

Proposal for

Development of a Master Plan for Key Parks

Village of Lake Zurich

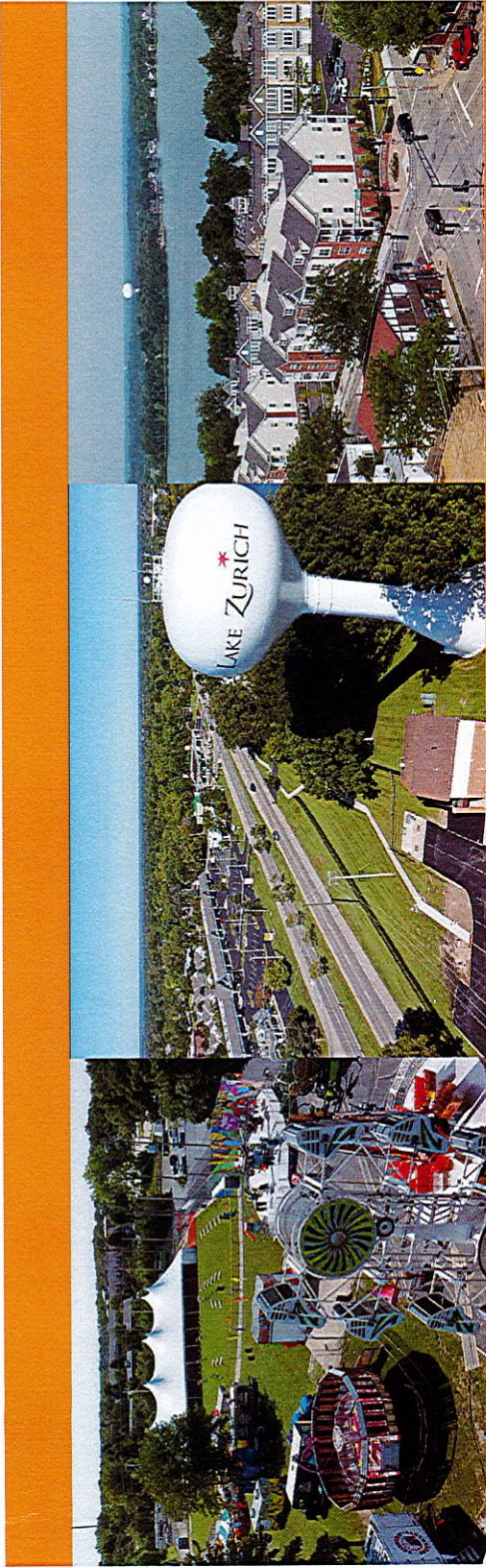
March 31, 2025

Submitted by:



uplandDesign Ltd

park planning and landscape architecture



We create great outdoor spaces.

We create spaces that
connect people outdoors.

Places to play,
to learn,
to work.

Places where people want to go.
Go outside with us.

Table of Contents

Letter of Interest



March 31, 2025

Bonnie Caputo
Recreation Director
Lake Zurich Village Hall
70 East Main Street
Lake Zurich, IL 60047

RE: Development of a Master Plan for Key Parks

Dear Bonnie,

Thank you for the opportunity to submit qualifications to assist the Village of Lake Zurich with the Master Plan development for the Kuechmann Arboretum, Oak Ridge Park, Old Mill Grove Park, Staples Park, and Zurries Park. We understand that the Village is looking for significant public input to understand Village needs and align available resources for fulfillment. At Upland Design, we excel at bringing diverse needs together to create unique and imaginative park plans.

Liz Dafeo and Tom Dvorak will lead the Upland Design Ltd team, and I will be the principal in charge and quality control for the project. With an in-house staff of twenty-three park and recreation professionals, Upland Design is uniquely qualified to manage your project from initial concept to plan implementation effectively and successfully. Engineering Resource Associates Inc will assist with civil engineering and sustainability while ETC Institute will provide a statistically valid communitywide survey and analysis.

Upland Design has assisted municipalities in the creation of hundreds of unique and functional park plans for over 27 years. We understand the delicate balance between design and budget while pursuing quality results in the park planning process. In addition, Upland Design will bring the following:

- A thorough understanding of the complexities and evolving trends of today's — and tomorrow's — parks and recreation market
- The most effective strategies and best practices to positively engage with community officials, staff, residents, and stakeholders to formulate a solid blueprint for the future
- A strong record of keeping projects on track
- Proven success in grant planning and writing for municipalities in Illinois

Our team is excited to create a plan that responds to your community's needs with an eye to long term sustainability. We are prepared to listen intently while bringing innovative ideas and thoughtful recommendations.

Sincerely,

Michelle A. Kelly

Michelle A. Kelly
Principal Landscape Architect
mkelly@uplandDesign.com

Upland Design Ltd

Chicago 312.350.4088 uplandDesign.com 815.254.0091 Plainfield

Description	Page #
Letter of Interest	3
Firm Overview	4
Project Approach	7
Phase I: Site Analysis & Data Collection	8
Phase II: Community Engagement & Concept Planning	10
Phase III: Master Plan Development	15
Project Team	17
Upland Design Ltd	18
Engineering Resource Associates	21
ETC Institute	24
Examples of Past Projects	27
Community Engagement Plan	38
Project Lump Sum Budget	39
Timeline	43
References	44

Firm Overview

Creating great outdoor spaces with communities since 1998

UPLAND DESIGN LTD Park Planning and Landscape Architecture

Upland Design Ltd was established in 1998 with a focus on creating great spaces for communities to **go outside**. From the beginning, our work has centered on park development and renovation, community wide recreation and park planning, playgrounds, plazas, campus spaces, pedestrian spaces, streetscapes, and natural areas along with connections to indoor spaces. With each project, we focus on how the end user will experience the places we design.

We deliver fresh ideas to community park planning with a practical approach customized for each client. Upland Design succeeds in bringing together many interests by envisioning cohesive plans that implement a solid planning process. Our team encourages staff, Board, stakeholder, and community engagement throughout the planning process to garner the best possible results. Through continual communication with clients, we ensure that goals, schedules and budgets are closely tracked, and lasting solutions obtained. Upland Design present that impact to the Village of Lake Zurich an in-depth plan for the Village's next five to ten years.

The Upland Design team is made up of over twenty-three professionals across our offices in Chicago and Plainfield. Our team includes landscape architects, horticulturalists, construction administrators, and an exceptional administrative support team. We bring a plethora of tools to each project including online surveys, virtual meetings, and a variety of software to share and publicize the final document.

SERVICES

Comprehensive Master Planning
Park and Playground Design to Development
Sports Field and Sport Court Design
State Grant Writing & Implementation
Accessibility Improvements
Pedestrian, Bicycle, and Multi-Use Trail Design
Permeable Paving - Parking & Pedestrian Use
Streetscape Design
Signage & Wayfinding Placemaking Design
Site Planning & Circulation
Landscape Design
Amphitheaters and Festival Spaces
Bio-Swales and Rain Gardens
Native Landscape Design

QUALIFICATIONS & CERTIFICATIONS

Registered Landscape Architects:
Illinois, Iowa, Indiana, Michigan, Texas and Minnesota
ISA Certified Arborists
NRPA Certified Playground Safety Inspectors
LEED AP Staff
Certified in Landscape Architecture with Illinois Department of Transportation Pre-Qualified
WBE Certified

UPLAND DESIGN LTD

Type of Organization: Corporation
Ownership held by four team members:
Michelle Kelly, RLA Maria Blood, RLA
Heath Wright, RLA Liz Dafoe, RLA

PLAINFIELD
24042 Lockport Street
Suite 200
Plainfield, IL 60544

CHICAGO
1229 N. North Branch St.
Suite 220A
Chicago, IL 60642



Project Approach

The Village of Lake Zurich owns and maintains over 247 acres of property in southwest Lake County from undeveloped natural park sites to larger active community parks. The Park and Recreation Department's strives is to enrich the quality of life in the community by maximizing the value of parks and services, practicing environmental stewardship, and providing a diversity of uses and recreational opportunities for residents and visitors of all ages and abilities.

The Village is currently looking to create a Master Plan to assess, analyze, and provide a strategic framework for the improvement and development of their five Key Parks: Kuechmann Arboretum, Oak Ridge Park, Old Mill Grove Park, Staples Park, and Zurites Park. The plan's main purpose is assessing current park conditions, identifying existing needs, and developing a phased schedule of improvements over the next five to ten years with the priority of focusing on sustainability.

Upland Design Ltd proposes to assist the Village in creating this Master Plan, along with Engineering Resource Associates to advise on sustainability and stormwater as well as ETC Institute to prepare and analyze with the community-side survey. The planning process will engage residents in meaningful and diverse ways along with Village staff, key stakeholders, partners, and the Village Board to create a vision that inspires the community for the future of the five key parks. Key components of the planning process include the following six items:

- Comprehensive Assessment
- Community Engagement
- Sustainable Design
- Phased Development
- Financial Efficiency
- Long-term Vision

Our team of park planners, landscape architects, engineers, and strategists propose a three-phase approach for the planning effort as follows:

- | | |
|------------|---|
| Phase I: | Site Analysis & Data Collection |
| Phase II: | Community Engagement & Concept Planning |
| Phase III: | Final Master Plan & Adoption |

Communication will be a key factor throughout the process with monthly check in meetings between Village staff and the Upland Design planning team.



