



PUBLIC MEETING NOTICE AND AGENDA
PARKS AND RECREATION BOARD MEETING

MAY 4, 2023
6:30 P.M.

AGENDA

1. Call to Order
2. Roll Call
3. Audience Participation
The public is invited to make an issue-oriented comment on any matter of public concern not otherwise on the agenda. The public comment may be no longer than 3 minutes in duration.
4. Approval of the April 6, 2023 Parks & Recreation Board Meeting Minutes
5. Old Business
6. New Business
 - A. Parks Master Plan – Hitchcock Design Group Agreement
7. Staff Reports
8. Village Trustee Liaison Report
9. Member Reports
10. Adjournment

MEETING LOCATION
Village Hall
600 Harvest Gate
Lake in the Hills, IL 60156

The Village of Lake in the Hills is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations so that they can observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the Village's facilities, should contact the Village's ADA Coordinator at (847) 960-7410 [TDD (847) 658-4511] promptly to allow the Village to make reasonable accommodations for those persons.

Posted By:

Date:

Time:



Call to Order

The meeting was called to order at 6:35pm. Roll Call was answered by Members Wackerlin, Cairns, Sivakumar, Donahue, Carman, Vice-Chairman Andrea, and Chairwoman Tredore.

Also present were, Director of Parks and Recreation Trevor Bosack, Recreation Superintendent Kim Buscemi, Recreation Supervisor Casie Peltz, Superintendent of Public Properties Scott Parchutz, Trustee Wendy Anderson, Trustee Diane Murphy, President Ray Bogadanowski, and Recording Secretary Dana Popovich.

Audience Participation

Chairwoman Tredore asked if anyone wanted to speak before the Larsen Park presentation or wait until after. The audience members indicated after the presentation.

Approval of Meeting Minutes

Motion to accept the Parks and Recreation meeting minutes of March 2, 2023 was made by Member Wackerlin, and seconded by Member Cairns. The motion was approved by a voice vote of 7-0.

Old Business

None

New Business

A. Informational Item concerning Larsen Park Concept Design

Parks and Recreation Director Trevor Bosack thanked everyone for coming to the presentation. Director Bosack stated that Liz Dafoe from Upland Design was going to walk us through the Larsen Park design concept.

Upland Design Architect Dafoe said she was very excited to share the proposed design concept with everyone. She said she had surveys, and if anyone had any questions to please raise their hand during the presentation. She said there would be plenty of time after the presentation as well.

Upland Design Architect Dafoe stated that the vision statement that the Lake in the Hills staff came up with was to provide a premier gathering space with unique features that embrace nature and recognize local history that enhances the community. In following with the vision statement, Ms. Dafoe was prepared to present designs that Upland Design had developed. The vision is to reimagine Larsen Park as a unique hub on the East side of the Village that will provide multiple activities for multi-generations to share in. The first thing that Upland Design wanted to create was an identity for the park. One of the ways to accomplish this was to create gateway features upon entering the park. Ideas included a mural at the entrance welcoming guests, educational signage, and improved park access to help create an identity. Upland Design Architect Dafoe said that they wanted to create a central core. As you enter into the central core you will see an entry garden with vine tunnels and a musical discovery path for kids and adults to enjoy. As you move through the area you will come upon a play area which is designed for ages 5-12. There will be a play area for ages 2-5 as well. She discussed the many features in both of the design concepts and encouraged everyone to look at the design concept boards. Upland Design is also proposing an amphitheater for people to gather and enjoy entertainment with tiered seating. A teen activity area for adolescents to have a space to gather, which would include a pump track for them to use their bikes, scooters or skateboards. Adjacent to that area would be a rock-climbing feature, as well as an area for them to just meet and hang out in. Ms. Dafoe said they are also proposing a Ninja Course, four pickleball courts, and a sled hill with a warming station. She said they will be adding a lot of trees along with landscaping, that will include landscaping along Pyott Road. Upland Design Architect



Village of Lake in the Hills

PARKS AND RECREATION BOARD MEETING

APRIL 6, 2023

Ms. Dafoe ended her presentation. She said the next step would be to gather the feedback and work with staff to make any changes that we need to the plan. Ms. Dafoe asked if there were any questions.

An audience member said she didn't have a question but just wanted to thank Ms. Dafoe and the village staff. She said the park looks amazing and this is exactly what the Larsen's would have liked to have seen. She also said they should plant some apple trees because the Larsen's would invite families to pick apples and that would be a great way to keep that tradition.

Member Sivakumar said it looks beautiful and the concept is fantastic. She asked if a child in a wheelchair would be able to access it.

Ms. Dafoe thanked her for her question and said yes, it is wheelchair accessible.

Member Carman asked about the Food Pantry parking and asked if there will be less parking.

Ms. Dafoe said that there is a bit of separation between the park and the Food Pantry and doesn't think parking will decrease.

The president of the Food Pantry was concerned about the gardens at the Food Pantry and also the chicken coop, and hopes that it is not disturbed.

Ms. Dafoe said that they will keep that all intact and if they need to make some adjustments they will.

An audience member said that she thinks that there is a lot going on and her property is right along the back part of where they plan to put an amphitheater and is worried about the noise. She feels that would be something that would make her want to move. She was also concerned about the bike path that is already there and would that still be retained.

Ms. Dafoe said yes that is incorporated in the design.

A few of the audience were concerned about the upkeep of the park considering the magnitude of it. Another concern was the sled hill and worries that they will be sledding right into their property. A few of the residents said this would cause them to move.

Another concern that a few audience members had was fishing and are they keeping the dock that already exists there.

Ms. Dafoe said the deck that they are proposing would be larger than the deck that is there now, and you can fish from it. She said that fishing at the water's edge would be possible as well.

One resident asked if the park would be locked up at night. He is worried about cars coming and going all hours of the night.

Ms. Dafoe said that is something we can look at.

Member Carman asked the audience that if the concert would end between nine and ten would that be acceptable?

The audience member replied no, that is too late.



Member Wackerlin asked if there would be water fountains.

Ms. Dafoe said that there would be water fountains.

Vice-Chairman Andrea asked what would the seating capacity look like for the amphitheater.

Ms. Dafoe said roughly between one hundred to two hundred.

A resident asked about the timeline for building the park, and how long would it take to be completed.

Ms. Dafoe said it could possibly take between five to ten years for completion.

Member Sivakumar asked about the lifespan of the materials they will be using.

Ms. Dafoe said it is made out of Ravinia wood that comes from Canada, and has a similar lifespan to the material that is used in traditional playground equipment. It would require routine maintenance.

Member Sivakumar asked if there would be any issue with bugs.

Ms. Dafoe said it is treated wood, so there wouldn't be any issues with bugs.

Vice-Chairman Andrea asked what type of maintenance is associated with it.

Ms. Dafoe said that is a great question, and she thinks it would just need to be cleaned. It also may require some staining.

Member Wackerlin asked if they would put weather safety equipment near the splash pad and pickleball courts.

Ms. Dafoe said that is something that can definitely be added.

Ms. Dafoe asked if there were any more questions.

Chairwoman Tredore thanked everyone for coming and sharing their comments.

Staff Reports

Director Bosack discussed upcoming events which included a Blacklight Easter Egg hunt, the Bunny Trail Event that has over 950 people signed up, and the Run through the Hills Race that takes place on April 15.

Recreation Superintendent Kim Buscemi reviewed recent past events starting with the Lucky Gold Hunt. She thanked Member Wackerlin for his help with the event. Superintendent Buscemi stated that he really saved the day, and took great photographs, as well as helping with the event. She also asked for Volunteers for the upcoming events.

Superintendent Buscemi stated that one of the department's strategic objectives is to create new partnerships with other parks and recreation organizations to improve the efficiency, effectiveness, and the breadth of our programming. Superintendent Buscemi asked the Board to look over the list of community partners that the department has worked with in the past twelve months. She also stated the summer brochure will be out on May 3, 2023.



Superintendent of Public Properties Scott Parchutz said they are still looking for seasonal workers and if they know anyone interested to direct them to our website.

Village Trustee Liaison Report

Village Trustee Wendy Anderson said that there was a lot of audience feedback and is looking forward to talking with them after the meeting.

Member Reports

Member Donahue had Ken Carpenter Park and the Bike Path. She said she would like to revisit the parks because it was swampy due to the weather.

Member Carman had Cattail Park and Jaycee Park. She thinks we should make Jaycee Park into a teen park and add another basketball court to Jaycee Park due to the fact that it is always crowded. Member Carman spoke to some of the teens at the park and asked them what would they like to see added to Jaycee Park. The teens said they would like a charging station for their phones, water fountains, and a grill to cook on when they have tournaments. Member Carman said that was just a few of their ideas, and she thought they were very good.

Member Sivakumar had Kennedy Triangle and she had no idea where it was, so Director Bosack drew her a map. She thought it was nice, but very small. There were just a few benches, and she thought it needed a trash can, but other than that no issues.

Vice-Chairman Andrea said that the two parks he had were rained out, and he will revisit next month.

Chairwoman Tredore had the Bark Park and she said it is amazing.

Member Cairns had The Fen and thought the trail's held up really well considering how much rain we have got. He said the parking lot looked good as well.

Member Wackerlin had Echo Park and said that with all the rain we had, he noticed a big pile of mud right at the entrance of the park. He thinks it came from spillover from the retaining wall. Member Wackerlin said he spoke to a few families that were there and they all really liked the park.

Adjournment

A motion to adjourn the meeting was made by Vice-Chairman Andrea, and seconded by Member Cairns. The motion was approved by a voice vote 7-0.

