1. Roll Call

2. Agenda topics
   a. Consideration to approve a contract for the Hitchcock Design Group’s Phase One Implementation Plan for the Wagner Farm Playscape
   b. Consideration to approve bid for the Grove Aquatic Life Support System Installation
   c. Update on the Grove Entrance, Signage and Interpretive Center Remodeling
   d. Other

3. Matters from the Public

4.Adjourn

@ - Designates approval needed with Roll Call Votes

**ADA Accommodation:** If meeting attendees require special accommodation to observe or participate in the meeting, please call (847) 657-3215 forty-eight hours in advance if possible. Hearing-impaired individuals may call TDD number (800) 526-0844.
TO: Museums & Historic Preservation Committee Members
FROM: Todd Price, Superintendent of Leisure Services
CC: Michael McCarty, Executive Director
DATE: January 4, 2019
SUBJECT: Thursday, January 10, 2019 Museums & Historic Preservation Committee Meeting

AGENDA TOPICS

a) Consider bid for Phase One Implementation Plan for Wagner Farm –Playscape
   i) Issue
      Whether to approve to move the contract for the Wagner Farm Phase One Implementation Plan to the Full Board for approval at the January 17, 2019 Regular Board Meeting
   ii) Background/Discussion
      During the Glenview Park District’s Comprehensive Master Plan process an initiative was highlighted that called for Wagner Farm to revise the site’s Master Plan that was originally created in 2000. The process resembled the steps the Glenview Park District took to develop the overall Comprehensive Plan and used the same consulting team from the Hitchcock Design Group. One of the conceptual projects that was highlighted in the Wagner Farm plan was a feature called the Playscape. The Playscape is the unique hybrid concept between a traditional playground and an interactive historic agricultural education exhibit. Besides being a new feature for guests to the Farm, it would also compliment potential school visits and help better utilize the site while growing visitation.
      The concept has created a lot of excitement with not only staff but also with participants in a number of community input meetings. This favorable response to the Playscape idea led staff to include it in a number of grants requests. Most recently to the State of Illinois’ OSLAD program. There has also been a commitment to assist with the funding of the project by the Friends of Wagner Farm. In order to be ready for actual construction the process of taking conceptual plans through design development and then to construction bidding documents needs take place. The Phase One Implementation Plan bid that staff is asking to be approved for Hitchcock Design Group does exactly that. The District would have not only the plans needed for bidding the Playscape work but also the professional expertise from Hitchcock to navigate all required permitting and construction supervision.
   iii) Fiscal Impact
      The Fiscal Impact is $153,150.00 from the 2018-19 Wagner Farm operational budget.
   iv) Staff Recommendation:
      Staff recommends that the committee move the bid from Hitchcock Design Group of Naperville, Illinois in the amount of $153,150.00 to the full board for approval at the January 17, 2019 Regular Park Board Meeting.
v) Attachments
   (1) Staff memo
   (2) Hitchcock Design Group Phase One Scope of Services for the Playscape

   **Point of Contact/Responsible staff: Jon Kuester and Todd Price**

b) **Consider bid for the Grove Aquatic Life Support System Installation**
   i) Issue
      Whether to approve to move the bid for the Grove Aquatic Life Support System Installation to the Full Board for approval at the January 17, 2019 Regular Board Meeting

   ii) Background/Discussion
      When the Grove’s Interpretive Center was constructed almost 40 years ago many of the aquatic displays were designed, constructed and maintained by taking advantage of the skill of in-house staff. The systems were basic in their design and for the most part accomplished the goal of supporting the animal displays. However, many of the systems are now experiencing regular failures and because of the age of the mechanicals staff is forced to “Band-Aid” fixes because the equipment is no longer available.
      Funds have been set aside in the Grove’s 2018-19 operational budget to take the first step in upgrading the most critical aquatic life support system, the filtration mechanicals. The new filtration system has been designed to seamlessly fit into the new animal displays being designed in the remodeled Interpretive Center project.

   iii) Fiscal Impact
      The Fiscal Impact is $38,000 from the 2018-19 Grove operational budget

   iv) Staff Recommendation
      *Staff recommends that the committee move the bid from Aquamoon of Chicago, Illinois in the amount of $38,000 to the full board for approval at the January, 17 2019 Regular Park Board Meeting*

   v) Attachments
      (1) Staff memo
      (2) Aquamoon bid

   **Point of Contact/Responsible staff: Lorin Ottlinger**

c) **Design Update for the Grove Entrance and Interpretive Center Projects**
   i) Issue
      To provide the Committee with a design update for The Grove Entrance and Interpretive Center projects.

   ii) Background/Discussion
      Staff has been working with Architects and Engineers to prepare plans for both The Grove Entrance and Interpretive Center Projects. The site improvement project has
already been granted preliminary approval from the Village of Glenview Environmental Review Commission, and will go before the Plan Commission and the Appearance Commission on January 8th and 9th respectively. The project team is waiting on permits and approvals before the project can be sent out for public bid. The Interpretive Center project is in the design development phase, with the goal of finalizing the plans in February. Those plans would then be issued to the Village of Glenview for permit review, followed by public bidding. The exhibit design is in the schematic design phase, with the goal of moving to design development in February.

iii) Fiscal Impact
Both of these projects are part of the March 2018 Referendum

iv) Staff Recommendation:
No recommendation needed, as this is for discussion purposes only.

v) Attachments
(1) Site Improvement Plans for The Grove
(2) The Grove Monument Sign Design Concept
(3) The Grove Interpretive Center Design Concept
(4) The Grove Interpretive Center Exhibit Design Concept