Project Approach

Phase I: Site Analysis & Data Collection

Kick Off Meeting

A meeting will be held with Village Parks and Recreation Department to kick off the project and review the planning process. The following items will be discussed:

- Project Goals and Objectives
- Confirming Roles and Responsibilities
- Project Scope and Methodology
- Public Engagement Plan and Community Stakeholders
- Timeline and Meeting Dates
- Content of Deliverables

Collect and Analyze Data

The Village has shared a number of documents including the 2024 Comprehensive Plan, the 2024 Equitable Use of Park Facilities Community Survey, the 2023 National Community Survey, the 2009 Open Space Master Plan, and the 2024 ADA Transition Plan. A review of any additional items that will help context will be shared. These could include but are not limited to the following:

- Existing intergovernmental agreements for the five key park sites
- Past LWCF/OSLAD grants
- Village organizational chart
- Parks and recreation annual budgets for 2024 and 2025
- Current maintenance standards

Inventory and Analysis of Properties

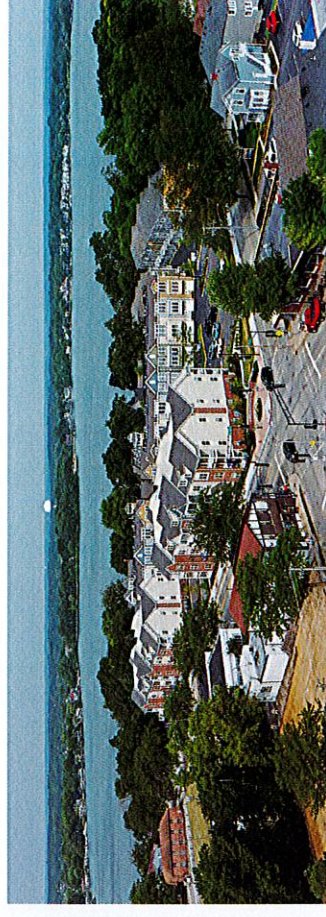
Upland Design will perform a comprehensive assessment and review of existing conditions, focusing on the five key parks identified by the Village:

- Keuchmann Arboretum
- Oak Ridge Park
- Old Mill Grove Park
- Staples Park
- Zurites Park

Active recreational amenities including courts, fields and trails as well as support amenities such as parking lots, shade and site furniture will be assessed. Passive amenities and the landscape will be reviewed in collaboration with the environmental staff and engineers at Engineering Resources Associates in order to assess habitats, invasive species issues,

Project Approach

Phase I: Site Analysis & Data Collection



and effective stormwater management. The existing trails will be visited, photos taken and condition assessed. A summary of each site will be created with base park data and inventory.

Base Data

The Village will provide topographic surveys of the five key sites or GIS base data which can be prepared into AutoCAD format. Base data should include FIRM mapping as part each site along with any known wetland data. Upland will prepare the master plans using this base data so that drawings are scaled.

Capital Budget Parameters and Grant Planning

The Village will share the current budget process and parameters. This will include how and when non-tax funds are incorporated into overall planning. The planning team will review past capital budgets and suggest ways to incorporate grants, partnerships, and donations for future proposed improvements.

Prepare Site Analysis for Key Parks

The planning team will prepare one board of existing conditions for each of the five key park sites with improvements for each site. These will be shared and discussed with Village Staff. Comments and changes from this review will be used to create preliminary existing condition boards for the first public meeting.

Project Approach

Phase II: Community Engagement & Concept Planning

Community Engagement Overview

The goal of Phase II is to provide the Village with clear and accurate insights based on residents' opinions, input from partners including representatives of the Special Recreation Association of Central Lake County, other active local organizations, community leaders, user groups, and residents who may not regularly use Village resources. An overview of the Community Engagement is found on pages 38, while below gives detail on each element of Phase II.

Stakeholder Interviews

Interviews will be held with members of local organizations, community leaders, major partners, elected officials, staff, and park users. These will be scheduled and held in the afternoon and evening, in person and via virtual meetings, to give attendees flexibility in scheduling interviews. The planning team will prepare questions and documents answers. Their experiences and input will be added to the analysis.

Statistically Valid Community Wide Survey

ETC Institute will design, administer, and summarize the results of a statistically valid community wide survey regarding resources and recreational needs expressed by the community. The data from this work will help inform the needs analysis and program for the five key park sites. In addition, the information will be able to guide the Village for future planning priorities.

Community Wide Survey

Designing the Survey and Prepare the Sampling Plan

ETC Institute will meet with Village staff to develop the content of the survey by phone/video conference. The goals and objectives for the project will be discussed. To facilitate the survey design process, ETC Institute will provide sample surveys created for similar projects. It is anticipated that 3-4 drafts of the survey will be prepared before the survey is approved by the Village. The completed survey will contain up to 300 responses and be up to 6 pages in length.

Administering the Survey

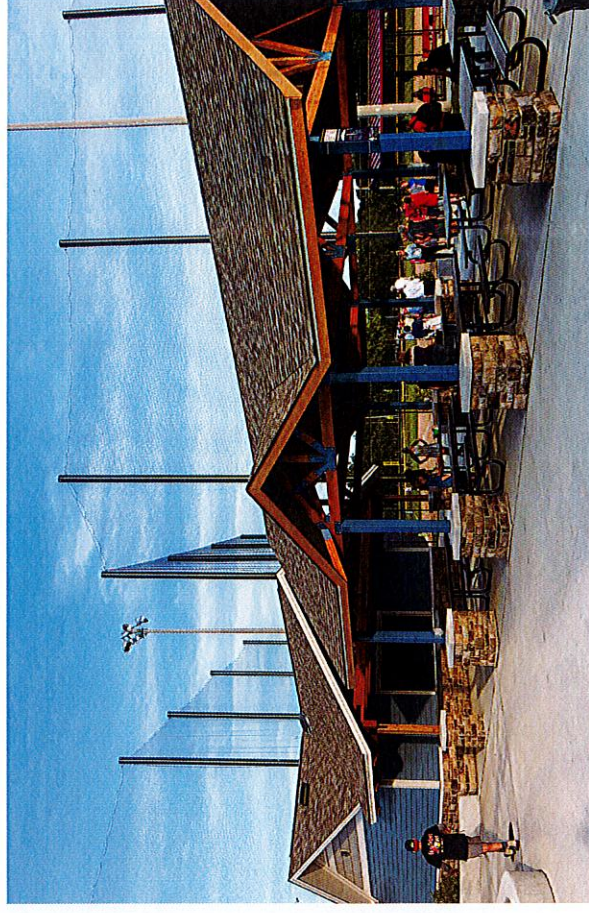
- ETC Institute will administer the survey by a combination of mail and online.
 - a. Mail - ETC Institute will mail the survey and a cover letter (on Village letterhead) to all the households in the Village. Postage-paid envelopes will be provided by ETC Institute for each respondent that was randomly selected and received the survey in the mail. The cover letter will contain a link to an online version of the survey. Residents who receive the survey will have the option of returning the printed survey by mail or completing it online. The cover letter will be mailed in English and will have information in other languages that direct respondents to either go online or call a toll-free number to complete their survey in their preferred language. Note that the survey will only be mailed in English and can be made available online or mailed in additional languages for an additional fee. The toll-free numbers can be offered in multiple languages and will ring ETC Institute's language lines where an interviewer will complete the survey over the phone with the assistance of an interpreter – this option is offered at no additional cost.
 - b. Online - The digital survey will be offered in English and can be made available in additional languages for an additional fee. Only one survey per household will be sent or accepted.

Project Approach

Phase II: Community Engagement & Concept Planning

Community Wide Survey continued

- ETC Institute will follow-up with residents who receive the mailed survey by sending texts, postcards, and a second mailing (if needed) to maximize participation in the survey. ETC Institute will continue following up with households until reaching the targeted number of completed surveys.
- ETC Institute will promote awareness of the survey using social media ads on Facebook and Instagram to encourage participation.
- All respondents who complete the survey online will be required to provide their home address when they finish the survey. ETC Institute will match addresses from respondents who complete the survey online to the addresses that were selected for the sample to ensure the participant is part of the sample. If a respondent does not provide an address or the address is not part of the sample, it will not be included.
- ETC Institute will monitor the distribution of the sample to ensure that the sample reasonably reflects the demographic composition of the Village with regard to geographic dispersion, age, gender, race/ethnicity and other factors. ETC Institute will weight the data as needed if one or more demographic groups is over/underrepresented relative to recent Census estimates for the Village's population.
- ETC Institute will provide a copy of the overall results for each question on the survey.



