1996 S. Kirk Rd. Suite 320
Geneva, IL 60134

Kane County

Forest Preserve District, Planning and Utilization Committee

Agenda

Chair Cherryl Strathmann, President Christopher Kious, President Pro Tem, Mavis Bates, Executive Director Benjamin Haberthur
Ron Ford, Michelle Gumz, Mike Kenyon, Anita Lewis, Mike Linder, Vern Tepe

Thursday, June 29, 2023 **9:30 AM** **3rd Floor Board Room**

I. Call To Order

II. Approval of Minutes of May 25, 2023

III. Public Comment (Each Speaker is limited to three minutes)

IV. Bids and Proposals

A. **TMP-23-876** Resolution Approving A Bid to Purchase Three, Sixty Inch Zero Turn Mowers for the North Operations Department

V. New or Unfinished Business

A. **TMP-23-851** Resolution Authorizing a Contract for Professional Services to Develop Architectural and Engineering Concept Plans for the Settler's Hill Golf Course Clubhouse with Wight & Company

VI. Closed Session to Discuss Land Acquisition, License Agreements, Potential Litigation and Personnel

VII. Communications

VIII. Chairman's Comments

IX. Adjournment
Adjournment until: Thursday July 27, 2023 at 9:30 a.m. in person at the Forest Preserve District Administration Offices 1996 S. Kirk Road, Suite 320 Geneva, Illinois and via zoom https://zoom.us/j/6302325980?pwd=aURTSGJoRlVJNDRCcHJXd3dvaVVrUT09 Meeting ID: 630 232 5980 Password: 24680 The Request to Speak Form on our website must still be completed for guests to speak at the meeting.

STATE OF ILLINOIS)
SS.
COUNTY OF KANE)

FP RESOLUTION NO. TMP-23-876

RESOLUTION APPROVING A BID TO PURCHASE THREE, SIXTY INCH ZERO TURN MOWERS FOR THE NORTH OPERATIONS DEPARTMENT

WHEREAS, it is deemed necessary and desirable for the Commissioners of the Forest Preserve District of Kane County, Illinois to authorize the purchase of three replacement sixty inch zero turn mowers for use by the North Operations Department, as bid through the Sourcewell Procurement contract; and

WHEREAS, three sixty inch zero turn mowers have exceeded their efficient life expectancy and will be replaced with three sixty inch zero turn Toro mowers; and

WHEREAS, the three, sixty inch zero turn Toro mowers will be purchased from Ralph Helm, Inc., as bid through the joint purchasing cooperative Sourcewell, for a total cost not to exceed $49,874.34.

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Forest Preserve District of Kane County, Illinois, that the bid received from Ralph Helm, Inc., Elgin, Illinois, for a total cost not to exceed $49,874.34 be, and hereby is, accepted and approved

APPROVED AND PASSED on this 11th day of July 2023.

_____	_____
Christopher Kious	Myrna Molina
President, Kane Forest Preserve	Secretary, Kane Forest Preserve
Kane County, Illinois	Kane County, Illinois

AGENDA MEMORANDUM

DATE: June 29, 2023

TO: Forest Preserve District Planning & Utilization Committee

FROM: Mark Pentecost, Director of Operations

SUBJECT: Presentation and Approval of a Bid to Purchase (3) 60" Zero Turn Mowers for the North Operations Department

PURPOSE:

The purpose of this memorandum is to provide the Committee with information to consider the approval of a bid to purchase (3) 60" zero turn mowers from Ralph Helm Inc. of Elgin, Illinois for a total price of $49,874.34.

BACKGROUND:

Based on the District's replacement schedule, (3) 60" zero turn mower's for North Operations were approved in the FY 2023-24 budget. The mowers have exceeded our threshold of 1,200 hours of maximum efficient life expectancy by 20-40%. Once replaced we will declare the old mowers surplus and auction them off to maximize any resale value. We have had success with Toro 60" mowers and request replacing with the same manufacturer.

The new mowers will be procured through the joint-purchasing cooperative Sourcewell, from Ralph Helm Inc., Elgin, Illinois for $49,874.34. The contract from Sourcewell provides a 27% reduction to the MSRP for the mowers. Any accessories are not covered with the reduction. As the attached quotation reflects, this provides the District with a savings of $17,442.54 below MSRP.

