

RESOLUTION NO 25-R-30

A RESOLUTION TO APPROVE DISTRICTWIDE MASTER PLANNING SERVICES

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

WHEREAS, it is time to update our master plan and its associated documents. At our previous meeting, we authorized an update to the districtwide inventory, which includes revised level of service maps. Another critical component of our planning process is the development of an updated master plan and a comprehensive community survey; and

WHEREAS, master plans are essential tools that guide the future development, management, and enhancement of our parks and recreational facilities. Typically spanning five to ten years, these plans are developed through robust community engagement, demographic analysis, and facility assessments. The value of a master plan lies in its ability to provide a clear, consensus-driven roadmap for resource allocation, program development, and facility upgrades; and

WHEREAS, by aligning investments with community priorities and our long-term vision, the master plan ensures our offerings remain relevant, equitable, and sustainable. Additionally, it positions the district to pursue funding opportunities, such as grants, by having well-documented strategies and needs assessments in place. Ultimately, a strong master plan enables us to enhance quality of life, foster community engagement, and ensure responsible stewardship of public resources for current and future generations.

WHEREAS, staff would like the board to consider approving master planning services, including a community needs assessment survey to be conducted in the coming months. This survey will engage the public on a range of topics related to the park district—such as programs, facilities, parks, and other relevant issues. While we may include a few questions about specific properties, the primary goal is to gather feedback on the agency as a whole, not just on individual sites; and

WHEREAS, the Board of Commissioners of the District finds that it is in the best interest of the District to approve Districtwide Master Planning Services to Design Perspectives Inc. for \$81,500

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 18th day of June 2025.

AYES: 5

NAYS: Ø

ABSENT: Ø

ABSTAIN: Ø

TINLEY PARK-PARK DISTRICT

Lisa D'Donovan
President, Board of Park Commissioners

Attest:

[Signature]
Secretary, Board of Park Commissioners

Exhibit 1 RESOLUTION NO 25-R-30

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EXHIBIT 1 TO FOLLOW**



June 16, 2025

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

RE: Professional Services for 5 Year Comprehensive Parks & Recreation Master Plan
Engagement Letter

Dear Shawn,

We are pleased to have this opportunity to provide an engagement letter proposal containing scope and fee from our recent discussion on 6/16/25. Our primary goal with all our engagements is to provide our clients with a high personal touch producing exceptional results. This means being fully accessible, deploying a creative master plan approach and most importantly, delivering findings that help guide the decision-making process. It is our understanding the Wight & Company will be providing the park inventory and level of service mapping and the Park District will be preparing the final document.

Scope of Services

Task A: Project Start Up & Goals & Objectives Formulation

Design Perspectives will meet with the Park District master planning team to fully define the work plan, including review of the current goals & objectives and an initial discussion of new goals and objectives as it relates specifically to the task, along with finalizing the schedule. The purpose of this start-up meeting is to establish project direction, meeting schedules and request documentation.

Total number of meetings for this step: 1

Task B: Demographic Trend Analysis

Design Perspectives will utilize census demographic information for data analysis and trend comparison for integration into the master plan.

Task C: Delphi Committee Meetings

Public Research Group will assist in the assembling of a Delphi Committee of community leaders to meet two times during the planning process. The Delphi Committee would also be considered a Focus Group. They can also provide input into the type of questions to be asked in the survey. This committee will meet in a small group setting.

Total number of meetings for this step: Up to 2

1167 Hobson Mill Drive
Naperville, Illinois 60540

Phone: 630-606-0776

Task D: Stakeholder Input

Public Research Group will prepare for a stakeholder input opportunity. The stakeholders will be invited and contacted by the Executive Director for the distribution of an on-line questionnaire to collect key information. One of the stakeholder input opportunities could be geared towards gathering information from elementary school aged children.

Task E: Open House Community Input Meeting

Public Research Group will aid in a public meeting open house to meet with the project team with the goal of gathering ideas and listening to concerns during the planning process. We will be exploring the use of technological touches during this process. Alternative approaches such as gathering input at pop-up events can be substituted and agreed upon related to this task.

Total number of meetings for this step: 1

Task F: Park Staff Visioning Meeting

Public Research Group will facilitate a meeting between the key staff members of the agency to discuss the current state of the Park District and the potential for improvements for the future. As part of the visioning session, a segment will focus on a SWOT analysis.

Total number of meetings for this step: 1

Task G: Park Board Visioning Meeting

Public Research Group will facilitate a meeting among the Park Board members to discuss the current state and the future vision of the Park District. Specific goals will be generated from the meeting.