Project Approach

Phase II: Community Engagement & Concept Planning



Key Parks Needs Assessment and Recommendations
Upland Design will analyze input from the stakeholder interviews, the community wide survey, and the site analysis to create a list of community needs and desires along with a list of maintenance and improvements needed based on current condition of the parks as well as looking out 5 and 10 years. This analysis will allow the establishment of recommendations that align with current and possible resources while determining priorities for the changing needs of the Village.

Review Meeting: The planning team will meet with Village Representatives to review the assessments and recommendations for each of the key sites. The Village will give feedback and the design team will make updates to the recommendations and programs.

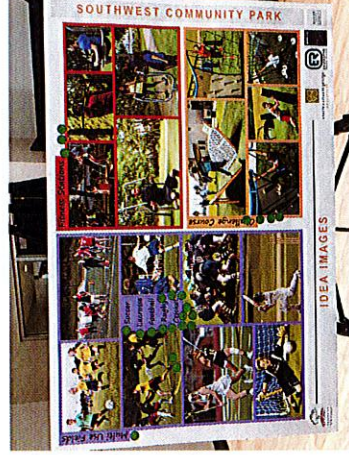
Develop Preliminary Ideas

The recommendations will guide the development of idea image board for recreation, sustainability, habitat, stormwater management and overall park elements. Each board will feature color idea photos and images for site improvements, enhancements, and amenities. The boards will be submitted to the Village for review, updated and printed for the first community open house.

First Community Open House

A community engagement event will be held to invite all residents to be part of the planning process. This meeting will include a short presentation on the planning process and an analysis of the five key parks. Input surveys along with stickers will be used to gather feedback. The Village will advertise the meeting and share it on social media. Advertisements and sign in sheets will be collected for possible future grant submittal. Attendees can then visit multiple stations to give input on items that include:

- Site Analysis Boards for Kuechmann Arboretum, Oak Ridge Park, Old Mill Grove Park, Staples Park, and Zurich Park, along with an overall Village Park map
- Envision the Future at Lake Zurich with Idea Image Boards
- "Ask the Village" station - to allow residents to interact and talk with Village staff and officials



Project Approach

Phase II: Community Engagement & Concept Planning

The open house boards will be incorporated into an online survey which can be shared on the Village website to allow those who could not attend to give input. A summary of input will be created. Sign in sheets and the meeting invite will be saved for future grant submissions.

Prepare Park Programs

After initial public input, the planning team will write a Park Program for each of the five key parks. The Park Program gives a list of the active and passive amenities for each park along with sustainability, stormwater and natural areas improvements. These will be sent and reviewed by Village staff to ensure park elements align with the goals of the Village.

Sustainable Design Strategy

The team at Engineering Resource Associates Inc (ERA) will incorporate an inter-disciplinary approach to the design of sustainable elements for the five key parks. These include:

- **Stormwater Infrastructure:** Design or improvements necessary to protect buildings, infrastructure and environmental quality during storms.
- **Grey Infrastructure:** Sewer improvements, detention facilities, and other protocols needed to ensure that connected stormwater systems are designed and coordinated with these improvements.
- **Green Infrastructure:** Scalable solutions that feature the use of vegetation, soils and other natural processes to manage stormwater and create healthier urban environments.
- **Habitat Improvements:** Identification of invasive species areas, potential habitat improvements or new habitat areas that could enhance sites.

There is no "one size fits all" for green infrastructure projects. The project team will incorporate green infrastructure practices that will actually result in measurable stormwater runoff reduction, volume control, flood attenuation, increased water quality, and improved habitat functions, aesthetics, and values. In addition, ERA will utilize innovative planning practices to engage community members in better siting, design, and maintenance of green infrastructure in conjunction with community input.

Concept Development

Once the Park Programs are approved, Upland will prepare one concept for each key park incorporating the approved program elements and recommendations. Initial concepts will be black and white and prepared



Project Approach

An aerial photograph of a proposed sports and recreational facility. The site includes several tennis courts (some blue, some red), a basketball court, a soccer field, and a large grassy area. There are also parking lots, walkways, and numerous trees planted around the perimeter and within the site. A small building with a red roof is visible near the center. The site is bordered by a road on the left and a larger green area on the right.

The planning team will meet with Village representatives over two virtual meetings to review the concepts of the five key parks along with the detailed cost estimates. These virtual meetings will allow staff an in depth understanding of the 10 year improvement plans for the sites. Based on comments from the staff, the concepts will be adjusted, cost estimates updated, and the plans colorized.

A second community engagement event will be held with presentation of the park programs and preliminary concepts with color images. This meeting will be completed in-person. Stakeholder interviewee and the entire community will be invited. The presentation will include a summary of the planning process, highlights of community input, and the five concept plans. The concept plans will be presented and shown on 24" x 36" boards with an updated written survey that will be made available for community input. Again, this data can be shared online to reach a wider audience. Sign in sheets and the meeting invite will be saved for future grant submissions

A summary of internal funding, external funding, potential grant funding, and outside sources will be created. The Capital Development Projects for Kuechmann Arboretum, Oak Ridge Park, Old Mill Grove Park, Staples Park, and Zurites Park will put into a 10 year chart, with projects highlighted with a phased approach for each site. A summary of expenditures and potential grants for each year will be included. Components will be prioritized according to community needs and then adjusted with cost estimates aligned with budget allocation and funding opportunities.



Summary Cost		Phase 0 2025 - CD	Phase 1 2026	Phase 2 2027-2028 OS&UD Construction	Phase 3 2029	TOTAL COST
AREA	2025 COST					
Amphitheater & Plaza	\$ 4,102,616	\$ 4,202,747		\$ 660,586		\$ 8,963,949
Shade Shelter & Seating - 24' x 44' Shelter	\$ 600,542					\$ 600,546
Trail Loop Path 0.41 Miles	\$ 2,188,220	\$ 1,148,915		\$ 601,760		\$ 4,937,042
Formal Garden Area	\$ 419,214			\$ 115,264		\$ 492,576
Stormwater Detention and Pollinator Garden	\$ 256,064	\$ 241,980		\$ 26,167		\$ 270,148
Garden Area	\$ 192,705			\$ 105,969		\$ 221,611
2-12 Playground Area	\$ 528,541					\$ 528,541
Emergency Response Building	\$ 827,600			\$ 810,120		\$ 1,637,720
Restroom Building	\$ 12,897			\$ 100,993		\$ 113,890
15% Contingency/ A/E Design Fees/Permitting	\$ 1,409,268	\$ 839,031	\$ 384,896	\$ 143,566	\$ 153,543	\$ 3,820,036
	\$ 1,204,465	\$ 341,852.46	\$ 300,000	\$ 355,844	\$ 132,081	\$ 1,271,137
Total Per Phase		\$ 341,852	\$ 6,732,575	\$ 3,525,714	\$ 1,120,634	\$ 13,164,958
Yearly Estimated Initial Rate			5%	10%	20%	
Potential Grant Assistance				\$ 600,000	\$ 600,000	\$ 600,000
Total Per Phase with Grant Assistance		\$ 341,852	\$ 6,732,575	\$ 3,225,714	\$ 1,444,183	\$ 12,864,958

Project Team

The following team members will be the key contacts for the project. Firm profiles and resumes follow. Each firm has reviewed their current and expected future workload, and has determined that we have the flexibility and time needed for a strong commitment to this project.

Team Leaders



Michelle Kelly, PLA
Principal Landscape Architect - Quality Control
Registered in IL, MI, IN, IA
NRPAs Certified Playground Safety Inspector
Park Planning and Landscape Architecture



Liz Dafoe, PLA
Team Lead
Registered in IL, OR, MN
NRPAs Certified Playground Safety Inspector
Park Planning and Landscape Architecture



Tom Dvorak
Team Lead
Landscape Designer
Park Planning and Landscape Architecture

Civil Engineering



Erin Pande
Environmental Lead
Sustainability Expert

Community Wide Survey



Ryan Murray
Assistant Director of Community Research
Senior Project Manager - Olathe, Kansas



Michelle A. Kelly

Principal Landscape Architect in Charge

Registered Landscape Architect
Illinois # 157-001002, Michigan # 3901001226
Iowa # 00699 Indiana # LA21200027
Certified Playground Safety Inspector, since 1995

Education: Bachelor of Landscape Architecture with High Honors
University of Illinois at Urbana-Champaign, 1992



Professional Activities:

American Society of Landscape Architects, Member
Lambda Alpha International, Ely Chapter, Member
Midwest Institute of Park Executives
National Park and Recreation Association

Experience: Michelle has been designing parks, outdoor recreation spaces and landscapes for the past 30 years. From public meetings through design development and construction observation, she succeeds in creating great outdoor parks and recreation spaces. Her professional work includes landscape planning for park districts and municipal sites, as well as design of dynamic playgrounds, sports fields, natural areas, and community centers. She has led communities through numerous renovations with a commitment to sustainable design, efficiency and keeping the communities' interests at heart. Michelle established Upland Design in 1998. Prior to that, she worked for the Elmhurst Park District and the City of Evanston.

