DATE: November 15, 2010

REQUEST FOR PARKS, RECREATION & ENVIRONMENTAL INITIATIVES ACTION

File Number:	**2010-0607**
Orig. Department:	**Village Clerk**
File Name:	**Approval of the October 18, 2010 Parks, Recreation & Environmental Initiatives Minutes**

BACKGROUND:

BUDGET IMPACT:

REQUESTED ACTION:

I move to approve the Minutes of the Regular Meeting of the Parks, Recreation & Environmental Initiatives Committee of October 18, 2010.

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REQUEST FOR PARKS, RECREATION & ENVIRONMENTAL INITIATIVES ACTION

File Number: **2010-0590**

Orig. Department: **Recreation and Parks Department**

File Name: **Window Cleaning Bid Award**

BACKGROUND:

Bids were received for the window cleaning for Village facilities and were opened on November 3, 2010. Three bids were received from the following vendors; Archer Window Cleaning $9,400.00, GSF USA Inc, $45,648, and Alliance Window Cleaning Inc, $13,415. This is for twice a year cleaning. They have all complied with the proper paperwork required by the Village.

BUDGET IMPACT:

The funds will come from the budgeted line items for each facility (Window Cleaning - 4292).

REQUESTED ACTION:

I move to recommend to the Village Board to accept the low bid from Archer Window Cleaning for a cost of $9,400.00

And

To have the Village Manager execute the contract.

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REQUEST FOR PARKS, RECREATION & ENVIRONMENTAL INITIATIVES ACTION

File Number: **2010-0484**

Orig. Department: **Development Services Department**

File Name: **9123 W 147th Street - REIRS, AR**

BACKGROUND:

The purpose of this petition (Robert Skrocki) is to obtain funding assistance from the REIRS program to install new exterior insulated siding on all four facades of the single family home at 9123 W 147th Street (27-10-403-001), in the Fairway Estates subdivision, an R-3A Residential District.

The petitioners are seeking a grant up to $3,475.00 in project reimbursement from the REIRS program.

Prior Completion
The project was petitioned on September 16, 2010, before the program deadline. The petitioner was made aware that certain materials and information were not received and the petition could not be processed in time for the October 2010 Parks, Recreation and Environmental Initiatives Committee, when the other REIRS projects were reviewed.

Since October 18, 2010 the proposed re-siding project for this site was completed while the review was still outstanding. However, based on the specification sheets submitted, the petitioner has indicated that program compliant materials were used in the re-siding project. Photographs taken during the construction indicate a DOW High Performance Underlayment insulation foam was added to the building prior to the siding. Such underlayment has an R-value of 3 (per the foam board insulation description sheet for XPS foam) while the siding can have an R-Value of 1. This is consistent with the system specification sheets provided for the type of vinyl siding that is proposed below: Variform by PlyGEM (R-4).

While the project was completed prior to any recommendation for approval, there is precedent to review a REIRS project out of order. Case number 2010-0404, 14911 Highland Avenue, completed an otherwise eligible energy efficiency project prior to review. The REIRS program states, "Improvements completed prior to notification of approval of the grant application…" are ineligible" (page 2 on REIRS guidelines). In 2010-0404, this program parameter was waived to meet EECBG objectives and the project was ultimately funded through REIRS.The ineligibility due to prior completion is not an EECBG or DOE requirement. It is a local requirement established to ensure transparency and due diligence requirements related to the public review process for stimulus spending. Transparency in this case is ensured by the documentation (attached) provided by the petitioner and by the fact that inspections must be conducted to verify the specified products were in fact installed per a signed agreement, which follows approval. If an inspection is not satisfactory, a reimbursement will not be made.

This petition is forwarded to the Committee based on precedence.

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REQUEST FOR PARKS, RECREATION & ENVIRONMENTAL INITIATIVES ACTION

ATTACHMENTS:
Trim Craft Aluminum
Heritage Home Improvements

PROGRAM OVERVIEW:
The Residential Exterior Insulation and Re-Siding (REIRS) Program is a program funded for $50,000 by the Energy Efficiency and Conservation Block Grant (EECBG) funded through the American Recovery and Reinvestment Act of 2009 and administered and approved by the US Department of Energy.

The goal of the program is to assist homeowners in specific subdivisions built after the Second World War to retrofit their homes with more energy efficient building materials that include exterior insulated siding, energy efficient windows, doors and lighting. By improving the energy efficiency of existing homes, homeowners can reduce costs associated with energy consumption. An additional program goal is to put local contractors to work during difficult economic times.

