



## FOREST PRESERVE DISTRICT OF KANE COUNTY

### PLANNING AND UTILIZATION COMMITTEE MINUTES

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#### I. Call to Order

The Forest Preserve District Planning and Utilization Committee meeting was held Thursday, February 24, 2022 at 9:30 AM at the Administration Offices located at 1996 S. Kirk Road, Suite 320, Geneva, IL 60134. The meeting was opened by Chairman Barbara Wojnicki at 9:30 AM. Remote=\*

#### Members Present:

<u>Attendee Name:</u>	<u>Status:</u>
President Chris Kious	Present*
Chair Barbara Wojnicki	Present
Commissioner Mavis Bates	Present*
Commissioner David Brown	Present
Commissioner Michael Kenyon	Present
Commissioner Bill Lenert	Present*
Commissioner Myrna Molina	Present*
Commissioner Jarett Sanchez	Present
Commissioner Cheryl Strathmann	Present*

#### Others Present:

Commissioners: Allan\*, Berman\*, Davoust\*; Exec. Dir. Meyers; Finance Staff Petschke\*; Chief of Planning Anderson Jr. & staff Tegge; NRM Dir. Haberthur & staff Rodeghero\*; Dir. of Comm. Affairs Metanchuk & staff Kovach; John Goreth; Police Chief & Public Safety Dir. Burger; Attorney Hodge; Recording Secretary Figliozi.

#### II. Approval of Minutes from January 27, 2022

<b>RESULT:</b>	<b>APPROVED BY ROLL CALL VOTE [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Kenyon, Commissioner
<b>SECONDER:</b>	Jarett Sanchez, Commissioner
<b>AYES:</b>	Mavis Bates, David Brown, Michael Kenyon, Bill Lenert, Myrna Molina, Jarett Sanchez, Cheryl Strathmann, Barbara Wojnicki

#### III. Public Comment (Each Speaker is limited to three minutes)

None.

#### IV. Bids and Proposals

##### A. Presentation and Approval of Final Engineering Services with Hey and Associates, Inc. for the LeRoy Oakes Forest Preserve IDNR Grant Project

Chief of Planning Anderson Jr. presented the LeRoy Oakes Forest Preserve Interpretive Trail, Signage & Bridge Project item for final engineering. Funds totaling \$350,000 were budgeted in Fiscal Year 2019/20. In addition, funds of \$50,000 were budgeted for Fiscal Year 2018/19 for engineering

services. The total funding for this project is \$400,000. Even though the engineering services will exceed the budgeted amount by \$26,700 staff believes there are enough funds for project completion. With this additional expense of \$45,050, it will bring the total engineering expenses to \$76,700. The RTP grant will reimburse the District up to \$200,000 for the preliminary engineering and construction costs. Funding will come out of the Construction & Development Account.

**DISCUSSION:** None.

<b>RESULT:</b>	<b>MOVED FORWARD BY ROLLCALL VOTE [UNANIMOUS]</b>	<b>Next: 3/3/2022 8:30 AM</b>
<b>TO:</b>	Forest Preserve District Executive Committee	
<b>MOVER:</b>	Michael Kenyon, Commissioner	
<b>SECONDER:</b>	Mavis Bates, Commissioner	
<b>AYES:</b>	Mavis Bates, David Brown, Michael Kenyon, Bill Lenert, Myrna Molina, Jarett Sanchez, Cheryl Strathmann, Barbara Wojnicki	

**V. New or Unfinished Business**

None.

**VII. Communications**

Chair Wojnicki promoted the Tree Line Newsletter, information of upcoming events for spring are included. Commissioner Sanchez promoted the Maple Sugaring event, it will be held on March 5<sup>th</sup> and 6<sup>th</sup> 2022, at the LeRoy Oakes Forest Preserve.

**VIII. Chairman's Comments**

None.

**IX. Adjournment**

The meeting adjourned at 9:35 a.m.