Project List: Below are projects Michelle has led for Upland Design:

- Comprehensive Master Plan: Batavia Park District
- Comprehensive Master Plan: Glencoe Park District
- Comprehensive Master Plan: Park District of Oak Park
- Comprehensive Parks Master Plan: Village of Carpentersville, Illinois
- Homer Glen Parks Master Plan: Village of Homer Glen, Illinois
- Parks Comprehensive Plan: Sandwich Park District
- Parks Master Plan, Mapping and National/State Recommendations: Oak Lawn Park District
- Parks Analysis, National/State Recommendations and Mapping: City of Mansfield, Connecticut
- Glenbriar Park Development: Butterfield Park District
- Wolf's Crossing Park Master Plan and Park Development: Naperville Park District
- Northwestern Medicine Kishwaukee Health and Wellness Center: City of DeKalb, Illinois
- Orland Park Nature Center Development: Village of Orland Park, Illinois
- Apple Orchard OSLAD: Bartlett Park District
- High Ridge Park Renovation Master Plan and OSLAD Grant: Westchester Park District
- Century Park OSLAD Development: Bollingbrook Park District
- Lincoln Park Artificial Turf Fields: Chicago Park District
- Whisper Creek Park: Mokena Community Park District
- Dellwood Park OSLAD: Lockport Park District
- Pottawatomie Park Sensory Playground: St. Charles Park District
- Hattendorf Park OSLAD Development: Elk Grove Park District
- Central Park North: Oak Brook Park District

Upland Design Ltd
Chicago 312.350.4088 uplanddesign.com 815.254.0091 Plainfield



Liz Dafeo

Principal Landscape Architect

Registered Landscape Architect
Illinois #157-001572
Certified Playground Safety Inspector, since 2014
Education: Bachelor of Landscape Architecture
Michigan State University, 2006



Professional Activities:

American Society of Landscape Architects, Member
MSU Landscape Architecture Alumni Advisory Board

Experience: Liz has lived in Chicago for the past 19 years, and her work has centered on creating great outdoor parks and recreation spaces for communities. Her experience includes community wide park planning, park design, playgrounds and sport fields, sport courts, and artificial turf. She has completed projects from concept through construction for a variety of sites and communities, and she has coordinated with permitting agencies and governments to provide a smooth process through completion. Liz focuses strongly on keeping costs within budget and projects on schedule. She will be the main project manager coordinating in office efforts and communicating with subconsultants throughout the process.

Project List: Below are a number of projects Liz has worked on:

- Comprehensive Master Plan: Park District of Oak Park
- Comprehensive Parks Master Plan: Village of Carpentersville, Illinois
- Parks Master Plan, Mapping and National/State Recommendations: Oak Lawn Park District
- Centennial Park: Elmhurst Park District
- Hattendorf Park OSLAD Development: Elk Grove Park District
- 2019-2022 CPS Playground Updates: Chicago Public Schools
- Hamlet Playground: Batavia Park District
- Lincoln Park Artificial Turf Fields: Chicago Park District
- Whisper Creek Park: Mokena Community Park District
- Community Park Master Plan and OSLAD: Hanover Park Park District
- Homewood Estates OSLAD: Homewood-Flossmoor Park District
- Millennium Park OSLAD: City of Elgin, Illinois
- Lawn Manor OSLAD Development: Oak Lawn Park District
- Flowers Park OSLAD: Village of Lincolnwood, Illinois
- Morrill and Leland Elementary School - Sustainable School Playgrounds: Chicago Public Schools
- Carpenter Park Master Plan and Phase 1 Development: Village of Carpentersville, Illinois
- Humbracht Park Playground Renovation: Bartlett Park District
- Heggie Park: Joliet Park District
- Chickadee Park: Palatine Park District
- Hamilton Park: Palatine Park District
- Orland Park Nature Center Development: Village of Orland Park, Illinois

Upland Design Ltd
Chicago 312.350.4088 uplanddesign.com 815.254.0091 Plainfield



Tom Dvorak Project Manager



Education: Bachelor of Landscape Architecture
University of Wisconsin - Madison, 2018

Professional Activities:
American Society of Landscape Architects, Member

Experience: Tom joined Upland Design Ltd upon graduation and found his niche in park and recreation design. His experience includes park master planning through construction document preparation, playground design, sports fields and courts, grant writing, and audits. He enjoys engaging with each community during the planning phase. His focus is designing exceptional recreation opportunities that cater to community needs and making sure projects follow their schedules and budgets.

Project List: Below are projects Tom has assisted with:

- Marshall Park: Elk Grove Park District
- Childrens Play Area: Geneva Public Library
- Clauss Park Development: Roselle Park District
- Cedar Park Playground: Palatine Park District
- Leisberg Park Site Planning: Bartlett Park District
- Schoppe Park Site Planning: Bartlett Park District
- Wellington Park Development: Geneva Park District
- Sandholm West: Geneva Park District
- Glenbriar Park Development: Butterfield Park District
- Wolf's Crossing Community Park Master Plan: Naperville Park District
- Proesel Park Playground Renovation: Village of Lincolnwood
- Dellwood Park Playground Renovation: Lockport Township Park District
- Milwaukee Alley Plaza Design: Chicago Department of Transportation
- Jaycee Park Playground Renovation: Bolingbrook Park District
- Lawn Manor Park Master Plan: Oak Lawn Park District
- Eagle Ridge Tot Lot Accessibility Ramp: Oak Lawn Park District
- Austin Park OSLAD: Morton Grove Park District
- 2022 CPS Playground Updates: Chicago Public Schools
- Thornton Park OSLAD Development: City of Ottawa
- Aux Sable Springs Community Park Master Plan and OSLAD Development: Village of Minooka
- Cambridge Crest Park Playground Renovation: Lockport Township Park District
- Mansfield Park Playground Renovation: Morton Grove Park District
- Clover Hills Park Playground Renovation: Geneva Park District



COMPANY PROFILE



Engineering Resource Associates, Inc. (ERA) is a consulting firm providing civil engineering, structural engineering, environmental science and surveying services to clients throughout Illinois, Indiana, and Wisconsin. Our diverse clientele includes municipalities, park districts, forest preserves, sanitary districts, county agencies, state agencies, and private development. We have 35 years of experience identifying and working with a wide variety of local, state and federal funding sources. Our staff of professionals includes licensed engineers, structural engineers, surveyors, environmental scientists, certified floodplain managers, and CAD/GIS specialists.

Our firm specializes in providing comprehensive services throughout the planning, design and construction phases of engineering and environmental assignments. The following is a partial listing of the primary types of projects that have successfully been completed by our firm.

Transportation

Design & Rehabilitation of Roadways, Parking Facilities, Intersections, Traffic Signals, Lighting, & Streetscape

Municipal

In-House Government Agency Assistance including Plan Review, Capital Project Management, and General Assistance, Infrastructure Planning and Design

Construction

Construction Management, Bidding Assistance, Construction Layout, Observation, IDOT Documentation and Construction Administration

Structural

Phase I & Phase II Engineering for Design & Rehabilitation of Highway Bridges, Culverts, Retaining Walls, Dams & NBIS Bridge Inspections

Surveying and Mapping

Topographic Surveys, Boundary Surveys, UAV & Drone Surveys, Construction Layout & Geographic Information Services (GIS) Services

Parks and Recreation

Riverwalks, Sports Complexes, Golf Courses, Regional Trails & Paths, Community Parks, Open Spaces, Dog Parks, & State Park Improvements

Stormwater

Hydrologic & Hydraulic Analyses, Master Plans, Watershed Studies, Ordinance & Guidance Manuals, Storm & Sanitary Modeling, Floodplain Mapping, Stream Restoration, Levee Certification, Civil/Site Plan Reviews, Permitting Assistance & CRS Services

Environmental

Wetland Mitigation & Enhancement, Stream Bank & Shoreline Stabilization, Best Management Practices (BMPs), Natural Area Restoration, NPDES Assistance & Grant Assistance

Site Development

Design and Rehabilitation of Municipal Facilities, Education, Healthcare, Commercial and Residential

OFFICE LOCATIONS

Warrenville (Corporate Office)
3s701 West Avenue, Suite 150
Warrenville, IL 60555
Phone: (630) 393-3060

Chicago
10 S. Riverside Plaza
Suite 875
Chicago, IL 60606
Phone: (312) 474-7841

Champaign
2416 Galen Drive
Champaign, IL 61821
Phone: (217) 351-6268

Milwaukee
342 N. Water Street
Suite 600
Milwaukee, WI 53202
Phone: (414) 238-9189

Project Experience:

Cosley Zoo / Administration Building Parking Lot Rehabilitation and Expansion Improvements, Wheaton Park District - Ecological Services Director for the three-phased parking lot expansion designed with several green measures such as rain gardens, bio swales and permeable brick pavers for the Wheaton Park District's Cosley Zoo. Andrew designed the parking lots to meet City detention requirements. He assisted in minimizing the overall parking lot footprint and created improved circulation for pedestrian traffic. ADA accessibility was improved for both lots. Andrew coordinated with the City of Wheaton and DuPage County. Cosley Zoo is an Association of Zoos & Aquariums (AZA) accredited facility.