FINANCIAL IMPACT:

Funds totaling $59,700.00 were budgeted in account 01-21-22-7020 for the purchase of these mowers in FY 2023-24. Sufficient funds will be available beginning July 1, 2023 within account 01-21-22-7020 of $92,700.00 to purchase the mowers.

RECOMMENDATION:

Staff recommends approval of the bid, as submitted, from Ralph Helm Inc. of Elgin, Illinois through the joint purchasing cooperative with Sourcewell, for the purchase of (3) 60" Toro zero turn mowers, in the amount of $49,874.34.

ATTACHMENTS:

Quotation

Ralph Helm Inc. Lawn Equipment Center

36W710 Foothill Road, Elgin, IL 60123 . 847-695-1616 FAX 847-695-1617

www.ralphhelminc.com

Quotation 836280

WE SERVICE WHAT WE SELL

SOLD TO

KANE CO. FOREST PRESERVE
KANE CO. PURCHASING DEPT.
1996 S. KIRK RD. STE. 320
GENEVA, IL 60134

(630)232-5923
Bill To Account# 00000

Signature:

EMAIL ADDRESS
CAHILLSAM@KANEFOREST.COM

TAX I.D. NUMBER E9996-0151-06

QUOTE DATE	EXPIRES	ACCT. NO.	TERMS	CUSTOMER ORDER NO.
05/23/23	06/21/23	33800	NET 10 PROX. NEW EQUIP. DUE WHEN SOLD	

QUANTITY	ITEM NO.	DESCRIPTION	BIN		PRICE	AMOUNT
3	72960	TORO 31HP KAW 60" 6000 SERIES		21,534.99	21,534.00	64,602.00
3-	DIS	SOURCEWELL CONTRACT DIS		5,814.18	5,814.18	17,442.54-
3	RALPHSETUP	PROFESSIONAL SET-UP & SERVICE		100.00	100.00	300.00
3	38012	ACCESSORY KIT		804.96	804.96	2,414.88
		KIT INCLUDES				
		117-3600 CHUTE KIT				
		127-6666 JACK KIT				
		137-9216 BUCKET KIT				
		137-9769 TRIMMER MOUNT KIT				
		SOURCEWELL CONTRACT RFP#031121				

A FINANCE CHARGE of 2 1/2% per month, which is an ANNUAL PERCENTAGE RATE of 30% (or a minimum charge of $1.00 for balances under $40.00) will be added on all accounts 30 days old. To avoid finance charges payments must be received by the 10th of the month following purchases. No refund without this invoice. 15% handling charge on all returned parts. No parts returnable after 10 days. No return on electrical parts.

Like Us On Facebook

@RalphHelmInc

SUB-TOTAL	49,874.34
MISC. CHARGES	
SHIP CHARGES.	
LABOR	
SALES TAX	
TOTAL	49,874.34
TENDERED	
AMOUNT DUE	**49,874.34**

05/24/23 08:15:27 122

ORIGINAL

STATE OF ILLINOIS)
SS.
COUNTY OF KANE)

FP RESOLUTION NO. TMP-23-851

RESOLUTION AUTHORIZING A CONTRACT FOR PROFESSIONAL SERVICES TO DEVELOP ARCHITECTURAL AND ENGINEERING CONCEPT PLANS FOR THE SETTLER'S HILL GOLF COURSE CLUBHOUSE WITH WIGHT & COMPANY

WHEREAS, the Forest Preserve District of Kane County, Kane County, Illinois, finds it necessary and desirable to retain the services of Wight & Co. of Darrien, Illinois, for professional services, which include conceptual design and plans for the Settler's Hill Clubhouse; and

WHEREAS, Wight & Co. was retained in 2020/2021 for preliminary architectural and site planning services for the Settler's Hill Clubhouse; and

WHEREAS, Wight & Co. has submitted a proposal for the professional services, which include conceptual design and cost estimates, for a total of $32,500.00. Additionally, $1,000.00 shall be set aside as contingency to cover any unanticipated additional costs that may arise during design and construction for a total project amount of $33,500.00; and

WHEREAS, Wight & Co. will prepare three (3) concept plans including architecture and site planning for the clubhouse.