There being no further business to discuss, the Parks and Recreation Board meeting was adjourned at 7:51PM.

Submitted by

A handwritten signature in cursive script that reads "Dana Popovich".

Dana Popovich
Recording Secretary



REQUEST FOR BOARD ACTION

MEETING DATE: May 4, 2023

DEPARTMENT: Parks & Recreation

SUBJECT: Parks Master Plan – Hitchcock Design Group Agreement

EXECUTIVE SUMMARY

Staff seeks a recommendation from the Parks and Recreation Board to approve an agreement with Hitchcock Design Group on the development of the Parks Master Plan.

The Village's current Parks Master Plan was originally presented in 2001 with certain sections amended in 2006, 2008, 2010, and 2013. The Village has identified a need to capture existing amenities and opportunities while developing a roadmap and guiding document for future development and redevelopment of parks, facilities, open space, and programming.

The Village identified a number of criteria to be addressed by the responding qualified firms including their ability to:

- Identify, guide, and prioritize investments to meet current and future needs based on input from all stakeholders;
- Develop a tool and supporting document to assist with future federal and state funding applications;
- Review and update the current park inventory;
- Develop and execute a comprehensive park needs assessment by identifying opportunities for replacement projects, improvement projects, and new projects. Additionally, prepare park development guidelines and standards;
- Outline a detailed capital improvement plan;
- Highlight funding opportunities and sources;
- Provide strategic and clear direction on actions to be taken resulting from the development of the Parks Master Plan; and
- Craft an executive summary that details the value of the Village's park system related to quality of life and impact on the local economy.

Staff is anticipating a final document that will highlight:

- (1) Input from the community related to parks and recreation needs and interests while identifying gaps in amenities, programs, and services;
- (2) Strategic priorities and tangible steps to achieve a comprehensive vision for the future of the Village's parks;
- (3) The Village of Lake in the Hills Parks and Recreation Department as a community resource and asset; and

- (4) An effective use of the Village's financial resources by focusing decision making and spending on strategic priorities.

The Village issued a Request for Qualifications on February 16 with a due date of March 7, 2023. There were a total of three responses including Hitchcock Design Group (attachment 1), Planning Resources, Inc. (PRI), and Confluence. Of these, Confluence did not submit all required materials, rendering their submittal as 'non-responsive'.

An internal review team of Village Administrator Shannon Andrews, Director of Parks & Recreation Trevor Bosack; Superintendent of Recreation Kim Buscemi; Superintendent of Public Properties Scott Parchutz; and Parks Crew Leader Jeff Raupp conducted interviews with both Hitchcock and PRI.

The team evaluated the qualifications and experience of each firm, along with a review of past projects, their approach to developing a plan for the Village of Lake in the Hills, and an identified understanding of issues related to the project. The team recommends moving forward with Hitchcock Design Group.

Staff is anticipating bringing the Parks Master Plan item forward to the May 23, 2023 Committee of the Whole meeting. If approved, the project would kick off in June and the working timeline estimates completion within six to nine months. Staff would anticipate presenting the completed Parks Master Plan in early 2024.

As part of the selection process, staff contacted three of Hitchcock's references that indicated the firm is professional in their approach and they provide quality work. All three references (two municipalities and one park district) indicated they continue to work with Hitchcock for park master planning, concept design development, and OSLAD grant applications.

Staff began negotiations with Hitchcock Design Group to discuss the project in further detail and requested a cost proposal (attachment 2). Hitchcock Design provided a proposal that is 11% or \$4,400 over budget. Staff is recommending the Parks & Recreation Board recommend approval of the Parks Master Plan agreement with Hitchcock Design.

FINANCIAL IMPACT

The FY2023 Budget has \$40,000 approved for the development of the Parks Master Plan. Hitchcock Design Group submitted a cost proposal at \$44,400 or \$4,400 (11%) over the budgeted amount.

ATTACHMENTS

1. Hitchcock Design Group Parks Master Plan RFQ Response
2. Hitchcock Design Group Parks Master Plan Cost Proposal

RECOMMENDED MOTION

Motion to recommend the approval of the proposed Parks Master Plan agreement with Hitchcock Design in the amount of \$44,400.

Village of Lake in the Hills Parks Master Plan





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March 7, 2023

Trevor Bosack
Village of Lake in the Hills
600 Harvest Gate
Lake in the Hills, Illinois 60156

RE: Parks Master Plan

Dear Trevor,

Thank you for providing Hitchcock Design Group an opportunity to submit a proposal for your Parks Master Plan update!

Now is an important time for the Village to update your Parks Master Plan. It's been more than 10 years since your last plan was adopted, the pandemic has impacted the context of recreations needs, and an updated plan will help provide guidance for continued and new investment of resources into your recreation assets and offerings. It's also important to re-engage your community and understand the changing needs and interests.

Efficiently identifying actionable strategies demands a systematic approach that combines the scientific analyses of your assets and resources with a clear understanding of your customer's needs. Hitchcock Design Group has been leading planning projects for Park Districts and Municipalities for nearly 20 years with Senior Leadership that has over 30 years-experience in the industry. We also provide a unique expertise and perspective that many firms that focus only on planning do not provide. Within our company we have a dedicated group of staff that focus solely on Parks and Recreation that we refer to as our "Recreation Studio", which I am the managing Principal. This experience provides you a team with in-depth knowledge of your industry.

In addition to Comprehensive Planning, we provide grant writing, feasibility studies, park design and construction administration services along with many other complimentary services for the Park and Recreation Industry. We have been involved with park design and construction of over 50 million dollars in value in the last decade alone and often partner with leading Architects on recreation facility projects such as recreation centers and aquatic facilities. We can bring that knowledge and insight of funding, capital projects, and public engagement into your planning process.

Hitchcock Design Group will be the lead consultant responsible for project communications, community engagement, facilitating meetings, park and open space assessment, and development of the report. As an optional service to include a detailed assessment of your indoor recreation facilities, Dewberry Architects will join our team to provide facility analysis. Dewberry is one of the leading Recreation Architects in Illinois, has knowledge of the Village's facilities, and we have a long established working relationship. Also provided as an optional service in the Community Engagement strategies, ETC Institute would join our team should the Village decide to include a Statistically Valid Survey among all the other proposed community engagement tasks. We have provided these both as optional services for flexibility with your time, focus, and budget.

Thank you for your consideration, Trevor. We encourage you to connect with our references. Our team has extensive experience helping municipalities and park districts create, adopt, and implement successful comprehensive and strategic master plans unique to each of their communities, and we would be honored to help you with yours!

Best regards,
Hitchcock Design Group

Steve Konters, Senior Principal
630.476.3578 skonters@hitchcockdesigngroup.com

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

Planning
Landscape Architecture



Community Engagement Event: Columbus, Indiana

Your Project



SEBA Park: South Elgin, Illinois



Approach

We believe in the power of community engagement to help deliver the exact right plan for your community. We propose a process that starts by evaluating your assets, resources, and your customer's preferences through an inclusive and diverse community input process to ensure all voices have an opportunity to be heard. Encouraging residents to participate in community planning can be challenging and we will work with your team to develop outreach strategies best suited for your community. We will then prepare a detailed needs assessment using the inventoried data and community input as the foundation. This assessment will be workshopped with Village staff and Board to focus on having a collaborative process that will build consensus and support along the way.

We will then explore a variety of integrated opportunities and strategies to address your community's recreation needs continuing to involve your staff and leadership in the process to create alignment with your resources. The most promising strategies will be developed in greater detail leading to a working action plan that not only defines each strategy, but provides the necessary steps, resources, and timeline to complete those strategies.

We will remain flexible throughout the process, offering creative ideas to improve planning outcomes and respond to your specific needs during each phase. We will actively engage the diverse talent highlighted in this proposal, along with your team, elected officials, affiliate groups, and key stakeholders. Technology will be a key factor in our team's performance from video conferencing, digital mapping, national database querying, and online stakeholder engagement. We conclude with user-friendly deliverables suitable for community messaging, capital planning, and guiding staff and Board with key recreation service decisions.



Revised May 2, 2023

Scope of Services

Village of Lake in the Hills

Parks Master Plan

A. ANALYZE: Inventory and Analysis Phase

Process: The Hitchcock Design Group team will:

1. **[STAFF MEETING #1]** Meet with Staff and the Village's Facility Analysis Consultant to conduct an Administrative **Kick-off Meeting**:
 - a. Administrative Kick-off Meeting:
 - i. Approach and Project work plan
 - ii. Team members
 - iii. The goals and probable usage of the final product
 - iv. Public and stakeholder input protocol
 - v. Available existing data
 - vi. Preliminary schedule
2. Inventory current **Demographics and Agency Data** including:
 - a. Demographics
 - i. Population, current and projected
 - ii. Gender, age, and ethnicity
 - b. Agency Data
 - i. Previous Park and Recreation Plans
 - ii. Previous Survey findings
 - iii. Capital Improvement/Replacement Plans
 - iv. Park and Amenity inventory data
 - v. Facility plans
3. Prepare new **Comprehensive GIS inventory Mapping** in coordination with Village GIS vendor that includes:
 - a. Parks and Open Space:
 - i. Village of Lake in the Hills
 - ii. School district + County
 - b. Boundaries:
 - i. Village of Lake in the Hills
 - ii. Planning areas
4. **[OPTIONAL SERVICE #1]** Inventory and Analyze architectural **Facility Data** for Recreation Support Facilities including:
 - a. General Inventory:
 - i. Physical condition (via facility visits):
 1. General compliance with standards and guidelines (including ADA)
 2. Functionality and aesthetics
 3. Useful-life observations
 - ii. Supporting data:
 1. Document general photographic inventory
 2. Create matrix of Indoor space square footage for each recreational facility and programmable uses based on plans provided by Agency
 - b. Analysis:
 - i. Prepare Level of Service Analysis (table):
 1. Based on total programmable square footage
 2. Compared to current regional benchmarks



5. Inventory and Analyze **Park and Open Space Data for Village Parks** including:
 - a. General Inventory
 - i. Physical condition (via park visits):
 - ii. Supporting Data:
 1. Amenity matrix update
 2. Work identified in Agency's Capital Plan
 - b. Analysis:
 - i. Update Acreage Level of Service Analysis (LOS, by asset class)
 1. LOS of total owned, leased, and managed acreage
 2. Compared to national (NRPA) LOS standards and Park Metrics (NRPA) database benchmarks
 - ii. Analyze Asset Distribution
 1. Mini (1/4 mi)
 2. Neighborhood (1/2 mi)
 3. Community (1 or 2 mi)
 4. Overall
 - iii. Analyze Amenity Quantity and Distribution
 1. Distribution
 2. Deficiencies compared to recognized benchmarks (NRPA Park Metrics)
6. **[STAFF MEETING #2: ONLINE]** Meeting with staff to review **ANALYZE: Inventory and Analysis Phase** findings and deliverables and coordinate our work with the Facility Analysis planning.

