

GLENCOE PARK DISTRICT
Committee of the Whole Meeting
Tuesday, November 1, 2022 | 7:00pm
Takiff Center

Consistent with the requirements of the Illinois Compiled Statutes
5 ILCS 120/1 through 120/6 (Open Meetings Act), notices of this meeting were posted.
Location of the meeting Takiff Center, 999 Green Bay Rd, Glencoe, IL 60022

A G E N D A

- I. Call to Order
- II. Roll Call
- III. Matters from the Public
- IV. Village Staff Overview and GPD Board Discussion in Regards to the Village of Glencoe Comprehensive Planning
- V. Discussion of Upcoming Glencoe Park District Comprehensive Planning including Master and Strategic Plans
- VI. Discussion on Fund 65 and 69
- VII. Policy Review
- VIII. Other Business
- IX. Executive Session
 - a. Personnel - Topic 5ILCS 120/2(c)(1)
- X. Adjourn

The Glencoe Park District is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or facilities, are asked to contact the Park District at 847-835-3030. Executive Director email: lsheppard@glencoe parkdistrict.com

The Board of Park Commissioners welcomes public comments during all meetings.

Key rules governing participation

All comments will be limited to three (3) minutes per person and no longer than 30 minutes for all comments.

IV. Village Staff Overview and GPD Board Discussion in Regards to the Village of Glencoe Comprehensive Planning

Glencoe Park District
November 2022 Committee of the Whole Meeting



Memorandum

Date: October 25, 2022

To: Glencoe Park Board

From: Lee Brown, FAICP, President, Teska Associates
Phil Kiraly, Village Manager, Village of Glencoe

Subject: Review of the Village of Glencoe Comprehensive Planning Process

Project Background

The Village is embarking on a community visioning process to update its comprehensive plan, which was last completed in 1996. Entitled "All In, Glencoe," this plan will be shaped by extensive community engagement, including conversations with the Park District Board, the Library Board, the District 35 School Board, and each of the Village's boards, committees, task forces, and commissions. These conversations will help guide the development of policies and actions around the comprehensive planning themes, which include: sustainability & the environment; economic development & local businesses; equity and inclusion; health, safety, and wellness; and regionalism and intergovernmental coordination. Critical to a successful planning process and outcome is the ability to weave together the perspectives and range of issues understood by all partners in Village leadership.

The website for the planning process is www.AllinGlencoe.org.

What is a Village Comprehensive Plan?

The Village's Comprehensive Plan will provide policy direction and framework for future decision-making by the Village Board of Trustees. The plan will define and communicate a clear vision for Glencoe's future, with goals, objectives, and implementation strategies that chart a course to reach that future within the span of control of the Village government. It is a long-range policy document, not a capital plan for public improvements nor a regulatory tool.

The planning process is comparable to the Park District's multi-step process to develop its Master Plan. Steered by the consultant team, Village staff, and the Plan Commission, it will be shaped from start to finish by community engagement and the input from residents, property owners, Boards, Commissions, and interested stakeholders. It begins with a Conditions Assessment (collecting data and information about the current state of the community), then moves into Defining Policy Direction, Subarea Planning, Developing Implementation Strategies, with the preparation and adoption of a draft plan taking place sometime in early 2024.

Role of the Plan Commission Liaison

Plan Commission and Park Board member Carol Spain, alongside Village staff and the consultant team, will serve as the liaison between the Plan Commission and the Park Board, helping to facilitate



discussion and communicate perspectives throughout the planning process. This discussion will begin with a set of questions (below) at your November 1 meeting. These are intended to open a dialogue – this is the first but certainly not the only engagement opportunity. Answers to these initial questions will help the Plan Commission and planning team learn more about the Park Board’s vision and priorities for the future as they relate to Village activities and decision-making. This discussion will inform the needs assessment/information gathering phase and other next steps in our comprehensive planning process.

Questions for Discussion

We pose the following questions as conversation starters, and by no means do we wish to limit the Park Board’s thoughtful consideration of the issues that face our community as a whole. We hope that each Board member will have the opportunity to consider and respond to these questions even before you join together at your November 1 Board Meeting. **Please submit your preliminary thoughts on these questions prior to the meeting [via this survey \(https://forms.office.com/r/ut4LuBxFuC\)](https://forms.office.com/r/ut4LuBxFuC) or via email to Lisa Sheppard at lsheppard@glencoeParkDistrict.com.**

- Are there any lessons learned from Park District engagement processes that may be helpful to guide the Village’s planning process?
- In the preparation of the Park District’s Master Plan and Strategic Plan, were there quality of life objectives for Glencoe residents that the Board would like to see the Village’s Comprehensive Plan incorporate?
- If the Village pursues the creation and use of green infrastructure for stormwater management, is there a potential for shared use with the Park District?
- Are there health, wellness, and fitness functions that the Park District feels are best provided by private service providers, that the Village should encourage?
- The Park District Master Plan states: “Regional trail design and construction is the Village of Glencoe and Forest Preserve of Cook County’s jurisdiction.” Are there particular routes that the Village should investigate that will enhance the utility and accessibility of Park District facilities?
- The Park District Master Plan indicated that the engagement process underscored the importance of partnerships with the Forest Preserve and the Village of Glencoe to “...provide opportunities for a dog park, adult programming, or maintenance improvements.” Are there specific sites or projects that we should consider as part of the Village’s comprehensive planning process?

