

RESOLUTION NO 25-R-22

A RESOLUTION TO APPROVE DISTRICTWIDE PARK INVENTORY UPDATE

WHEREAS, the Tinley Park-Park District (“District”) is located in Cook & Will Counties of Illinois; and

WHEREAS, as a key resource for planning and public relations, our districtwide park inventory guide, last updated in 2015, is now outdated. Staff recommend that we replace and update the existing guide with a new version available in both digital and print formats; and

WHEREAS, the original guide is a PDF file, which is not easily editable; by creating a new guide, we will also establish a base file that can be updated periodically as needed; and

WHEREAS, since the original guide was produced, the District has replaced multiple playgrounds and parks. As a result, several sites no longer match the descriptions or images in the current guide. An updated inventory will ensure our materials accurately reflect our facilities and support our ongoing planning and communication efforts; and

WHEREAS, as we plan to renew our Illinois Distinguished Agency accreditation in 2026, this booklet will serve as a valuable resource for documenting our level of service and supporting the upcoming master planning process as well; and

WHEREAS, the Board of Commissioners of the District finds that it is in the best interest of the District to approve Districtwide Park Inventory update.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the TINLEY PARK-PARK DISTRICT as follows:

SECTION 1: The Preambles hereto are hereby made a part of, and an operative provision of, this Resolution as if fully restate herein.

SECTION 2: The Request attached hereto as Exhibit 1, and made a part hereof, is hereby approved.

SECTION 3: That this Resolution shall be in full force and effect on the date approved and passed by the Board of Commissioners of the TINLEY PARK-PARK

DISTRICT.

Approved and passed this 21st day of May 2025.

AYES: 5

NAYS: 0

ABSENT: 0

ABSTAIN: 0

TINLEY PARK-PARK DISTRICT

Lisa O'Donovan
President, Board of Park Commissioners

Attest:

[Signature]
Secretary, Board of Park Commissioners

Exhibit 1 RESOLUTION NO 25-R-22

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EXHIBIT 1 TO FOLLOW**



September 11, 2024

Mr. Shawn Roby, MBA, CPRP
Executive Director
Tinley Park Park District
8125 W. 171st Street
Tinley Park, IL 60477

**Tinley Park Park District – Districtwide Park Analysis Plan
Professional Services Proposal**

Dear Mr. Roby:

Wight & Company (Wight) is pleased to submit this proposal to you and the Tinley Park Park District (TPPD) to provide planning services for the Park District's parks and open space. This proposal includes:

PROJECT UNDERSTANDING
SCOPE OF SERVICES
SCHEDULE
COMPENSATION
TERMS & CONDITIONS

PROJECT UNDERSTANDING

We understand the TPPD has an outdated Districtwide Park Inventory Plan, originally completed in 2011 and later updated in 2015. TPPD would like to prepare a new plan based on the park improvements completed over the past +/- 10 years. The Wight team is ready to lead the process and help create a new Park Inventory and Analysis Plan. The purpose of this planning effort will be to document and analyze the existing parks. Also as requested, optional services can be included to analyze the indoor facilities, prepare recommendations to determine the appropriate indoor facilities and park amenities that should be added, replaced, removed, or repurposed throughout the District based on demographics, trends, and staff input. Finally an optional "road map" can be prepared that will document a prioritized implementation strategy, chronological objectives with timeline and grant strategies.

SCOPE OF SERVICES

Wight & Company will provide in-house planning, landscape architecture, and architecture services. We propose to provide the following services outlined in the Project Understanding through the Scope of Services below:

A. Inventory and Analysis Phase (BASE SCOPE)

1. Facilitate Listening Meeting with client to kick-off project and conduct System-wide Introduction Tour of existing agency assets.
 - a. Client/Project team

- b. Project goals
 - c. Available data
 - d. Schedule
- 2. Obtain contextual data:
 - a. Agency data
 - b. Related planning documents
 - c. Recreation trends
- 3. Inventory and Analysis of:
 - a. Indoor Facilities **(OPTION #1)**
 - i. Facility tour:
 - a. Tony Bettenhausen Recreation Center
 - b. Vogt Visual Arts Center
 - c. Tinley Park Performing Arts Center
 - d. McCarthy Recreation Building
 - e. Landmark Church, Museum & Schoolhouse
 - ii. Condition assessment
 - iii. Photograph existing conditions
 - iv. Document program use, types of spaces and square footages
 - v. Age and useful life of building systems
 - b. Parks & Open Space
 - i. Park tour for (47):
 - a. Playlot/Mini Parks (4)
 - b. Neighborhood Parks (24)
 - c. School Parks (5)
 - d. Community Parks (4)
 - e. Greenways (2)
 - f. Special Use Facilities (8)
 - ii. Condition assessment
 - iii. Photograph existing conditions
 - iv. Document program use, types of amenities and acreage
 - v. Age and useful life of amenities
 - vi. Park evaluation score based on:
 - a. Visibility, Access & Linkages
 - b. Amenities
 - c. Appearance & Use
- 4. Mapping (Wight will utilize and update 2011/2015 maps)
 - a. Inventory Map
 - b. Natural Areas Map
 - c. Planning Areas Map
 - d. Service Area Maps
 - i. Mini
 - ii. Neighborhood/School Parks
 - iii. Community

- iv. Overall
- 5. Benchmarking
 - a. Park Classification
 - b. Park Amenity Matrix
 - c. Level of Service
 - i. Parks and Open Space
 - d. Facility Comparison Matrix
 - e. Overall Park Scoring System Evaluation
- 6. Demographics **(OPTION #2)**
 - a. Prepare demographic studies including:
 - i. Total population, median age, household size, median home value, daytime population.
 - ii. Age distribution income, race and ethnicity.
 - iii. Tapestry Segmentation
- 7. Review Inventory and Analysis Phase Results with:
 - a. Staff
 - b. Board

B. Recommendations and Action Plan Phase (OPTION #3 & #4)

- 1. Develop recommendations for Indoor Facilities:
 - a. Renovations
 - b. Repurpose
 - c. Additions
 - d. New facilities
 - e. Systems maintenance/replacements
- 2. Develop recommendations for Parks & Open Space:
 - a. New amenities
 - b. Amenity maintenance/replacements
 - c. Land acquisition/new parks
- 3. Meet with client to review preliminary recommendations.
- 4. Refine recommendations.
- 5. Prioritize recommendations for:
 - a. Indoor Facilities
 - b. Parks & Open Space
- 6. Prepare implementation strategies for recommendations based on:
 - a. Funding
 - b. Acquisition
 - c. Plan
 - d. Design
 - e. Build
- 7. Meet with client to review priorities and implementation strategies.
- 8. Refine priorities and implementation strategies.
- 9. Present priorities and implementation strategies to Board.
- 10. Finalize Comprehensive Master Plan document (PDF) for Board approval.

SCHEDULE

We propose to begin work on this assignment in October 2024 and anticipate 90 day 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:

Inventory and Analysis Phase (BASE SCOPE):	\$19,000
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OPTIONAL SERVICES

Option #1-Indoor Facilities Inventory and Analysis:	\$25,000
Option #2-Demographics:	\$2,500
Option #3-Indoor Facilities Recommendations and Action Plan Phase:	\$5,000
Option #4-Parks & Open Space Recommendations and Action Plan Phase:	\$7,500

In addition to the professional services fees, we will invoice reimbursable expenses at direct costs, estimated at Five Hundred Dollars (\$500.00). The following is 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 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 work with the Tinley Park Park District and look forward to working with you on this planning 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: Patty King, Shawn Benson Wight & Company