can be reviewed efficiently, and solutions can be arrived at quickly when reliable cost estimating is close at hand.

Therefore, our performance related to cost analysis and control is monitored and tracked continuously to serve our clients in a highly professional and economical manner, and to assure PRI's financial and technical success in a highly competitive business environment. We control the project; we do not let the project control us. We recognize the need to stay "on top" of the project work and proposed design elements so that we can determine quickly when to recommend reasonable adjustments in the program and scope of the Project; and to suggest a Phased solution to adjust the estimated cost of the work to meet the Project budget.

***Deliverables:***

- Provide conceptual estimate of construction cost
- Provide updates to the estimates as the design progresses highlighting the variances from the project budget.

## Grant Writing Services

PRI provides grant writing services to many of our municipal and park district clients. We understand that funding assistance can be the turning point in the success of our client's projects and communities. PRI's experience in grant writing is demonstrated in the millions of dollars that we have secured for communities and park agencies across the State. Since 2000, PRI has secured over \$25 million in grant funding for our park district and municipal clients through our Grant Writing Services.

From park and recreation "brick and mortar" construction projects and land acquisition (PARC), to park and recreation enhancements meeting the criteria for Open Space Lands Acquisition and Development Grant (OSLAD) from the Illinois Department of Natural Resources, PRI's grant writing services include preparing competitive applications and administrating the process from concept to completion.

With other funding sources drying up including many IDNR programs, CDBG grants are an excellent source of funding that communities and park agencies have come to rely on over the years. The CDBG program identifies publicly owned facilities and infrastructure such as, streets, playgrounds, and underground utilities, and buildings owned by non-profits that are open to the public, as Public Facilities and improvements. PRI fully understands the benefits and the level of effort required to prepare a CDBG proposal. However, as of this writing, PRI has not yet been commissioned to prepare a CDBG application.







## Community Park Project – Carol Stream Park District

### Section 3b & 3c | Value Engineering, Permitting and Subconsultants

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#### 3b. Value Engineering Approach



We have a strong background in all phases of construction which provides us a unique understanding of what it takes to not only design a project but to build one as well. Community Park will require permitting through the Village as well as the County. We will assist the Park District with obtaining any necessary permits, variances, architectural review board approvals, zoning board of appeal approvals, etc. to facilitate the transition from design to construction.

Value Engineering is utilized as a method of review to develop alternatives in design and product/material selection to focus budget costs where necessary without sacrificing the quality, integrity, or safety of the design. Planning Resources can design almost anything our clients can imagine but if a realistic budget is unachievable then the plan is of little value to the client. When developing construction documents for Community Park, updating the estimate of construction at regular intervals during the process will be a key component to a project's budgetary success. When required, PRI will develop design alternatives aimed at cost reduction for the project to save the Client money while maintaining the original integrity of the design prior to bidding the project.

#### Permitting and Approvals

Construction Plans will be detailed to higher levels to show compliance with the Village of Carol Stream's building codes and ordinances. The PRI Team shall identify, provide a schedule of any required design permits, and will represent the Client at any Regulatory Board meetings. Permits and approvals shall be obtained at the earliest practical time so as not to interfere with or delay project schedules. The PRI Team will meet with the District to review required permits from the Village of Carol Stream, as well as other required departmental permits. Application forms and plans will be assembled and an initial meeting with the Village Department of Engineering will be held.

- National Pollution Discharge Elimination System (NPDES) Permit Application  
Prepare and submit an IEPA NPDES Permit application and Notice of Intent (NOI), as may be necessary, to comply with the regulatory agencies having jurisdiction over the work.

#### Working with other Consultants (Subcontractors)

PRI has a history of successfully managing diverse project teams. As a purpose-built firm specializing in landscape architecture, park and recreation planning, and related services, PRI is exceptionally well qualified to manage complex and diverse teams. We regularly have more than 10 contracts simultaneously underway with a variety of owners, contractors, subconsultants and prime consultants.



If selected for this assignment, Planning Resources would serve as the project team lead and coordinator. We have assembled a highly effective project design team, well suited to provide Carol Stream with exceptional service for this endeavor. In addition to our highly qualified professionals at PRI, our project team will utilize the consulting services of V3 Companies for services required. PRI has a history of working successfully together in the past. During this long history of collaboration, the firms have formed project teams consisting of members from each individual firm. Individual team members are selected based upon their specific area of expertise as well as their history of successful working relationships with other team members. PRI and its' team members have an impeccable record of highly successful projects in the Midwest. All members of this team have previous experience providing services to public sector clients with successful completion following standard and customary municipal protocol.

### **3c. Staff Time Allocation/Division of Responsibility**

Planning Resources' description of how time will be allocated and the division of responsibility among the project team members can be found in *Section 4 of our proposal*.



## Community Park Project – Carol Stream Park District

### Section 3d | Construction Observation and Administration

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#### Construction Observation and Contract Administration Approach

Our team has the knowledge and background to provide construction administration and observation services for the Community Park project. Our trained and experienced professionals will visit the project site during construction to review progress, quality of materials, workmanship, compliance with codes and construction documents. These site visits will result in successfully built project that meets the vision of the Carol Stream Park District. We also will assist administratively by reviewing bidder qualifications, bids, change orders, pay applications, project schedules, and much more. This oversight assists in identifying and resolving issues early, which is crucial to keep a project on time and within budget.