V. Discussion of Upcoming Glencoe Park District Comprehensive Planning including Master and Strategic Plans

Glencoe Park District
November 2022 Committee of the Whole Meeting

MEMORANDUM

TO: Board of Park Commissioners
FROM: Lisa Sheppard, Executive Director
SUBJECT: Comprehensive Plan (Includes Master and Strategic Plans)
DATE: October 25, 2022

Our Master Plan is coming to the end of its useful life. This document has been instrumental in providing the strategic direction of everything we have done since 2015. We have achieved so much together including the following completed Master Plan projects:

- 2015: Capital Replacement Strategy
- 2016: Melvin Berlin Park
- 2016: Shelton Park
- 2016: Kalk Park Phase 1
- 2017: Astor Park
- 2017: Glencoe Fitness
- 2017: West Park
- 2018: Old Elm Park
- 2018: Takiff Parking Lot and Walking Path
- 2018: Vernon Playground
- 2018: Woodlawn Park
- 2019: Takiff Early Childhood Playground
- 2020: Schuman Overlook at Glencoe Beach
- 2020: South Overlook at Glencoe Beach
- 2021: Connect Glencoe Trail Development
- 2021: Veterans Memorial Park
- 2021: Duke Park
- 2021: Kalk Park Phase 2
- 2021: Perlman Boating Beach Stairs
- 2021: Glencoe Beach Pier Replacement

Upcoming Master Plan Projects

- Watts Recreational Center Renovation
- Lakefront Park
- West Park Phase 2
- Bluff Stabilization

Every park and recreation agency should routinely answer the question, “Are we providing the parks, facilities, and services that best suit our residents?” With the changes caused by the global pandemic it is time to check in with our residents and community stakeholders to ensure that the next ten years are equally successful.

Although the question sounds simple, getting the answer is a disciplined and systematic process that combines both scientific analysis of assets along with a clear understanding of the needs of Glencoe’s residents. The goal of the Master Plan is to gain a consensus on preferred

MEMORANDUM

strategies and an implementation road map that is clear and attainable for our parks, open space, athletic fields, trails and facilities.

We will also be updating our Strategic Plan that focuses more on program offerings, customer service, empowered team members, and effective operations of our District. In addition, we will examine how we proceed with equity and inclusion, environmental sustainability & preservation, financial stewardship, and safety and health and wellness for our community and team members.

The plan will define and communicate a clear vision for Glencoe Park District Board and staff, with goals, objectives, and implementation strategies, so that we can reach those goals as successfully as we have done in the last nine years.

The plan will include a community survey and in-depth Board and community discussions. This process requires time to complete, which could be up to one year from start to finish.

The goal of tonight's meeting will be to arrive at a consensus from the Board to pursue this process. The last time we did Master and Strategic Plans, we hired consultants to help us complete this process. I would recommend that we mirror that process. The attached Request for Proposal provides more detail to the Board on the process and deliverables the District will expect in this process. We can talk in more detail at future committee meetings on any changes or additions that the Board would like to make to this draft document.

DRAFT



Glencoe Park District
Request for Proposal
Master and Strategic Plans

Issue Date: XXX, 2023
Submission Deadline: XXX, 2023

Lisa Sheppard, Executive Director
Glencoe Park District
999 Green Bay Road
Glencoe, IL 60022

Telephone: (847) 835-7530
Email: lsheppard@glencooparkdistrict.com



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I. GENERAL INFORMATION

The Glencoe Park District (hereafter referred to as "Park District") is requesting proposals (hereafter referred to as "RFP(s)") from qualified, consulting firms with diverse local and national experience in the field of Parks & Recreation (hereafter referred to as "Proposer") in the development of a Master Plan and Strategic Plan (hereafter referred to as "Plans"). The selected Proposer will have proven innovative approaches; experience and knowledge in park, facility, and recreation planning; project management and ability to effectively blend sections, plans, documents, and concepts together; produce a concise and easily understandable plan; transfer, if available, real-time charts and spreadsheets to the Park District; and work closely with Park District staff and Board in preparing the Plans.

The primary purpose of the Glencoe Park District Master and Strategic Plans are to create a clear and realistic set of goals, objectives, forecasted needs and implementation strategies that will provide direction for the agency. These goals, objectives, forecasted needs and implementation strategies will consider at a minimum such elements as recreation programming; land acquisition and development; park and facility maintenance, renovations and improvements; marketing, communications and public relations; sustainability practices; diversity, equity and inclusion; alternative sources of revenue; technology; and opportunities to expand partnerships and other collaborative efforts.