<b>RESULT:</b>	<b>ADJOURNED BY VOICE VOTE [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Kenyon, Commissioner
<b>SECONDER:</b>	Jarett Sanchez, Commissioner
<b>AYES:</b>	Mavis Bates, David Brown, Michael Kenyon, Bill Lenert, Myrna Molina, Jarett Sanchez, Cheryl Strathmann, Barbara Wojnicki

Barbara Wojnicki, Chairman  
Forest Preserve District Planning and Utilization Committee  
Forest Preserve District of Kane County

Respectfully Submitted,

*Gabriella Figliozzi*

Gabriella Figliozzi  
Recording Secretary



## FOREST PRESERVE DISTRICT OF KANE COUNTY

### PLANNING AND UTILIZATION COMMITTEE AGENDA

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Chairman, Barbara Wojnicki	<input type="checkbox"/>	Dave Brown	<input type="checkbox"/>	Jarett Sanchez	<input type="checkbox"/>
President, Christopher Kious	<input type="checkbox"/>	Mike Kenyon	<input type="checkbox"/>	Cherryl Strathmann	<input type="checkbox"/>
President Pro Tem, Mavis Bates	<input type="checkbox"/>	Bill Lenert	<input type="checkbox"/>		
Secretary, Myrna Molina	<input type="checkbox"/>				
Executive Director, Monica Meyers	<input type="checkbox"/>				

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Thursday

9:30 AM

February 24, 2022

- I. Call to Order
- II. Approval of Minutes from January 27, 2022
- III. Public Comment (Each Speaker is limited to three minutes)
- IV. Bids and Proposals
  - A. Presentation and Approval of Final Engineering Services with Hey and Associates, Inc. for the LeRoy Oakes Forest Preserve IDNR Grant Project
- V. New or Unfinished Business
- VI. Closed Session to Discuss Land Acquisition, Contracts, Litigation and Personnel
- VII. Communications
- VIII. Chairman's Comments
- IX. Adjournment  
Adjournment until: Thursday, March 24, 2022 at 9:30 a.m. via zoom and in person at the Forest Preserve District Administration Offices 1996 S. Kirk Road, Suite 320 Geneva, Illinois



# AGENDA MEMORANDUM

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**DATE:** February 24, 2022

**TO:** Forest Preserve District Planning and Utilization Committee

**FROM:** Ken Anderson Jr., Chief of Planning & Operations  
Monica Meyers, Executive Director

**VIA:** Ken Stanish, Chief Financial Officer

**SUBJECT:** Presentation and Approval of Final Engineering Services with Hey and Associates, Inc. for the LeRoy Oakes Forest Preserve IDNR Grant Project

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## **PURPOSE:**

The purpose of this memorandum is to provide the Committee with information to consider a contract extension for professional services with Hey and Associates, Inc. (Hey) of Volo, Illinois, for final engineering, permitting, bid phase assistance and construction engineering for the LeRoy Oakes Forest Preserve Interpretive Trail, Signage & Bridge Project.

## **BACKGROUND:**

The Forest Preserve District of Kane County (District) received a Recreational Trails Program (RTP) grant from the Illinois Department of Natural Resources (IDNR) for the LeRoy Oakes Forest Preserve Interpretive Trail, Signage & Bridge Project. This project will enhance and expand the trail system, and aid in the interpretation and explanation of the natural and historic resources throughout the preserve. In addition, it will better-provide for collaborative program opportunities between the District's Environmental Education staff at Creek Bend Nature Center and Preservation Partners of the Fox Valley at the Durant House Museum and Pioneer Sholes School. Staff has finalized the conceptual design in concert with the IDNR. On Dec. 14, 2021, the Commission approved a contract for preliminary engineering with Hey for \$31,650. As part of the value engineering, the District worked with Hey for final engineering and other services. This proposal includes said required professional services at \$45,050.