For the Community Park Project, we will work in whatever limited capacity the Client deems necessary. However, our standard practice during this phase is as follows:

- *Pre-Construction Meeting:* **PRI** will attend a pre-construction meeting with the contractor and District staff to discuss the construction schedule and answer any questions regarding the construction documents or technical specifications, and establish a firm working relationship with the contractor.
- *Construction Oversight:* The **PRI** Team will visit the site to observe the contractor's work and verify conformance to the plans and specifications at least once per week, or at intervals appropriate to the stage of the contractor's operations. The **PRI** Team will perform these site visits to become generally familiar with the progress of the project. We will also make necessary plan interpretations and changes for the contractor. Written field reports will be prepared to inform the Park District about the progress and quality of the portion of the work completed, endeavor to guard the District against defects and deficiencies in the work and to determine in general if the work is being performed in a manner indicating that the work, when fully completed, will be in accordance with the contract documents. *(The PRI Team shall not be required to make exhaustive nor continuous on-site visits to check the quality nor quantity of the work.)*
- *Contract Administration:* Review of contractor's request for payment and make recommendations for approval with maximum processing time of 72 hours after receipt. These recommendations should be a representation to the Park District that, to the best of the **PRI** Team's knowledge, information, and belief, the work has progressed to approximately the point indicated by the payment request.
- The **PRI** Team will provide the following services during this phase as may be appropriate:
  - Review of manufacturer's shop drawings for compliance with contract documents;
  - Review of applicable field tests and inspection reports verifying compliance with design requirements, codes and contract documents;
  - Preparation of requests for estimates of change orders effecting work designed or specified by the **PRI** Team;
  - Final inspection of the work completed and preparation of a "punch list"; and
  - Final sign-off upon completion of punch list items and prepare recommendation of acceptance by the Park District upon satisfactory completion of the project by the contractor.







## Community Park Project – Carol Stream Park District

### Section 3e | Post Construction Services

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#### **POST CONSTRUCTION: IDNR COORDINATION & GRANT ADMINISTRATION**

##### ***Application Review:***

The Carol Stream Park District has expressed their desire to seek alternative funding sources i.e. OSLAD grants being one. Should the Client pursue and receive a favorable grant award for this project, PRI will represent and assist the CSPD in complying with the grant requirements regarding reviews, submittals, and DOC #4 budget requirements.

##### ***IDNR Communication:***

PRI will contact the IDNR grant administrator for the project as needed to discuss project

##### ***Timeline and Reporting.***

PRI will assist the Client in completing and submitting the required quarterly progress reports (Jan. 1, April 1, July 1, and October 1)

##### ***IDNR Review and Approval:***

As the final master plan is refined PRI will review project scope changes or modifications with the IDNR grant administrator. PRI will represent CSPD regarding any changes to the project plan or DOC 4 requiring IDNR concurrence. PRI will forward the revised Master Plan and DOC 4 to IDNR for review and comment prior to presentation at the Board review meeting. PRI will assist the OPD in obtaining IDNR grant administrator approval and sign off.

##### ***Contract Requirements:***

PRI will assist the CSPD during the Contract Administration Phase of the project, by notifying IDNR or any Change Orders in excess of \$10,000.00. PRI will work with the Client to obtain any required IDNR approvals prior to proceeding with implementation of the changes.

##### ***Project Billing Assistance:***

PRI will assist the CSPD in completing the Development Project Billing Form and Final Project Performance Reports required by the IDNR grant program.

##### ***Post Construction Documentation:***

PRI will assist the Client in preparing "As-constructed" Documentation meeting the IDNR post-project construction requirements. With information received from the Contractor, PRI will prepare As-Built" Construction documents reflecting field or scope changes by amending the Bid/Construction Documents. PRI will deliver the "As-constructed" documents required by the OSLAD grant to IDNR for archiving. In addition to the IDNR requirements PRI will assist the CSPD in obtaining the "As-constructed" surveys required by the stormwater management permit requirements.

**POST CONSTRUCTION: STORMWATER PERMIT "RECORD DRAWING":**

***Stormwater Permit Record Drawing***

The DuPage County Ordinance requires a record drawing signed and sealed by either a Professional Engineer or a Professional Land Surveyor depicting the as-constructed size, rim and inverts elevations of pipes, stormwater structures and culverts, and contours and flood storage volumes of all required basins of the major and minor stormwater systems upon completion of the stormwater facilities. An informational note acknowledging the presence of on-site wetlands, buffers flood plains and PCBMPs with drainage areas 1 acre or greater shall be recorded against the title to alert all future owners and shall reference the Stormwater Management Certification number.

## CAPABILITY TO COMPLETE A PROJECT ON SCHEDULE







**Community Park Project – Carol Stream Park District**  
**Section 4a & b | Work Plan/Timeline by Task**

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**Project Schedule – By Task**

<b>Planning Resources Commitment</b>	<b>Task</b>
<b>February 19, 2021</b>	<b>Acceptance of Firm Selection</b>
<b>Week of March 8-19, 2021</b>	Contract Development/Negotiation/Execution
<b>March 22 – August 27, 2021</b>	<b>1.0 Conceptual Design Planning Phase</b>
<b>March 22 – April 2, 2021</b>	1.1 Project Initiation Meeting Project Scope Meeting #1
<b>Apr 5 – April 16, 2021</b>	1.2 Site Evaluation
<b>April 19 – May 14, 2021</b>	1.3 Community Outreach Strategy
<b>May 17 – June 25, 2021</b>	1.4 Preliminary Concept Design
<b>June 28 – July 16, 2021</b>	1.5 Preliminary Draft Master Plan/Draft Report Development
<b>July 19 – July 30, 2021</b>	1.6 CSPD Staff/Board Meeting
<b>August 2 – August 13, 2021</b>	1.7 Project Finalization
<b>August 16 – August 27, 2021</b>	1.5 Project Delivery

Our submittal includes only the Scope of Services identified in the RFQ for Professional Services dated November 16, 2020 which focuses on Master Planning and Cost Estimation for Community Park in Report Document Form.

It is important to note, the PRI team also provides services in Construction Documentation and Contract Administrative Services. Should the scope of services for Community Park be expanded to include an Implementation Phase, PRI looks forward to the opportunity to provide these services inclusive of a timeline schedule by task associated with the work.



## Community Park Project – Carol Stream Park District

### Section 4c | Methodology and Approach to Project Scheduling

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#### General Approach/Performance

The key characteristic of a successful project is planning. Whether the issue is budget, schedule, quality, project logistics or procurement, the time spent planning a project, in cooperation with the entire project team, is the best assurance for success. Beyond planning, is the conscious effort to measure our performance as a consultant and valued team member. Delivering the project, the Park District expects and deserves is our primary focus. We recognize making our clients, and projects like Community Park, the reference point for our work needs to be done more explicitly and evidently. That said, PRI implored a subtle refocusing of how we perform for our clients so that the entire process from concept through project close-out remains at a certain level of acceptable performance.