B. CONNECT: Needs Assessment and Community Engagement Phase

Process: The Hitchcock Design Group Team will:

1. **[COMMUNITY ENGAGEMENT EVENT #1:]** Conduct an **Online Survey**:
 - a. Preparation:
 - i. Assist Village in preparing survey questions
 - b. Method:
 - i. Village will prepare Survey Monkey format and issue the survey from their website.
 - ii. Survey promoted by agency
 - iii. Four-week post period
 - iv. Tabulated response Survey Monkey report provided by Village
2. **[COMMUNITY ENGAGEMENT EVENT #2]** Conduct **Virtual Stakeholder Meetings** during a half-day stakeholder interview session (with stakeholders invited by you) to discuss the various perspectives of recreation needs, opportunities, and partnerships.
 - a. Participants:
 - i. Service organizations
 - ii. Specialized associations
 - iii. Local agencies
 - b. Method:
 - i. Interview with standardized questions
 - ii. Written summary deliverable
3. **[COMMUNITY ENGAGEMENT EVENT #3]** Conduct one (1) **Community Input Meeting or Pop-Up Event**, (at a location provided by you with participants invited by you) to facilitate mining constituent interests.
 - a. Participants:
 - i. Community-at-large



- b. Method:
 - i. Focus Group
 - ii. Focus-question banner and brainstorming wall exhibit
 - iii. Support tools (sign-in, notecards, stickers, pens) for meeting operation
 - iv. Written summary with ranked input deliverable
4. **[OPTIONAL SERVICE #2] Conduct a Statistically Valid Survey:**
 - a. Preparation:
 - i. Prepare written survey
 1. Share examples and conduct discussion
 2. Prepare draft
 3. Make up to two (2) rounds of revisions
 - b. Participants:
 - i. Random sampling (mail, follow-up via phone and/or email)
 - ii. Distributed to reflect demographic composition (geographic dispersion, gender, race/ethnicity, etc.)
 - c. Method:
 - i. Custom survey instrument
 - ii. Designated minimum sample quantity three hundred responses
 - iii. Designated margin of error and level of confidence percentages (4.5%, 95%)
 - iv. Tabulated report deliverable
5. Prepare written **Needs Assessment Summary** assembling results of individual community engagement events and apparent priorities.
6. **[STAFF MEETING #3: ONLINE]** Meeting with staff to review **CONNECT: Needs Assessment and Community Engagement Phase** findings and deliverables.
7. **[VILLAGE BOARD or PARK COMMITTEE MEETING #1]** Conduct Board or Committee Workshop to review the **ANALYZE: Inventory and Analysis Phase** findings and deliverables, goals of the project, timeline, and parameters and **CONNECT: Needs Assessment and Community Engagement Phase** findings and deliverables.

C. **ENVISION: Alternative Strategies Phase**

Process: The Hitchcock Design Group Team will:

1. Conduct **Internal Planning and Visioning Session**
 - a. Synthesize all the data gathered to date and highlight agency's desired outcomes of the planning process
 - b. Conduct workshop with consultant team and develop preliminary strategies
2. Develop preliminary **Written Strategies for Parks and Open Space** including:
 - a. Additional amenities, features and infrastructure
 - b. General maintenance
 - c. New parks and park renovations
 - d. Park support facility improvements
 - e. Land acquisition due to level of service, service area or land-use deficiencies
 - f. Further study and/or planning recommendations
 - g. Funding sources
3. **[OPTIONAL SERVICE #1]** Develop preliminary **Written Strategies for Indoor Recreational Facilities**



4. Prepare written preliminary **Strategies Summary** describing strategies, justification points and appropriate specifics.
5. **[STAFF MEETING #4]** Meet with Staff to review the **ENVISION: Alternative Strategies Phase** recommendations and deliverables and coordinate our work with the Facility Analysis Planning.

D. **PRIORITIZE: Preferred Strategies Phase**

Process: The Hitchcock Design Group Team will:

1. Update written **Strategies Summary** incorporating Staff input refining descriptions and adding appropriate implementation strategies.
2. Develop **5-Year Action Plan**
 - a. Narrative of preliminary Strategies and the steps necessary to achieve them
 - b. Prioritization, based on ENVISION Phase input
 - c. Timeline
3. **[STAFF MEETING #5]** Meet with Staff to review the **PRIORITIZE: Preferred Strategies Phase** recommendations and deliverables. Deliver one hard copy and digital copy of deliverables.
4. **[VILLAGE BOARD or PARK COMMITTEE MEETING #2]** Conduct Board or Committee Workshop to review the **ENVISION: Alternative Strategies Phase** and **PRIORITIZE: Preferred Strategies Phase** recommendations and deliverables.

E. **IMPLEMENT: Final Comprehensive Master Plan Phase**

Process: The Hitchcock Design Group Team will:

1. Develop the draft **Parks Master Plan** deliverable by assembling all information from the planning process in a booklet format, following the following general format:
 - a. Executive Summary: process, primary goals, and objectives
 - b. Introduction document description, credits
 - c. Chapter One: ENVISION: Strategies
 - d. Chapter Two: PRIORITIZE: Action Plan
 - e. Chapter Three: ANALYZE: Inventory & Analysis
 - f. Chapter Four: CONNECT: Community Engagement
 - g. Chapter Five: Appendix Supporting Information
2. **[STAFF MEETING #6]** Meet with Staff to review the **IMPLEMENT: Final Comprehensive Master Plan Phase** recommendations and deliverables. Deliver one hard copy and digital copy of deliverables.
3. **[VILLAGE BOARD or PARK COMMITTEE MEETING #3]** Prepare for and conduct final Board or Committee presentation of the **IMPLEMENT: Final Comprehensive Master Plan Phase** recommendations and deliverables.
4. Receive comments from Staff and Board; make one round of **Final Revisions** to the Master Plan deliverable.
5. Print and deliver **Hard Copies** of the Final Master Plan deliverable (as a reimbursable expense) and deliver to Staff.



Project Schedule

The following schedule follows the format outlined in the Scope of Services on the previous pages.

Potential Timeline

ANALYZE:	Inventory and Analysis Phase: Kick-off meeting Data collection Park inventories and benchmarking	6-8 weeks
CONNECT:	Community Engagement Phase: (Concurrent with the end of the Analyze Phase) Online Survey Community workshop Stakeholder interviews Staff and Board/Committee workshops Develop final needs assessment	4-6 weeks
ENVISION:	Alternative Strategies Phase: Develop strategies Staff and Board/Committee review	6-8 weeks
PRIORITIZE:	Preferred Strategies Phase Finalize strategies Develop 5-year action plan Staff and Board/Committee review	4-6 weeks
IMPLEMENT:	Final Comprehensive Master Plan Phase: Prepare draft report Staff and Board/Committee review Final report	<u>4-6 weeks</u>

+/- 6-9 months

Your Team



Festival Park: Elgin, Illinois



Team Organization

HITCHCOCK DESIGN GROUP



PRINCIPAL-IN-CHARGE
Steve Konters



PROJECT MANAGER
Doug Fair



PROJECT PLANNER
Jenna Beck

DEWBERRY



PROJECT ARCHITECT
Jeff Keppler

ETC INSTITUTE



STATISTICALLY-VALID SURVEY
Jason Morado



Hitchcock Design Group

About Us

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

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

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



TYPE OF BUSINESS

Corporation – Subchapter S

OFFICE LOCATIONS

Austin

1601 Rio Grande, Suite 450
Austin, Texas 78701
512.770.4503

Chicagoland

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

Indianapolis

405 Massachusetts Avenue, Suite 3B
Indianapolis, Indiana 46204
317.536.6161

South Florida

1999 University Drive, Suite 202
Coral Springs, Florida 33071
754.277.4254

MARKETS SERVED

- Recreation
- Education
- Healthcare / Life Care
- Civic Design
- Real Estate Development

TYPE OF SERVICES

Landscape Architecture
Planning

YEARS IN BUSINESS

42

CORPORATE NAME

Hitchcock Design, Inc.
(dba Hitchcock Design Group)



How do we create better places?