## **FINANCIAL IMPACT:**

Funds totaling \$350,000 were budgeted in Fiscal Year 2019/20. In addition, funds of \$50,000 were budgeted for Fiscal Year 2018/19 for engineering services. The total funding for this project is \$400,000. Even though the engineering services will exceed the budgeted amount by \$26,700 staff believes there are enough funds for project completion. With this additional expense of \$45,050, it will bring the total engineering expenses to \$76,700. The RTP grant will reimburse the District up to \$200,000 for the preliminary engineering and construction costs. Funding will come out of Construction & Development Account #03-35-35-5070 and Project #30606.

**RECOMMENDATION:**

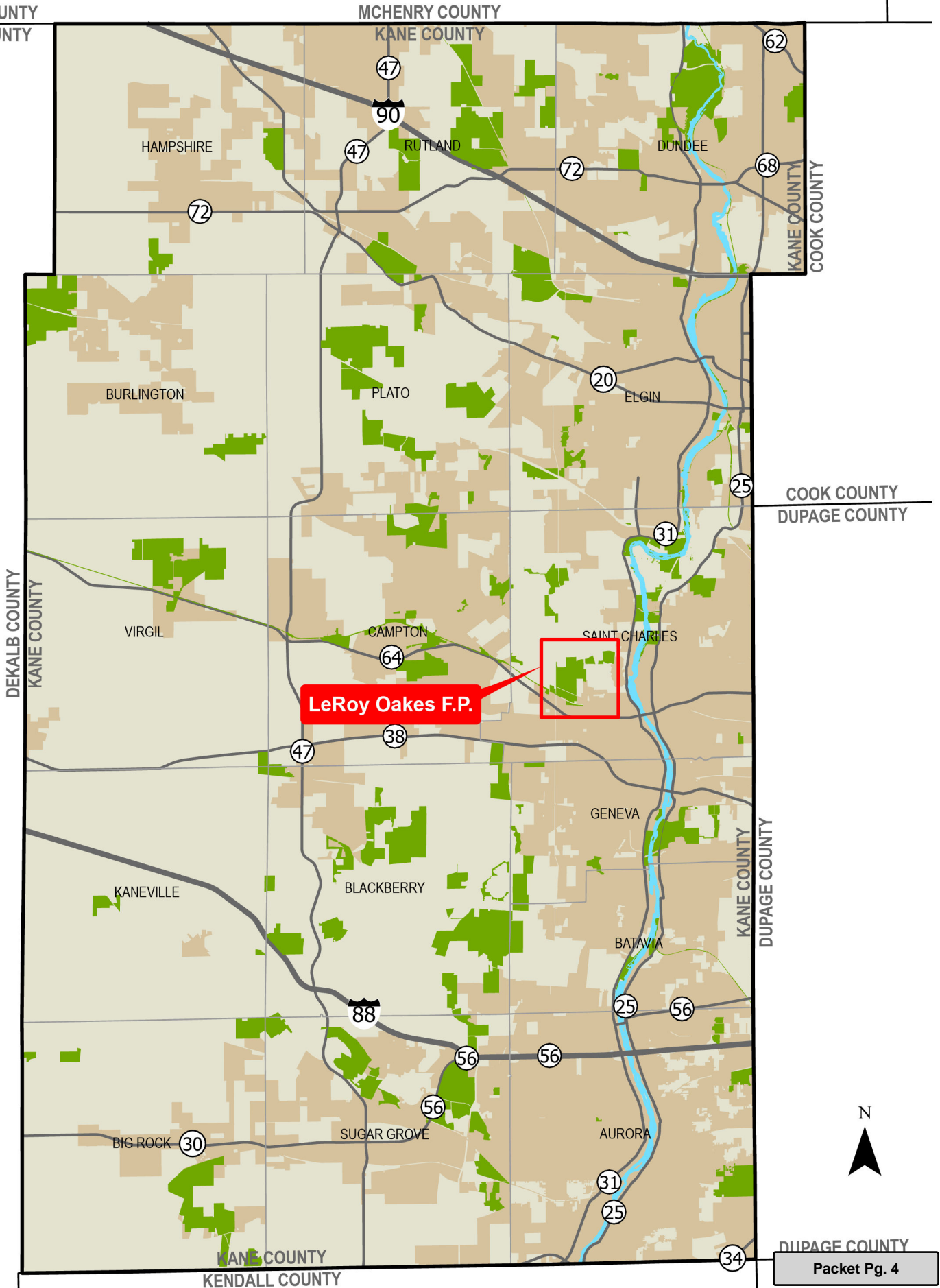
Staff recommends the Committee approve the extension of the contract from Hey and Associates, Inc., of Volo, Illinois, for final engineering, permitting, bid phase assistance and construction engineering for the LeRoy Oakes Forest Preserve Interpretive Trail, Signage & Bridge Project for \$45,050. The new total contract amount is \$76,700.