Point of Contact/Responsible Staff: James Warnstedt
Glenview Park District | Memo

To: Museums & Historic Preservation Committee

From: Todd Price, Superintendent of Leisure Services

Cc: Michael McCarty, Executive Director

Date: January 4, 2019

Re: Hitchcock Design Group Phase One Implementation Plan For Wagner Farm

Issue

Whether to approve to move the bid for the Wagner Farm Phase One Implementation Plan to the Full Board for approval at the January 17, 2019 Regular Board Meeting

Background

Over the course of the last 18 months, staff has been working with the Hitchcock Design Group to develop an overall Master Site Plan for Historic Wagner Farm. At the September 4, 2018 Museum and Historic Preservation Committee meeting commissioners were given an update on the progress of the plan. At this time, work continues on the final overall Site Master Plan. However, staff is looking to proceed to the implementation of Phase One of the plan due to potential funding opportunities that have become available through the OSLAD grant program and the Friends of Wagner Farm. Phase One of the Wagner Farm Site Master Plan encompasses the Playscape portion of the project. The Playscape is the unique hybrid concept between a traditional playground and an interactive historic agricultural education exhibit.

The scope of services that the Hitchcock Design Group has detailed in the Phase One Plan include the following line items.

<table>
<thead>
<tr>
<th>Phase One Implementation Costs – Wagner Farm Playscape</th>
</tr>
</thead>
<tbody>
<tr>
<td>Survey and Topographical services</td>
</tr>
<tr>
<td>Final Design and Construction Docs</td>
</tr>
<tr>
<td>Interpretive &amp; Educational signage design</td>
</tr>
<tr>
<td>Permitting services</td>
</tr>
<tr>
<td>Phase One Construction services</td>
</tr>
<tr>
<td>Geotechnical reporting</td>
</tr>
<tr>
<td>Construction Phase testing</td>
</tr>
<tr>
<td>Meetings and site visits</td>
</tr>
<tr>
<td>Reimbursables</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

Completion of the work outlined in the proposal will allow this project to be ready for contractor bidding and immediate construction when full funding becomes available. Due to
how Phase One was developed, this work can stand alone as a solo project should resources or direction within the Site Master Plan change.

This project does not have multiple bids because it is considered professional services and staff has remained consistent in the contracting the Hitchcock Design Group for both the Site Master Plan and the Playscape conceptual plan. It is therefore staff’s recommendation that this project move forward as proposed.

**Fiscal Impact**

The Fiscal Impact is $153,150.00 from the 2018-19 Wagner Farm operational budget.

**Staff Recommendation**

Staff recommends that the committee move the bid from Hitchcock Design Group, from Naperville, IL, in the amount of $153,150.00 to the full board for approval at the January 17, 2019 Regular Park Board Meeting.
November 28, 2018

Sarah Schoeneberg
Historic Wagner Farm
Glenview Park District
1510 Wagner Road
Glenview, Illinois 60025

RE: Wagner Farm Phase One Final Design

Dear Sarah,

Thank you for requesting Hitchcock Design Group to submit a proposal for your Wagner Farm Phase One Final Design project. We appreciate the opportunity to continue to assist you and Glenview Park District to implement your vision for Wagner Farm.

PROJECT UNDERSTANDING

Based on our discussions, we understand the Glenview Park District would like to move forward with Final Design for Phase One based on the Phase One Plan included in the October 1, 2018 OSLAD application. Phase One will focus on the interpretive playscape elements, trail connections, and other features identified in the OSLAD application. The Final Design work is planned to occur this winter with bidding and construction for a first phase tentatively planned for 2019 pending the outcome of the OSLAD grant application. The Master Plan will need to be presented to the Village of Glenview Zoning Review Committee early in the Final Design process and will likely occur in January per our discussions with you.

We also understand the Final Design project will include the completion of the Design Development, Construction Document and permitting Phases, but Bidding and Construction services are dependent on the outcome of the grant award.

The Park District has partial site surveys from previous projects, but additional topographic surveying is needed to include the limits of the Phase One project. A geotechnical investigation will also be needed for foundation designs for play equipment being engineered by vendors that will be selected during the design process.

Lastly, based on our discussions with you during the Master Plan phase, you do not anticipate that additional storm water detention will be required for the proposed improvements but MWRD permitting will still be needed. Based on that assumption, we have not included storm water detention engineering at this time.

SCOPE OF SERVICES

Prior to beginning design work, we will coordinate with Gewalt Hamilton and Associates to obtain the additional site survey work and assist you in soliciting quotes for the geotechnical investigation work. While that work is in progress, we will conduct a Final Design kick-off discussion with you and the project team to discuss the details that will guide the process and set the schedule for the project through Construction Document completion and permitting. During the kick-off meeting, we will also discuss the details of the interpretive features including topics of interest, planned activities and potential programming, and topic research needed.

We will then proceed with the Design Development Phase for the elements identified in the approved OSLAD application plan. Along the way we will meet with you and the project team at key milestones for input and review of the progress documents, budget and product selections from various manufacturers' representatives. Following the completion of Design Development, we will advance the Construction Documentation Phase to prepare final documents meeting with you an additional time for final input and approval to proceed with permitting.
Pending the successful outcome of the OSLAD grant award and your approval, we will proceed with Bidding and Construction Phase services for Phase One. Should the Park District not receive the OSLAD grant this year, we will then discuss the potential to proceed with a sub-phase of the Phase One work or the option of putting construction on hold to re-apply for the grant in 2019 should it become available again.