The REIRS program requires that the petitioner obtain two bids to complete the project. The two bids are from Trim Craft Aluminum and Heritage Home Improvements. Additional bids were submitted, but these dealt more with the overall home improvements for the house. Below is a break down of the two bids and clarifications for the proposed work.

Trim Craft Aluminum Bid
This bid proposes to remove the old siding from the single family home and install the new energy efficient siding. The petitioner provided the system specification information since the bid did not include the type of siding proposed. According to the petitioner, the energy efficient siding is from Variform by PlyGEM. The proposed siding is rated as "Green Approved" by the National Association of Home Builders (NAHB) Research Center. The specification sheet identifies that Variform vinyl siding, of the high performance variety, "adds up to an additional R-4 of insulation to exterior walls". This meets the program parameters for the REIRS program, which seeks an R-value of 3 or better.

In addition to the installation of the exterior siding, this bid proposes to correct downspouts and make similar repairs.

The total cost of the bid includes all taxes, labor, materials, insurance, insulation, clean up and haul-away.

The total bid is $6,950.00.

Heritage Home Improvements Bid

With regard to the siding portion of this bid only, Heritage proposes to remove the existing aluminum siding and inspect all the wood and make necessary repairs or replacements as needed. Heritage proposes to install 3/8" Rigid Insulation Board, flash base all walls and tape all seams. The bid proposes to cap and caulk all windows and doors and install "Premium Vinyl Siding" and accessories. The petitioner has included the single specification sheet for Variform siding by PlyGEM and this is presumed the type of siding either contractor would use. Nevertheless, the Rigid Insulation Board plus the siding value will still meet program objectives for R-3 values or better.

In addition to these improvements, the bid proposes to install aluminum soffits and fascia caps on all overhangs with vents every six (6) to eight (8) feet and then install six (6) pairs of vinyl shutters.

The total bid for siding is $8,515.00.

Lowest Bid and Matching Grant
The REIRS program provides up to 50% of the cost of work or $5,000, whichever is less. The program requires that the lowest bid of the two be selected.

Fifty percent (50%) of the Trim Craft Aluminum bid is $3,475.

Fifty percent (50%) of the Heritage Home Improvements bid is $4,257.50.

The lowest bid is from Trim Craft Aluminum.

Section 106 National Historic Preservation Act Review
The petitioner does not live in a historic district and the property in question is not listed on the National Register of Historic Places or considered historic locally. The appearance of the windows is not regulated per any specific program requirement or other regulation.

Energy Analysis
Based on the fact that the project was completed prior to approval, and from the information provided by the petitioner, the petitioner appears to have done Variform siding with 3/8" Rigid Insulation Board backing, ensuring at least an R-4 insulation rating.

Increasing the R-Value of siding using insulated siding techniques can save up to 30% more energy for the average home.

For this home, the average energy usage was estimated at about 7,000 kWh annually. A 30% energy savings would reduce total energy consumption by nearly 2,091 kWh annually.

BUDGET IMPACT:

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Funding is provided through the US Department of Energy's Energy Efficiency Conservation Block Grant (EECBG), which was funded via the American Recovery and Reinvestment Act (ARRA) of 2009. The REIRS program is a US DOE approved Project Activity under EECBG.

Total REIRS assistance for the project: $3,475.00.

This case is now before the Parks, Recreation and Environmental Initiatives Committee of Trustees before going to the Village Board of Trustees for final review/ approval.

REQUESTED ACTION:

I move to recommend to the Village Board to approve the Residential Exterior Insulation and Re-Siding Program application for $3,475.00 from EECBG in matching grant funds for the property at 9123 W. 147th Street as indicated in the attached fully referenced motion.

THIS SECTION FOR REFERENCE ONLY (NOT NECESSARY TO BE READ)

I move to recommend to the Village Board to approve the Residential Exterior Insulation and Re-Siding Program application for $3,475.00 from EECBG in matching grant funds to install new energy efficient exterior insulated siding on the single family home at 9123 W. 147th Street with NAHB Research Center rated vinyl siding from Variform by PlyGEM, subject to the following conditions:

1. That the bid from Trim Craft Aluminum for $6,950.00 is used for the proposed energy efficient exterior insulated siding;
2. That all National Environmental Policy Act (NEPA) requirements are met with regard to the hauling away of discarded materials to land fills;
3. That salvageable materials be recycled as much as possible.

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REQUEST FOR PARKS, RECREATION & ENVIRONMENTAL INITIATIVES ACTION

File Number: **2010-0592**

Orig. Department: **Recreation Department**

File Name: **Sportsplex TV Purchase**

BACKGROUND:

The Sportsplex fitness center has eight TVs in its fitness center. These TVs are nearly 9 years old and are greatly in need of replacement.