**ATTACHMENTS:**      *Countywide Map*  
                              *Forest Preserve Map*  
                              *Project Plan*  
                              *Hey & Associates, Inc., Final Engineering Proposal*



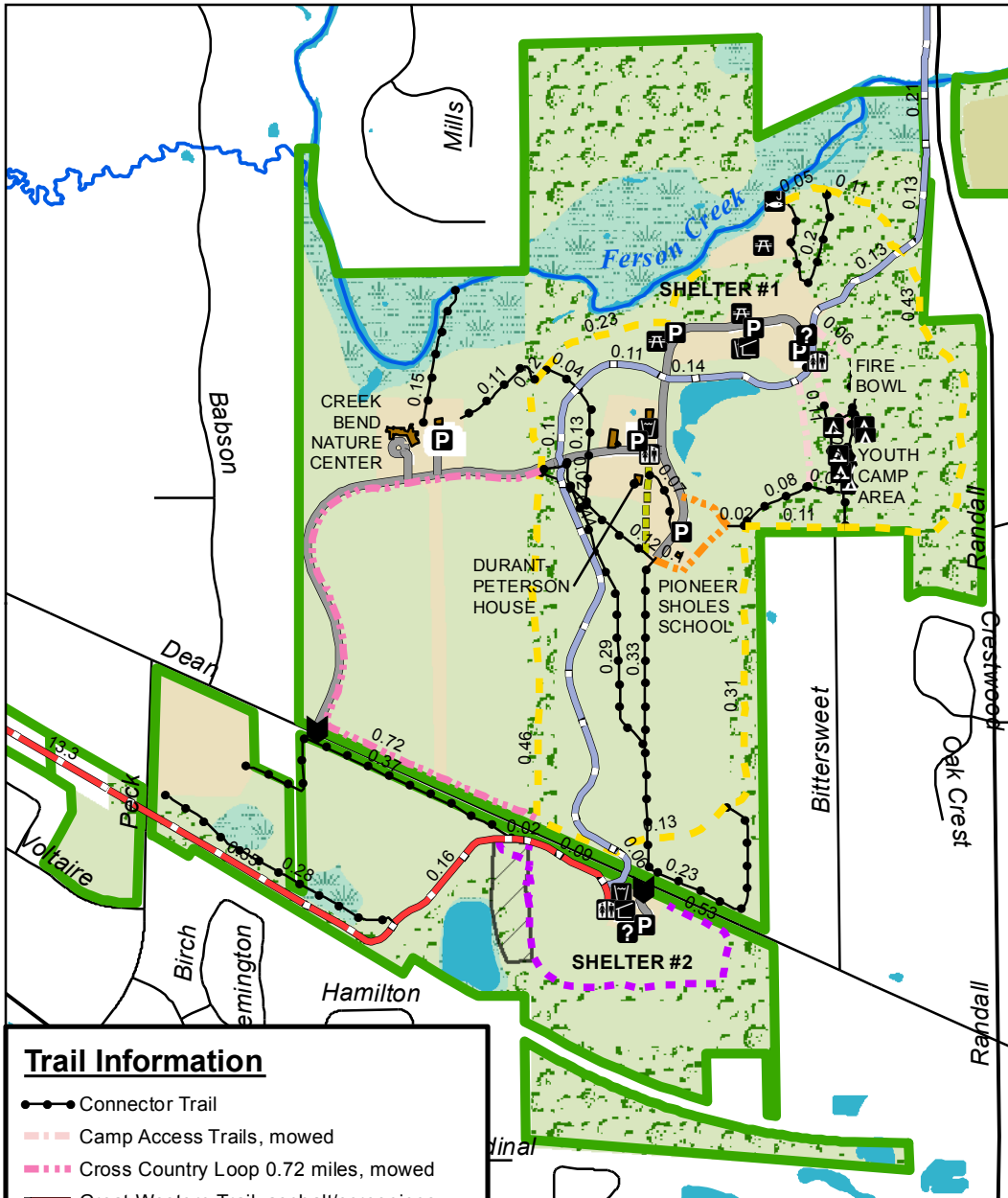
# LeRoy Oakes Forest Preserve

## County Location Map





# LeRoy Oakes Forest Preserve



### Legend

- Main Entrance
- Information
- Parking
- Shelter
- Picnic Area
- Restroom
- Water
- Tent Campground
- Fishing
- Road
- Railroad
- Forest Preserve Road
- Creek
- Forest Preserve