Please see the Scope of Services for our step-by-step approach.

**PROFESSIONAL FEES**

Based on the Scope of Services, the fees to complete the work as outlined are as follows:

- **Topographic Survey (Phase One limits):** $3,400 (Not to Exceed)
- **Final Design Services:**
  - Program and Analysis, Design Development Phase, Construction Documentation Phase: $75,000 (Fixed Fee)
  - Interpretive Sign and Features Design: $20,000 (Fixed Fee)
- **Permitting Services**
  - Village of Glenview, MWRD, IEPA, NPDES: $13,000 (Hourly Estimate)
  - Estimated Sub-Total: $111,400 (Estimate)

**ESTIMATED BUDGETS FOR OTHER SERVICES**

- **Phase One Construction Phase Services (PENDING OSLAD GRANT AWARD):**
  - Bidding, Construction Administration, Construction Observation, and Contract Close-out: $25,000 (Hourly Estimate)
  - Geotechnical Report (by others): $5,000
  - Construction Phase Testing (by others): $3,500

Reimbursable expenses (printing, mileage and courier) will be invoiced in addition to the professional service fees. We recommend setting aside $3,500 for these expenses.

Optional Meetings: We can prepare for and attend optional and additional Public, Park District, and Village Appearance Commission meetings upon request for $950 per meeting.
PROJECT TEAM

I will manage our work under with other members of our Recreation Studio participating as needed to advance the work in a timely way. Gewalt Hamilton and Associates will be included on our team for Topographic Surveying, Civil Engineering, and MWRD permitting. Electrical improvements are not included in Phase One, so we have not included an electrical engineer at this time.

If you find this proposal acceptable, and following receipt of a purchase order to proceed, we will forward our standard contract for your review and signature and discuss an appropriate schedule to kick-off the project.

Thank you for the opportunity to continue working with you and Glenview Park District. If you have any questions or wish to discuss this proposal further, please do not hesitate to call.

Sincerely,

Hitchcock Design Group

Steve Konters
Principal

cc: Bill Inman, Hitchcock Design Group
Scope of Services

Wagner Farm Phase One Final Design

FINAL DESIGN SERVICES

A. Program Confirmation and Analysis Phase (Fixed Fee)

Objective: The objective is to confirm the project program, characteristics of the existing resources, probable permit requirements, owner/users and stakeholder interests and produce new maps and a program summary that will be the basis for further design.

Process: Specifically, the Hitchcock Design Group team will:

1. **[Meeting #1: Staff]** Conduct a **Kick-off Meeting** with client representatives and the other project team members confirming
   a. Project limits and approved Phase One Master Plan
   b. Design and educational program
   c. Project team structure and responsibilities
   d. Jurisdictional interests and potential requirements
   e. Available data and data gathering needs
   f. Budgeted costs
   g. Tentative schedule

2. **Confirm Jurisdictional Requirements** by discussing the project with representatives of appropriate constituent and regulatory groups including:
   a. Village of Glenview
   b. MWRD (Metropolitan Water Reclamation District)

3. **Collect Data** for the project area and the immediate surroundings including:
   a. Local ordinances
   b. Topographic surveys
   c. National wetland inventory map and waters of the United States
   d. Flood Insurance Rate Map information

4. Immediately following the Kick-off Meeting, **Walk the Project Site** with the team and photograph the project area and immediate surroundings in order to identify current physical conditions.

5. Secure Pricing to assist you in obtaining a **Geotechnical Investigation Report** from qualified geotechnical firms including soil borings to an approximate depth range of 5' to 20' at the locations of the proposed improvements requiring foundations to define:
   a. Strength, consolidation and bearing capacities of the existing sub-surface
   b. Potential presence of any unsuitable sub-grade materials

6. Prepare a **Topographic Survey** for the Phase One project limits, establishing horizontal and vertical ground control and locating natural features and manmade improvements. **To be performed on a Not-to-Exceed cost of $3,400**

7. Prepare **Base Maps** at Appropriate Scales using the inventoried data and the boundary and topographic survey.

8. Update the written **Project Program** that includes:
   a. Project design and educational program
   b. Jurisdictional factors
   c. Budget information
   d. Project Schedule
9. **Review the Program and Analysis** by forwarding the written Project Program and discussing with client representatives and other project team members via phone conference.

*Deliverables: Base Map, Written Project Program*

**B. Design Development Phase (Fixed Fee)**

*Objective:* The objective is to reach consensus with the client and jurisdictional authorities on the final design, probable cost and construction strategy for the proposed improvements.

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

1. **Finalize the Phase One Design** including size, horizontal and vertical geometry, structure, materials and finish, as appropriate, for the proposed improvements including:
   a. Pathways, seating areas, and looped trail
   b. Orientation plaza
   c. Farm history interpretive play space with tree swing including:
      i. tree swing design to be coordinated with selected manufacturer
      ii. play space curb border, surfacing, and access
   d. Crops and farm processes interpretive play space including:
      i. soil disc pods (design to be coordinated with selected manufacturer)
      ii. grain bin / corn crib structure (design to be coordinated with selected manufacturer)
      iii. farm stand (design to be coordinated with selected manufacturer)
      iv. tractor tire sand play (GFRC custom product)
      v. bee hive exhibit (design/build)
      vi. garden produce exhibit (design/build)
      vii. wood deck
      viii. farm truck chassis (design/build by Owner)
      ix. play space curb border, surfacing, and access
   e. Raised beds / Senior garden
   f. Horseshoe court
   g. Bean bag toss court
   h. Game table area
   i. Site furnishings
   j. Fencing relocation(s)
   k. Landscape improvements

2. **Coordinate with Manufacturers** for the items designated to be manufactured, forwarding preliminary plans, cost information and design criteria to and request the preparation of equipment options, presentation boards and a materials list in accordance with project criteria.