After researching on-line and in-store pricing of Orland Park retailers, staff recommends the purchase be made through Best Buy For Business. Best Buy has quoted eight, 42" LG TVs at a cost of $545 each; for a total of $4358.07.

While Costco, Target and Walmart have less expensive brands (see attached), these brands are viewed as lower quality brands which may run the risk of a shorter life-span given the intense use of these units.

Since the TVs at Sportsplex are on continuously for over 16 hours most days, it would be prudent to purchase an extended, 4 year commercial warranty for each TV at a cost of $129.99 each, totaling $1039.92 for all eight. This cost will cover all repairs, up to and including replacement of the TV during the warranty period.

In addition to the TVs, eight mounting brackets at a cost of $289.50 each, for a total of $2315.83 are required.

Shipping and delivery is estimated at $267.63. The total purchase quote (see attached) is $7981.45.

BUDGET IMPACT:

This purchase was budgeted and the funds are available in account fund 4007, account 60-45. The account currently has a balance of $13,831 with no other encumbrances or planned expenses.

REQUESTED ACTION:

I move to recommend to the Village Board to approve purchase of eight 42" LG TVs; eight mounting brackets; and extended 4 year commercial warranty on each TV through Best Buy For Business for a price not to exceed $7,981.45.

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REQUEST FOR PARKS, RECREATION & ENVIRONMENTAL INITIATIVES ACTION

File Number:	**2010-0591**
Orig. Department:	**Recreation Department**
File Name:	**Recreation and Parks Department Program Brochure - Spring/Summer Programs**

BACKGROUND:

Attached are lists of recommended programs to be offered in the Recreation and Parks Department 2011 Spring/Summer brochure. Included in the lists are contractual costs (over $5,000) that would need Board approval associated with the spring and/or summer sessions. These costs are covered by revenue generated through registration fees and actual costs are dependent on the number of participants registered.

Staff is requesting approval of the recommended programs and payment to the contractual instructors at time of invoicing.

PLEASE SAVE ATTACHMENTS. BACKGROUND INFORMATION WILL NOT BE DUPLICATED FOR THE BOARD AGENDA.

BUDGET IMPACT:

REQUESTED ACTION:

I move to recommend to the Village Board to approve the 2011 Spring/Summer programs as presented by staff;

And

I move to recommend to the Village Board to approve payment to contractual instructors at time of invoicing.

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REQUEST FOR PARKS, RECREATION & ENVIRONMENTAL INITIATIVES ACTION

File Number: **2010-0600**

Orig. Department: **Recreation Department**

File Name: **Recreation Events - For Discussion Only**

BACKGROUND:

Upcoming Events

Santa's Calling
December 16 and 20, 2010
6:00 - 8:00 p.m.

Christmas at Georgio's
December 17, 2010
6:00 - 10:00 p.m.

BUDGET IMPACT:

REQUESTED ACTION:

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REQUEST FOR PARKS, RECREATION & ENVIRONMENTAL INITIATIVES ACTION

File Number: **2010-0609**

Orig. Department: **Village Manager**

File Name: **Facility Planning**

BACKGROUND:

BACKGROUND

In 2008, the Village conducted a Space Needs Assessment completed by Gilfillan Callahan Nelson Architects (now Studio GCN) that addressed a many of the Village-owned facilities in an attempt to better define a plan for the future use of these buildings. Not all Village facilities were included as they were ostensibly functioning at capacity. The study determined there are significant inefficiencies that the Village faces in the Parks/Facilities and Recreation operations due to the facility and space limitations. A discussion of the future long-term goals for Village facilities will determine utilization and the next steps in completing facility projects.

In summary, the completed Space Needs;

· documented the present operation and facilities (including a clear understanding of the building types and physical characteristics of each space)

· defined the current and future activities of the Recreation and Parks/Facilities Departments meeting with key stakeholders

· identified activity relationships to see where efficiencies could be maximized

· determined square footage requirements for programming, office, work space, etc.

· inventoried square footage requirements for equipment and vehicles

· modeled the existing plan layouts and provided recommendations for future plan layout

FOR DISCUSSION

It is of great importance that a plan be put in place in the coming years as budgets continue to be tighter and employee efficiency and performance are key factors in accomplishing what needs to be done. Prior to beginning the interior renovation at 14600 Ravinia Avenue, the use of this facility space should be confirmed.

The two most significant inefficiencies identified in the Space Needs Analysis are

1. The overall wide-spread locations of the Parks/Facilities Maintenance staff and their equipment/vehicle storage and
2. The multiple locations of the Recreation Preschool Program and the storage of the supplies/resources required for this very large program

To address these issues, the following recommendations listed below are being brought forward for consideration.