Green Streets / Downtown Water Quality Enhancements, Village of Downers Grove - Project Manager for development of a program intended to improve a largely impervious business district through the use of BMPs to treat storm sewer discharges, and remove pollutants from impervious surface runoff. She completed a Sustainable Stormwater Program to address drainage problems through rain gardens, vegetated swales, rain barrels, and downspout disconnection in residential areas. This included design of a pilot rain garden project.

Rathje Park Improvements, Wheaton Park District - Project Manager for improvements in a 6.7-acre park in Wheaton, IL. Project elements include determination of sediment depths in ponds for dredging, shoreline stabilization design, structural evaluation, Best Management Practices design of bioswales, rain gardens, permeable pavers and forebays for the ponds. Project tasks included: topographic and bathymetric surveys, conceptual plan preparation, final design, permit applications, construction document preparation for competitive bidding, bidding assistance and construction observation and as-built surveying services.

Crystal Lake Park Improvements, Urbana Park District - Project Manager leading the design improvements for the 144-acre park which features a mature urban forest, a scenic parkway drive, Crystal Lake, the Saline branch and numerous amenities. Improvements to the lake include a lookout plaza; public kayak launch; gravel beach; flagstone outcroppings; lake perimeter invasive species removal and bank native seeding; make-up water irrigation intake, pump house and treatment pools; wetland planting. Additional OSRAD funded park amenities ERA designed included: new pavilion; playground; concrete bags and table games; accessible path work to each; and a boat dock for rentable paddle boats/kayaks/canoes. Erin investigated the source of these pollutants and providing additional BMPs (such as: bioswales, hydrodynamic separators, forebays, etc.) for removing these pollutants. Permits included USACE NWP #27, Individual Water Quality permit from the IEPA, and City of Urbana.

Hidden Lakes Trout Farm Parking Lot Reconstruction and DuPage River Greenway, Bollingbrook Park District - Erin was the Ecological Services Director for a study of the makeup water intake from the adjacent quarry, the health of the four basins, the stormwater system connecting the four basins and outlets to the adjacent East Branch DuPage River for the Bollingbrook Park District. Erin oversaw the wetland delineation of the lakes and river, assessment of the shoreline erosion and reviewed the water quality and sediment reports. She identified potential areas that are contributing pollutants to the system. She assisted in the environmental aspects to the conceptual plan to address incoming pollutants, existing basin health and algae issues, and erosion of shorelines and stream banks. The plan prioritized projects based upon effectiveness and cost. This plan may be utilized to apply for water quality improvement program funds for construction of the projects.

Oak Meadows Golf Course Preserve Master Plan and Improvements, Village of Addison / City of Wood Dale - Ecological Services Director provided environmental services to address the golf course's unique needs for water quality, wetland expansion, river restoration and stormwater management and habitat restoration. Approximately 1.5 miles of Salt Creek were restored; 24.6 acres of wetlands and 10.5 acres of prairie and woodland were created. Erin also designed the hydrology control system for 24.6 acres of wetland mitigation. After construction, five new species of macro-invertebrates were found at the site in 2017 (not found in previous 4 years of studies) following the improvements and habitat has improved significantly. Mean QHEI (a composite habitat score) increased from 57.25 to 69.3, mean mIBI (a composite macro invertebrate score) increased from 23.6 (based on 2013 data) to 33.2 (based on 2017 data), powered largely by the appearance of these five new species, (1 new beetle species, 1 caddis fly species and 3 Diptera/fly species). Required permits included USACE, DuPage County, City of Wood Dale, Village of Addison, IDNR-OWR, IEPA, Kane - DuPage SWCD and JHPA. ERA helped secure \$1.2 million in EPA IIG funds.

Lake Le-Aqua-Na State Park Improvements, Illinois Capital Development Board / IDNR - Environmental Lead for State Park improvements located in Stephenson County. The project included: locating and eliminating leaks in the lakebed; dredging accumulated sediment; design of stream and wetland enhancements; repairing/replacing portions of the water control structure and dewatering sluice gate; replacing the ADA fishing pier and boat ramp; and constructing a new accessible ramp. She reviewed the sediment analysis to determine the extent of dredging of the Lake and oversaw the wetland delineation and permitting. She assisted in the design of the stream enhancements, which include backwater habitat areas, rock vanes, and wetland enhancements. The project was constructed in Spring 2021.

Enhance Grounds and Retention Ponds College of DuPage / Illinois Capital Development Board / IDNR - COD desired an overlook on the pond directly west of Lambert Road and improvements to the natural health of the pond southeast of the MAC building and the pond located at the northwest corner of College Ave and Park Drive. Erin oversaw the wetland delineation, reviewed the Water Quality Evaluation of Pond 1, and assisted in the design of the improvements to restore the shorelines and enhance water quality and wildlife habitat.

Klein Creek Master Watershed Plan and Streambank Stabilization Project, Village of Carol Stream - Ecological Services Director overseeing the development of the Klein & Thunderbird Creek Master Plan for inclusion in the Watershed Plan Addendum. The Master Plan identified streambank stabilization projects along Klein and Thunderbird Creeks along with other water quality improvement projects throughout the 12.7 square mile watershed. She developed public outreach strategies to gauge private property owner interest in the project, quantify public and private benefits, and prepare possible alternatives that allocate costs between public and private entities. Following approval of the Watershed Plan she assisted with applying for outside funding, specifically Illinois Environmental Agency (IEPA) Section 319 funds, DuPage County (DPC) Water Quality Improvement Program (WQIP) and the project was awarded \$1M in 319h, \$1M in DRSCW special permit condition funds, and \$300K in WQIP funds. Erin completed the Phase II design of the project. The reach was assessed for macro invertebrates in summer 2022. Construction of Section I was completed in 2023. ERA provided Phase II design of Section III in 2022/2023. Construction of Section III will be completed in 2024. ERA is currently designing Section II with anticipated construction during 2025.

Special Training:

- Freshwater Mussel Workshop. Identification and surveys using the Field Guide to the Freshwater Mussels of Chicago Wilderness.
- Applied Fluvial Geomorphology, 2012
- Illinois Soil Classifiers Association - Hydric Soils, 10/2011
- Illinois Soil Classifiers Association Midwest Interim Regional Supplement for Wetland Delineation, 02/2009
- Wetland Training Institute Planning, Site Selection and Hydrology Models for Constructed Wetlands, 10/2007
- Biotic Consultants, Inc. Wetland Plant Identification 2000-2010
- Cold Climate Stormwater BMPs 11/2006
- Illinois Hydric Soils, 08/2002
- Institute for Wetland & Env. Education & Research Corps Wetland Delineation Manual, 09/2001

Professional Affiliations:

- Illinois Association of Floodplain and Stormwater Management
- APWA Lake Branch, Past President
- DuPage River Salt Creek Workgroup
- Conservation Foundation
- Illinois Association of Environmental Professionals
- Society of Wetland Scientists



FIRM OVERVIEW

ETC Institute is recognized as the national leader in the design and administration of market research studies for local government organizations. Since 1982, ETC Institute has completed research projects for organizations in 49 states. ETC Institute has designed and administered more than 2,500 statistically valid surveys and our team of professional researchers has moderated more than 1,500 focus groups and panels and over 2,000 stakeholder interviews. ETC Institute also uses the most up-to-date and innovative analytical tools that will help the City understand and use their survey data.

YEARS IN BUSINESS

42

LIST OF SERVICES TO BE PROVIDED

1. Design survey and cover letter
2. Prepare the sampling plan
3. Administer statistically valid survey
4. Analysis and reporting of statistically valid survey results
5. Presentation of final results (Optional)

PRIMARY CONTACT

Ryan Murray, Assistant Director of Community Research
ETC Institute
725 W. Frontier Circle, Olathe, KS 66061
Ryan.murray@etcinstitute.com
(913) 254-4598
(816) 809-7640



Ryan Murray

Assistant Director of Community Research & Senior Project Manager

ETC Institute
725 W. Frontier Lane, Olathe, KS 66061
Ryan.Murray@etcinstitute.com
913-254-4598



EDUCATION

B.S., Public Administration, The University of Kansas

SUMMARY OF EXPERIENCE

Mr. Murray has over 19 years of experience in survey administration, development, supervision, and research analysis. Throughout his tenure at ETC Institute Mr. Murray has had the pleasure of working on survey projects that cover a wide variety of topics, including parks and recreation, community planning, customer satisfaction, transportation, employee, library, comprehensive planning, parks and recreation master plans, water and utility, and business development. His current role as Assistant Director of Community Research includes the management of the survey research team, quantitative and qualitative research, report writing, benchmarking research, survey development, statistical analysis, and the presentation of results. Mr. Murray has also held a field-supervisory role within the firm. In his previous role he planned, coordinated and supervised the administration of large scale origin-destination transportation studies on multiple projects across the country. Over the past two years, Mr. Murray has worked as a Project Manager on projects for over 500 state, county, local, and private sector clients.