3. **Prepare Phase One Preliminary Engineering** recommendations including:
   a. Grading and drainage
   b. Storm water management (*does not include detention*)

4. **Prepare the Design Development Documents** including:
   a. Existing conditions information
   b. Plan view drawings
   c. Descriptive supplemental drawings
   d. Selected manufacturer produced drawings/comparable products
   e. Outline specifications
   f. Product data
   g. Material samples

5. Prepare a summary of estimated quantities and Update the *Construction Cost Opinion*. 
6. [Meetings #2 & #3: Staff] Review the Design Development Documents with you at the 50% and 100% completion milestones. Prepare written summaries of discussions and update the Project Program following each meeting.

7. Review the Design Development Documents with Jurisdictional Agencies as appropriate to this phase of work.

Deliverables: Design Development Document, Construction Cost Opinion, Meeting Summaries, updated Project Program

C. Interpretive Sign and Interpretive Features Design Phase (Fixed Fee)

Objective: The objective is to build consensus on learning outcomes and storytelling techniques and to prepare final layout and graphics to build consensus on the interpretive experience.

Process: The Hitchcock Design Group team will:

1. **Confirm the type of interpretive signs, panels, and engravings** which will be defined as and limited to the following interpretive features:
   a. Signs and graphic panels produced by a selected manufacturer. Up to a quantity of 5 total - 1 for each interpretive area:
      i. orientation plaza
      ii. farm history / tree swing area
      iii. farm processes / crops area
      iv. senior garden / raised beds
      v. rain garden / native plantings
   b. Cast, embedded, and/or stained engravings (graphic or text) in concrete flatwork/seat walls, woodwork, and/or pavers

2. **Conduct programming discussion** with you to determine:
   a. Desired programmatic uses of the interpretive elements
   b. Relevant topics
   c. Learning approaches (contextual, chronological, historical)
   d. Learning outcomes

3. **Prepare a Conceptual Write-up** for each sign including; written topic statements (and sub-topics, if applicable), a list of content expansion points, points of emphasis and learning outcome specifics for each sign.
   a. Topic detail, content, and data to be provided by Park District staff with minor supplemental research provided by HDG

4. **Prepare Conceptual Sign Sketch** to define shape, base and graphic layout.

5. **Prepare Draft Content** including headlines, narrative bodies and interpretive image list for the topics (and sub-topics, if applicable) for each sign.

6. **Conduct In-House Internet Research** or contact institutions to find suitable images as needed.

7. **Assemble Low-Resolution Preliminary Layouts** of each sign including borders and backgrounds, arrangement of text and graphics and electronic file assembly.

8. **Print Color Draft Originals** of each sign and meet with you for a layout review as part of the other indicated meetings.

9. **Prepare High-Resolution Final Layouts** following receipt of your final comments, for each signs/panel.

10. **Coordinate with a Selected Sign Manufacturer** to provide manufacturing services.
11. **Send Sign Manufacturer the Print-Ready Files** and request sign material color samples of each sign. Conduct internal design intent review and forward to you for your review, comment and approval.

**Deliverables:** Conceptual Write-up, Sign Sketches, Draft Content, Preliminary Layouts, Final Layouts, Print-Ready Files

**D. Construction Documentation Phase (Fixed Fee)**

**Objective:** The objective is to produce the final drawings, specifications, quantity schedules, project manual and other bid documents that will be used to competitively bid and construct the improvements.

**Process:** Following approval of the Design Development Phase, the Hitchcock Design Group team will:

1. **Finalize the Graphic Documentation** that will be used to bid and construct the improvements including:
   a. Digital construction drawings
      i. Cover sheet, notes and legend
      ii. Existing conditions plans
      iii. Site preparation plans
      iv. Grading and drainage plans
      v. Storm Water Pollution Prevention plans (SWPPP)
      vi. Storm water utility plans
      vii. Layout and materials plans
      viii. Landscape plans
      ix. Site construction details
      x. Selected Manufacturer plans and details for:
         A. tree swing
         B. grain bin / corn crib
         C. farm stand
         D. soil disc pods
         E. GFRC tractor tire sand play

2. **Finalize the Written Documentation** that will be used to bid and construct the improvements including:
   i. General and Supplementary Conditions
   ii. Technical specifications
   iii. Manufacturer fabricated component specifications

3. Prepare a summary of estimated quantities and Update the **Construction Cost Opinion**.

4. [Meetings #4 & #5: Staff] Review the Construction Documents with you at 50% and 90% completion milestones. Prepare written summaries of discussions and update the Project Program following each meeting.

5. Following 90% review meeting and based on your direction, prepare the 100% Construction Documents and deliver a PDF copy to you for record and approval to proceed with the next phase.

**Deliverables:** Construction Drawings, Construction Specifications, Construction Cost Opinion, Meeting Summaries, updated Project Program
E. Permitting Phase (Hourly Estimate)

Objective: The objective is to assist you to obtain the required permits.

Process: Following approval of the Construction Documentation Phase, the Hitchcock Design Group team will:

1. Prepare and assemble Permit Documents including:
   a. Site Development Permit with local Municipality and their respective engineer
   b. Storm Water Permit with local Municipality and/or MWRD (if partial waiver community)
   c. NPDES for the IEPA

2. Submit Permit Documents as required to the respective regulatory agencies.

3. Communicate with you as necessary to Discuss Review Letter(s) received from regulatory agencies.

4. Make One (1) Set of Authorized Revisions to the appropriate Permit Documents and resubmit to the respective regulatory agencies.