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

FOCUS

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

CREATE

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

UNITE

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

EXCITE

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





Steve Konters, PLA, ASLA

Senior Principal | Principal-in-Charge



With over 20 years of experience in the recreation industry, Steve's experience in project management, design leadership, and construction administration has made him a valuable member of every project team that he has been involved with. As a principal at Hitchcock Design Group, he has been a key member in developing the HDG recreation studio's leadership in the comprehensive parks and recreation master plan practice, and he continues to seek out the best applications to serve clients in this area. Steve has the ability to assess complex data and solicit community and stakeholder input while also creating master plans that have given park and recreation professionals a plan that they can realistically implement according to a schedule that meets their goals. Due to this, Steve's talents have strengthened Hitchcock Design Group's position in the marketplace.

EDUCATION

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

REGISTRATION

Licensed Landscape
Architect: State
of Illinois

AFFILIATIONS

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

PROJECT EXPERIENCE

Baker-Koren Farm Master Plan, Manhattan, Illinois
Barrington Park District Comprehensive Plan, Barrington, Illinois
Cary Park District Comprehensive Plan Update, Cary, Illinois
Centennial Park Master Plan, Champaign, Illinois
Champaign Landfill Reuse Park Master Plan, Champaign, Illinois
Charlie Brown Park Master Plan, Deer Park, Illinois
Dolton Park District Comprehensive Plan, Dolton, Illinois
Elk Grove Park District Comprehensive Plan, Elk Grove, Illinois
Glendale Heights Park and Facilities Study, Glendale Heights, Illinois
Glenview Park District Comprehensive Plan, Glenview, Illinois
Lake Forest (City of) Strategic Plan, Lake Forest, Illinois
Macon County Conservation District Master Plan Update, Decatur, Illinois
Manhattan Park District Parks and Open Space Plan, Manhattan, Illinois
McHenry County Conservation District Comprehensive Plan, McHenry County, Illinois
Meadowhill North Park Master Plan, Northbrook, Illinois
Northbrook Park District Comprehensive Master Plan, Northbrook, Illinois
Palatine Park District Comprehensive Master Plan, Palatine, Illinois
Plainfield Riverfront Master Plan, Plainfield, Illinois
Olympia Fields Park District Comprehensive Plan, Olympia Fields, Illinois
Oregon Park District Comprehensive Master Plan, Oregon, Illinois
Round Lake Area Park District Comprehensive Master Plan, Round Lake, Illinois
Skokie Park District Comprehensive Plan, Skokie, Illinois
South Park Master Plan, Lake Forest, Illinois
St. Charles Park District Comprehensive Plan, St. Charles, Illinois
Town Center Master Plan, Deer Park, Illinois
Urbandale Comprehensive Master Plan, Urbandale, Iowa
Vehe Farm Park Master Plan, Deer Park, Illinois
Village of Algonquin Park and Recreation Comprehensive Plan, Algonquin, Illinois
Village of Brookfield Open Space Master Plan, Brookfield, Illinois
Village of Deer Park Parks and Open Space Master Plan, Deer Park, Illinois
Village of Libertyville Park and Recreation Comprehensive Plan, Libertyville, Illinois
West Park Master Plan, Northbrook, Illinois
Wood Oaks Park Master Plan, Northbrook, Illinois



Doug Fair, PLA, ASLA

Senior Associate | Project Manager



As a senior associate, Doug has established himself as a key part of every design team that he has been involved with. Throughout his career, he was involved in a wide variety of project types before finally determining that his passion was for working with recreation providers and their communities. By focusing his attention on this niche market, Doug has proven to be an invaluable asset in assisting with the planning and design of recreation projects that capture the vision established for the project. His ability to solicit input from the client, stakeholders, and the community has led to his being a much sought after member of every team.

EDUCATION

Bachelor of
Landscape
Architecture,
University of
Illinois, 2007

REGISTRATION

Licensed Landscape
Architect: State
of Illinois

Urban Land Institute,
Chicago Chapter

AFFILIATIONS

American Society of Landscape Architects
Illinois Association of Park Districts
Illinois Park and Recreation Association
National Recreation and Park Association
South Suburban Parks and Recreation Professionals Association
Texas Recreation and Park Society

PROJECT EXPERIENCE

95th Street Community Plaza, Naperville, Illinois
Adventist Cancer Institute, Hinsdale, Illinois*
Allstate Headquarters Campus Planning Services, Northbrook, Illinois*
Autumn Leaves Assisted Living and Memory Care Facilities, Chicago, Illinois*
Buffalo Grove Park District Master Plan, Buffalo Grove, Illinois*
Camera Park Cricket Field, Glendale Heights, Illinois
Camera Park Master Plan Update, Glendale Heights, Illinois
Cancer Treatment Center of America, Zion, Illinois*
Central Park Renovation, Wood Dale, Illinois*
Commissioners' Park, Streamwood, Illinois
Conway Farms Golf Club Addition, Lake Forest, Illinois*
Dolton Park District Comprehensive Plan, Dolton, Illinois
Elk Grove Park District Comprehensive Plan, Elk Grove, Illinois
Exmoor Country Club Expansion, Highland Park, Illinois*
Finley Square Landscape Improvements, Downers Grove, Illinois*
Glenview Ice Center, Glenview, Illinois
Harlem Avenue Roadway Enhancements, Palos Heights, Illinois*
Heritage Park Master Plan, Homer Glen, Illinois*
Kankakee High School Landscape Design, Kankakee, Illinois
Kohler Ridge Site Plan, New Berlin, Wisconsin*
Lan-Oak Park District Playground Renovations, Lansing, Illinois*
North Shore Place Assisted Living Facility, Northbrook, Illinois*
Park West Master Plan and Final Design, Oregon, Illinois
Pioneer Park Playground Renovation, Morton Grove, Illinois
Play for All Treehouse, Lisle, Illinois
Ravine Bluffs Park, Glencoe, Illinois*
Streamwood Park District Playground Renovations, Streamwood, Illinois
The Sheridan at Green Oaks, Green Oaks, Illinois*
The Whitley of Wheeling Assisted Living Facility, Wheeling, Illinois*
Valley Lo Club, Glenview, Illinois*
Veterans' Park, Tinley Park, Illinois*
Washington Street Roadway Improvements, Grayslake, Illinois*

* Work completed prior to joining HDG



Jenna Beck, CPSI

Associate | Project Planner



Jenna began her career at Hitchcock Design Group as an intern, and in that role, it became apparent that her attention to detail and use of innovative technologies made her a valued member of each project team that she was involved with. While an intern, she gained experience in each of the firm's studios before deciding to focus on recreation. Upon her graduation, Jenna returned to the firm and has continued to use her clear, concise, and practical manner to insure that the overall goals for a project are met and achieved. Her passion for recreation is evident in her continued push to create plans and designs that engage users while meeting deadlines and remaining on budget.

EDUCATION

Bachelor of
Science, Landscape
Architecture,
cum laude, Purdue
University, 2016

AFFILIATIONS

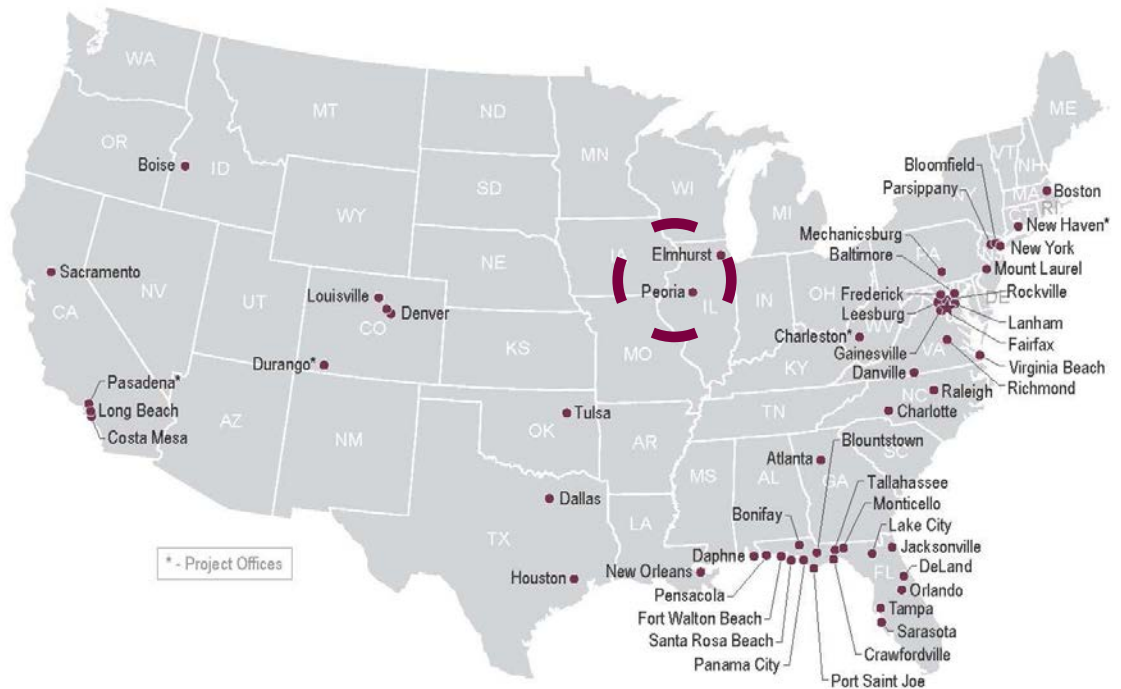
Illinois Association of Park Districts
Illinois Park and Recreation Association
Indiana Park and Recreation Association
National Recreation and Park Association