SIMILAR PROJECT EXPERIENCE

Mr. Murray while at ETC Institute has worked on similar survey projects for the following clients:

- City of El Paso, Texas
- El Paso County, Texas
- Williamson County, Texas
- City of McAllen, Texas
- City of Corpus Christi, Texas
- City of Sugar Land, Texas
- City of San Antonio, Texas
- City of New Braunfels, Texas
- City of Cedar Park, Texas
- City of Cedar Hill, Texas
- City of Schertz, Texas
- City of Round Rock, Texas
- City of Dripping Springs, Texas
- City of Seguin, Texas
- City of College Station, Texas
- City of Amarillo, Texas
- City of Dallas, Texas
- Dallas County, Texas
- City of Fort Worth, Texas
- City of Austin, Texas
- City of Tyler, Texas
- City of Burleson, Texas
- City of Robinson, Texas
- City of Mesquite, Texas
- City of Missouri City, Texas

Examples of Past Projects

- Marshall Park Master Plan & Development | Elk Grove Park District
- Central Park Master Plan & Development | Oak Brook Park District
- Aux Sable Springs Park Master Plan & OSLAD Grant | Village of Minooka
- Wolf's Crossing Community Park Master Plan & Development | Naperville Park District
- Glenbriar Park Master Plan & Development | Butterfield Park District



Upland Design Ltd
815.254.0091
uplandDesign.com
Chicago | Plainfield

MARSHALL PARK MASTER PLAN & DEVELOPMENT ELK GROVE PARK DISTRICT

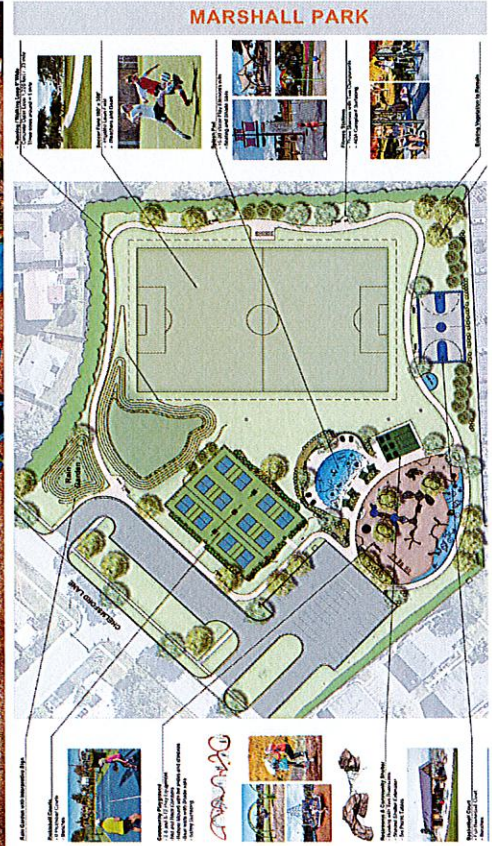
LOCATION SERVICES BUDGET TIMELINE CONTACT

Elk Grove, Illinois
Project Lead
\$2,189,378
2022-2024
Ben Curcio
Executive Director
Elk Grove Park District
bcurio@elkgroveparks.org
847.437.9494

Upland Design worked with the Elk Grove Park District to create a Master Plan for the redevelopment of Marshall Park. The project included a successful IDNR Open Space Land Acquisition and Development Grant in the amount of \$400,000. Project components included the following items:

- Shelter with Restrooms
- Basketball Court
- Paved Walking Loop
- Fitness Stations
- Natural Lawn Soccer Field with Irrigation
- Rain Garden and Interpretive Signage
- Community Playground
- Splash Pad
- Site Furniture including Benches and Tables

Construction documents, bidding, permitting and contract administration were all provided with the leadership of Upland Design. The park opened in the summer of 2024. Phase II is underway with the addition of new pickleball courts.





Upland Design Ltd
815.254.0091
uplanddesign.com
Chicago | Plainfield

LOCATION
SERVICES
BUDGET
TIMELINE
CONTACT

Oak Brook, Illinois
Project Lead
\$2,400,000
2022-2024
Bob Johnson
Deputy Director
Oak Brook Park District
bjohnson@obbparks.org
630.990.4233



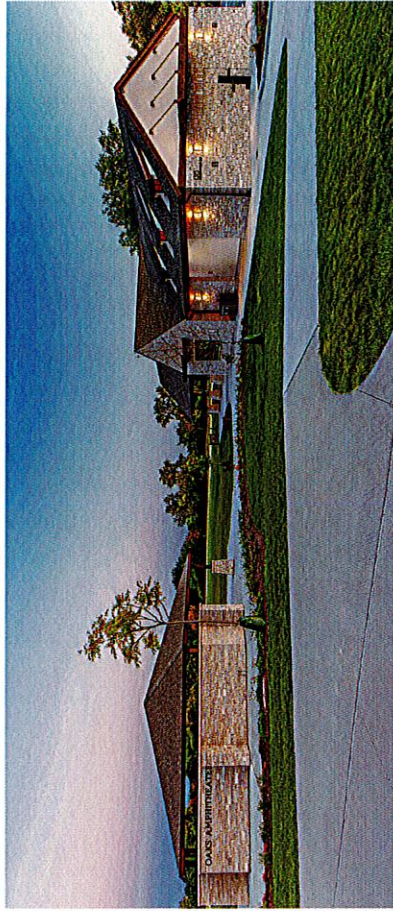
CENTRAL PARK MASTER PLAN & DEVELOPMENT OAK BROOK PARK DISTRICT

Upland Design has assisted the Oak Brook Park District with expansion of recreational features at Central Park, their flagship park, for the past five years. This most recent phase completed in summer of 2024 includes a new community amphitheater for the park. Community input guided the addition of amenities to this 105-acre park. The project includes new recreational features to engage both youth and seniors with a challenge course and a game area. These complement the earlier phase components, including basketball and soccer fields. Upland wrote an IDNR Open Spaces Land Development and Acquisition (OSLAD) grant for \$600,000 and an Illinois DCEO Tourism Grant for \$480,000 to assist in funding the project. Components included the following items:

- Community Shelter
- Amphitheater
- Game Area
 - o Ping Pong
 - o Bocce Ball Court
 - o Painted Games
 - o Game Tables
- Ninja Challenge Course
- Ginger Creek Fishing Area
- Ginger Creek Nature Observation-Interpretive Signage
- Pathway Renovations and Extensions for New Amenities
- Native Landscaping and Shade Trees



MASTER PLAN PHASE II

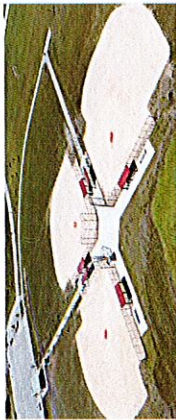




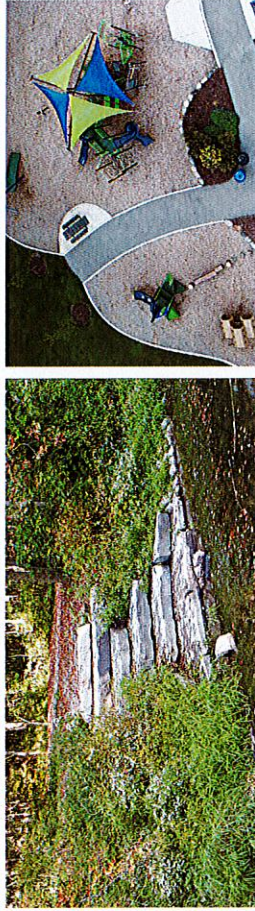
Upland Design Ltd.
312.350.4088
uplanddesign.com
Chicago | Plainfield

AUX SABLE SPRINGS PARK MASTER PLAN & OSLAD GRANT: Phase I and Phase II VILLAGE OF MINOOKA WITH KENDALL CO FOREST PRESERVE

LOCATION Minooka, Illinois
SERVICES Project Lead
BUDGET \$2,100,000
TIMELINE 2020
KEY PERSONNEL Liz Datoe, Tom Dvorak
Michelle Kelly, Heath Wright
CONTACT Dan Duffy
Village Manager
dan.duffy@minooka.com
815-467-2151



In 2018, Upland Design and Engineering Resources Associates began a master planning process for an open space site along the Aux Sable Creek. The Village of Minooka and Kendall County Forest Preserve had jointly purchased the natural areas along the creek and woodlands while the Village solely owned the farm land. The team implemented a public input process to garner feedback on project amenities and enhancements inviting the public to public open house meetings with written surveys. The plan was developed with the Village Park Committee weighing in at various stages until the final plan was adopted. Upland then wrote an OSLAD grant which was awarded. Phase I was completed in 2020 and the Village started planning for future phases immediately with the addition of restroom in 2023. A second OSLAD grant was written in 2024 and awarded. The second OSLAD phase is under construction currently with new amenities. Components include a canoe launch, two parking lots, asphalt and crushed stone trails, a council ring, playground, splash pad, pavilions, savannah and wetland enhancements, three ball fields, a soccer field and a lacrosse field.