Deliverables: Permit Documents, Revisions

CONSTRUCTION PHASE SERVICES (Hourly Estimate)

The goal for this part of the engagement is to help the client get the improvements constructed. Following award of the work to a Contractor, Hitchcock Design Group will provide these Construction Services until Final Acceptance of the work, or until 60 days after Substantial Completion of the work, whichever occurs first.

A. Bidding and Negotiation Phase

Objective: The objective is to help the client select a qualified contractor to construct the improvements.

Process: Following your approval, the Hitchcock Design Group team will:

1. Place Bidding Documents in Online Digital Plan Room for bidding distribution and Management.

2. Recommend Reputable Contractors for your consideration.

3. Help you advertise the bid letting by preparing Legal Notice for your use in publicizing the bid.

4. [Meeting #6: Staff / Prospective Bidders] Conduct a Pre-Bid Meeting for interested bidders.

5. Answer Questions and Issue Written Addenda, when appropriate, to all bidders regarding changes to or clarifications of the Contract Documents.

6. [Meeting #7: Staff / Prospective Bidders] Attend the bid opening and record the results.

7. Prepare a Bid Tabulation spreadsheet.

8. Perform Reference Checks for the apparent low bidder’s references.

9. Issue a Bid Results Summary Letter

Deliverables: Bidding Documents, Legal Notice, Addenda, Bid Tabulation, Results Summary Letter, Meeting Summaries
B. Construction Administration

Objective: The objective is to help you finalize and administer your construction contract with the Contractor.

Process: Following your award of the work to a Contractor, the Hitchcock Design Group team will provide these Construction Services until Final Acceptance of the work, or until 60 days after Substantial Completion of the work, whichever occurs first:

1. Pending OSLAD grant award, assist you in preparing and submitting quarterly progress reports as defined by the IDNR.

2. Help you prepare an AIA Owner / Contractor Agreement.

3. [Construction Meeting #1: Staff / Contractor] Conduct a Pre-Construction Meeting with you and the Contractor to review:
   a. Contractor mobilization and staging
   b. Contractor schedules
   c. Contractor submittals
   d. Responsibilities
   e. Communications
   f. Payment procedures

4. Issue Interpretations or Clarifications of the Contract Documents when requested by: you or the Contractor.

5. Prepare recommendations for construction Change Orders, as requested by:
   a. You, because of a change that you wish to make to the scope of the Contractor's work
   b. The Contractor because of the discovery of job site conditions that were concealed or unknown when the Owner / Contractor Agreement was executed, as approved by you

6. Review Submittals and Shop Drawings, product data and material samples which the Contractor is required to submit for the limited purpose of determining their general conformance with the design concept and information contained in the Contract Documents.

7. Review Testing Procedures and data provided by independent testing services.

8. Prepare written Payment Recommendations upon review of Contractor's monthly payout applications.

Deliverables: Owner / Contractor Agreement, Clarifications, Change Orders, Submittal Review, Testing Review, Payment Recommendations
C. Construction Observation

Objective: The objective is to become familiarized with the progress and quality of the Contractor’s work and to determine if the work is proceeding in general conformance with the Contract Documents.

Process: During construction, we will:
1. [Construction Meetings #2 - #13: Staff / Contractor] Assuming an approximate three (3) to four (4) month primary construction period, participate in Site Meetings every week during the peak construction activity (twelve (12) total progress meetings budgeted) with you and the contractor to become familiarized with the progress and quality of the Contractor’s work and to determine if the work is proceeding in general conformance with the Contract Documents.

2. Prepare Field Reports of the progress meetings at the site with you and the Contractor.

Deliverables: Field Reports

D. Contract Close-out

Objective: The objective is to assist you to close out your construction contract with the Contractor.

Process: After the Contractor notifies the client that the work is Substantially Complete, Hitchcock Design Group will:
1. [Construction Meeting #14: Staff / Contractor] Participate in one (1) site visit to conduct a walk through and prepare a Punch List upon substantial completion of the construction of the work documented by us.

2. Review Contract Close-out Submittals required as provided by the Contractor, such as but not limited to:
   a. Operating and maintenance manuals
   b. As-built record drawings
   c. Labor and material lien waivers
   d. Payment applications

3. [Construction Meeting #15: Staff / Contractor] Participate in one (1) site visit to conduct a walk through to verify completion of a punch list items and Establish Final Acceptance.

4. Prepare Final Payment Recommendations regarding the Contractor’s request for acceptance of substantially and finally completed work.

Deliverables: Punch List, Closeout Submittal Review, Final Payment Recommendation

ADDITIONAL SERVICES

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

1. Revisions to previously-completed and approved phases of the Basic Services
2. The services of additional consultants not specified in the proposal documents
3. Meetings with you or presentations to other parties not specified in the Basic Services
4. Detailed quantity estimates and construction cost opinions using data or formats other than our own
5. Detailed written summaries of our work or our recommendations
6. Services rendered after the time limitations set forth in this contract
7. Services required due to the discovery of concealed conditions, actions of others, or other circumstances beyond our control
8. Services required to restart the project if you suspend our work at your convenience for more than 90 days during the performance of our services
9. Preparation of segregated or multiple contract bid sets or more than one Owner / Contractor agreement
10. Services rendered after Final Acceptance of the Contractor’s work or services rendered more than 60 days after Substantial Completion of the Contractor’s work.