#### KEY PERFORMANCE INDICATORS

Planning Resources Inc., has adopted a system of performance measurement based around four main groups of Key Performance Indicators that can be measured by firm principals and the Owner/Client:

- Quality of service
- Timely delivery of the service/work products
- Responsiveness to Client and Contractor concerns
- Overall performance

Planning Resources Inc.'s Principal-in Charge/Project Director, Darrell Garrison, will monitor our performance throughout the project until final completion has been achieved. Darrell will directly coordinate project scheduling, design and construction document development, contractor coordination and all Client communication.

Planning Resources will commit to delivery of all project components identified in the contract scope that are within our operational control as scheduled. Further, Planning Resources is committing to expedited review and response to contractor request for information, submittal review and approval, and pay applications from the contractor within 72 hours – should this task be required as part of the limited contract administration responsibilities.

#### Scheduling & Cost Control

Planning Resources Inc. takes pride in our ability to meet client schedules and project budgets.

#### Objective:

The objective of planning, scheduling and cost control is straightforward - complete the project on time and within budget; maintain a high level of technical quality; conform to applicable codes and local ordinances; reflect the Carol Stream Park District's scope, standards and other requirements; incorporate applicable professional engineering standards and practice; be responsive; maintain an excellent working relationship with the Client's representatives and others involved in the execution of the project; and continuously strive for technical excellence.

**On-Time Philosophy:**

Work products and services being completed on time are critical to successful project completion. The Planning Resources' Team understands that as with other recreation agencies, the Carol Stream Park District has limited resources and demanding residents and patrons that seek real value and service.

**Our Promises...**

- Our dedication to timely, efficient and high-quality performance creates extraordinary results:
- The process begins with a full understanding of the Park District's wants and needs. Our talented team brings many years of project management and design experience to ensure that the job is completed as efficiently and cost-effectively as possible. Streamlined coordination and reliable communication help create a solid partnership between our Team and the Carol Stream Park District.
- We will meet your schedule requirements. Our established client referral base and long-standing client relationships over the years testify to our commitment to integrity and excellence.
- Completion milestones and detailed scheduled updates are prepared at intervals appropriate to the stage of the planning report, design development and construction documentation when applicable. This will allow the Park District to become generally familiar with the progress of the project.

**Budget Philosophy:**

The PRI Team understands the need to meet project budgets. The Carol Stream Park District anticipates a favorable OSLAD grant award in addition to other grant sources if possible. As an OSLAD grant recipient, cost control is an important aspect of the project. Therefore, our performance related to cost control is monitored and tracked continuously to determine if work progress is in accordance with the plan and schedule and if the District's resources are being used wisely.

The project must also be monitored to adjust activities, schedule, project scope, and project budgets to reflect the District's overall project goals and objectives. As design work progresses decisions related to approach, size, location, construction implications, and permitting issues can be reviewed, discussed and direction provided by the Park District. This regular review is managed by regular meetings with the Client and the Design Team.

The Project Manager's constant close monitoring of the design, construction budgets and cost estimates as well as the overall design process is critical. This attention to detail can keep the project on schedule and on budget.

**Cost Estimation Procedures**

Planning Resources has worked on a variety of parks and recreation projects and has a good record of developing accurate and thorough cost estimates for project planning and management. Accurate cost estimation begins with a thorough understating of the site conditions and good design and an understanding of what it takes to construct projects. Our Team has designed and built many projects like the Community Park project the Carol Stream Park District is considering. This experience managing projects allows our team to prepare accurate estimates. We monitor current and local construction pricing adjusting for phasing and funding options.





## Community Park Project – Carol Stream Park District

### Section 4d | Work Plan/Timeline by Task

#### Current and Planned Workload

The team's present and anticipated workload for this project will require little adjustment to accommodate the outlined scope and schedule. We will ensure that team members assigned to this project are available to complete this project without interruption. *Because our team offers a staff of 7 employees, we have available resources to manage our current workloads.*

For future commitments, we will examine the project assignment and its needs. Prior to taking on any future commitment, we will evaluate staff availability so that the schedule of this project will not be adversely affected. We will assign additional staff, equipment, and other resources as necessary to complete the project on time.

To further demonstrate our commitment to this project, as well as our team's availability, *we have included a tabular listing of key personnel and their current project commitments below:*

Name of Key Personnel	Proposed Role in Project	Name of Current Project	Role in Current Project	Time Commitment to Current Projects as a Percent of Total Time	Time Available for Community Park Project
Darrell Garrison	Project Director/ Landscape Architect	General Office	Project Director/President	15/%	32%
		Municipal Plan Review	Project Director	2%	
		Sugar Grove PD MP	Project Director	15%	
Steve Halberg	Sr. Project Manager/ Landscape Architect	Meadowhill Northbrook	Project Manager	10%	40%
		Sky Harbor Park	Project Manager	10%	
		Sugar Grove PD MP	Project Manager	20%	
Xi Wang	Landscape Designer	Meadowhill Northbrook	Landscape Designer	10%	35%
		Sugar Grove PD MP	Landscape Designer	25%	





849 W. Lies Road, Carol Stream, IL 60188  
630-784-6100 (main) • 630-289-1972 (fax)

## **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: Pleasant Dale Park District

Contact: Matt Russian, Exec. Director

Address: 7425 S. Wolf Rd., Burr Ridge, Illinois 60527

Telephone Number: 630.662.6220

Project title: Walker Park

Description of Project: OSLAD Grant, Landscape Design, and Site Planning for the redevelopment of a 44-acre community park inc. Fitness Challenge Course, walking path and pavilion.

Project Location: Burr Ridge, Illinois





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630-784-6100 (main) • 630-289-1972 (fax)

**Reference # 2**

Client Name: New Lenox Community Park District

Contact: Greg Lewis, Exec. Director

Address: 701 W. Haven Ave., New Lenox, IL 60451

Telephone Number: 815.485.3584

Project title: Leigh Creek South Park

Description of Project: see below

Project Location: New Lenox, Illinois

Description: OSLAD grant assistance, site master planning, and landscape design for the new 3.61-acre park. The park features a central shelter, a new softball field, walking/running path with fitness nodes, and a universally accessible playground.