The Master Plan will serve the Park District as the vision, guiding principles, resource allocation and action plan to meet the identified needs of the community and to assist the Park District in planning for the future. The Strategic Plan will create clear, concise, and measurable goals and objectives that will provide direction for the Board of Park Commissioners and staff. The Master Plan is contemplated to be a 10-year plan while the Strategic Plan is contemplated to be for 5-years, providing the key areas, goals, and tactics to achieve our Vision. Both plans shall complement one another.

The Plans shall include recommendations, supporting research and data, and measurable action items that are easily interpreted and implementable. There is a goal to pursue national or state accreditation; these recommendations should align with the National Recreation and Park Association's Commission for Accreditation of Park and Recreation Agencies (CAPRA) and Distinguished Park and Recreation Agency Accreditation through the Illinois Association of Park Districts and the Illinois Park & Recreation Association.

The planning process must be inclusive and present opportunities for all areas of the Park District to express their opinions on all matters of the Park District. An extra emphasis must be made to include a diverse cross-section of demographics when seeking input and feedback from the residents of Glencoe. The consultant must demonstrate the ability to link diverse issues together into a cohesive and workable plan.



II. DISTRICT OVERVIEW

The Glencoe Park District is located 24 miles north of downtown Chicago in Cook County, Illinois. The Park District was incorporated in 1912 and currently serves a population of approximately 8836 residents covering 3.6 square miles. The Glencoe Park District is a Board-Manager form of government comprised of a 5-member elected Board of Park Commissioners whose chief executive officer is the Executive Director.

With approximately 43 full-time and over 142 part-time and seasonal employees, the Glencoe Park District manages and maintains three recreational facilities: Glencoe Beach, Takiff Community Center, and Watts Recreational Center. These facilities provide lakefront boating and swimming, outdoor refrigerated ice rinks, full- and half-day preschool, fitness center, and a wide range and high volume of recreational programs. In addition to the recreational facilities, the Glencoe Park District maintains 25 park sites totaling close to 99.78 acres including athletic fields, open space, neighborhood parks, and community parks including Lakefront Park.

In addition to these facilities and parks, the Park District enjoys a formal intergovernmental agreement with Glencoe School District 35 for the use of school facilities in exchange for the school's use of Park District property and buildings. Several Park District services are provided to School District 35 on an informal basis, and the schools also utilize Park District property for their physical education and extracurricular activities. The Glencoe Park District is also a member of a special recreation cooperative called Northern Suburban Special Recreation Association (NSSRA) that helps to serve individuals with disabilities by providing specialized programming facilitated by NSSRA as well as by providing staff to help include individuals with disabilities in the general program offerings of the Glencoe Park District.

The Park District makes concerted efforts to reduce its reliance on tax dollars. Currently, about 55% of the total revenue of the Park District is generated from user fees with the remaining 45% derived via the annual tax levy and Illinois Replacement Taxes. As the Village of Glencoe is a community dominantly comprised of residential housing with a small downtown of retail and business properties, the purposeful containment of the tax levy allows for the Park District to be supported primarily by the users of the Park District without overburdening tax payers who do not directly interact with the Park District.

III. SCOPE OF SERVICES

The work described in this section is considered to be the minimum requirements to complete this process. Firms should propose additions or edits to this scope that lend to the best process. The Park District team will evaluate which firm can most effectively blend multiple documents, spreadsheets, ideas, and plans into both a Master Plan and a Strategic Plan and provide expertise, knowledge, and ideas regarding implementation.

A. Master Plan

Develop a Master Plan that will help develop strategies, priorities and direction, setting action plans to guide the Park District effectively and serve the community with high quality and fiscally responsible programs, services, and facilities over the next ten (10) years.

1. At a minimum, the consultant will provide the following:
 - a. Conduct a kickoff meeting with Park District staff to discuss the goals of the project, timeline, and parameters.
 - b. Conduct an input meeting with the Board of Park Commissioners pertaining to vision and agency goals of the Park District along with the desired outcome of the plan.
 - c. Conduct two (2) input meetings with administrative team members and other full-time staff persons pertaining to vision and agency goals of the Park District along with the desired outcome from the plan.
 - d. Conduct one (1) meeting with the Board of Park Commissioners midway through the process to provide an update and get feedback.
 - e. Conduct four (4) key stakeholder meetings with community leaders from local government, school district, youth sport affiliates, and other individuals as directed.
 - f. Provide opportunities for public input into the plan:
 1. Conduct two (2) in-person open house public input sessions.
 2. Provide an e-approach to public input where residents may provide input via a multi-dimensional online tool.
 - g. Conduct one (1) meeting with the Board of Park Commissioners at the conclusion of the process to provide an update and gain final feedback.
 - h. Ensure in-person engagement by way of conducting stakeholder meetings, focus group meetings, and other public engagement initiatives to assure feedback is solicited and gathered from all areas of the Park District and ensure digital engagement through emails, social media, website, and online surveys.
 - i. Develop and administer a statistically valid Community Needs Assessment Survey with a proportionate number of surveys targeting each of the Glencoe Park District's voting precincts.
 - j. Conduct a planning area tour to observe, photograph, and gather first-hand opinions about readily apparent conditions and patterns of use.
 - k. Review capital budget parameters and administrative procedures.
 - l. Collect and assimilate Park District information including, but not limited to, history, public perceptions, department organization, and program offerings.
 - m. Perform a demographic analysis. Assemble and evaluate appropriate data to determine existing population characteristics of the community and create a demographic profile. This profile shall include current census and other available data and projected population across all demographics.
 - n. Develop an inventory and amenities of parks including areas of service and comparison to local and national standards.
 - o. Develop an inventory and analysis of facilities including existing space related to current program needs and future space needs based on trends and future opportunities.