**AUTHORIZATION**

Services or meetings not specified in this scope of services will be considered additional services. If circumstances arise during our performance of the outlined services that we believe require additional services, we will promptly notify you about the nature, extent and probable additional cost of the additional services, and perform only such additional services following your written authorization.
On Thursday, December 20, 2018, one bid was received for The Grove Aquatic Life Support System Renovation. The scope of work is for the contractor to install the new life support system for the aquatic exhibits at the Grove Interpretive Center. This system consists of pumps, sumps, sand filters, piping, and bio-tower basins.

Following are the bid results:

<table>
<thead>
<tr>
<th>BIDDER:</th>
<th>Aquamoon</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Chicago, IL</td>
</tr>
</tbody>
</table>

| TOTAL: | $ 38,000.00 |

Budget – There is $91,000 budgeted for this project, which has already been approved as part of The Grove F/Y 2018-19 Operating Budget. To save cost, The Grove will purchase all supplies and materials directly from various specialty vendors to avoid contactor markup.

The low bidder, Aquamoon, has not done work for the Park District in the past, but references have given them a good recommendation and endorsed their work.

**Staff recommends acceptance of the bid from Aquamoon, of Chicago, IL, in the amount of $ 38,000.**
To: Glenview Board of Park Commissioners:

The undersigned, having become familiar with the local conditions that will effect the cost of the work and with the Contract Documents, including Plans and Specifications prepared by the Glenview Park District, hereby proposes to perform everything required to be performed and to provide and furnish all of the labor, materials, tools, equipment and services needed to perform and complete, in a workmanlike manner, all of the work described in the Specifications and indicated on the Plans for the sums set forth in the following Bid Proposal Form.

The undersigned agrees, upon notification of the acceptance of this bid, to enter into a contract with the Glenview Park District within ten (10) days, in accordance with the bid as accepted.

The total quantities in the following Bid Proposal Form - Quantity Estimate, are approximate only. Payment shall be based on the following lump sums and the actual quantities of work performed at the contract unit prices specified.

CONTRACT AWARD
Bidders must quote on all items within the Proposal Form. The owner reserves the right to add or deduct from item quantities or to delete total items as its interest may best be served.

For the performance of all items of work, furnishing all materials, equipment, labor, etc., necessary to make a complete job as shown on the Plans as indicated in the Specifications, we submit the following unit prices and lump sums: Date: 12/17/18

---

Aqua Moon
Company

Signature

Brian Gauger
Name Printed

Director of Animal Care
Title

bgauger@aquamoon.com
Email

---

700 N. Sacramento Blvd Suite 121
Street Address

Chicago, IL 60612
City/State/Zip

847-903-3942
Office Phone

847-903-3942
Cell Phone

ADDENDA ACKNOWLEDGEMENT
I have received Addendum No. through and modified work is inclusive in this complete Bid Form.

FORM OF PROPOSAL
THE GROVE AQUATIC LIFE SUPPORT SYSTEM INSTALLATION 2019

Address: 1421 Milwaukee Ave., Glenview, IL 60025

Site Visit: The Contractor should plan to schedule a time to look at the project site by calling Lorin Ottlinger at 224-521-2099.

Note: Pricing is for installation only, all of the equipment will be furnished by the Glenview Park District, and will be available on site.

<table>
<thead>
<tr>
<th>ITEM DESCRIPTION</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. SYSTEM 1: 3120 GALLON MAIN EXHIBITS INSTALLATION</strong></td>
<td></td>
</tr>
<tr>
<td>Contractor to install the following equipment: 2 HP Pump, 150 Watt UV, 2 HP Chiller, Biofilter, 36” Sand Filter, Filter Media (10 CF bio, sand/gravel mechanical), Sump, PVC Pipe/Valves/Fittings</td>
<td></td>
</tr>
<tr>
<td><strong>SYSTEM 1 INSTALLATION LUMP SUM</strong></td>
<td>$10,000</td>
</tr>
</tbody>
</table>

| **2. SYSTEM 2: 1100 GALLON TURTLE SYSTEM INSTALLATION** |
| Contractor to install the following equipment: ½ HP Pump, 120 Watt UV, 1 HP Chiller, Biofilter, 30” Sand Filter, Filter Media (5 CF bio, sand/gravel mechanical), Sump, PVC Pipe/Valves/Fittings |
| **SYSTEM 2 INSTALLATION LUMP SUM** | $8,500 |

| **3. SYSTEM 3: 517 GALLON SCIENCE ROOM AQUARIUM INSTALLATION** |
| Contractor to install the following equipment: 1 HP Pump, 120 Watt UV, ¼ HP Chiller, Biofilter, 30” Sand Filter, Filter Media (5 CF bio, sand/gravel mechanical), Sump, PVC Pipe/Valves/Fittings |
| **SYSTEM 3 INSTALLATION LUMP SUM** | $8,500 |

| **4. Bonds, Insurance, Mobilization, Project Management, and Overhead** |
| **LUMP SUM** | $11,000 |

**BASE BID TOTAL COST (Items 1-4)** $38,000

Bid Bond Amount (equals 10% of the Base Bid Total) $3,800

Exclusions
Tasks to be performed by the Glenview Park District: Demolition & Removal of existing life support sumps & filters, Pipe insulation, Electrical & HVAC trade work, Municipal water supply trade work, Data Board, Concrete pad, Refrigeration line run from exterior chiller to interior heat exchanger, Animal husbandry needs of exhibits before, during, and after renovation, RPZ Backflow preventer on domestic water line.
REFERENCES
The bidder shall list the names, addresses, and phone numbers of at least three (3) references where Aquatic Life Support work of a similar nature has been installed. Use the form below, or submit your own sheet.