**Reference # 3**

Client Name: Deerfield Park District

Contact: Jeff Nehila, Exec. Director

Address: 836 Jewett Park Dr., Deerfield, IL 60015

Telephone Number: 847.572.2612

Project title: Jewett Park Master Plan and Redevelopment

Description of Project: see below

Project Location: Deerfield, Illinois

Site master planning, landscape design and redevelopment of the 13-acre park including a new skate park, renovation of the 2 ballfields including the shared green space between fields for soccer and field sports, and relocation of the Veteran's Memorial.

**Submitted by:**



CAROL STREAM  
**Park District**

849 W. Lies Road, Carol Stream, IL 60188  
630-784-6100 (main) • 630-289-1972 (fax)

Name of Firm: Planning Resources Inc.

Address of Firm: 913 Parkview Blvd.

City: Lombard State: IL Zip 60148

Submitter's Name: Darrell E. Garrison, President 

Telephone: 630-668-3788 E-mail: dgarrison@planres.com





# PARTNERSHIP WITH PURPOSE

FOCUSED. GOAL ORIENTED.  
ADAPTABLE. RESPONSIVE.



Your projects are challenging enough: the battle for funding, escalating costs, impossible deadlines. When it's that tough just to get a project off the ground, you need an engineering, natural resources and surveying firm that knows the ropes and can deliver your objectives.

At V3, we understand your challenges. Our team members have spent time in the trenches and have first-hand experience dealing with the dilemmas you face. You can count on our deep base of technical and managerial experts to be dedicated to achieving your objectives with excellence and superior service.

Our singular mission is to focus on your goals. We have long served municipalities, counties, state agencies, commercial, industrial and residential land developers and railroad clients with a full array of professional services.

*V3's team of experts across this wide range of disciplines will enhance your project's performance from initial programming to final closeout. When it comes to public projects ... we have what it takes to get the job done right.*



## QUICK FACTS

- Founded in 1983
- 240 Employees
- Corporation



## OWNERSHIP

- V3 is employee owned, providing our team members with the opportunity to serve you from an owner's perspective.



## FIRM CAPABILITIES

- Construction Engineering
- Highways & Traffic
- Railroads
- Structural
- Water Resources
- Wetlands & Ecology
- Sustainable Design & Consulting
- Geosciences
- Environmental
- Site Civil
- Municipal Consulting
- Planning
- Surveying
- Contracting & Construction Management



## OFFICE LOCATIONS

- Illinois
- Indiana
- Ohio
- Missouri
- Alberta
- Haiti





# NOTEWORTHY EXPERIENCE

## PARK PROJECTS

### COMMUNITY PARK WEST PHASE II | GLENVIEW, ILLINOIS

*This \$4.5-million contract involved the construction of a park facility on 52 acres. Park amenities included four baseball diamonds with Musco lighting and fencing, a fenced dog park with agility equipment and dog fountains, a playground and two shelters, a 224-space parking lot and a 3000-foot walking path. V3 also constructed two detention ponds and installed the watermain, sanitary sewer, storm sewer and irrigation systems.*

*The ball fields were constructed with a full underdrain system and the placement of 1,600 cubic yards of infield ball mix imported from Minnesota. The weather window for seeding controlled the project schedule, which V3 completed on time despite the contract being let six weeks later than originally planned. Complicating the project was the presence of an access road to a local business that ran through the site and needed to remain open at all times during construction. Another unique project challenge involved successfully keeping the delivery date on schedule while addressing the impact of a 100-year flood event that occurred during construction.*



#### CLIENT

Glenview Park District

Contact: Kenneth Wexler,  
224.521.2264

### JOHN HUMPHREY SPORTS COMPLEX RENOVATION | ORLAND PARK, ILLINOIS

*V3 provided design/build services for the renovation of a 12-acre sports complex adjacent to the Village Hall. In addition to completing the design, V3 self-performed all mass grading, underground utility installations and final restoration of the ball fields. The complex was originally constructed in the 1970's and was experiencing significant settlement and drainage issues that impeded play on the ball fields. In addition, the aesthetics of the complex was outdated and the Village desired to provide up-to-date fields for the community. The central plaza along with five baseball fields and two football fields were redesigned and reconstructed including full mass grading, drainage throughout the area, new irrigation, concrete curbing and asphalt paving around the concession and restroom building.*

*A deep layer of soft peat material exists throughout one of the ball fields and the area had settled in excess of three feet. This condition, along with the elevations of surrounding facilities, provided significant grading constraints. The renovation of the 1,500-square-foot concession building was included as phase two of the project and included upgrades to restroom facilities, converting the concession stand to exterior service only, replacing the existing flooring, upgrading the existing lighting to LED and replacing the existing shingled roof with a metal panel roof system.*



#### CLIENT

Village of Orland Park

Contact: S. Khurshid Hoda  
708.403.6128



## NOTEWORTHY EXPERIENCE

### PARK PROJECTS

#### FRONTIER PARK RECREATION CENTER | NAPERVILLE, ILLINOIS

V3 provided engineering design services on the east side of the Frontier Sports Complex and general contracting services for phase two of the project, which included four fully-furnished softball fields, a centralized decorative concrete plaza and three pavilions. V3 performed the mass earthwork and fine grading operations for this 16-acre site and minimized grading costs by ensuring that the site earthwork was balanced. The athletic fields were graded using laser grading techniques to very tight tolerances.

Additional features of the complex included storm drainage, a fully automated lawn irrigation system and fencing of all fields. The improvements included a new 275-stall parking lot, a detention pond, parking lot lighting, watermain for fire protection, as well as future maintenance facilities and bathrooms, landscaping and grading for future buildings and sports courts. Stormwater facilities were designed to be visually pleasing, cost effective and capable of being used for other purposes such as fishing.