PROJECT EXPERIENCE

Apollo Park, Alsip, Illinois
Arroyo Trails, Channahon, Illinois
Batavia Park District Comprehensive Plan, Batavia, Illinois
Bellaboos Outdoor Discovery Center, Lake Station, Indiana
Bison Bluff Nature Play Area, Schaumburg, Illinois
Cary Grove Master Plan Update, Cary, Illinois
Cary Park District Comprehensive Plan Update, Cary, Illinois
Central Park, Channahon, Illinois
Clearview Park, Waukegan, Illinois
Discovery Park, Romeoville, Illinois
Dolton Park District Comprehensive Plan, Dolton, Illinois
Glenview Park District Comprehensive Master Plan, Glenview, Illinois
Lions Park, DeKalb, Illinois
Lower City Park Adventure Playground, Iowa City, Iowa
Oak Creek Park, Lockport Township, Illinois
Olympia Fields Park District Comprehensive Plan Update, Olympia Fields, Illinois
Oregon Park District Comprehensive Master Plan Update, Oregon, Illinois
Rose Park, Waukegan, Illinois
Schiller Park, Itasca, Illinois
Skokie Park District Comprehensive Plan, Skokie, Illinois
Sunset Woods Park Master Plan and Playground Renovations, Highland Park, Illinois
Villa Olivia Study, Bartlett, Illinois
Village of Libertyville Park and Recreation Comprehensive Plan, Libertyville, Illinois
Wagner Park Master Plan, Glenview, Illinois
Willowhaven Park and Nature Center, Bourbonnais Township, Illinois
Wynstone Park, Shorewood, Illinois



Dewberry®



WHO WE ARE

Dewberry is a leading architectural, engineering, and consulting firm that specializes in the design of facilities that anchor and create communities. Our mission is to make communities healthier, stronger and better places. A national firm that is regularly included in both Building Design & Construction and Engineering News-Record's lists of the top A/E firms in the country, we remain committed to providing local, personalized service to each of our clients.

MISSION

Imagine a professional services firm with vision beyond "the ordinary." A firm with deep subject-matter expertise as well as deep national resources. A firm committed to putting clients at the center of everything it does. That firm is Dewberry. And those qualities are among the pillars of what we call "Dewberry at Work"—a set of guiding principles and values that govern the way we've done business for more than a half-century.

MUNICIPAL FACILITY EXPERIENCE

Since 1987, we have been involved in the design of over 120 recreation, fitness and wellness facilities throughout the U.S., comprising over 4 million SF of built projects. In addition to the design and construction of these buildings, Dewberry is recognized as a national leader in wellness and recreation architecture, regularly exhibiting our work, as well as presenting papers and seminars, at educational conferences in the areas of fitness, recreation, and wellness.

LOCAL SERVICE

Illinois is home to Dewberry's largest staff of architects and civic designers. With 60 Illinois employees, Dewberry provides full-service design, engineering, estimating, and consulting services. **Our team works, lives, and volunteers time throughout Illinois and is committed to transforming our communities through design.** Beyond any particular project, Dewberry stands ready to serve the lifecycle of facility demands.



Jeff Keppler, AIA, ALA, WELL AP, LEED AP BD+C

Project Architect



Jeff has a wide array of experience working on community facilities including recreation and community centers, libraries, historic structures, courts, and village halls. He is passionate about design and bringing projects to life through 3d visualization, and has a strong knowledge of building systems and details.

REGISTRATION

Registered Architect: State of Illinois
LEED Accredited Professional BD+C
WELL Accredited Professional

EDUCATION

Bachelor of
Architecture,
University of Miami

AFFILIATIONS

American Institute of Architects
Association of Licensed Architects
Illinois Association of Park Districts

PROJECT EXPERIENCE

Belvidere Park District Comprehensive Planning, Belvidere, Illinois

Elmhurst Park District, Centennial Park Adult Center Adaptive Reuse, Elmhurst, Illinois

Glenview Park District, Administration Building Renovation, Glenview, Illinois

Village of Romeoville, Illinois

- Indoor Aquatic Center
- Fitness Center
- Athletic and Event Center Addition, Phase 1 and 2
- Deer Crossing Park Restrooms and Concessions

Lockport Township Park District, Challenge Fitness Building, Lockport, Illinois

Dundee Township Park District, Randall Oaks Recreation Center, East Dundee, Illinois

Addison Park District, Community Recreation Center Study, Addison, Illinois

Lincoln Community Center Addition and Remodeling, Highland, Indiana

Joliet Park District, Joliet, Illinois

- Inwood Athletic Club
- Inwood Athletic Club Locker Room Renovation
- Horticulture Center Improvements Study and Implementation

Sawmill Gardens Soccer Complex, Willowbrook, Illinois

Itasca Park District, Locker Room Remodel, Itasca, Illinois

Apple Canyon Lake Pool Facility, Apple River, Illinois

Our Experience



Marquette Park Lakefront East Master Plan: Gary, Indiana



Village of Algonquin Park and Recreation Comprehensive Master Plan

LOCATION
Algonquin, Illinois

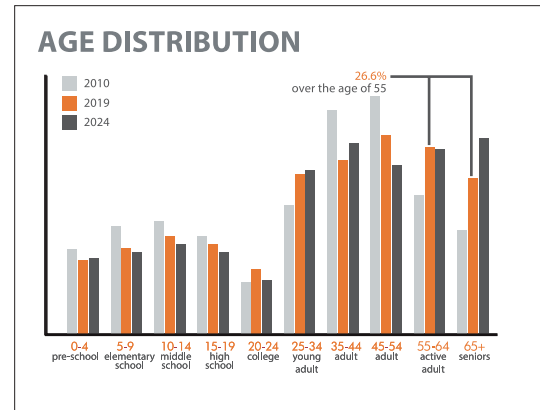
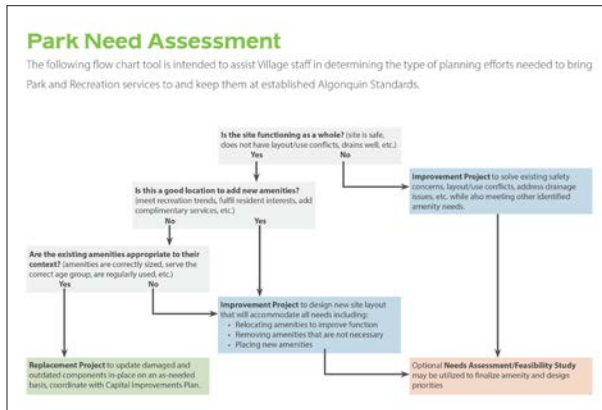
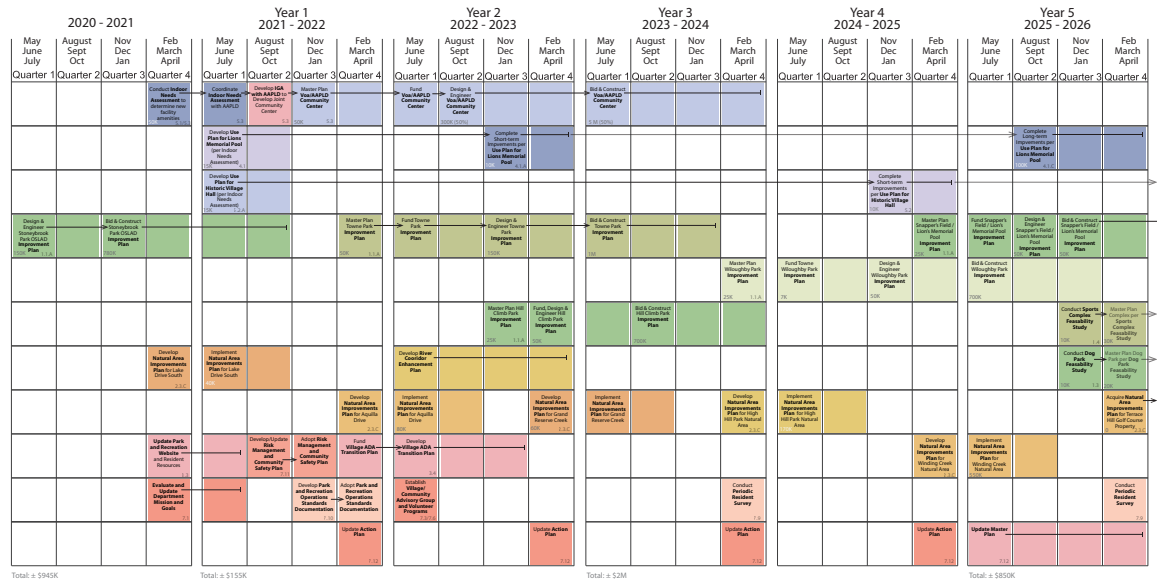
CLIENT
Village of Algonquin

CONTACT
Katie Gock,
Recreation
Superintendent
847.658.5719

STATUS
Complete
(2019-2021)

DESIGN TEAM
Recreation Results;
Dewberry Architects;
Hey and Associates

NOTES
Completed on-time
and within budget



HDG assisted the Village in developing a plan that would define a consistent future vision and strategic priorities as it enables the organization to re-imagine the desired future of its services, recognizing the realities of the external operating environment and developing an action plan to make the desired future a reality. The plan provides fiscal agility for the Village to use reserves to address capital project needs, maximize and grow revenue, ensure adequate staffing, and undertake key strategic initiatives for long-term success. To continue maintaining aging infrastructure and offer the programs, services and new facilities and amenities the community desires, the action plan will help the Village Board and staff make measured decisions, balancing future community needs against the Village's sound fiscal condition.