- Illinois Nature Preserve
- Open Water

Natural Area -

- Cropland
- Grassland
- Maintained
- Wetland
- Woodland

LeRoy Oakes Forest Preserve  
 37W700 Dean Street,  
 St. Charles, IL 60175  
 Main Entry approx. 0.8 miles  
 west of Randall Road

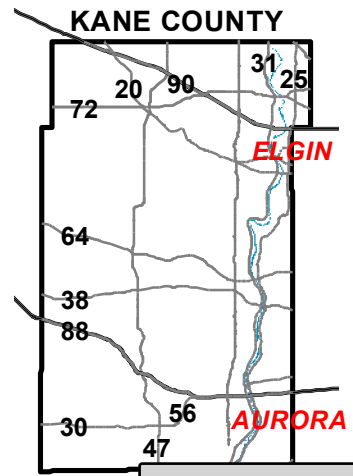
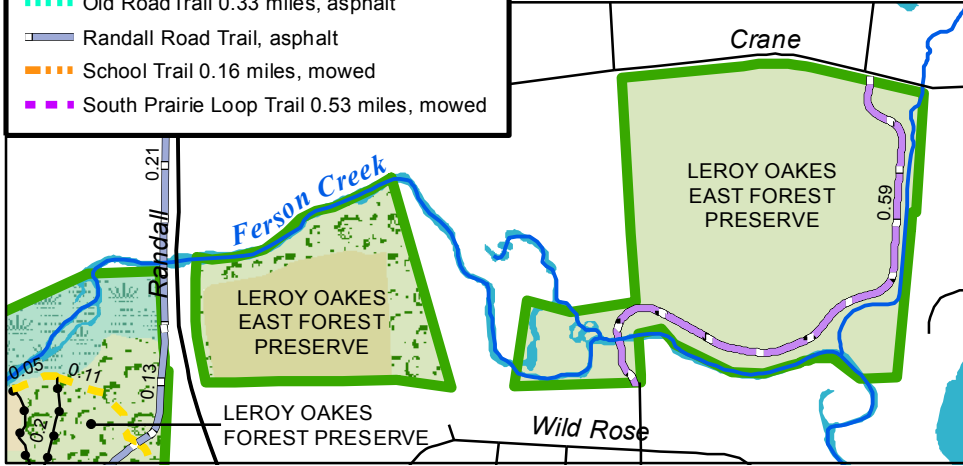
Creek Bend Nature Center  
 37W700 Dean Street,  
 St. Charles, IL 60175

Acreage = 459  
 Total trail miles = 9.07

Information: (630) 232-5980  
[www.kaneforest.com](http://www.kaneforest.com)  
 Hours: Daily, Sunrise-Sunset