Sustainable design objectives were achieved and stormwater conveyance costs minimized by providing surface drainage across the parking lot into bioswales that filter stormwater into the detention pond. The bioswales and pond edges were designed for wetland plantings to enhance aesthetics and water quality and to provide wildlife habitat. Other critical concerns involved preserving a stand of native oak trees, improving lighting for the safety of park users and designing utility service lines for future expansion of a maintenance facility and sports courts.



#### CLIENT

Naperville Park District

Contact: Eric Shutes, 630.848.5014

#### COMMISSIONERS PARK | NAPERVILLE, ILLINOIS

V3 served as both the general and earthwork contractor for the development of an 80-acre site into a multi-functional sports complex. The sports complex consists of 11 playing fields, an in-line skate rink, asphalt parking lots, multi-use paths and a concrete plaza with a pre-fabricated rest room facility. The scope of work also included the construction of detention basins, the installation of underground utilities, an irrigation system for the entire site, sports field and parking lot lighting, site furnishings and complete landscaping improvements. The project was substantially completed within five months, bringing it in ahead of schedule.



#### CLIENT

Naperville Park District

Contact: Eric Shutes, 630.848.5014



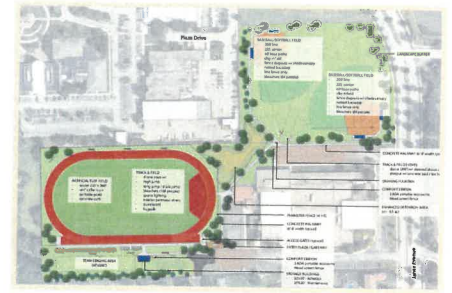
# NOTEWORTHY EXPERIENCE

## PARK PROJECTS

### JEFFERSON JUNIOR HIGH TRACK FACILITY | WOODRIDGE, ILLINOIS

*This track and athletic arena project includes the design of a new eight-lane track, artificial turf field, two baseball fields and supporting site work. The project is funded by the school district as well as the Woodridge Park District. Close coordination was had between the various stakeholders, V3 and the Construction Manager for ICI Contractors. Permeable pavers are proposed for the plaza area to reduce the impervious area and eliminate the need for additional stormwater detention. The existing pond will be reconfigured and turned from a dry bottomed turf basin with a concrete channel to a naturalized stormwater facility that will provide sustainable stormwater benefits as well as habitat. Sports lighting design is provided by V3 through coordination.*

*Permitting will be required through the Village of Woodridge and the IEPA.*



#### CLIENT

Woodridge School District 68

Contact: Curtis Saindon,  
630.967.2045

### MCCOLLUM PARK STORMWATER IMPROVEMENTS | DOWNERS GROVE, ILLINOIS

*This project included renovations to the existing baseball core area (four fields); drainage improvements to the baseball fields; improvements to the playground seating area and tennis viewing plaza; expansion of and modifications to the south and north parking lots; reconfiguration for the tennis facilities; updated Musco athletic lighting for the tennis complex, baseball and soccer fields; and evaluation of improvements to the network of on-site pathways.*

*Constructed 15.6-acre-foot flood storage basin in the Prentiss Creek watershed to provide regional flood relief to areas that experience frequent drainage problems. Designed 36-inch relief sewer to convey stormwater from mainline 60-inch storm sewer into flood storage basin. Basin designed to take overflow from 60-inch storm sewer in storm events greater than the 10-year frequency event. System modeled in XPSWMM to demonstrate regional benefit.*

*Basin design also incorporates full size soccer field with underdrains and irrigation. Irrigation system senses soil moisture and only operates in dry conditions. Project included relocating an existing sand volleyball court and basketball court, connecting existing pedestrian paths through the park and site lighting. Extensive coordination with Village and Park District was required to ensure the dual use facility met both Village needs and Park District needs.*



#### CLIENT

Village of Downers Grove

Contact: James Tock, 630.434.2453





**Mike** is the Director of V3's Construction and Ecological Restoration Groups providing contracting for site infrastructure development and improvement projects. Mike's expertise includes prime contracting with earthwork and ecological restoration services, general contracting, construction management and design/build for new greenfield developments projects to shoreline and waterway restorations, wetland mitigations and enhancement and long term maintenance. He is currently responsible for the overall construction operations and business development for V3's contracting services.



### YEARS OF EXPERIENCE

V3: 24 | Total: 29



### EDUCATION

Bachelor of Science, Civil Engineering,  
Purdue University



### CONTINUING EDUCATION

OSHA 40-Hour HAZWOPER

University of Wisconsin:

- *Successful Construction Management Techniques & Procedures*
- *Maintaining Asphalt Pavements*
- *Construction Management Materials Testing*
- *Geotechnical Engineering*



### REGISTRATIONS

Professional Engineer: Illinois,  
#062-054914, 2001



### ASSOCIATIONS

American Concrete Institute  
American Society of Civil Engineers

### **West Branch Forest Preserve Wetland, Fen & River Restoration, DuPage County Department of Stormwater Management – Carol Stream, Illinois**

| Project Director for this complex, multi-year project which involves the restoration of a 350-acre preserve including a one-mile section of the West Branch of the DuPage River, 90 acres of wetlands, a 34-acre fen and adjacent prairies environments. The river restoration posed a daunting challenge requiring a solution that involved diverting the existing river while accommodating the 100-year storm event volumes. V3 restored the river in phases, building three 40-foot-wide by 20-foot-deep lined diversion channels.

### **John Humphrey Sports Complex Renovation, Village of Orland Park – Orland Park, Illinois**

| Project Manager for design/build renovation of a 12-acre sports complex adjacent to the Village Hall. Project included redesign and reconstruction of five baseball fields and two football fields as well as construction management and in-house construction earthwork and underground utilities services. V3 completed construction in fall of 2019 in order to hit the seeding window for a fall 2020 park reopening.

### **Campus Redevelopment, Cantigny Foundation – Wheaton, Illinois**

| Project Principal for the complete campus redevelopment known as "Project New Leaf" to enhance visitor experience throughout the entire 500-acre park campus. V3 has completed the first phase of construction which has included demolition, earthwork, detailed path and garden grading, underground utility installations and native landscape installations. The campus is remaining open during all phases of construction and scheduled to complete in 2021.