MASTER PLAN





Upland Design Ltd
815.254.0091
uplanddesign.com
Chicago | Plainfield

LOCATION
Naperville, Illinois
SERVICES
Project Lead
BUDGET
\$10,500,000
TIMELINE
Master Plan 2018
Construction 2019-2020
CONTACT
Michael Piszynski
mpiszynski@
napervilleparks.org
630.848.5012

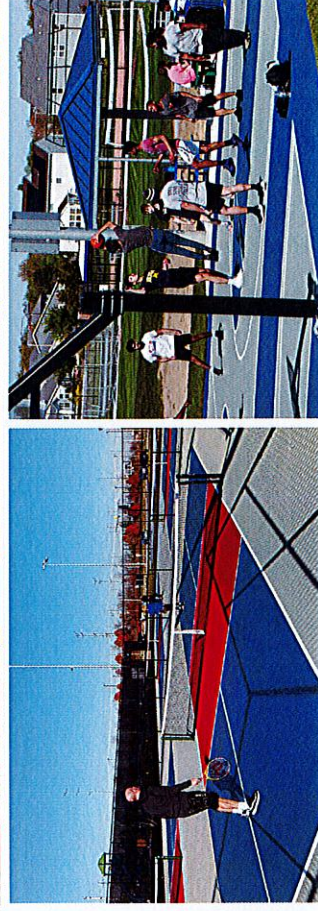


WOLF'S CROSSING COMMUNITY PARK MASTER PLAN & DEVELOPMENT NAPERVILLE PARK DISTRICT

Upland Design collaborated with the Naperville Park District to create a master plan for a new 33-acre community park. We led two public meetings and two focus group meetings to garner input from key stakeholders and the general public. The project included procuring an IDNR Open Space Land Acquisition and Development Grant in the amount of \$400,000. The final plan met the goals and budget, and the team began construction documents including the following elements:

- Community Playground
- Community Picnic Shelter
- Recirculating Splash Pad
- Restroom Building & Storage Building
- Baseball Field
- Multi Purpose Fields
- Basketball Courts
- Pickleball Courts
- Tennis Courts
- Paved Walking Loop
- Challenge Course
- Fitness Stations
- Sled Hill
- Warming Shelter
- Rain Gardens
- Outdoor Classroom
- Parking Lots

A strong focus of the project is the use of rain gardens and native plantings, creating an active park surrounding by nature. The rain gardens are a mix of native plants and stone, creating infiltration areas. The project construction finished in 2020.





Upland Design Ltd
815.254.0091
uplandDesign.com
Chicago | Plainfield

LOCATION
SERVICES
BUDGET
TIMELINE
CONTACT

Lombard, Illinois
Project Lead
\$1,250,000
2019-2020
Michael Hixenbaugh
Executive Director
mhixenbaugh@butterfieldpd.com
630.858.2229 X12



GLENBRIAR PARK MASTER PLAN & DEVELOPMENT BUTTERFIELD PARK DISTRICT

Upland Design assisted the Butterfield Park District with the development of Phase I & II of the master plan for Glenbriar Park. The project included procuring an IDNR Open Space Land Acquisition and Development Grant in the amount of \$400,000 and a DCEO grant. Working with the community and District staff, Upland prepared this concept incorporating community needs. Upland also prepared construction, permit and bid documents and undertook construction administration for this wonderful park expansion.

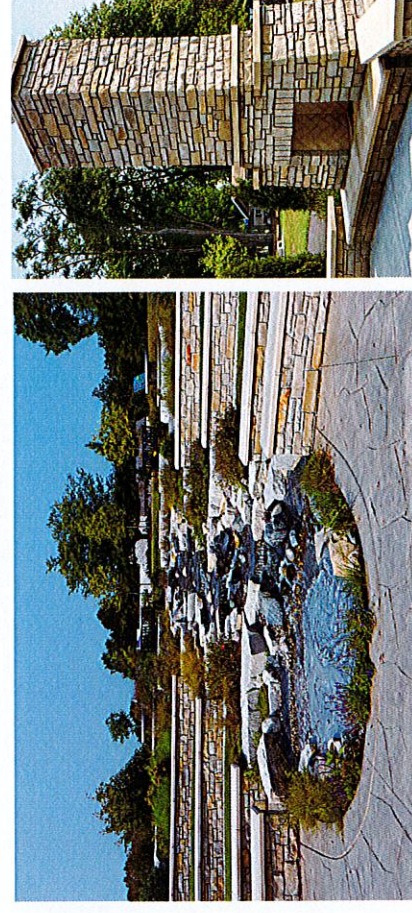
The following elements were included:

- Enhanced Landscaping
- Drinking Fountain with Dog Bowl
- Pollinator Garden
- Soft Surface at Challenge Course
- Fountain & Landscape Plantings
- Accessible Restrooms
- Outdoor Amphitheater Seating
- Main Shelter & Performance Area
- Trail Connection
- Pickleball & Tennis Courts
- Digital Stone Sign

A second phase with a new OSLAD grant for \$600,000 is currently under construction adding courts, play and parking.



Glen Briar Park
Phase II Master Plan
Butterfield Park District



Community Engagement Plan

Community Engagement Process: Throughout the master planning process, community engagement will be integral to the success of the master plan. Below is an in depth look at key elements of the engagement process.

Public Information: At key stages of the planning process, the Village will share information on social media and share with local news media. Information about the park master planning process. The releases will share information such as, initialo of the process, dates for the community survey to be mailed, public engagement meetings, as well as adoption of the master plan.

Stakeholder Interviews: Interviews will be held to gather ideas from key community stakeholders such as sport affiliates, volunteer groups, Foundation representatives, and nearby neighborhood groups. The final list of attendees will be discussed with the Village and planning team to identify groups and individuals with knowledge of community needs. Scheduled in the afternoon or evenings, the interviews will be informal discussions to gather initial thoughts and ideas ahead of the concept design and public meetings.

Public Invitations for the First and Second Open House: Public invitations will be prepared in digital format by the planning team, and released for first community engagement meeting via newspaper article, social media, and email blast by the Village. Previous meeting or interview attendees will also receive an email invite.

Website Information: The Village will keep a link on the Village web page for information about the planning process. The design team will prepare items to be included as the process unfolds including online surveys for the first and second open house meetings.



Project Lump Sum Budget

COST BY TASK AND TITLE FORM BY UPLAND DESIGN LTD									
Development of a Master Plan for Five Key Parks									
Village of Lake Zurich									
Upland Design Ltd						ERA		ETC	
		Principal Landscape Architect		Project Manager Landscaper Architect		Landscape Designer		Doc Tech/Admin Environmental Civil Engineer	
\$ 258.00	\$ 198.00	\$ 160.00	\$ 101.00	\$ 235.00	\$ 160.00	\$ 150.00		Total Hours	TOTAL COST
1.00 Phase I - Site Analysis and Data Collection									
Kick-Off Meeting	3	3							
Collect and Analyze Data & Visit Five Key Sites	3.5	15	15						
Inventory and Analysis of Properties	2.5	6	10		14.5				
Capital Budget and Grant Planning	1	2	10	2					
Site Analysis Board Preparation	1	3	35	3	14.5				
HOUR SUB-TOTAL	11	28	35	3					91.5
COST SUB-TOTAL	\$ 2,838	\$ 5,544	\$ 5,600	\$ 303	\$ 3,408				\$17,693
2.00 Phase II - Community Engagement and Concept Planning									
Key Stakeholder Interviews	2	8	8	2					
Community Wide Survey - ETC	4				Lump Sum				
Key Parks Needs Assessment & Recommendations	3	8	8						
Develop Preliminary Ideas Boards	1	4	8	5					
Review Meeting	2	2	2						
First Community Open House & Prep	4	4	8	2					
Concept Development & Cost Estimates	8	2	96	5					
Prepare Park Programs	12	32	66	6					
Sustainable Design - ERA	8	8							
Second Community Open House & Survey Prep	4	4	11						
Recommendations for Potential Funding and Phases	2	4	4	2					
HOUR SUB-TOTAL	46	78	153	10	32	0			319
COST SUB-TOTAL	\$ 11,668	\$ 15,444	\$ 24,480	\$ 1,010	\$ 7,520	\$ 13,000	-		\$73,322
3.00 Phase III - Final Master Plan and Adoption									
Preparation of Final Master Plans	4	4	12	2					
Board Presentation	4	7	3	2					
HOUR SUB-TOTAL	4	1,386	15	2	0				28
COST SUB-TOTAL	\$ 1,032	\$ 2,400	\$ 202	\$ -	\$ -	\$ -			\$5,020
5.00 Reimbursables									
Mileage, Tolls, Postage, Delivery and Printing									2,875
TOTAL									
		Upland Design Ltd		ERA		ETC		\$13,000	\$88,910 Total

Hourly Rates & Reimbursables

Hourly Rates

Additional work - additional meetings, site visits, changes to work or additional work items - may be added by request at the professional service rates listed herein. No additional fee shall be charged without prior written authorization from the Village.