### Trail Information

- Connector Trail
- Camp Access Trails, mowed
- Cross Country Loop 0.72 miles, mowed
- Great Western Trail, asphalt/screenings
- LeRoy Oakes East Trail 0.59 miles, asphalt
- Museum Trail 0.11 miles, screenings
- North Ring Route 1.94 miles, mowed
- Old Road Trail 0.33 miles, asphalt
- Randall Road Trail, asphalt
- School Trail 0.16 miles, mowed
- South Prairie Loop Trail 0.53 miles, mowed





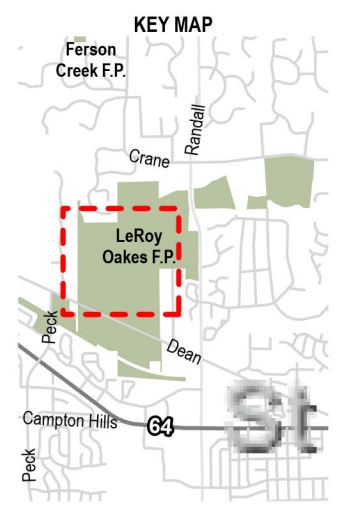
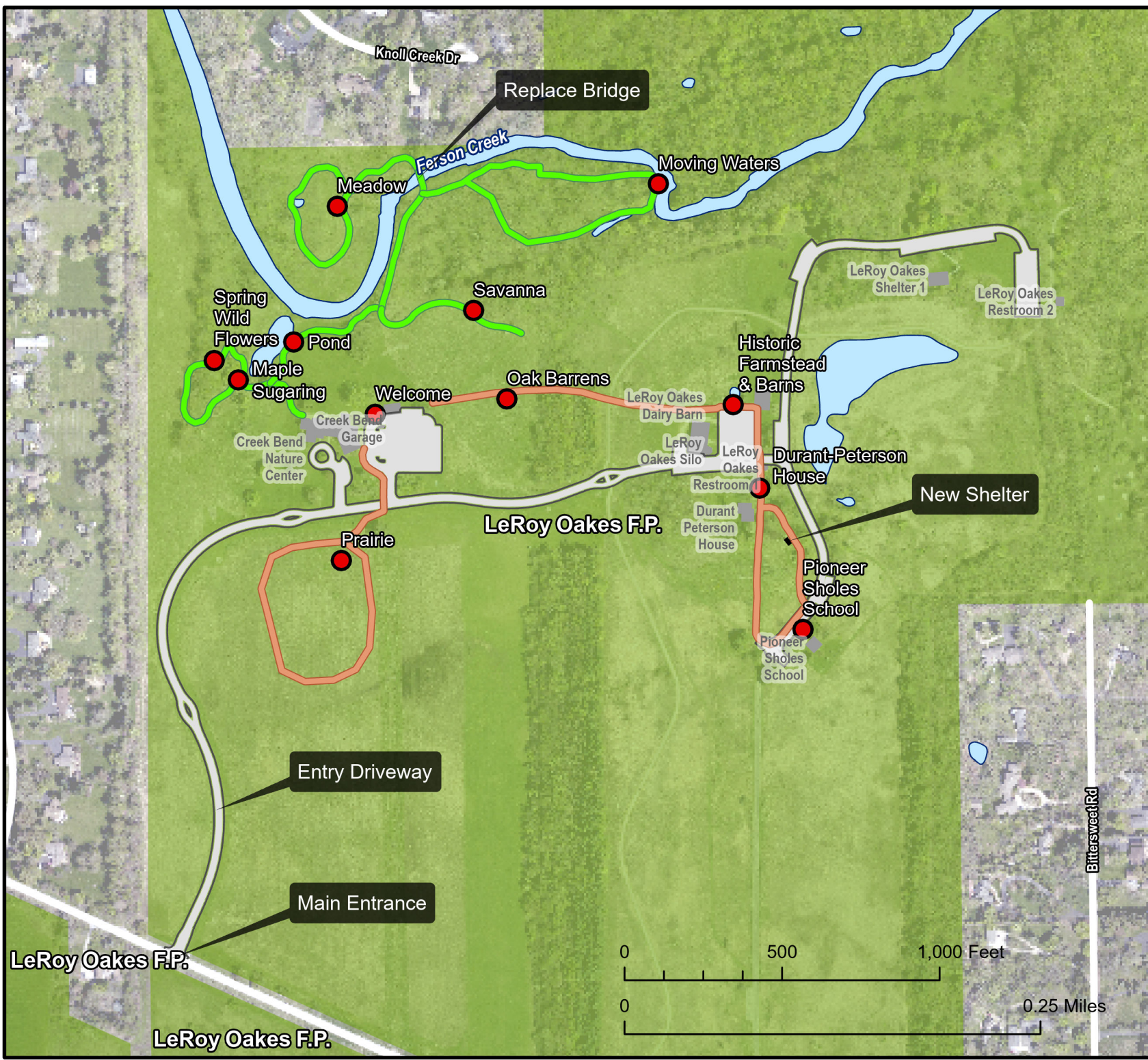