### **Wescott Park Stormwater Storage, Village of Northbrook – Northbrook, Illinois**

| Project Director providing general contracting services for this complicated earthwork and underground stormwater storage project designed to reduce the frequency and severity of residential flooding during a 25-year storm event. Project included a .37-acre-foot StormTrap, which was the largest system in the nation, as well as installation of 1,700 individual StormTrap precast pieces, offsite disposal of 60,000 cubic yards of excavated material and a rainwater harvesting system which irrigates the park's fields. Safe access to the elementary school was provided by scheduling heavy trucking operations around peak hours for school.





**2011 & 2012 College of DuPage  
Infrastructure & Landscape  
Improvements, College of DuPage**

– *Glen Ellyn, Illinois* | Construction Manager for yearly landscape improvement projects through the college campus. Projects were managed from initial concept design through construction and ultimately maintenance of the improvements. Unique to the construction delivery was the use of a trade specific-bid packages that crossed several projects which enabled the college to execute multiple projects ranging in size from small to large while recognizing the cost benefit of a single large project.

**Clark Island Renovations, Batavia**

**Park District – Batavia, Illinois** | Project Director for this \$1.2-million shoreline stabilization. Project included two temporary crossings installed in the Fox River, fishing stations, pedestrian bridge demolition, two new pedestrian bridges, renovation of the shelter on Clark Island and a new asphalt bike path. Improvements were also made to the shoreline area of the park, which included a new BMX park, a new playground area, ball field lighting and restoration of an existing stone bridge.

**Mallard Lake Forest Preserve Site  
Development, Forest Preserve District  
of DuPage County – Hanover Park,**

*Illinois* | Project Director for this \$2.1-million restoration project which included a new, one-mile entrance drive, expansion of the existing parking lots, seven new basins, aggregate trails and a 650 linear feet boardwalk. Included was 1,300 linear feet of shoreline stabilization which included a boulder rock shoal and restoration of the shoreline with wetland seed and plantings.

**Saganashkee Slough Embankment  
Repairs, Forest Preserve District  
of Cook County – Palos Township,**

*Illinois* | Project Director providing earthwork services for this emergency embankment repair. Project involved maintaining the earth levee separating the slough from the Calumet Sag Channel through construction of a slurry wall. Two separate repair projects were executed to complete a 400-foot-long repair along the northern slope of the levee.

**Veterans Island Shoreline  
Stabilization, Fox Valley Park District**

– *Aurora, Illinois* | Project Director for this \$677,400 project that included placing outcropping stone on concrete footings and placing new granite boulders for stabilization along the shoreline. Also included was installation of permeable pavers, concrete paving, seat walls, new sand beach and landscape restoration of the island.

**Navistar Native Areas Restoration,  
Navistar, Inc. – Lisle, Illinois**

| Project Manager for design/build services to restore three, high-profile detention basins and native park amenities that totaled eight acres. Project included manually removing invasive species along 2,600 feet of shoreline, selective clearing of dense stands of woody species, custom seed mixes for each treatment as well as native plant installation to beautify the campus and shoreline stabilization.

**Navistar East-West Parking**

**Expansion, Navistar, Inc. – Lisle, Illinois**

| Project Manager for design and construction of two new parking lots on the Navistar main campus. Project included four-acres with conventional concrete curb and asphalt pavement with associated storm sewer, parking lot lighting, irrigation and landscaping as well as resolution of buried utility conflicts. All construction was performed while maintaining existing traffic control and providing pedestrian access from the surrounding parking lot to the building.

**Barth Pond Shoreline & Pathway  
Improvements, Downers Grove Park**

**District – Downers Grove, Illinois** | Project Director for this project that included removal of the existing sheet pile along the shoreline and installation of 1,640 linear feet of lannon stone and 390 linear feet of coir blocks for shoreline stabilization. Also included was a new asphalt path, concrete path, concrete stairs, seeding restoration and new trees.

**McDowell Grove Dam Modifications,  
DuPage County Division of  
Stormwater Management – Naperville,**

*Illinois* | Project Director for this \$1.4-million dam modification. Scope of work included by-pass pumping of 700 linear feet of the West Branch DuPage River so that modifications could be made to the existing dam and also allow for sediment behind the dam and within the construction area to be removed. Channel bank loading material was placed in the construction area along with boulders, mushroom caps, root wads and plant vegetation to improve aquatic habitat in the river bed.



**Ted** is the Director of V3's Land Development Practice Area, specializing in project management and civil engineering for site development projects. In addition to overseeing the daily operations of his group, Ted is responsible for oversight of residential, commercial, recreation and site development projects from the feasibility stage through final design, permitting and construction. Ted is proficient in stormwater management and hydrologic/hydraulic design and has completed projects requiring approvals from various federal, state, county and municipal agencies.



#### YEARS OF EXPERIENCE

V3: 22 | Total: 27



#### EDUCATION

Bachelor of Science, Civil Engineering,  
Calvin College



#### REGISTRATIONS

Professional Engineer:

- Illinois, #062-052120, 1998
- Indiana, #10100366, 2001
- Michigan, #6201060609, 2013
- Minnesota, #52817, 2015
- Nebraska, #79844, 2017
- Ohio, #80300, 2015
- Washington, #52907, 2015
- Wisconsin, #41981-6, 2011

Leadership in Energy & Environmental  
Design (LEED AP®), 2009

National Council of Examiners for  
Engineering & Surveying:

- US Registry
- International Registry of  
Professional Engineers



#### ASSOCIATIONS

American Society of Civil Engineers  
Lambda Alpha International  
International Council of Shopping  
Centers

#### **John Humphrey Sports Complex Renovation, Village of Orland Park – Orland Park, Illinois**

Project Director for design/build renovation of a 12-acre sports complex adjacent to the Village Hall. Project included redesign and reconstruction of five baseball fields and two football fields as well as construction management. V3 also performed construction of earthwork and underground utilities services. V3 completed construction in fall of 2019 in order to hit the seeding window for a fall 2020 park reopening.