- p. Review and evaluate existing cooperative use agreements, partnerships, and affiliate agreements.
 - q. Conduct a financial analysis to include, at minimum, budget procedures, revenue sources, operating expenditures, capital expenditures, current debt, pricing strategies, fee structures, and alternative funding sources.
 - r. Collect and assimilate Park District information reflecting a diverse cross section of community demographic data and trends.
 - 1. Local, regional and national recreation trends should include, but are not limited to, sports, program participation, relevant private sector agencies, institutional, and other Park District offerings and relationships between the School District and Village. This should also include affiliate partner registration data and similar provider analysis.
2. Plan Development:
- a. Review findings
 - b. Review the recently completed community-wide surveys and incorporate appropriate findings into the Master and Strategic Plans.
 - c. Prepare a Facility Comparison Analysis (chart) to determine amenity surplus and deficiency compared to recognized benchmarks (including Park District amenities, indoor and outdoor)
 - d. Prepare a park land Level of Service Analysis (table) based on park classifications
 - 1. Classify property infrastructure
 - 2. Total acreage per classification
 - 3. Compare to adapted national standards
 - e. Develop preliminary strategies for existing parks, open spaces, and facilities including:
 - 1. Modifications to existing features
 - 2. Additional amenities, features, and infrastructure
 - 3. Natural resource management
 - f. Develop preliminary strategies for new parks, open spaces and facilities including:
 - 1. Compare current Park District acreage to national standards
 - 2. Responses to community survey
 - 3. Needed future land
 - g. Develop preliminary strategies for recreation programming and amenities to support them
 - 1. New indoor programs and spaces and/or expansion of existing indoor programs and spaces
 - 2. New or expanded outdoor programs
 - h. Present strategies for discussion to develop final recommendations
 - i. Development of Park District priorities based on current internal and external funding resources and priorities
 - j. Implementation of plan: timeline, etc.
 - k. Capital Replacement Plan
 - l. 10-Year Action Plan with a five-year update process outlined
 - m. Final Master Plan



3. Our last Master Plan was completed in 2015 and was instrumental in providing strategic direction in everything we have done, with many of the objectives completed. It is now important coming out of the Global Pandemic to check in with our residents and community stakeholders to ensure that the next 10 years are equally successful. Upon request, the Park District will provide the 2015 Master Plan and current Strategic Plan and other documents related to fixed asset lists, capital planning and ADA Compliance.
4. Consultant will meet with District staff up to three (3) times to review recommendations and plan progress. This will amount to a total of twelve (12) meetings between District staff, Board of Park Commissioners, residents, and key stakeholders. Written recap of all meetings will be the responsibility of the consultant and due to the Park District in 5 business days.
5. The Master Plan will contain at minimum the following:
 - a. Capital Improvement needs and estimated cost for each project
 - b. Park District Boundary Map showing park locations
 - c. Planning process/Park District goals
 - d. Demographics of community and trends
 - e. Inventory of park sites and facilities
 - f. Review/analysis of programs
 - g. Overarching/specific strategies and recommendations including measurable outcomes
 - h. Level of Service Standards in-line with NRPA national standards
 - i. Any other items that will enhance the plan.
6. Master Plan Document: The final plan will be presented to the Board of Park Commissioners. Twenty (20) hard copies of plan are required, along with an electronic copy, all GIS mapping, and surveys.

B. Strategic Plan

Develop a Strategic Plan to include key focus areas, goals, and objectives that are measurable for a five-year period. The Strategic Plan shall complement the Master Plan and articulate a clear vision, "road map" and model for the Glencoe Park District.

1. At minimum, the consultant will provide the following:
 - a. Identify tasks to be accomplished
 - b. Review and update the Park District's Mission Statement. Develop both Vision and Core Values statements.
 - c. Set target dates
 - d. Assign staff ownership for various initiatives
2. Consultant will take the results of the Master Plan to help formulate the Strategic Plan initiatives for the Park District.