NOW, THEREFORE, BE IT RESOLVED that the Forest Preserve District Board of Commissioners of Kane County, Kane County, Illinois, that Wight & Co. of Darrien, Illinois, be retained to provide conceptual architectural engineering and site planning services for the Settler's Hill Golf Course Clubhouse at a cost not to exceed Thirty-three thousand Five Hundred dollars ($33,500.00).

APPROVED AND PASSED on this 11th day of July 2023.

_____	_____
Christopher Kious	Myrna Molina
President, Kane Forest Preserve	Secretary, Kane Forest Preserve
Kane County, Illinois	Kane County, Illinois

AGENDA MEMORANDUM

DATE: June 29, 2023

TO: Forest Preserve District Planning & Utilization Committee

FROM: Jennifer Rooks-Lopez, Chief of Planning & Land Management

SUBJECT: Presentation and Approval of a Contract with Wight & Company for Professional Services to Develop Architectural and Engineering Concepts Plans for the Settler's Hill Golf Course Clubhouse.

PURPOSE:

The purpose of this memorandum is to provide the Committee with information to consider the approval of a contract with Wight & Co. of Darrien, Illinois for professional services, which include conceptual design and planning services for the Settler's Hill Clubhouse.

BACKGROUND:

Phase 1 of the Settler's Hill Golf Course renovation, which included improved irrigation, driving range and new layouts for all 18 holes was completed in 2022. Phase 2 includes the construction of a new clubhouse, parking and cart storage facility located near the new driving range in the northeast section of the course. The new clubhouse will be located at the point of returning 9's (holes 1, 9, 10 & 18) allowing golfers easy access to snacks and restroom facilities at the halfway point and end of their game. The District retained Wight & Co. in 2020/21 for preliminary architectural and site planning services for the Settler's Hill Clubhouse. This contract is the next step in the process for designing the future clubhouse.

FINANCIAL IMPACT:

Funds totaling $150,000 were budgeted in the 2023/24 fiscal year for the architecture/engineering phase of project.

RECOMMENDATION:

Staff recommends approval of a contract with Wight & Co. of Darien, Illinois for professional services, which include conceptual architectural and engineering designs and cost estimates for $32,500.00, plus a contingency of $1,000.00 to cover any unanticipated additional costs that may arise in an amount not to exceed $33,500.00.

ATTACHMENTS:

Settler's Hill Golf Course Location Map

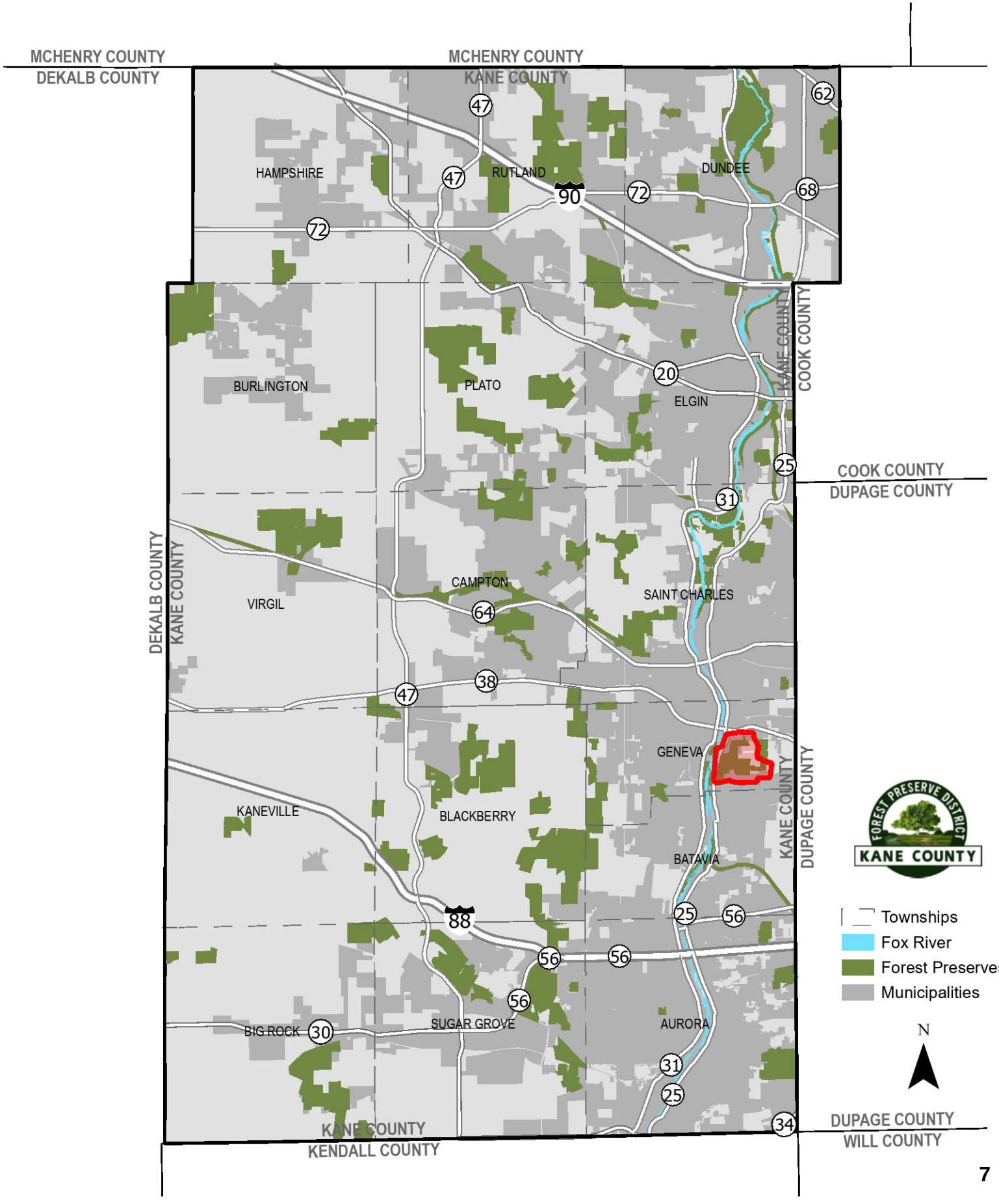
Proposed Clubhouse Location Plan

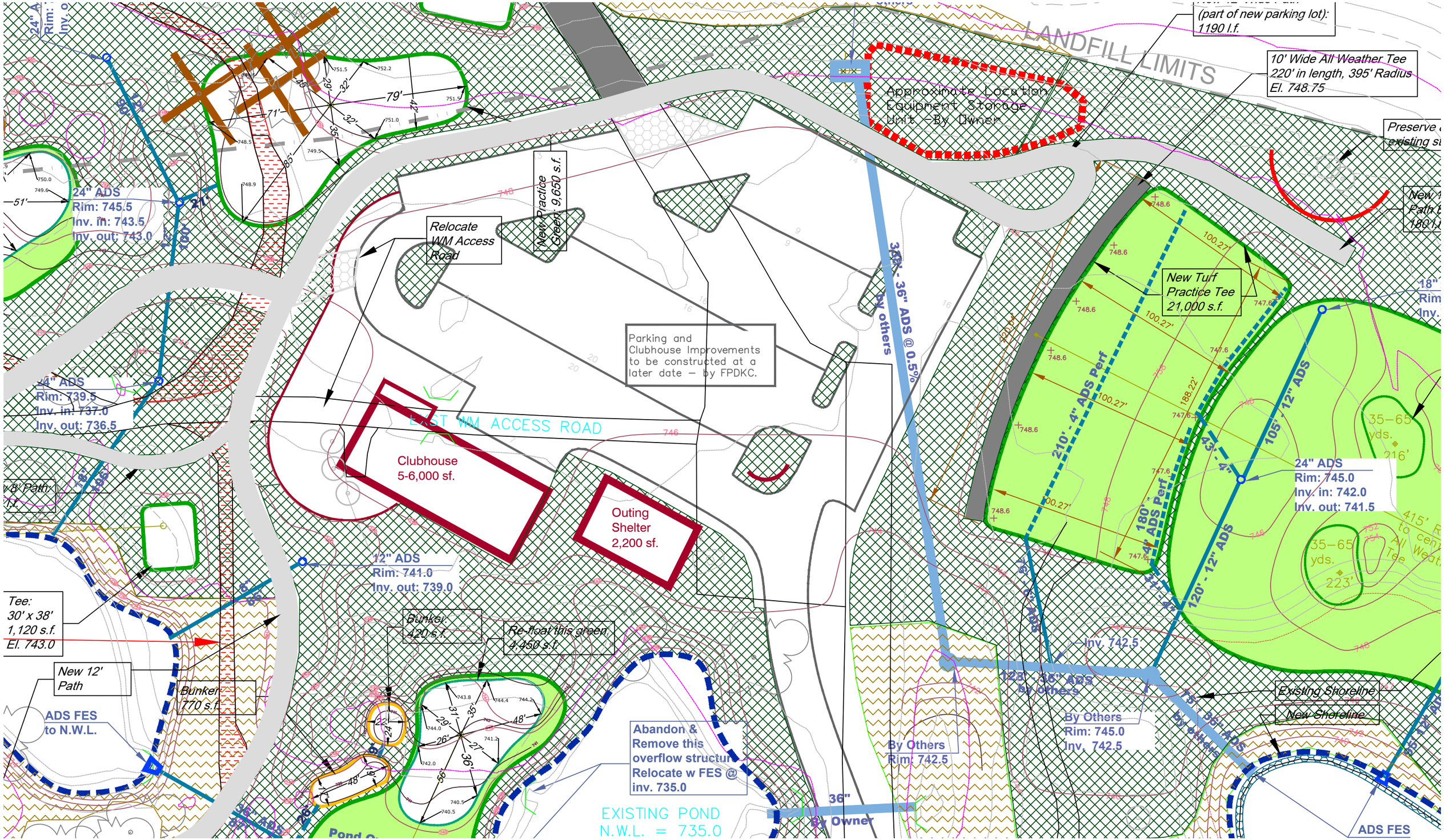
Proposal for Settler's Hill Clubhouse Concepts: Wight & Co.