#### **McCollum Park Infrastructure Improvements, Downers Grove Park District – Downers Grove, Illinois**

Project Manager for this \$3.5-million park renovation project that consisted of renovations to the existing baseball core area (four fields), drainage improvements, improvements to the playground area, expansion of and modifications to the south and north parking lots, reconfigured tennis facilities, updated sports lighting and evaluation of improvements to the network of onsite pathways. V3's team provided civil, landscaping and electrical services.

#### **Sunset Knoll Park – Lombard, Illinois**

Project Director for improvements to the existing 37-acre park with OSLAD grant assistance. This \$1-million project included design, permitting and construction and the stormwater management program provided by V3 increased the recreational value of areas previously susceptible to frequent flooding and will meet the requirements of DuPage County and IDOT. Project included improvements to the baseball field dugout areas, a new basketball court, seasonal hockey rink, pavilion, spray pad, baggo courts, two regraded athletic fields and more than a mile of pedestrian trails.

#### **Knoch Park South Improvements, Naperville Park District – Naperville, Illinois**

Project Director for renovations to an existing 18-acre park site with OSLAD grant assistance. Project included improvements to the existing baseball field dugout areas, a new restroom facility, pavilion and picnic area, cistern system for irrigation, solar energy components, renovated playground and a half mile of new pedestrian trails. Services included permitting strategy assistance, stormwater management design and permitting assistance as well as storm, sanitary sewer and watermain design and site lighting.



**Nike Sports Complex & Nike Extension Site, Naperville Park District –**

*Naperville, Illinois* | Project Director for this 23-acre park extension and redevelopment of the existing 20-acre complex. Stormwater costs were minimized by providing surface conveyance throughout the site and reducing the need for storm sewers. The athletic facility improvements included one lighted “premier” athletic field with synthetic field turf and bleacher seating, four soccer fields, eight tennis courts, two basketball courts and two practice athletic fields.

**Johnson College Prep New Practice Field, Wheeler Kearns Architects –**

*Chicago, Illinois* | Project Manager and Lead Designer for replacement of an existing paved parking lot and activity area with a 25,000-square-foot synthetic turf field. Various alternatives were considered for the project during value engineering exercises. Stormwater volume and rate control requirements were able to be accommodated utilizing the characteristics of the permeable soils that were beneath the existing pavement.

**Geneva High School Burgess Field Replacement, Geneva Community School District 304 –**

*Geneva, Illinois* | Project Manager and Lead Designer for replacement of an existing grass football field in the center of an existing track. Design included complete replacement of the existing track infield with synthetic turf, new high jump and pole vault areas and widened the track area to provide eight full lanes all the way around. Project required stormwater detention which was provided within a thicker store base under the field.

**Centennial Park Natural Area, Village of Orland Park –**

*Orland Park, Illinois* | Project Manager for this 25-acre recreation area consisting of parking, natural area trails, wetland preservation areas and a boat launch. Design services included grading and coordination with design team. The project also required a permit from Illinois Department of Natural Resources for constructing the boat launch in a floodway.

**Orland Park Sports Complex, Hitchcock Design Group –**

*Orland Park, Illinois* | Project Manager for this sports facility on an 11-acre site located south of 159th Street and West of Wolf Road. Project included a 67,000-square-foot sportsplex, surface parking for 365 vehicles and detention facilities. Access to 159th Street required a permit from IDOT and design of turn lanes on 159th Street.

**Lakewood Mill, Lakewood Homes –**

*Bartlett, Illinois* | Project Manager for this 71-acre residential subdivision consisting of 182 single-family lots and a detention facility. This former quarry site lacked available fill material and required a sanitary pumping station to lift sewage to the nearest sewer as well as widening West Bartlett Road to three lanes across the site to allow turn lanes at two proposed intersections. Project was permitted through and coordinated with the Village of Bartlett, Metropolitan Water Reclamation District of Greater Chicago, IEPA, North Cook County, Cook County Highway Department and DuPage County.

**DuPage Medical Group –**

*Lombard, Illinois* | Project Manager for this 67,000-square-foot medical office building located on a 3.2-acre site with additional parking located offsite. Design included an underground precast concrete StormTrap detention facility as well as improvements to Eastgate Road and Stewart Avenue and permitting through DuPage County for floodplain and riparian areas.

**Avenida Senior Living, Avenida Partners, LLC –**

*Naperville, Illinois* | Project Director for this 146-unit senior apartment development with a two-story and a three-story building located on six acres. The site had significant grade relief from north to south requiring the addition of walls along the south side of the property as well as some creative stormwater overflow solutions.

**Timothy Christian Schools –**

*Elmhurst, Illinois* | Project Director for various site modifications including parking lot renovations, storm sewer modifications, potable water distribution modifications and relocation of sports fields. V3 worked with the school with their master planning efforts to evaluate adding additional building space, renovating the entire school building and reconfiguring the property. V3 provided civil design and survey services for a 9,000-square-foot science wing addition to the high school that was completed in 2012, a 40,000 square-foot junior high and athletic arena that was completed in 2017 and a new entrance and major renovations to the elementary school that was completed in 2018.





**Tom** is a Senior Civil Estimator with construction experience on public and private sector site infrastructure and ecological restoration projects. He is responsible for supervision and execution of an annual bid volume exceeding \$70 million. Tom duties include management of estimating technicians, document management, interface with design teams to understand the overall design intent, vendor and trade contractor interaction and defining overall parameters for submission of performance guaranteed bids. Tom also oversees advertisement and solicitation for public bidding on behalf of public entities.