Reimbursable Costs

Firm will bill direct non-payroll expenses at cost plus 0%. Examples of expenses include copies, plotting and printing of drawings, boards, plans and handouts, postage, delivery and tolls. Mileage will be billed at current IRS rates.

uplandDesign Ltd

Landscape Architecture & Park Planning

Principal Landscape Architect	\$ 258.00
Project Manager/Sr. Landscape Architect	\$ 198.00
Landscape Architect	\$ 171.00
Landscape Designer II	\$ 160.00
Landscape Designer	\$ 152.00
Construction Administrator	\$ 152.00
Administration or Document Technician	\$ 101.00
Intern	\$ 78.00



Principal	\$ 221.71
Project Manager	\$ 169.23
Assistant Project Manager	\$ 104.84
Researcher	\$ 80.44
Support Staff	\$ 67.85

Hourly Rates & Reimbursables



ENGINEERING
RESOURCE ASSOCIATES

Staff Category	Effective Date	Hourly Billing Rate
Professional Engineer VI	4/1/24	270.00
Professional Engineer V	4/1/24	235.00
Professional Engineer IV	4/1/24	206.00
Professional Engineer III	4/1/24	177.00
Professional Engineer II	4/1/24	159.00
Professional Engineer I	4/1/24	131.00
Structural Engineer IV	4/1/24	229.00
Structural Engineer III	4/1/24	210.00
Staff Engineer III	4/1/24	143.00
Staff Engineer II	4/1/24	113.00
Staff Engineer I	4/1/24	110.00
Engineering Technician VI	4/1/24	164.00
Engineering Technician V	4/1/24	144.00
Engineering Technician IV	4/1/24	120.00
Engineering Technician III	4/1/24	105.00
Engineering Technician II	4/1/24	81.00
Engineering Technician I	4/1/24	60.00
Engineering Intern III	4/1/24	84.00
Engineering Intern II	4/1/24	63.00
Engineering Intern I	4/1/24	54.00
Ecological Services Director	4/1/24	186.00
Environmental Specialist IV	4/1/24	186.00
Environmental Specialist II	4/1/24	113.00
Environmental Specialist I	4/1/24	96.00
Professional Surveyor II	4/1/24	192.00
Professional Surveyor I	4/1/24	162.00
Surveyor IV	4/1/24	147.00
Surveyor III	4/1/24	129.00
Surveyor II	4/1/24	96.00
Administrative Director	4/1/24	172.00
Administrative Staff IV	4/1/24	137.00
Administrative Staff III	4/1/24	110.00
Administrative Staff II	4/1/24	89.00
Administrative Staff I	4/1/24	69.00



Project Timeline

The base scope timeline is planned for ten months. Below is a proposed schedule which will be revised with Village input to adjust for their internal schedules.

Phase I: Data Inventory & Analysis

One Month

Begin May 5, 2025

Complete June 4, 2025

Phase II: Community Engagement and Concept Planning

Six (6) Months

Begin June 7, 2025

Complete December 6, 2026

Phase III: Master Plan Development

Six (6) Weeks

Begin December 7, 2026

Complete: January 20, 2027

The project team will work with Village staff to create a schedule of standing monthly meetings with best dates to attend Board Meetings and schedule public meetings.



Reference #1

Client Name: Naperville Park District
Contact: Michael Pliszynski
Address: 320 Jackson Avenue, Naperville, IL 60540
Telephone Number | Email: 630.848.5012 | mpliszynski@napervilleparks.org
Project Experience: Grant Writing, Public Engagement, Park Renovations, Comprehensive Master Plan
Project Location: Flossmoor, Illinois

Reference #2

Client Name: Oak Lawn Park District
Contact: Ryan Gory - Superintendent of Parks and Planning
Address: 9400 South Kerton Avenue, Oak Lawn, IL 60453
Telephone Number | Email: 708.857.2225 | rgory@olparks.com
Project Experience: Master Planning, Grant Writing, Public Engagement, Phasing, and Development
Project Location: Oak Lawn, Illinois

Reference #3

Client Name: St. Charles Park District
Contact: Holly Cabell - Director of Parks and Recreation
Address: 8 North Avenue, St. Charles, IL 60174
Telephone Number | Email: 630-513-4333 | hcabell@stparks.org
Project Experience: Master Planning, Grant Writing, Public Engagement, Phasing, and Development
Project Location: St. Charles, Illinois

Reference #4

Client Name: Butterfield Park District
Contact: Michael Hixenbaugh - Executive Director
Address: 21W730 Butterfield Road, Lombard, IL 60148
Telephone Number | Email: 630.858.2229 | mhixenbaugh@butterfieldpd.com
Project Experience: Master Planning, Grant Writing, Public Engagement, Phasing, and Development
Project Location: Lombard, Illinois

Reference #1

Client Name: Wheaton Park District
Contact: Rob Sperl, Director of Planning
Address: 1000 Manchester Road, Wheaton, IL 60187
Telephone Number | Email: 630.510.4976 | rsperl@wheatonparks.org
Project Experience: Phase I, II, and III Engineering
Project Location: Rathie Park - Wheaton, Illinois

Reference #2

Client Name: Village of Carol Stream, Illinois
Contact: Greg Ulreich, Village Engineer
Address: 500 North Gary Avenue, Carol Stream, IL 60188
Telephone Number | Email: 630.868.2264 | gulreich@carolstream.org
Project Experience: Phase I, II, and III Engineering
Project Location: Klein Creek Streambank Stabilization Project - Carol Stream, Illinois

Reference #3

Client Name: Urbana Park District
Contact: Andy Rousseau, Project Manager
Address: 1011 E. Kerr Ave, Urbana, IL 61802
Telephone Number | Email: 217.344.9583 x205 | ajrousseau@urbanaparks.org
Project Experience: Phase I, II, and III Engineering
Project Location: Crystal Lake Park Improvements - Urbana, Illinois

Reference #4

Client Name: Village of Downers Grove, Illinois
Contact: Julie Lomax, PE, CFM, Stormwater Administrator
Address: 5101 Walnut Avenue, Downers Grove, IL 60515
Telephone Number | Email: 630.493.8821 | jlomax@downers.us
Project Experience: Green Infrastructure Study
Project Location: Green Streets - Downers Grove, Illinois



Professional References ETC Institute

go outside

Reference #1

Client Name: Village of Mount Prospect, Illinois
Contact: Michael Cassidy, Village Manager
Address: 50 S Emerson Street, Mt. Prospect, IL 60056
Telephone Number | Email: 847.392.6000 | mcassady@mountprospect.org
Project Experience: Community-wide Survey
Project Location: Mount Prospect, Illinois

Reference #2

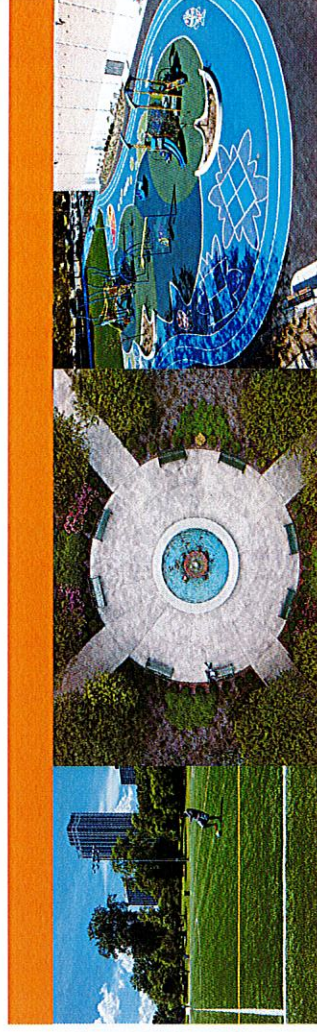
Client Name: Village of Oswego, Illinois
Contact: Dan Di Santo, Village Administrator
Address: 100 Parkers Mill Place, Oswego, IL 60543
Telephone Number | Email: 847.551.2360 | ddsanto@oswegoil.org
Project Experience: Community-wide Survey
Project Location: Oswego, Illinois

Reference #3

Client Name: Village of Glencoe, Illinois
Contact: Sammy Hanzel, Communications Manager
Address: 675 Village Court #1609, Glencoe, IL 60022
Telephone Number | Email: 847.461.1104 | shanzel@villageofglencoe.org
Project Experience: Community-wide Survey
Project Location: Glencoe, Illinois

Reference #4

Client Name: City of Lake Forest, Illinois
Contact: A. George Issakoo, Asst. City Manager
Address: 220 E Deerpath Road, Lake Forest, IL 60045
Telephone Number | Email: 847.810.3680 | issakoo@citylakeforest.com
Project Experience: Community-wide Survey
Project Location: Lake Forest, Illinois



Upland Design Ltd
Chicago 312.350.4088 uplandDesign.com 815.254.0091 Plainfield