



To: Board of Parks and Recreation
From: Mark Heintz – Director of Parks and Recreation
Date: March 15, 2022
Re: Centennial Park Pro Shop Architectural Proposals

Background: After the closure of the Centennial Park Clubhouse due to structural issues, the Board directed me to seek proposals for architectural services for a new Centennial Park Pro Shop. A request for proposals (RFP) was assembled and sent out in January with a due date of March 3, 2022. The RFP was sent directly to 19 different firms, posted on the Town's website, and shared with a handful of potential firms at the Illinois Park and Recreation Association conference in late January.

The RFP requested a cover letter, company information, portfolio of comparable projects, staff expertise, references, proposal for a phase 1 pro shop 'at the top of the hill' near the entry to the golf course, a phase 2 existing clubhouse building footprint, initial concept design and a financial proposal.

Four firms submitted proposals which are included in today's meeting packet. These are from CSK Architects, Earles Architects Associates (EAA), Sumac and Wdi.

All four proposals look to have competent staff to be able to complete the necessary work. None of the companies have specific experience highlighted in working with IDEM or on the site of a former landfill.

Funding: Existing Park Bond issue funds for Centennial Park are available and I expect would cover the initial design costs. Funding for construction of potentially \$2-\$2.5 million would need to be secured through a bond issue. In conversation with the Clerk-Treasurer and Controller, the Town could process a bond issue earlier in the year than in the past to make funds available, potentially as early as August. It would be a best practice to not award any construction projects until bond issue funds are secured by the Town to cover these costs. If issued at a higher level, any extra funds could be made available to begin work on phase 2 at the park to determine next steps with the existing clubhouse facility.

Recommendation: After reviewing the four proposals, the recommendation from staff is to engage with CSK Architects to provide architectural/engineering professional services for the needs at Centennial Park which would start with formalizing a preliminary design.