### YEARS OF EXPERIENCE

V3: 22 | Total: 22

### EDUCATION

Various Studies, Northern Illinois University

### CONTINUING EDUCATION

HCSS: Annual training conference: 2007, 2008, 2009

IDOT: Bituminous Pavement Inspection

University of Wisconsin:

- Soils Engineering for Non-Soils Engineers & Technicians
- Effective Construction Contract & Field Administration

### SPECIALIZED SKILLS

Proficiency in HCSS Bidding & Estimating Software

Carlson Take-Off Software

Earthwork Balance Analysis

Logistics Planning

Alternatives Analysis

Scheduling & Production

**Construction Estimating Responsibilities & Experience – Firmwide** | Tom's responsibilities encompass the following expertise:

**HCSS Heavy Bid Software:** Tom manages this software which provides V3 with the ability to assemble work crews specific to each trade and analyze the production for each scope of work. It maintains historical data for equipment, labor and material costs and can be adjusted to reflect current market conditions.

**In-House Estimating Staff:** Tom supervises a staff of estimating professionals. This staff, along with the project team members, completes a review of each project for scope, logistics and scheduling.

**Trade Contractor Pricing:** When and if appropriate for the specific project, V3 estimators will solicit trade contractor pricing for defined scopes of work. A specific bid package is issued to the trade firm with direction to provide pricing and any comments for improved efficiency and value engineering associated with that work. This pricing is evaluated against the pricing assembled by the estimating staff and revised as necessary to reflect the most accurate conditions.

**Self-Perform Work:** V3 is also a trade company that self-performs earthwork, site demolition, utility installation, naturalized planting and ecologic restoration. Tom is responsible for analyzing field data relating to crew sizes, equipment needs and the expected production. These trade services allow V3 to provide real-world, practical pricing and assessment of each project.

**Cantigny Campus Redevelopment, Cantigny Foundation – Wheaton, Illinois** | Chief Estimator for this master planning effort to enhance the "visitor experience" throughout the entire 500-acre park campus. Project included demolition, earthwork, grading, underground utility installation and native landscaping as well as parking lot, path and playground construction. Tom developed the construction estimate for all self-performed activities including demolition, earthwork, grading and native restoration.

**Chicago River Dam Removal & Restoration, Industria, Inc. – Chicago, Illinois** | Chief Estimator for removal of the 108-year-old, 82-foot-wide reinforced concrete dam as well as restoration of 450 linear feet of the North Branch River. V3 acted as the demolition/excavation/restoration contractor for this USACE river riparian connectivity and habitat project. Tom developed the construction estimate for all self-performed activities including demolition, earthwork, grading and native restoration as well



# TOM FOSTER

## SENIOR CIVIL ESTIMATOR



as the design of a temporary diversion channel.

**Tinley Creek Streambank Stabilization, Industria & Metropolitan Water Reclamation District of Greater Chicago – Crestwood, Illinois** | Chief Estimator for this flood control and streambank stabilization project. Project included improving 2,600 linear feet of Tinley Creek utilizing three distinct stabilization styles: bankfull benches with native plantings, pool and riffle structures and resloped and armored creek banks with RR-5 Rip Rap or nine-foot-tall Gabion basket walls. Tom developed the construction estimate for all self-performed activities including demolition, earthwork, grading and retaining wall installation.

**West Branch Forest Preserve Wetland, Fen & River Restoration, DuPage County Department of Stormwater Management – Carol Stream, Illinois** | Chief Estimator for this complex, multi-year project involving the restoration of a 350-acre preserve including a one-mile section of the West Branch of the DuPage River, 90 acres of wetlands, a 34-acre fen and adjacent prairies environments. The river restoration posed a daunting challenge, requiring a solution that involved diverting the existing river while accommodating 100-year storm event volumes. Tom developed the construction estimate for all self-performed activities including demolition, earthwork, grading and native restoration as well as development of a phasing plan for a bypass channel system to convey river flows outside proposed work limits avoiding costly pumping.

**Fort Sheridan Restoration, Lake County Forest Preserves & USACE – Fort Sheridan, Illinois** | Chief Estimator for this \$3.4-million restoration of two major ravines on this 250-acre forest preserve. Repairs included restoring native habitat, construction of a diversion channel, prairie and wetland seedings and processing of approximately 230,000 cubic yards of soil. Tom developed the construction estimate for all self-performed activities including demolition, earthwork, grading and native restoration.

**Spring Brook Creek No.1 at St. James Farm Forest Preserve, Forest Preserve District of DuPage County – Warrenville, Illinois** | Chief Estimator for this \$3.6-million project restoring a more than two mile section of Spring Brook Creek to its historic floodplain condition. Scope of work included creating a new meandering creek channel using multiple stabilization methods. Restoration was completed with native seeding, wetland plugs and plantings of shrubs and trees. Tom developed the construction estimate for all self-performed activities including demolition, earthwork, grading and native restoration.

**Independent Cost & Value Engineering, Village of Winnetka – Winnetka, Illinois** | Chief Estimator for an independent cost review of the Willow Road Stormwater Tunnel and Drainage Improvement project to confirm or adjust the construction cost estimate that was provided by a peer consultant. The V3 team included professional cost estimators from V3 and tunneling experts from Hatch Mott McDonald. Tom lead the estimating team for V3, providing a cost estimate in excess of \$50 million.

**Stormwater Master Plan for Roberts Road Drainage Area, Metropolitan Water Reclamation District of Greater Chicago – Justice, Palos Hills, Hickory Hills & Bridgeview, Illinois** | Chief Estimator for a stormwater study and master plan for a 12-square-mile area in the Cal-Sag Watershed of southern Cook County, including five separate sub-watersheds. Project identified and evaluated drainage and flooding problem areas and recommended alternatives to provide a 100-year level of protection to all structures. Tom provided constructability review and developed a multitude of construction cost estimates for various alternatives. The resulting recommended stormwater infrastructure improvements were valued at approximately \$160 million.

**East Branch DuPage River Resiliency Project, DuPage County – Wheaton, Illinois** | Chief Estimator for evaluation of stormwater resiliency projects along the East Branch DuPage River corridor. Projects will help prepare for future extreme weather events and improve the quality of life in the community. Alternatives include buy outs, levee repairs and modifications, lot specific flood proofing incentive programs, infrastructure modifications and storage creation using HEC/FEQ floodplain modeling. Tom prepared design alternate estimates for a multitude of feasible options. Tom's recommended alternative had a total estimated cost of \$50 million in earthwork, infrastructure and levee improvements.