Northbrook Park District Strategic Master Plan

LOCATION

Northbrook, Illinois

CLIENT

Northbrook Park District

CONTACT

Molly Hamer,
Executive Director
847.291.2960

STATUS

Complete
(2015-2015)

PLANNINGTEAM

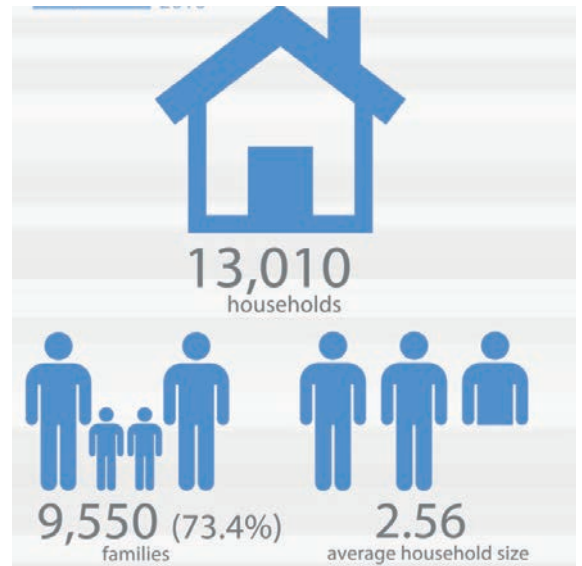
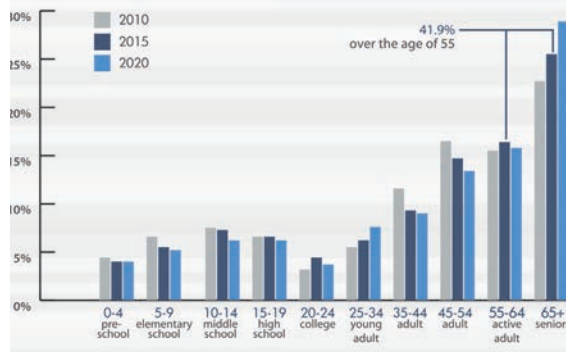
Heller and Heller
Consulting;
Dewberry

NOTES

Completed on-time
and within budget



AGE DISTRIBUTION



To further their goal of being recognized as a national leader in delivering innovative park and recreation services based on responsiveness, trust and accountability to their community, the Northbrook Park District engaged the Hitchcock Design Group planning team to create a master plan that would guide their growth and programming for the next ten (10) years. After conducting a thorough analysis of their existing parks, facilities and programs, the team then solicited community input from various stakeholders, staff and the community to determine their wants and goals for the park district. This information was then overlaid with a demographic study of Northbrook that factored in age of its population, average income and other factors that would influence who Northbrook could be in 10 years. The team carefully analyzed the results of all of the data from these various resources to create a plan with practical measurable steps that can be implemented over the next 10 years.



Glenview Park District Comprehensive Master Plan

LOCATION

Glenview, Illinois

CLIENT

Glenview Park District

CONTACT

James Warnstedt,
Superintendent of
Park and Facility
Services
847.657.3215

STATUS

Complete
(2016-2018)

SIZE

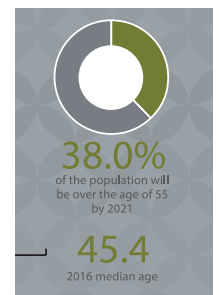
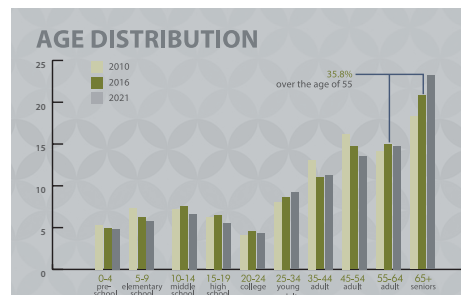
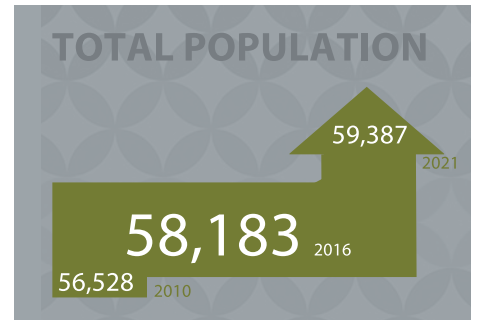
334.80 acres

PLANNING TEAM

Heller and Heller
Consulting;
Dewberry Architects

NOTES

Completed on-time
and within budget



As a continuation of their mission to provide “quality recreational programs, facilities and open space”, the Glenview Park District engaged Hitchcock Design Group and the planning team to create a master plan that would guide their operations and growth for the next ten years. The park district’s guiding principles include a commitment to continual improvement while also providing diverse programming and seeking public involvement and their new master plan needed to reflect these goals while also creating a plan that they could implement. In conjunction with performing a thorough review of all of the park district’s existing properties and programming, the planning team also sought community input on their interests and worked closely with the board to develop a plan that encompassed everyone’s vision. The resulting plan created an order criteria for the park district to follow as they implement the plan over the next ten years.



Cary Park District Comprehensive Plan Update

LOCATION

Cary, Illinois

CLIENT

Cary Park District

CONTACT

Dan Jones,
Executive Director
847.639.6100

STATUS

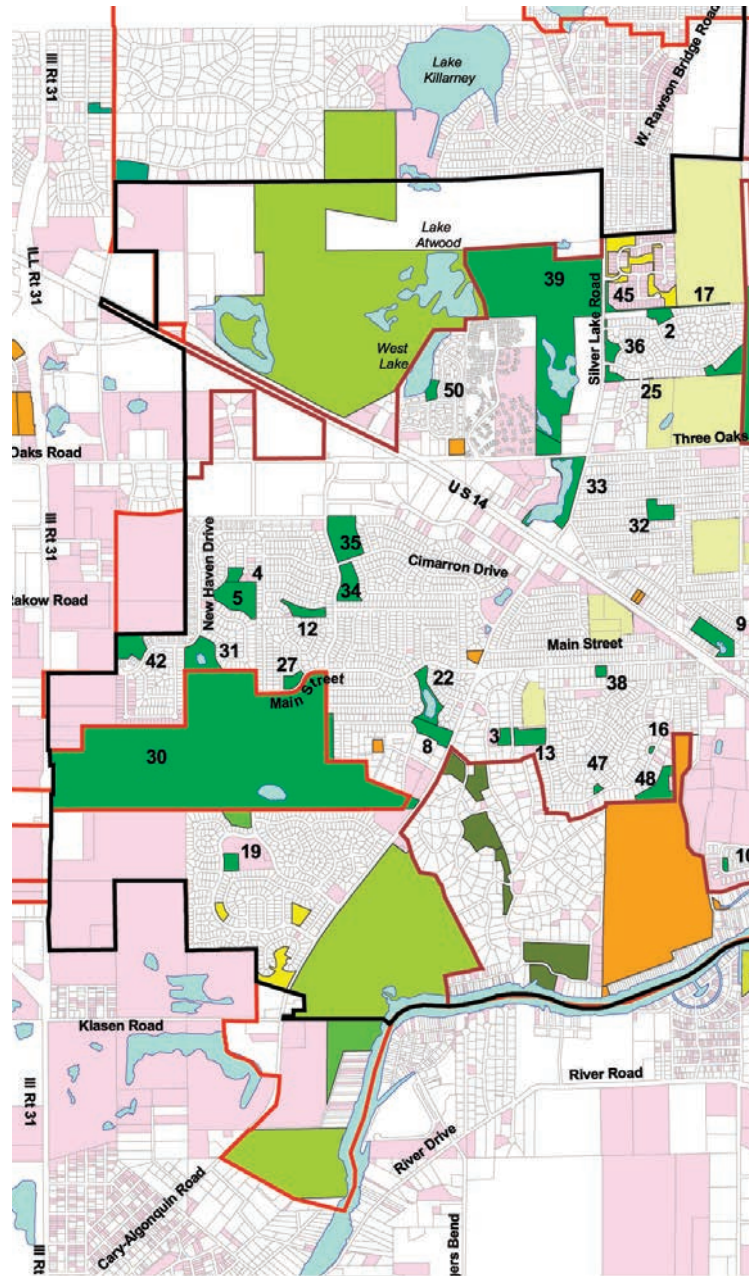
Complete
(2015-2015)

PLANNING TEAM

Pivot Recreation
Resources;
The Davenport Group

NOTES

Completed on-time
and within budget



Hitchcock Design Group was commissioned by the Cary Park District to lead the project team in an analysis of the Park District's existing land resources, facilities, programs and operations. Combined with input from the community, the resulting Comprehensive Plan update would provide their Board the baseline data needed to determine a strategic ten year plan. To begin, the project team visited, inventoried and analyzed the existing parks and properties. The scope of work included a thorough review of planning data available from such agencies as the Village of Cary, McHenry County and the Conservation District. This information was coordinated with community survey, focus group, staff and Board interview data received from the Park District's facilitation consultant. Hitchcock Design Group prepared a detailed Comprehensive Plan and worked with the facilitation consultant to develop the Cary Park District Ten Year Vision.



