



Memo

To: Board of Park Commissioners
From: Dan Garvy, Director of Parks & Recreation
Date: March 9, 2023
Re: Tate Woods Park Design Services

The Lisle Park District facilitated a Request for Letters of Interest, Qualifications and Performance Data for Tate Woods Park Design Services for anticipated renovations to Tate Woods Park for 2024. Primary among the qualifications sought was the success in securing Open Space Land Acquisition and Development (OSLAD) grants through the Illinois Department of Natural Resources as this is a significant funding source for park acquisition, construction and renovation projects. Depending on this project's scope that will be determined during the design and public engagement process, Tate Woods Park could be a prime candidate for this funding.

The District received submittals from four firms:

- Planning Resources, Inc. (Lombard, IL)
- Upland Design Ltd. (Plainfield, IL)
- Hitchcock Design Group (Naperville, IL)
- Wight & Company (Darien, IL)

An internal review committee consisting of Superintendent of Parks & Facilities Cerutti, Superintendent of Recreation & Marketing Pratscher, President Altpeter and I reviewed the submittals in detail and discussed who we thought best met the qualifications sought. It was the unanimous consent of this internal committee that all four firms could perform design services admirably, however Upland Design's successful track record in securing OSLAD grants far exceeded that of the other three firms.

This internal committee conducted an interview with representatives from Upland Design and were even more impressed with their in-person presentation than we were with their written submittal. Further, in my conversations with other park district directors who have worked directly with Upland Design, my confidence in this investment has been further solidified. As a result, I followed up with Upland Design to negotiate a fee and after a bit of back and forth, was presented with the a proposal in the amount of \$26,400. With \$25,000 allocated in the Corporate Fund's 2023 budget for this work, we are bit over.

In staff's opinion, this is still a very competitive fee based on our experience with other landscape architects and my conversations with other agencies with whom they have worked. On behalf of this review committee, I recommend the Park Board award the Tate Woods Park Design Services contract to Upland Design in the amount of \$26,400. Their submission to the RFQ immediately follows this recommendation and includes the scope of work, project timeline, etc.

Recommended Motion: Move to award the Tate Woods Park Design Services contract to Upland Design in the amount of \$26,400.