3. Strategic Plan document: The final plan will be presented to the Board of Park Commissioners. Twenty (20) hard copies of the plan are required, along with an electronic copy.

Following the selection process, a meeting will be held with the successful firm to negotiate the final scope of work and a contract for services. Therefore, the Park District reserves the right to revise the final scope of work.

IV. PROPOSAL CONTENT AND SUBMISSION PROCESS

Proposers shall conform to all the terms and conditions of the RFP as stated in this document. Failure to conform to the format described and to the terms and conditions of the RFP may render the proposal non-responsive and ineligible for further consideration at the District's sole option. The Park District reserves the right to accept any proposal or any parts thereof or to reject any and all proposals. A successful Proposer will be required to comply with all applicable Federal and State of Illinois Regulations as required.

A. Proposal Content

Each respondent submitting a proposal must use the following outline:

1. Letter of Intent
 - a. Statement indicating an understanding of the work to be completed and interest in performing the scope of work
 - b. Provide consultant availability over the next 6-12 months
 - c. Identify one key contact person for communicating with the Park District on the proposal and project related matters
2. Firm's Profile
 - a. Name, address, contact person, phone, email, and Web site address
 - b. General background
 - c. Service offerings
 - d. Professional affiliations
3. Project Team
 - a. Introduction of the team assigned to work on the Plans including resumes of key personnel
 - b. A narrative describing the roles of each designated leader assigned to the project
 - c. Availability and commitment of assigned professionals who will undertake the scope of work
 - d. Information on "sub" contributors for the project, including related project experience of firm and of
 - e. Individual team members
 - f. Identify any portions of the project that would be subcontracted



- g. Provide the name, background, and qualifications of each subcontractor, along with the names and qualifications of the individuals who will be assigned to this project

4. Related Project Experience

- a. Describe firm's experience in working with park and recreation agencies in the development of Master and Strategic Plans. Experience should be with agencies in different areas of the country representing a variety of different sizes, budgets, amenities, challenges, opportunities, etc.
- b. Provide a list of a minimum of ten (10) completed projects in the last seven (7) years of similar scope
 1. Project name and location
 2. Year completed
 3. Description of project, contact information (name, address, telephone number, email address, etc.)
- c. List of projects currently under contract

B. Project Approach

1. Description of the approach your firm would be using to meet the expectations of the Master Plan and Strategic Plan and what the desired outcomes of the approach would result in.
2. Include examples of tools, approaches, systems, and controls that your firm would use to complete the Master Plan and Strategic Plan.
3. Please emphasize the approach to gathering input from the community. The goal would be to engage the public in ways that will truly give the community a voice, not just be a part of the process, and allow for a strengthening of the District's relationship with its residents.

C. References

1. Provide a minimum of five (5) references on similar projects

D. Project Timeline

1. Provide a proposed detailed project work schedule with a start date on or about **XXX** (contingent upon negotiation of a final scope of work); all meetings that need to be scheduled should be built into the timeline (e.g., initial meeting with staff to review project schedule, strategic direction review, presentations of the final report, etc.).
2. Include time frames for each major component of the scope of work and target dates for completing each phase of the project.

E. Cost Proposal - TOTAL (ALL) COSTS MUST BE SUBMITTED.

1. Include a total "not to exceed" figure for the scope of work (based on the estimated level of effort to be spent on each task);



2. Include itemized schedule of all expenses by phase (reimbursable expenses listed separately), including a composite schedule of hours estimated for included tasks;
3. Provide hourly rates for all team members, sub-consultants and staff levels;
4. Describe the methodology for billing reimbursable expenses (such as travel, production of documents, purchase of data, etc.)
5. Describe method for billing additional services beyond the initial scope of work (beyond approved not-to-exceed amount).

F. Submission Process

Proposals shall be submitted via email in a digital file (PDF preferred) and will be received until **XXX**. Submittals must be clearly identified as "Glencoe Park District Master and Strategic Plan RFP" and delivered to the email listed below, which is the contact information to be used for all communication regarding this project.

Lisa Sheppard, Executive Director
Glencoe Park District
Email: Lsheppard@glencoe park district.com
Phone: (847) 835-7530

Questions or requested clarifications regarding this RFP may be emailed to Lisa Sheppard, Executive Director, at Lsheppard@glencoe park district.com no later than **XXX**.

V. EVALUATION AND SELECTION PROCESS

The Glencoe Park District will review all proposals in accordance with the evaluation criteria. The Park District reserves the right to accept or reject any, some, or all proposals, to take exception to parts of proposals, and to request written clarification of proposals and supporting materials. The Park District further reserves the right to negotiate with any Proposer with respect to amendments to their proposal. The Park District may accept a proposal, based upon initial proposals received without discussion of such proposals. Accordingly, each initial proposal should be submitted on the most favorable terms which the Proposer can submit to the Park District. The evaluation criteria and the selection process are discussed below:

A. Evaluation Criteria

1. Applicants' capability and history in the facilitation, leadership and development of a Master and Strategic Plan for other agencies of similar size, scope, and population served.
2. Ability to demonstrate, at minimum, the technical competence of the proposed project team to perform the work.