1. Name  Paul Bluestone - Bluestone and Associates  
   Address  P.O. Box 5170, Evanston, IL 60204  
   Phone  773-506-7371

2. Name  Living Exhibits - Mike Yeakle  
   Address  10632 N. Scottsdale Rd. Suite 714, Scottsdale, AZ 85254  
   Phone  858-882-7826

3. Name  Fortune Fish Company - Mark Palicki  
   Address  1050 W. Thorndale Ave, Bensonville, IL 60106  
   Phone  630-303-8391

REFERENCE SHEET
STATE OF ILLINOIS )

) s.s.
COUNTY OF_________ )

CONTRACTOR'S CERTIFICATION

The undersigned certifies that he/she is a duly authorized agent of the contractor submitting the attached bid to the Board of Park Commissioners of the Glenview Park District, and that said contractor:

1. Is not barred from bidding on this public contract as a result of a violation of either Section 33E-3 or 33E-4 of Illinois Revised Statutes Chapter 38, Article 33E (Public Contracts)

2. Is in compliance with Illinois Human Rights Act, including the sexual harassment policy amendment which took effect July 1, 1993 (codified as 775 ILCS 5/2-105-1993), requiring a written anti-harassment policy that meets the directives of the Act;

3. Agrees to comply with all the provisions of the Americans with Disabilities Act with respect to employment, program participation, public service and any other provisions related to your operations in service to the Glenview Park District.

Signed this 17th day of December, 2018

By: ________________
Title: ________________
Address: ________________

SUBSCRIBED AND SWORN TO before me this 17th day of December, 2018.

__________________________________________________________
Notary Public
SITE IMPROVEMENT PLANS FOR
THE GROVE
GLENVIEW PARK DISTRICT
1421 MILWAUKEE AVENUE
GLENVIEW, ILLINOIS

STANDARD SYMBOLS

FULL SIZE PLANS HAVE BEEN PREPARED USING STANDARD ENGINEERING SCALES. REDUCED SIZED PLANS WILL NOT CONFORM TO STANDARD SCALES. IN MAKING MEASUREMENTS OR REDUCED PLANS, THE ABOVE SCALES MAY BE USED.

NOTE CONSTRUCTION MEANS, METHODS AND JOB SUPERVISION ARE THE SOLE RESPONSIBILITY OF THE CONSTRUCTION COMPANY.

GHA GEWALT HAMILTON ASSOCIATES, INC.
655 East Oak Rd #300 Schaumburg, IL 60173
Tel: 847.428.7000 Fax: 847.428.7351

GLENVIEW PARK DISTRICT
SITE IMPROVEMENTS
GLENVIEW, ILLINOIS

GLENVIEW PARK DISTRICT
SIGNED: P.
DATE: NOVEMBER 30, 2019

COORDINATING/CONSTRUCTION ENGINEERS
THE VILLAGE OF GLENVIEW
METROPOLITAN PLAZA ELEVATION DISTRICT
1-847-726-1392

GLENVIEW DEPARTMENT OF TRANSPORTATION
1-847-726-4436

GLENVIEW ENVIRONMENTAL PROTECTION AGENCY
1-847-726-0015

US ARMY CORPS OF ENGINEERS
1-708-454-3226

LICENSE NO. 062-056576
EXPIRATION DATE: NOVEMBER 29, 2019

GLENVIEW LICENSE NO.: 062-056576

LOCATION MAP
(Not to Scale)

BENCHMARK:
ELEVATION POINTS OF REFERENCE ARE DESIGNATED ON SITE USING STANDARD HIGHWAY MARKERS AND/OR SURVEYS PROVIDED BY THE CONTRACTOR OR ASSOCIATE ENGINEER. THE CONTRACTOR OR ASSOCIATE ENGINEER WILL DETERMINE THE LOCATION AND ELEVATION POINTS OF REFERENCE. ADDITIONAL SURVEYS MAY BE REQUIRED TO ESTABLISH THE LOCATION AND ELEVATION OF STREET AND PROPERTY LINES FOR THE COLLECTIVE AND SHARED USE OF THE SURFACE WATER. SURFACE WATER WILL BE PLANNED FOR THE PROTECTION OF THE SURFACE WATER LINES AND THE LOCATION OF SURFACE WATER LINES. CONSTRUCTION OF THE SUBDIVISION (DEVELOPMENT) ON THE SITE.

CONTROL POINTS:

GLENVIEW PARK DISTRICT
GLENVIEW, ILLINOIS

TITLE SHEET

PLANS PREPARED FOR:
GLENVIEW PARK DISTRICT
GLENVIEW, ILLINOIS

PROJECT LOCATION
THE GROVE
GLENVIEW PARK DISTRICT
GLENVIEW, ILLINOIS

SHEET INDEX

1. TITLE SHEET
2. PARK ENTRANCE - DEMOLITION PLAN
3. PARK ENTRANCE - GEOMETRIC PLAN
4. PARK ENTRANCE - GRADING & UTILITY PLAN
5. PARK ENTRANCE - ADA GRADEING & DRIVE PROFILE
6. PARK ENTRANCE - CROSS SECTIONS
7. WEST PARKING LOT IMPROVEMENTS
8. EAST PARKING LOT IMPROVEMENTS
9. SOIL EROSION AND SEDIMENT CONTROL PLAN
10. GENERAL NOTES
11. MWIR EROSION AND SEDIMENT CONTROL PLAN
12. DETAILS
13. DETAILS
14. DETAILS
15. DETAILS

NOT FOR CONSTRUCTION
LOCATION MAP

PROPOSED LEGEND

- Heavy Duty Bituminous Pavement - DOT R.O.W.
- Permeable Paver Pavement
- PCC Sidewalk
- Detectable Warnings
  - 86.24 Curb & Gutter (Regular)
  - 86.24 Curb & Gutter (Depressed)
  - 86.24 Curb & Gutter (Recessed Pyto)
- Pavement Sawcut
- Applied Adjustment
- Perimeter Erosion Barrier
- Retaining Walls
- Swales
- Ditches
- Sides

LOCATION MAP
N.T.S.