Settler's Hill Golf Course

County Location Map

Geneva, IL




LANDFILL LIMITS
(part of new parking lot):
1190 l.f.
10' Wide All Weather Tee
220' in length, 395' Radius
El. 748.75
Approximate Location
Equipment Storage
Unit - By Owner
Preserve
existing
New
Path
150'
Relocate
WM Access
Road
New Practice
Green 9,650 s.f.
Parking and
Clubhouse Improvements
to be constructed at a
later date — by FPDKC.
EAST WM ACCESS ROAD
Clubhouse
5-6,000 sf.
Outing
Shelter
2,200 sf.
New Turf
Practice Tee
21,000 s.f.
24" ADS
Rim: 745.5
Inv. in: 743.5
Inv. out: 743.0
24" ADS
Rim: 739.5
Inv. in: 737.0
Inv. out: 736.5
12" ADS
Rim: 741.0
Inv. out: 739.0
24" ADS
Rim: 745.0
Inv. in: 742.0
Inv. out: 741.5
By Others
Rim: 745.0
Inv. 742.5
By Others
Rim: 742.5
Inv. 742.5
36" ADS @ 0.5%
by others
105' - 12" ADS
210' - 4" ADS Perf
180' - 4" ADS Perf
120' - 12" ADS
125' - 36" ADS
by others
36"
by Owner
Tee:
30' x 38'
1,120 s.f.
El. 743.0
New 12'
Path
Bunker
770 s.f.
Bunker
420 s.f.
Re-float this green
4,450 s.f.
ADS FES
to N.W.L.
Abandon &
Remove this
overflow structure
Relocate w FES @
inv. 735.0
EXISTING POND
N.W.L. = 735.0
Existing Shoreline
New Shoreline
ADS FES
35–65
yds.
216'
223'
415' R
to cent
All Weat
Tee
100.27'
188.22'
748.6
747.6
746
748

June 5, 2023

Ms. Jennifer Rooks-Lopez
Chief of Planning & Land Management
Forest Preserve District of Kane County
1996 S. Kirk Road
Geneva, IL 60134

Settler's Hill Golf Clubhouse Concepts
Professional Services Proposal

Dear Ms. Rooks-Lopez:

Wight & Company (Wight) is pleased to submit this proposal to you and the Forest Preserve District of Kane County (FPDKC) to provide conceptual planning services for Settler's Hill Golf Clubhouse. This proposal includes the following sections:

PROJECT UNDERSTANDING
SCOPE OF SERVICES
SCHEDULE
COMPENSATION
TERMS & CONDITIONS

PROJECT UNDERSTANDING

We understand the FPDKC completed the golf course improvement and has re-opened the course for the 2023 golf season. The course improvements included re-routing the holes, a new irrigation system, a driving range, and a four-hole short course learning center. The FPDKC has retained Golf Visions for course management.