3. Past record of performance as determined from available information, including direct communication by the Park District with consultant's former clients.
4. Demonstrate capability under current workload and resources available to perform the work within the project schedule.
5. Diversity of project team and the qualifications and experience each member will bring to the project.
6. Quality of the proposed service to include unique systems and approach to the development of Master and Strategic Plans to avoid "cookie-cutter" results which do not represent the unique characteristics and needs of the Glencoe Park District and the residents we serve.

B. Selection Criteria

1. All valid, complete, and timely responses will be evaluated by a review team. Members of this team will be determined by the Park District and may include members of the Board of Park Commissioners and professional staff.
2. Responses will be reviewed by the team and ranked based on the criteria set forth in this RFP. Those applicants that rank the highest from the pool of responses received will be considered and scheduled for an oral presentation and interview. The number of finalists to be interviewed will be determined by the review team based on the responses received by the submittal deadline.
3. If a suitable candidate emerges after the completion of the interview process, the qualified applicant will be forwarded for recommendation and final approval and award of professional services agreement, pending successful negotiations between the applicant and the Park District.

C. Estimated Timeline

| <u>Item of Action</u> | <u>Date</u> |
|--|-------------|
| Request for Proposal Issued | XXX |
| Questions on Request for Proposal Due | XXX |
| Responses to Questions Issued | XXX |
| Deadline for Proposal Submission | XXX |
| Firm Oral Presentation/Interviews with Park District Staff | XXX |
| Potential Approval by Park District Board | XXX |
| Anticipated Project Start | XXX |



VI. TERMS AND CONDITIONS

The selected proposing firm must follow the below general terms and conditions to be hired by the Park District:

Proposer Qualifications: All Proposers must be engaged in providing the services as outlined in these specifications, and must have been engaged in this field for a period of no less than three (3) years. Proposers must possess all required state and local licenses. The Proposer's personnel and management to be utilized in this service requirement shall be knowledgeable in their areas of expertise. Glencoe Park District reserves the right to check references to ensure that competent persons will be utilized in the performance of the contract.

Delivery Conditions: All items shall be proposed F.O.B. Destination. The term F.O.B. Destination shall mean finished and delivered to the department listed, with all charges for transportation paid by the Proposer. Any claim for loss or damage shall be between the Proposer and the carriers. The proposal price shall be all inclusive.

Indemnification: The contractor shall indemnify, defend and save harmless the Glencoe Park District, its officers, agents, employees, representatives and assigns, from lawsuits, actions, costs (including attorneys' fees), claims or liabilities of any character brought because of any injuries or damages received or sustained by any person, persons, or property on account of any act or omission, neglect or misconduct of said contractor, its officers, agents and/or employees arising out of, or in performance of any of the provisions of the contract, including any claims or amounts recovered for any infringements of patent, trademark or copyright; or from any claims or amounts arising or recovered under the "Workers Compensation Act" or any other law, ordinance, order or decree. In connection with any such claims, lawsuits, actions or liabilities, the Glencoe Park District, its officers, agents, employees, representatives and their assigns shall have the right to defense counsel of their choice. The contractor shall be solely liable for all costs of such defense and for all expenses, fees, judgments.

Venue: The parties hereto agree that for purposes of any lawsuit(s) between them concerning the contract, its enforcement, or the subject matter thereof, venue shall be in Cook County, Illinois, and the laws of the State of Illinois shall govern the cause of action.

Interpretation or Correction of RFPs: Proposers shall promptly notify the Glencoe Park District of any ambiguity, inconsistency or error, which they may discover upon examination of the RFPs. Interpretation, correction and changes to the RFPs will be made by written addendum and sent to all Proposers to whom specifications have been issued. Interpretation, corrections or changes made in any other manner will not be binding.

Discussion of Proposals: Glencoe Park District may conduct discussions with any Proposer who submits a proposal. During the course of such discussions, the Glencoe Park District shall not disclose any information derived from one proposal to any other Proposer.



Negotiations: Glencoe Park District reserves the right to negotiate specifications, terms and conditions which may be necessary or appropriate to the accomplishment of the purpose of this RFP.

Reserved Rights: Glencoe Park District reserves the right at any time and for any reason to cancel this RFP or any portion thereof, to reject any or all proposals, or to accept an alternate proposal. The Glencoe Park District reserves the right to waive any immaterial defect in any proposal. Unless otherwise specified by the Proposer, the Glencoe Park District has ninety (90) days from the published submission date to enter into an agreement with a Proposer. The Glencoe Park District may seek clarification from a Proposer at any time and failure to respond promptly is cause for rejection.

Incurred Costs: Glencoe Park District will not be liable, under any circumstance, for any costs incurred by respondents in replying to this RFP.