PARK ENTRANCE - GEOMETRIC PLAN
THE GROVE IMPROVEMENTS
GLENVIEW PARK DISTRICT
VILLAGE OF GLENVIEW, ILLINOIS

CHA GEWALT HAMILTON ASSOCIATES, INC.
825 Sound Ridge Drive • Vernon Hills, IL 60061
Tel 847.478.9700 • Fax 847.478.9701
### Short Grass Upland Prairie Mix

<table>
<thead>
<tr>
<th>Botanical Name</th>
<th>Common Name</th>
<th>Size</th>
<th>Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| **Grasses:**  
Bouteloua curtipendula | Side oats Grama     | 2" cal. | 6   |
| Carex alata | Redhead Sedge      | 2" cal. | 6   |
| Koeleria macrantha | June Grass        | 6" ht | 12  |
| Spergularia laciniata | Prairie Dropseed  | 8" ht | 7   |
| **Forbs:**  
Acer saccharinum | Sugar Maple        | 3' cal. | 40  |
| Atriplex canescens | Silverbush        | 3' cal. | 40  |
| Artemisia ludoviciana | Big Bluestem     | 3' cal. | 40  |
| 
| **Temporary Cover:**  
Avena sterilis | Annual Rye         | 2' cal. | 40  |
| Carex stricta | Common Tussock Sedge | 8" ht | 20  |
| **EMERGENT MIX:**  
Benthamia occidentalis | Buttonbush        | 3' cal. | 40  |
| Carex viridula | Green Foxtail      | 8" ht | 20  |
| Carex typhina | Broadleaf Sedge    | 8" ht | 20  |
| 
| **Wet Prairie Mix**

<table>
<thead>
<tr>
<th>Botanical Name</th>
<th>Common Name</th>
</tr>
</thead>
</table>
| **Grasses/Sedges/Rushes:**  
Carex curvula | Brushtail Sedge     |
| Carex typhina | Broadleaf Sedge     |
| Carex typhina | Broadleaf Sedge     |
| Carex stricta | Common Toesedge     |
| Carex typhina | Broadleaf Sedge     |
| Elymus virginicus | Brown Fox Sedge   |
| Elymus virginicus | Brown Fox Sedge   |
| Elymus virginicus | Brown Fox Sedge   |
| 
| **Forbs:**  
Asclepias syriaca | Common Milkweed   |
| Asclepias tuberosa | Butterfly Milkweed |
| Asclepias tuberosa | Butterfly Milkweed |
| Asclepias tuberosa | Butterfly Milkweed |
| Asclepias tuberosa | Butterfly Milkweed |
| Asclepias tuberosa | Butterfly Milkweed |
| 
| **EMERGENT MIX:**  
Avena sterilis | Annual Rye         |
| Carex stricta | Common Tussock Sedge |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridula | Green Foxtail      |
| Carex viridu...
The Grove National Historic Landmark

Redfield Estate • Kennicott House • Interpretive Center

A facility of the Glenview Park District

1421 Milwaukee Ave
NO WORK IN THIS AREA, EXCEPT AS NEEDED FOR HVAC OR STRUCTURAL IMPROVEMENTS.

BASEMENT

STAIR LIGHTING:
LEAVE AS IS

LIFELIGHTS BY LIFE SUPPORT CONTRACTOR

GENERAL LIGHTING:
LEAVE AS IS

EMERGENCY EXIT 16'

THE GROVE INTERPRETIVE CENTER | 01.03.19 | 2
NEW LIGHTING

FLOORING, WALL FINISHES, AND CEILINGS TO REMAIN

OPEN OFFICE 528SF

SECOND FLOOR PLAN

THE GROVE INTERPRETIVE CENTER

Wight

THE GROVE INTERPRETIVE CENTER | 01.03.19 | 4
THE GROVE INTERPRETIVE CENTER

'BEFORE' & 'AFTER' PERSPECTIVE VIEWS

'BEFORE'
VIEW FROM FRONT DOOR

'AFTER'
VIEW FROM FRONT DOOR
1. MAIN HALL - LOOKING WEST

2. WEST HALL - LOOKING WEST

3D VIEWS

TITLE:

REVISION NO. DATE

ALL MEASUREMENTS SHOULD BE VERIFIED IN THE FIELD BY THE FABRICATOR

DRAWN BY

SCALE

DATE

DRAWING NO.

SHEET NO.

1.3.19
WEST HALL - LOOKING EAST

RECEPTION DESK - LOOKING NE

3D VIEWS

REVISION

NO. DATE

ALL MEASUREMENTS SHOULD BE VERIFIED IN THE FIELD BY THE FABRICATOR

DRAWN BY

JM

SCALE: AS NOTED

DATE: 1.3.19

DRAWING NO. 1

SHEET NO. 5