LEGEND

-  Creeks/Open Water
-  Interpretive Signs
-  Forest Preserve Property

Proposed Trails

-  Limestone, 0.77 mi.
-  Mowed, 0.98 mi.



N



# *Hey and Associates, Inc.*

Engineering, Ecology and Landscape Architecture

*MILWAUKEE, WISCONSIN*

*26575 W. COMMERCE DRIVE, SUITE 601  
VOLO, ILLINOIS 60073  
PHONE (847) 740-0888  
FAX (847) 740-2888*

*CHICAGO, ILLINOIS*

February 11, 2022

Zach Tegge  
Forest Preserve District of Kane County  
1996 S. Kirk Road, Suite 320  
Geneva, IL 60134

Proposal No.: 21-0285

Re: Proposal for Professional Engineering Services  
Final Design and Permitting  
LeRoy Oakes Forest Preserve

Dear Zach:

Thank you for inviting Hey and Associates, Inc. (Hey) to provide a proposal for final design and permitting services for the LeRoy Oakes Forest Preserve Project (Project). This proposal is intended as a supplement to our existing contract dated December 14, 2021, with the Forest Preserve District of Kane County (District) for preliminary design of the Project.

## **SCOPE OF SERVICES**

### Task 1. Project Initiation and Kick-off Meeting

Included in existing contract.

### Task 2A. Site Survey

Included in existing contract.

### Task 2B. Wetland Delineation and Jurisdictional Determination (JD)

Included in existing contract.

### Task 2C. Structural Assessment

Included in existing contract.

### Task 2D. Preparation of Base Mapping

Included in existing contract

### Task 3A. Coordination Meeting to Review Existing Conditions

Included in existing contract.

Task 3B. Preliminary Engineering

Included in existing contract.

Task 4A. Coordination Meeting to Review Preliminary Engineering

Included in existing contract.

Task4B. Final Engineering

We will prepare plans and specifications necessary to publicly bid construction of approximately 0.77 miles of aggregate trail and a new prefabricated picnic shelter in a single contract. The plans shall also reference work to be completed by the District including an ADA-accessible water pump at the picnic shelter connected to a nearby well, electrical service at the picnic shelter via nearby power pole, and replacement of an existing trail bridge crossing Ferson Creek. Detailed design of referenced work is not included.

- Prepare a final plan set which we anticipate will include the following pages: cover, general notes, existing conditions, demolition, layout, grading and drainage, soil erosion and sediment control, planting, and details.
- Prepare specifications referencing the IDOT Standard Specifications for Road and Bridge Construction, with Special Provisions for any modifications to the Standard Specification and work not covered by the Standard Specifications. We assume "front end" documents (e.g., Advertisement, Instructions to Bidders, Bid Form, General Terms and Conditions, Bonding and other forms, Contract, etc.) will be provided by the District.
- Prepare a final opinion of probable cost to construct the project.