Total number of meetings for this step: 1

Task H: Agency Analysis

Public Research Group will facilitate a meeting that focuses on organizational modeling of the Park District. It is important that the plan considers how the agency will exist within the next ten years. Organization modeling reveals the factors that can predict an agency's performance to ensure positive future outcomes. To do so requires the inclusion of an analysis of the operational structure of the agency within the context of its political and economic environment. A review of the mission, vision and values is also part of this analysis. This will assist in the development of specific goals and objectives in the categories of administration, recreation programs, finance, facility development, land acquisition, and maintenance.

Total number of meetings for this step: 1

Task I: Statistically Valid Community Needs Assessment Survey

Public Research Group will administer a statistical valid random sample community-based parks and recreation needs assessment survey and the results will be shared with the community via your website. We believe a survey is a valuable tool to provide validity to any decision that could impact the community. By using this tool, staff and elected officials can feel confident about making decisions

based on real, relevant data. A sample size of 400 total household returns will be sufficient for the size of your agency for a 95% confidence level and +/-5% confidence interval. We will utilize a survey of up to 20 questions in length to gather data from the questionnaire.

The breakdown includes:

Mail survey: Target return rate is 200 responses

E-mail survey: Target return rate is 200 responses

We will then layer the data between the survey results to formalize a stronger confidence in the survey findings. Specific tasks include;

- Develop a custom database random sample of Park District resident households
- Finalize the sample with geo-coding and survey methodology including methods for successful response rates
- Develop the survey instrument. The survey questions can be reviewed by staff and/or the Park Board and edited as many times as needed for approval
- Translate the survey into Spanish (If requested)
- Pre-test the survey
- Administer the mail survey including all printing and postage
- Administer the e-mail survey
- Track response rates and administer back-up sample in areas not performing to hit target and complete sample requirements
- Enter data into Excel
- Perform data analysis on raw survey results
- Generate findings of raw data including graphs, tables
- Prepare cross tabular comparisons (Up to 3 questions)
- Prepare heat maps (Up to 3 questions)
- Compare key findings using benchmarking process of past surveys/local agencies for trend analysis

Total number of meetings for this step: 1

Task J: Recreation Program Review & Trend Performance Assessment

Design Perspectives with assistance from the Public Research Group will perform an analysis of program registration numbers, revenues, occupancy rates, success rate of classes, and inventory of programs offered compared to the community need over a three-year period. The analysis will delineate between the agency's core and non-core programs as well as a comparison of the Park District programs and will analyze these programs for future trends performance. As part of your project, we will introduce concepts for identification of program life cycles and how analytics can be measured to document program vitals along with introducing a framework for decision making to adjust your programming portfolio. We will perform a basic program cost recovery component in this task.

Total number of meetings for this step: 1

Task K: Park Planning Analysis

Design Perspectives will prepare framework conceptual park/facility plans for capital improvements for each site. These plans will be conceptual in nature and provide only enough information to determine their best and highest use. Prioritized recommendations to meet current and future needs and designed to connect with the capital improvement plan. We will also prepare a cost estimate for each project. We will then meet with agency staff to discuss the conceptual plans.

Total number of meetings for this step: 1

Task L: Capital Improvement Plan Development

Design Perspectives will develop a set of criteria to prepare a 5 plus year CIP Plan with detailed estimates to be included in the plan with priority markers. A list of potential projects that could secure funding through grant-in-aid programs will be included in this task.

Task M: Financial & Operations Budget Development

Design Perspectives will review the current budget structure and explore future capital and operational budgets to meet the goals and objectives of the plan. Identification of potential funding sources for plan implementation, including grants, foundations, gifts, sponsorships, charges and fees, etc. will be part of the budget review

Task N: Implementation Strategy & Draft Plan

The project team has a firm and deep understanding relative to the present and future planning, economic, and political issues facing parks and recreation agencies. We believe this plan be viewed as much as a study as it is a plan. The end goal of this phase is to develop a list of clear, ranked priorities that can be accomplished from the plan. Our direction will distinguish ourselves from other consultants by speaking to the concerns of the Park District, Park Board as well as the public. A draft plan with phased actions including prioritized recommendations will be developed during this phase.

Total number of meetings for this step: 1

Task O: Final Plan Development

The project team realizes that for any plan to be considered successful, it must communicate the ideas and concepts of the plan, be useful and implemented. Design Perspectives will create a well-written, concise, and understandable document that will get used. The plan will include written goals, plans and objectives with an action plan to create a clear "road map" for the future. The graphic design, layout, formatting and final document will be produced by the Park District. The plan must succeed in identifying the needs of the Park District and providing solutions to achieve them. A presentation to the Park Board will be part of the final steps for plan adoption.