A. 14600 Ravinia (former Police Station)

Phase I -

Renovation of the Exterior - COMPLETED FY2010 Project Budget: $ 518,093

Actual Final Exterior Rehab Project Expenditure: -$ 333,605

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Additional Expense: Security System for building	-$ 22,362
Remaining Funds - rolled-over to FY11 for the Phase	$ 162,125

Phase II - Renovation of the Interior - PLAN Winter 2010/11
It is important the next steps be achievable and affordable plan to meet the Village's needs. By using in-house staff for some of the interior work and focusing on the upper level only for FY11.
Provision for the upper level for:

- The Recording for the Blind and Dyslexic - (¾ south side of upper level) Nov 2010 -Jan 2011. Renovation work is fully provided and funded by the RFBD.
- The Recreation Administration group
  (north side of upper level and ¼ of south side of upper level)

Upon review by Nancy Flores and Frank Stec, it was determined that Recreation Administration could be fit into the existing Upper Level space with little reconfiguration to the walls in this area. (The original Space Needs analysis recommended movement of almost all interior walls on the north side of the building which significantly increased cost to create additional offices.) The lower level lunch room, restrooms and a storage area would also be included in this work.

Cost estimates provided by Village staff for Upper Level renovation are as follows:

- Carpet (installed by contractor) - $30,000
- Paint $1500 (plus in-house labor)
- Minor door/wall replacements $5000 (in-house)
- Signage (interior $2500 and exterior $8000) *provided by architect
- Mechanical, electrical and plumbing $25,000 *provided by architect
- Other miscellaneous supplies $8000

The total of approximately $80,000 is well within the funds still available for this facility renovation. Actual bids for larger items/supplies would be brought to the Committee and Village Board as the work progresses.

The lower level of this facility includes concrete-block walls and a great deal of unnecessary plumbing associated with the former use as jail cells. Reconfiguration of this area will be more labor intensive and thus more expensive to renovate. The Space Needs suggested an option to create a new enhanced public entryway on the south side of the building and cross-connection of the parking lots thus creating a more connected campus feel. The Recreation registration group would be re-located to a portion of the lower level at this new entrance. The ESDA group also plans to relocate to half of the north side of the lower level at their own expense.

B. Franklin Loebe Center - 14650 Ravinia Avenue
Renovation of the interior - Staff recommends scaling back the plans identified in the Space Needs to include two additional classrooms to accommodate the entire Preschool Program within the existing footprint of this facility. Both classrooms currently located at

the Robert Davidson Center would be relocated to FLC. In addition, the programming and storage at the Old Village Hall would be relocated to FLC. Frank Stec has indicated that the Village staff would be able to renovate this facility in the winter months and during inclement weather days in a future year (possibly 2012 or 2013).

C. Old Village Hall -
It was previously the desire of the Board to vacate this building and sell the front half of the lot as a single-family home site. Given the market, it may make sense to hold-off on the sale of the property continuing to use the building. According to staff, there is very little maintenance needed on this facility in the coming years. It could provide adequate workspace for the Building Maintenance group until a more permanent facility can be identified for this department to be consolidated. Frank Stec has indicated that if ESDA and the Recreation Department move out of the building, additional storage space and indoor workspace could be obtained through opening a single wall next to the existing workshop as well as utilization of the existing garage building currently occupied by ESDA.

D. Robert Davidson Center -
This facility could be vacated with the movement described in letter B. Due to the potential for very high maintenance costs in the not-so-distant future, this facility was recommended in the Space Needs Analysis to be taken off-line and razed. The maintenance staff has noted that the following future costs are imminent:

- Replace LL concrete and install under-drain to the sewer line (This will prevent lifting in the winter time which has created significant trip hazards at the rear entrance.)
- Remove concrete overhang on west side of the building
- Replace both staircases with proper concrete footings
- Remove and install new fascia and soffit on entire building
- Replace exterior doors and windows on west side of the building
- Replace roof and downspouts
- Replace rooftop HVAC units

Should the Committee and Board concur and recommend proceeding in this direction; the Building Maintenance staff would begin work on the next phase at the Upper Level of 14600 Ravinia.

BUDGET IMPACT:

Approximately $80,000 of the $160,000 remaining funds designated for the construction at 14600 Ravinia Avenue is budgeted in 054-0000-499-70.10.

REQUESTED ACTION:

I move to recommend to the Village Board of Trustees advancing the first phase of the Interior Renovation at the Village-owned facility located at 14600 Ravinia Avenue.