Libertyville Parks Master Plan

LOCATION

Libertyville, Illinois

CLIENT

Village of Libertyville
Recreation and
Sports Complex
Department

CONTACT

Kelly Amidei,
Village Administrator
847.362.2430

STATUS

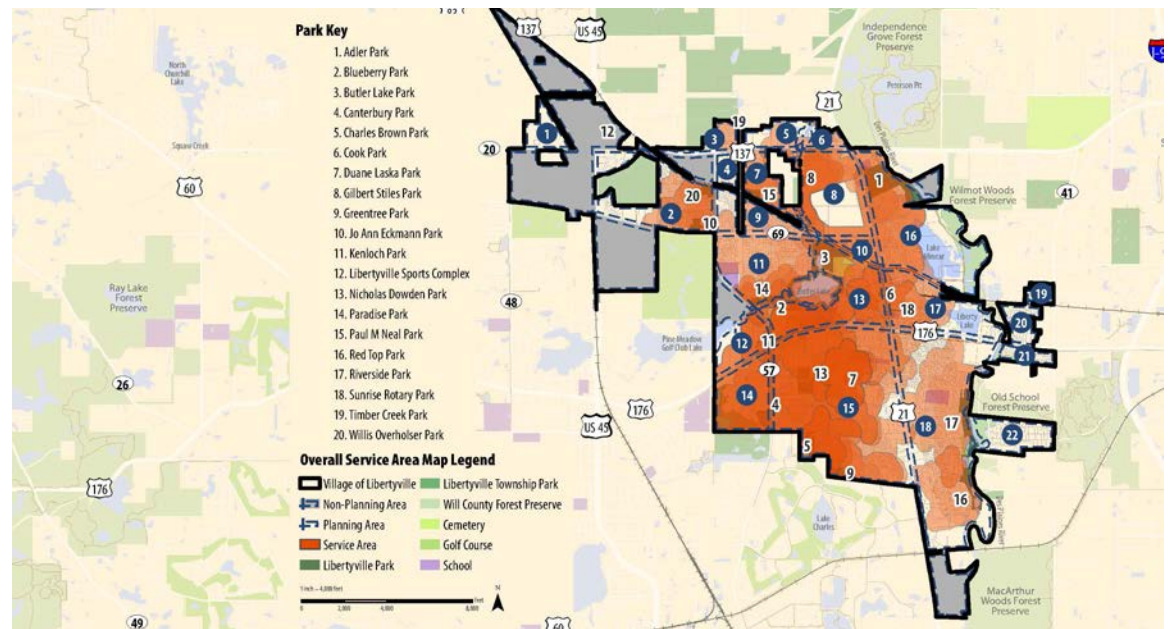
Complete
(2017-2018)

SIZE

369 acres

NOTES

Completed on-time
and within budget



Hitchcock Design Group was engaged by the Village of Libertyville to create a master plan for the existing Libertyville parks systems. The team utilized a four-step process to evaluate the Village's existing park and recreation amenities while also soliciting community input to arrive at a final plan that compiled all of the information into one cohesive document. Implementation of the plan was broken down into multiple steps that the Village can execute over the next 15 years.



Incomplete projects within the last 3 years

Hitchcock Design Group has not had any contracts terminated in the past 3 years due to any circumstances within our control. As we all know, there are factors that can affect the progression of a project – anything from a pandemic to a lack of funding – but our services have never been cut short due to our employees, our design abilities, or anything within our power.

Capability to complete your project on time/schedule

Currently, the Hitchcock Design Group team enjoys a healthy backlog of planning and design projects. Given the forecasted schedules and workload, we are confident that we have the capacity to work on the Parks Master Plan project for the Village of Lake in the Hills. We are able to start work on the project promptly, advance it systematically, and complete it in a reasonable time frame.

As evidence of our ability to complete projects on time and on schedule, please feel free to reach out to any of our references on the next page.



References

KATIE GOCK

Recreation Superintendent
Village of Algonquin
2200 Harnish Drive
Algonquin, Illinois 60102
katiegock@algonquin.org
847.658.2700

JASON HERBSTER

Executive Director
Crystal Lake Park District
1 E. Crystal Lake Avenue
Crystal Lake, Illinois 60014
jherbster@crystallakeparks.org
779.994.4248

KELLY AMIDEI

Village Administrator
Village of Libertyville
118 W Cook Avenue
Libertyville, Illinois 60048
kamidei@libertyville.com
847.362.2430

MICHAEL MCCARTY

Executive Director
Glenview Park District
1215 Waukegan Road
Glenview, Illinois 60025
michael.mccarty@glenviewparks.org
224.521.2250

MOLLY HAMER

Executive Director
Northbrook Park District
545 Academy Drive
Northbrook, Illinois 60062
mhamer@nbparks.org
847.291.2960



Glenview Park District Comprehensive Master Plan: Glenview, Illinois

Required Village Documents



Stakeholder Meeting: Urbandale, Iowa

**Request for Qualifications for Professional Services
Acknowledgement of Terms and Conditions**

By submitting a Response, the Submitter, on behalf of itself acknowledges and agrees that:

1. **SUBMITTER AUTHORIZATION:** The signatories are authorized by the Submitter to make representations for the Submitter and to obligate the Submitter to perform the commitments contained in its Response, including as prescribed by this RFQ.
2. **NO GUARANTEE OF WORK OR COMPENSATION:** There is no guarantee of a minimal amount of work or compensation for any of the Submitters selected for contract negotiations.
3. **COMPLIANCE WITH LAWS AND REGULATIONS:** Submitter must comply with all applicable State, Federal, and local laws. In the event any governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the items offered on this Response prior to their delivery, it shall be the responsibility of the successful Submitter to notify the Village at once, indicating in their letter the specific regulation which required such alterations.
4. **LEAD ROLE:** The selected Submitter(s) will be expected to take the lead role in project management and staff/subcontractor coordination.
5. **RELEASE OF INFORMATION:** The Submitter hereby releases the Village, including its officers, employees, and agents, from any liability for publishing or publicly discussing the Response in connection with this RFQ.
6. **FINANCIAL RESPONSIBILITY FOR RESPONSE COSTS:** The Village accepts no financial responsibility for any costs incurred by a firm in responding to this RFQ. Responses (and related materials), once submitted, become the property of the Village and may be used by the Village in any way deemed appropriate,
7. **CHANGE NOTICES:** The Village may modify the RFQ, prior to the Response due date, by issuing written addenda. The Village will make reasonable efforts to post notification of modifications in a timely manner.
8. **CONFLICTS OF INTEREST:** The successful Submitter will be required to agree to comply fully with and be bound by the applicable provisions of state and local laws related to conflicts of interest.


Submitted by:

Name of Firm: Hitchcock Design Group

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

City: Naperville, Illinois 60540 State: IL Zip 60540

Submitter's Name: Steve Konters, Senior Principal

Submitter's Signature: 

Telephone: 630.476.3578 E-mail: skonters@hitchcockdesigngroup.com

**Request for Qualifications for Professional Services
Reference Sheets**

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

Reference # 1

Client Name: Village of Algonquin

Contact: Katie Gock, Recreation Superintendent

Address: 2200 Harnish Drive, Algonquin, Illinois 60102

Telephone Number: 847.658.2700

Project title: Park and Recreation Comprehensive Plan

Description of Project: Our team developed a plan that defines a future vision and strategic priorities for the organization.

Reference # 2

Client Name: Crystal Lake Park District

Contact: Jason Herbster, Executive Director

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

Telephone Number: 779.994.4248

Project title: Various (Three Oaks Recreation Area, Wakeboard Park, Main Beach)

Description of Project: Hitchcock Design Group has worked closely with CLPD for a number of years.

Reference # 3

Client Name: Village of Libertyville

Contact: Kelly Amidei, Village Administrator

Address: 118 W. Cook Avenue, Libertyville, Illinois 60048

Telephone Number: 847.362.2430

Project title: Parks Master Plan

Description of Project: Evaluation of existing amenities, community input, and step-by-step implementation

Project Location: Libertyville, Illinois



Reed Keppler Memorial Park Band Shell: West Chicago, Illinois



1601 Rio Grande Street
Suite 450
Austin, Texas 78701
512.770.4503

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

405 Massachusetts Avenue
Suite 3B
Indianapolis, Indiana 46204
317.536.6161

1999 University Drive
Suite 202
Coral Springs, Florida 33071
754.277.4254

hitchcockdesigngroup.com

*Planning
Landscape Architecture*

Proposed Professional Fee Structure

The following Fee Structure follows the format outlined in the proposal and scope of services dated May 2, 2023.

Professional Fee Structure

Comprehensive Master Plan

ANALYZE:	Inventory and Analysis Phase:	\$12,400
CONNECT:	Community Engagement Phase:	\$9,800
ENVISION:	Alternative Strategies Phase:	\$6,000
PRIORITIZE:	Preferred Strategies Phase:	\$5,600
PLAN:	Action Plan and Report Phase:	<u>\$9,800</u>
		Subtotal: \$43,600

Reimbursable Expenses:

Draft printing (materials for staff / board review meetings):	\$200
Travel (mileage or company rental car expenses for meetings and park visits):	\$600
Printing of Final plans:	<u>as requested, at cost</u>

Subtotal: \$800 plus final plan cost

Optional Services:

1. Facility Assessment:
(scope items A.4 and C.3) ADD \$7,800
2. Statistically Valid Survey:
(scope item B.4) ADD \$14,200



STAFF REPORT

MEETING DATE: April 6, 2023

DEPARTMENT: Parks and Recreation Department

Upcoming Events:

- Tuesday, May 9 Balmoral Tea Service / Fabyan Japanese Gardens Trip
- Wednesday, May 17 Madison, WI Food Tour Trip
- Saturday, May 20 Mom and Me Tea 10 am – 12 pm Village Hall
- Tuesday, May 30 FuntastiCAMP begins

For more information please view the program and activity guide: [RECREATION.LITH.ORG](https://recreation.lith.org)
<https://recreation.lith.org/>

Board Volunteers Needed for Upcoming Special Events:

If you are interested in volunteering or being present to represent the Board, please contact Kim Buscemi @ kbuscemi@lith.org. Details and times for the upcoming events can be found in the Spring Guide.