Award: It is the intent of the Glencoe Park District to award a contract to the lowest cost, responsible Proposer meeting specifications. The Glencoe Park District reserves the right to determine the lowest responsible Proposer on the basis of an individual item, groups of items, or in any way determined to be in the best interests of the Glencoe Park District. Award will be based on the following factors (where applicable) as well as the Evaluation Criteria listed in the Terms and Conditions section of this document: (a) adherence to all conditions and requirements of the RFP specifications; (b) price; (c) qualifications of the Proposer, including past performance, financial responsibility, general reputation, experience, service capabilities, and facilities; (d) delivery or completion date; (e) product appearance, workmanship, finish and overall quality. The Glencoe Park District reserves the right to interview Proposers during the evaluation process.

The Proposer shall be responsible for verifying the service requirements and determining the extent of the work required and be responsible for the accuracy of same. The specifications are not intended to cover every detail of the services that the Proposer shall furnish and deliver; but the Proposer shall be responsible for all that is necessary to provide a full assessment and report.

Equal Employment Opportunity: Equal Employment Opportunity Clause, Section 6.1 of the Illinois Department of Human Rights Rules and Regulations shall be a material term of this contract.

Payment: The contractor shall submit invoice(s) to Accounts Payable, Glencoe Park District, 999 Green Bay Road, 60022 for payment.

Additional Information: Should the Proposer require additional information about this proposal, please email or call **Lisa Sheppard** at lsheppard@glencoe park district.com or 847-835-7530 by **XXX**. ANY and ALL changes to these specifications are valid only if they are included by written Addendum to All Proposers. No interpretation of the meaning of the Plans, specifications or other contract documents will be made orally. Failure of any Proposer to receive any such addendum or interpretation shall not relieve the Proposer from obligation under this proposal as submitted. All addenda so issued shall become part of the proposal documents. Failure to request an



interpretation constitutes a waiver to later claim that ambiguities or misunderstandings caused a Proposer to improperly submit a proposal.

Responsibility and Default: The contractor shall be required to assume responsibility for fulfillment of all items listed in this RFP. The successful Proposer shall be considered the sole point of contact for purposes of this contract.

Precedence: Where there appears to be variances or conflicts, the following order of precedence shall prevail: Glencoe Park District's RFP Specifications, RFP Terms and Conditions, RFP General Information, and the contractor's RFP Response.

Change in Status: The contractor shall notify Glencoe Park District immediately of any change in its status resulting from any of the following: (a) vendor is acquired by another party; (b) vendor becomes insolvent; (c) vendor, voluntary or by operation law, becomes subject to the provisions of any chapter of the Bankruptcy Act; (d) vendor ceases to conduct its operations in normal course of business. Glencoe Park District shall have the option to terminate its contract with the vendor immediately on written notice based on any such change in status.

Hold Harmless Clause: The contractor agrees to indemnify, save harmless and defend the Glencoe Park District, its agents, servants, employees, and each of them against and hold it and them harmless from any and all lawsuits, claims, demands, liabilities, losses, and expenses; including court costs and reasonable attorney's fees for or on account of any injury to any person, or any death at any time resulting from such injury, or any damage to property, which may arise or which may be alleged to have arisen out of negligent acts, in connection with the work covered by this project. The foregoing indemnity shall apply except if such injury is caused directly by the willful and wanton conduct of the Glencoe Park District, its agents, servants, or employees or any other person indemnified hereafter.

Insurance: All insurance policies shall be issued from insurance companies holding at least an "A: VIII" or better rating as rated by A.M. Best Company. All policies shall include a Breach of Warranty clause with the Glencoe Park District named as additional insured.

- A. Worker's Compensation and Employer's Liability with limits not less than: (1) Worker's Compensation: Statutory; (2) Employer's Liability: a. \$1,000,000 injury – per occurrence, b. \$500,000 disease – per employee, c. \$ 500,000 disease – policy limit
Such insurance shall evidence that coverage applies in the State of Illinois.
- B. Master General Liability in a broad form, to include coverage for the following where exposure exists: (1) General Aggregate: \$2,000,000; (2) Bodily Injury: a. \$2,000,000 per person, b. \$2,000,000 per occurrence is preferred but \$1,000,000 is acceptable; (3) Property Damage: a. \$2,000,000 per occurrence is preferred but \$1,000,000 is acceptable, b. \$2,000,000 aggregate
All employees shall be included as insureds.



- C. Business Auto Insurance with limits not less than: (1) \$1,000,000 – each accident; (2) \$500,000 – medical
Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos.

Prior to beginning work, contractor shall furnish Owner with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

Failure of Owner to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of Owner to identify a deficiency from evidence that is provided shall not be construed as a waiver of Contractor's obligation to maintain such insurance. Owner shall have the right, but not the obligation, of prohibiting contractor or any subcontractor from entering the project site until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by Owner.

Failure to maintain the required insurance may result in termination of this contract at Owner's option.