Total number of meetings for this step: 2

Fees & Charges

Design Perspectives, Inc. has broken the project into a series of steps that we have included as professional services for this project. The scope below has been broken down with a lump sum fee approach for each task. The total to complete task items A-O is \$81,500.00 which includes all reimbursable costs.

Any work outside of the services listed in this proposal will be handled on an hourly basis with a budget allowance approved in writing prior to commencing the work.

Comprehensive Parks & Recreation Master Plan

Task	Lump Sum Fee
Task A: Project Kick-off & Goals Formulation	\$1,000.00
Task B: Demographic Trend Analysis	\$4,000.00
Task C: Delphi Committee Meetings	\$2,500.00
Task D: Stakeholder Input	\$1,500.00
Task E: Open House Community Input Meeting	\$2,500.00
Task F: Park Staff Visioning Meeting	\$1,500.00
Task G: Park Board Visioning Meeting	\$3,000.00
Task H: Agency Analysis	\$3,000.00
Task I: Statistically Valid Community Needs Assessment Survey	\$20,000.00
Task J: Recreation Program Review & Trend Performance Assessment	\$15,000.00
Task K: Park Planning Analysis	\$5,000.00
Task L: Capital Improvement Plan Development	\$6,000.00
Task M: Financial & Operations Budget Development	\$2,000.00
Task N: Implementation Strategy & Draft Plan	\$6,000.00
Task O: Final Plan Development	\$8,500.00
Total Fee:	\$81,500.00

An hour rate will apply for any additional work requested in writing by the Client.

Principal Consultant: \$175.00 per hour

Technical Staff: \$120.00 per hour

The following are INCLUDED in our base price:

- 7 color copies of the Final Report
- Digital PDF of the Final Report

It is anticipated that work will commence July 15, 2025 and be complete by March 2026. A detailed schedule will be prepared for the kick-off meeting.

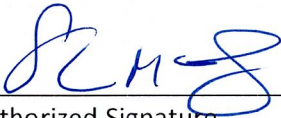
We do hope to have the opportunity to work with the Park District on this project.

Sincerely,



Mr. Tod J. Stanton, President
Design Perspectives, Inc.

If the above scope of work and terms are acceptable, please sign below and send one copy to us. An executed copy of this proposal will serve as our binding agreement between both parties. This proposal expires if not properly executed for the scope of work outlined after July 31, 2025.



Authorized Signature
Tinley Park-Park District

6-19-25

Date



Mr. Tod J. Stanton,
President
Design Perspectives, Inc.

6-16-25

Date

TERMS & CONDITIONS:

- A. Standard of Care – The standard level of care for professional services performed by Consultant under this Agreement will be the skill and care used by members of Consultant's profession practicing under similar circumstances at the same time and locality.
- B. Limitation of Liability – In recognition of the relative risks of the project to both the Client and the Consultant, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of the Consultant to the Client for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert witness fees and costs, so that the total aggregate liability of the Consultant to the Client shall not exceed the Consultant's fee for services rendered in this agreement. It is intended that this limitation apply to any and all liability or course of action however alleged or arising, unless otherwise prohibited by law.
- C. Dispute Resolution – Client and Consultant agree that they shall first submit any and all unsettled claims, counter claims, disputes, and other matters in question arising out of or related to this Agreement to mediation in accordance with industry rules of American Arbitration Association, effective as of the date of this agreement.
- D. Termination of Contract – Client may terminate this Agreement with seven days prior written notice to Consultant for convenience or cause. Consultant may terminate this Agreement with seven days prior written notice to Client. Failure of Client to make payments when due shall be cause for suspension of services and ultimately termination.
- E. Opinions of Cost – When included in Consultant's scope of services, estimates of probable construction cost are prepared by Consultant to represent judgment as a professional generally familiar with the industry. Consultant makes no claim to control these associated costs and may vary from Consultant's estimate.
- F. Force Majeure – Neither party shall be deemed in default of this Agreement to the extent that any delay or failure in the performance of its obligations results from any cause beyond its reasonable control and without negligence.
- G. Ownership of Documents – Use of the documents by Client without permission shall be at the Client's sole risk.
- H. Payment – We will invoice this project on a 30-day cycle. Prompt payment is expected from the Client on a timely basis. Project accounts over 60 days past due will be placed on inactive status and subject to late fees.