As indicated in the initial master plan developed in 2017, a new clubhouse and parking lot is planned to be located near the new #1 tee box and #18 green and new driving range. FPDKC would like Wight to develop conceptual options and cost estimates for the following preliminary programmatic improvements:

- Clubhouse/Halfway House +/-5,000 SF
  - Small Bar/Food Service
  - Small Pro Shop
  - Patio
- Golf Cart Storage/Outing Shelter
- Parking Lot
- Vehicular Circulation
- WM Truck Access
- Golf Cart Circulation
- Driving Range Access

SCOPE OF SERVICES

Wight & Company will provide in-house architecture, civil engineering, landscape architecture, and cost estimating services. We propose to provide the following services outlined in the Project Understanding through the Scope of Service below:

A. Project Understanding and Programming Phase
    1. Conduct a project Kick-off Meeting to align the basic client expectations and reach a mutual understanding of the following:
        a. Key participants and decision-makers
        b. Project goals and objectives
        c. Existing conditions
        d. Scope of work
        e. Deliverables
        f. Tentative project schedule
        g. Communication and responsibility matrix
        h. Project budget
    2. Obtain relevant project data for the site:
        a. Zoning and land-use designation
        b. Local ordinances
        c. Aerial photography
        d. Topographic and boundary surveys, if available (provided by owner)
        e. GIS Data
        f. National Wetland Inventory Map (NWI)
        g. Flood Insurance Rate Map (FIRM)
    3. Visit the project site to review and photograph existing conditions and confirm base information.
    4. Prepare an Existing Conditions Plan using aerial photography, GIS Data, and a topographic survey (if available).
    5. Identify permitting requirements with jurisdictional agencies.
    6. Conduct Program Input Sessions:
        a. Staff

B. Conceptual Design Phase
    1. Develop Concepts for:
        a. Amenities based on programming input, including:
            i. Clubhouse/Halfway House +/-5,000 SF
                a. Small Bar/Food Service
                b. Small Pro Shop
                c. Patio

ii. Golf Cart Storage/Outing Shelter
iii. Parking Lot
iv. Vehicular Circulation
v. WM Truck Access
vi. Golf Cart Circulation
vii. Driving Range Access

b. Landscape
c. Grading and Utilities

2. Prepare construction cost opinion.
3. Review Conceptual Design Documents with you up to three (3) times. Document meeting results via written meeting summary.
4. Review Conceptual Design with jurisdictional agencies as needed.
5. Present final conceptual plans and cost to Board.

SCHEDULE

We propose to begin work on this assignment in July/August and anticipate 60-90 days to complete this work. We will prepare a detailed project schedule for your review and input during the initial project kick-off meeting.

COMPENSATION

Wight proposes to provide the Scope of Services described in this proposal for Fixed Fee of:

Project Understanding, Programming, and Conceptual Design Phase: $32,500.00

In addition to the professional services fees, we will invoice reimbursable expenses at direct costs and capped at $500.00. The following is a list of typical reimbursable expenses:

- CAD plots, printing, color reproductions, and delivery costs of drawings and reports.
- Supplies, materials, and costs related to specific reports and presentations.
- Travel at the current IRS established reimbursement rate.

TERMS & CONDITIONS

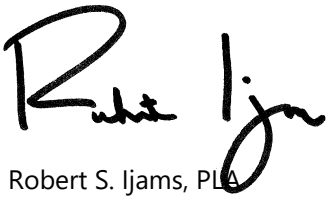
This proposal assumes the terms and conditions outlined in the AIA Document B101-2017, "Standard Form of Agreement between Owner and Architect." Wight will invoice monthly based on a percentage of the work completed and payment will be due in 30-days (or in accordance with the Illinois Prompt Payment Act).

We thank you for the opportunity to continue our relationship with the Forest Preserve District of Kane County and look forward to working with you on this design effort.

If this proposal meets your approval, please sign one copy, and return it to us. If you have any questions regarding this proposal, please do not hesitate to contact us.

Respectfully submitted,

WIGHT & COMPANY



Robert S. Ijams, PLA
Director of Parks & Recreation

Jason Dwyer, AIA, LEED AP
President, Design & Construction

Approved by:

_____ _____
Signature Date

_____ _____
Printed Name Title

cc Shawn Benson, Patty King, Wight & Company