Report submitted by Kim Buscemi, Recreation Superintendent:

Summer Program and Event Guide goes live on May 3. Registration will be open for residents. Non-resident registration will open May 10.

New this summer is the Skate, Bike, and Roll event on June 3. The Police Department Tactical Bike Unit is teaming up with the Parks and Recreation Staff to host this free community event at Sunset Park. The event will include Ridin Right bicycle safety, bike repair tips, bike registration, blender bike, hot wheels race track, DYI car kits, Preschool trike course, and REC2U activities. The McHenry County Conservation District will be attending along with Cycling Without Age McHenry County. The annual Skate Jam will take place during this even as well.

Three Park Parties are planned for the summer which include a Beach Party, Unplug IL day, and Movie Night. A new Youth Track and Field Fun Meet is set for June 10. The Adult Camp is being offered for the second summer. Five REC2U events are scheduled at various parks. A summer full of day trips, early childhood programs, and lots of new youth programs are also listed in the Summer Guide.

Quarter 1: Program Statistic Summary:

	Area	Total Revenue	Total Expenses	Net Revenue	Last Year to Date Net Revenue Total	Budgeted Net Revenue for the year	Margin %	Cost Recovery	Total # Parts.	Last Year to Date Total # Parts.
Q1 Totals	Adults	\$ -	\$ (20.00)	\$ (20.00)	813.44	\$ 5,049.00		0%	0	82
	BTB	\$ 26,912.00	\$ 15,977.00	\$ 10,935.00	\$ -	\$ 11,708.00	41%	168%	57	0
	Camp			\$ -	\$ -	\$ 72,103.00				0
	Early Childhood	\$ 1,625.00	\$ 1,032.53	\$ 592.47	\$ 919.77	\$ 6,379.00	36%	146%	70	94
	Preschool	\$ 36,571.00	\$ 21,297.00	\$ 15,274.00	\$ (2,951.38)	\$ 17,724.00	42%	86%	72	61
	Seniors	\$ 4,391.00	\$ 2,971.00	\$ 1,420.00	\$ 190.75	\$ 2,504.00	32%	86%	364	80
	Special Events	\$ 6,304.00	\$ 3,504.00	\$ 2,800.00	\$ 2,071.21	\$ 1,421.00	44%	86%	395	380
	Teen			\$ -		\$ 40.00				
	Youth	\$ 6,584.50	\$ 1,015.40	\$ 5,569.10	\$ 529.18	\$ 1,277.00	85%	648%	41	49
YTD Total		\$ 82,387.50	\$ 45,776.93	\$ 36,610.57	\$ 1,572.97	\$ 118,205.00	44%	180%	999	746

Program net revenues are on track. First quarter of 2022, still under mitigations, impacted last year’s BTB and Preschool numbers. Lack of ice this January resulted in several adult and youth events to be cancelled.

Program Registrations
Q1 - 2023

	Q1				Q2				Q3				Q4				Yr Total	Yr Total	Yr Total	Yr Total	YTD
	2020	2021	2022	2023	2020	2021	2022	2023	2020	2021	2022	2023	2020	2021	2022	2023	2019	2020	2021	2022	2023
General Programs	337	555	714	870	75	968	1882		391	867	1160		249	1166			4410	1052	3556	3756	
Camp					116	299	825		108	327			95	15			321	319	641	825	
BTB (school yr avg)	63		52	57			44			35	44			35			65	63	70	140	
Preschool (avg)	47	32	61	72	47	24	71			64	71		44	52			122	138	172	203	
Total	447	587	827	999	238	1291	2812		499	1293			388	1268			4918	1572	4439	4924	999

Report submitted by Kristi Brewer, Recreation Superintendent

Beyond the Bell Afterschool Program 22/23 School Year

Registration numbers:

- 2022/2023; forty regular-attendance students and seventeen flex-day students
- 2021/2022; thirty-nine regular-attendance students and eight flex-day students
- 2020/2021; thirty-three regular-attending students and four flex-day students.

In addition, the seasonal trend continues that as the end of the year concludes, we do not expect registration to increase for regular attendance, but flex-day students are expected to increase. The 2022/2023 school year program will end on Friday, May 26, 2023.

Adult Men's 12" Softball League - Spring: The adult softball league has a start date of Sunday, April 26th, with the first game being canceled due to inclement weather and field conditions. Games officially started the following Sunday with nine teams registered. Games are scheduled for Sunday mornings, 8 AM through Noon.

Summer FuntastiCAMP: Weekly camp fees will cover the hours of 7 am - 6 pm. The program will include a weekly pool trip, local park visits, and a weekly off-site field trip. We welcome our returning Camp Supervisors, Jordyn Lilja, and Theresa Telford, who have worked with the Village for many years in various roles from Preschool Academy, Beyond the Bell Afterschool, and the FuntastiCAMP programs.

Bunny Paws: This special event, held at Bark Park, was sponsored by PetSuites of Lake in the Hills and the Parks and Recreation Department. Photos were taken with the bunny inside the garage building at Bark Park, allowing the event to continue despite inclement weather outdoors, limiting additional pet activities.



Unstoppable Blacklight Egg Hunt: A new event was offered on April 7, where teens used blacklight flashlights to find candy and coin-filled eggs for the awesome glow hunt. Plus, a visit from Bunny-Saurus. An outstanding registration response of over sixty participants provided enough event feedback for modifications to next years event.



Run Thru The Hills 5k | 2-mile Dog walk | Kids 100 YD Dash

Run Thru the Hills race was held on Saturday, April 15, at The Place for Children with Autism parking lot off of Crystal Lake Rd.

- 2023; 95 5k Run/Walk, 11 Dog walk, and 14 100-yard kids dash participants (total 120 overall; 52 residents and 68 non-residents)
- 2022; 89 5k Run/Walk, 23 Dog walk, and 14 100-yard kids dash participants (total 126 overall; 45 residents and 81 non-residents) braved the brisk weather to complete the race.

Chronomix timing for the event was completed by Race Time- notably, who was the previous event timer during the first years of the race occurring. Thank you to our sponsors and supporters: Algonquin-Lake in the Hills Fire Protection District, PetSuites Lake in the Hills, The Place for Children with Autism, Family Health and Wellness, local teen volunteers, Lake in the Hills Police Department, and Public Works for making the day a success.

Survey responses were positive overall:

- I just wanted to say thank you for all your hard work. This is our second year attending Run Thru the Hills and love attending the dog walk and kids dash! Thank you for this wonderful community event!! - Melissa
- Thank you for all the hard work you did to provide LITH a fun, challenging, safe and well-organized Run Thru The Hills race. The 2 water stations along the 5k course were a welcomed sight and refreshments at finish line were perfect. An enjoyable Village tradition. Great job!!! - Arden
- My family and I had a great time! The hills were brutal, but that's why we signed up 🐾 It went very smooth from packet pick-up to crossing the finishing line. We really appreciated the police and volunteers throughout the race making sure we were safe while running! Thank you for a great event! - Jill



Report submitted by Michelle Steffey, Recreation Superintendent

Lunch Buddies & No- Bake- Cooking Class:

Preschool staff offered Lunch Buddies and a No-Bake-Cooking enrichment class on April 6, 2023. Eleven participants attended Lunch Buddies and fourteen participants attended the No-Bake Cooking class. The participants first decorated chef hats and then made the following treats: Banana Chocolate Mousse Pops, Chocolate Hazelnut Fruit Pizza, Fruit and Cheese Kabobs, Painted Toast and Cotton Candy Milkshakes. The participants went home with recipe cards so they could make the yummy treats again with their families.



Rock'n'Kids spring session started April 19, 2023. Tot Rock and Kid Rock classes are offered on Tuesday mornings and Wednesday evenings.

Skyhawks youth sports spring session will start May 1, 2023. Skyhawks will be offering Soccer Tot on Monday evenings, Hoopster Tots on Thursday evenings and Baseball Tots on Friday mornings.



The **Preschool Academy** staff attended the Bunny Trail and were able to engage with over 200 families.



The Preschool Academy currently has 71 students enrolled in the 2022-2023 Winter Session.

The 2023-2024 school year enrollment is open. Preschool academy is offering two new afternoon classes for the 2023-2024 school year as well as morning classes. The Preschool Academy currently has 38 students registered for the 2023-2024 school year.

Coming up events:

- May 4 - Mother's day gift making class
- May 4- Lunch buddies
- May 18 - Father's day gift making class
- May 18- Lunch buddies
- May 26 - Preschool Academy- end of year concert

Report submitted by Casie Peltz, Recreation Superintendent

April 8 - Bunny Trail: Over 600 people enjoyed the beautiful spring day by attending the annual Bunny Trail event. Thirteen sponsors / community groups joined us along the trail passing out treats for kids and marketing their services.



April 21-23 - Earth Day / Park Clean-up: Seven groups participated in cleaning up LITH parks this year. The parks assigned were: Linda K Fischer, Ken Carpenter, Ryder, Turtle Island, Larsen, and Nockles.

Staff took the Rec2U van to the April 22 McHenry County Conservation District's Earth Day event at the Prairieview Education Center. Although the weather was not great, we were able to connect with about 20 families who were able to see our van and hear about where it will be this summer.

April 13 - Winnebago County trip: Our senior trip co-op group took 50 seniors to Rockton, IL to enjoy learning about bird banding / migration, have lunch and enjoy some ice cream and shopping on Main Street.