Not to exceed fees and reimbursable expenses: \$13,500

Task 5. Permitting

We will prepare applications to obtain permits necessary for Project implementation. Please note permit application or data retrieval (FEMA) fees are not included and shall be paid directly by the District to the review agency charging any such fees.

USACE Wetland Permitting

- USACE Nationwide Permit application for any impacts to wetlands/waters of the U.S.
- Correspondence regarding federally listed threatened/endangered species.
- Correspondence regarding state biological resources.
- Correspondence regarding state and federal cultural resources.

Not to exceed fees and reimbursable expenses: \$3,300

Kane-DuPage SWCD

- Kane-DuPage SWCD Soil Erosion and Sediment Control review.

Not to exceed fees and reimbursable expenses: \$2,000

IDNR/OWR Floodplain/Floodway

- IDNR-OWR floodway/floodplain approval will be required as there is mapped floodplain/floodway on this site and the proposed bridge deck replacement will need to be permitted under Part 3708 Floodway Construction rules.

Not to exceed fees and reimbursable expenses: \$2,000

- If required, we will survey a limited number of stream cross-sections and prepare hydraulic modeling for the bridge replacement project.

Not to exceed fees and reimbursable expenses: \$10,000

IEPA NPDES

- IL EPA NPDES permitting (e.g., SWPPP, NOI, etc.) as the Project is expected to disturb more than 1.0 acre.

Not to exceed fees and reimbursable expenses: \$1,750

Kane County Stormwater and Building Permits

Not to exceed fees and reimbursable expenses: \$2,000

Task 6. Bid Phase Assistance

We will assist the District during public bidding of construction including the following.

- Incorporate changes resulting from permit reviews into the final plans and specifications.
- Provide digital copies of the plans and specifications in PDF format to the District for distribution to potential bidders.
- At the District's request, review and respond to questions from potential bidders.

Not to exceed fees and reimbursable expenses: \$1,500

FINAL DESIGN AND PERMITTING NOT TO EXCEED SUBTOTAL: \$36,050

Task 7. Construction Engineering

We will provide construction phase support to the District on an as-needed basis. The following subtasks are anticipated.

- We will attend an on-site preconstruction meeting with the Contractor, District, and applicable regulatory agencies. Said meeting shall be organized and led by others.
- A modest amount of time has been included to review and respond to RFIs submitted by the Contractor. This task also includes assisting the District prepare minor change orders as may be desired and/or required; major change orders requiring significant effort by Hey are not included.
- We will review submittals and shop drawings from the Contractor and issue a recommendation of "Approved", "Conditionally Approved", or "Rejected". Approval of a submittal or shop drawing will indicate that in our professional opinion the submittal or shop drawing complies with contract

requirements. The Contractor shall be responsible for the content, technical accuracy, and applicable regulatory compliance of all submittals and shop drawings.

- We will attend up to three (3) field meetings to review progress and inspect work for compliance with the contract documents. Brief written construction reports can be provided documenting each visit.
- A modest amount of time has been included to review progress invoices submitted by the Contractor. Upon request, we will provide a recommendation to the District for each invoice.
- We will conduct a pre-final inspection upon notification of substantial completion and prepare a punch list describing any observed deficiencies. Upon notification that all punch list work has been completed, we will conduct a final inspection and provide a recommendation for project close out.
- We will prepare as-built record drawings depicting the location and representative elevations for the aggregate trail, bridge, and picnic shelter.

Not to exceed fees and reimbursable expenses: \$9,000

TOTAL NOT TO EXCEED FEES AND REIMBURSABLE EXPENSES FOR  
FINAL DESIGN, PERMITTING, AND CONSTRUCTION PHASE SERVICES: \$45,050

We appreciate this opportunity to submit this proposal. Please let us know if there are any questions or if you would like to discuss.

Sincerely,



Tim Pollowy, PLA, ASLA  
Senior Landscape Architect