With respect to insurance maintained after final payment in compliance with a requirement above, an additional certificate(s) evidencing such coverage shall be promptly provided to Owner whenever requested.

Contractor shall provide certified copies of all insurance policies required above within 10 days of Owner's written request for said copies.

Sexual Harassment Policy: Pursuant to Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/1-101 et. seq.) ("Act"), all Proposers to this contract must have, prior to awarding this contract, in effect and in force a written sexual harassment policy.

Law Governing: This proposal and any contract resulting there from shall be governed by and construed according to the laws of the State of Illinois.

Taxes: Glencoe Park District is not subject to Federal Excise Tax. Glencoe Park District is exempt from state and local taxes.

Estimated Quantity: The quantities indicated are estimates of the total quantities (i.e. number of employees) to be used during the year. The Glencoe Park District does not guarantee any specific amount and shall not be held responsible for any deviation. This contract shall cover the Glencoe Park District's requirements whether more or less than the estimated amount.

Termination: The Glencoe Park District reserves the right to terminate this contract, or any part of this contract, upon thirty (30) days written notice. In case of such termination, the vendor shall be entitled to receive payment from the Glencoe Park District for work completed to date in accordance with the terms and conditions of this contract. In the event that this contract is



terminated due to vendor's default, the Glencoe Park District shall be entitled to purchase substitute items and/or services elsewhere and change the vendor with any or all losses incurred, including attorney's fees and expenses.

Special Conditions: The Proposer shall familiarize himself with all of the proposal documents as listed in the table of contents and he shall be responsible for all the material covered in same. No allowances will be made for information overlooked or for negligence on the part of the Proposer for not familiarizing himself with site conditions. The Proposer's signature on the proposal shall be the Owner's guarantee that these restrictions have been met by the Proposer.

Signature and Legibility: The prices for work and the names, addresses and signatures of the Proposers shall be clearly and legibly written. Signatures shall be signed in the space provided and in compliance with all legal requirements.



ATTACHMENT A - RFP ACKNOWLEDGEMENT FORM

_____ (Name of Firm) has received the Request for Proposal for a Master Plan and a Strategic Plan as outlined by the Glencoe Park District and it is our intent to submit a proposal in accordance with the RFP no later than **XXX**. Discussion of pricing will include all labor, transportation, copies, and any other items considered a billable expense or potential reimbursable; also indicating whether there is any mark up on the foregoing.

Hourly Rates by Category (Attach a rate sheet)

Not to Exceed Maximum: \$ _____

Signed: _____

Printed Name: _____

Title: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Date: _____

VI. Discussion on Fund 65 and 69

Presentation provided at the meeting

Glencoe Park District
November 2022 Committee of the Whole Meeting

VII. Policy Review

Glencoe Park District
November 2022 Committee of the Whole Meeting

Glencoe Park District
Reimbursement of Travel, Meal, and Lodging Expenses Policy
Ordinance No. 856

1.0 Purpose. The Board of Commissioners of the Glencoe Park District will reimburse employee and officer travel, meal, and lodging expenses incurred in connection with pre-approved travel, meal, and lodging expenses incurred on behalf of the Park District. Employees and officers are expected to exercise the same care in incurring expenses for official business as a prudent person would in spending personal funds.

2.0 Definitions. "Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

"Travel" means any expenditure directly incident to official travel by employees and officers of the Park District or by wards or charges of the Park District involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

3.0 Authorized Types of Official Business. Travel, meal and lodging expenses shall be reimbursed for employees and officers of Park District only for purposes of official business conducted on behalf of the Park District, which includes but is not limited to off-site or out-of-town meetings related to official business and pre-approved seminars, conferences and other educational events related to the employee's or officer's official duties. If you are unsure whether an expense is reimbursable, please contact the Executive Director.

4.0 Categories of Expenses.

1. **Airfare:** Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least thirty (30) days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid or reimbursed. The traveler will pay for the difference between higher priced tickets and coach or economy tickets with his or her personal funds. The Park District will also reimburse baggage fees up to one bag each way, if not already included in the airfare. [Submission of receipts is required for all airfare expenses.](#)

2. **Personal Automobiles:** Mileage reimbursement will be based on mileage from the work location office to the off-site location of the official business, not from the employee's or officer's residence. When attending a training event or other off-site official business directly from an employee's or officer's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the employee's or officer's normal commute, reimbursement will be paid based on the differential of the commute less the mileage of a normal commute to the workplace. An employee or officer will be reimbursed at the prevailing IRS mileage rate. The traveler will only be reimbursed up to the

price of a coach airfare ticket if they drive to a location for which airfare would have been less expensive.

3. **Automobile Rentals:** Travelers will be reimbursed for the cost of renting an automobile including gasoline expense only as provided in this section. Travelers using rental cars to conduct official business are required to purchase insurance through the rental agency. Car rental insurance will cover the vehicle during personal use, e.g., using the vehicle after the conference has ended. Compact or mid– size cars are required for two or fewer employees or officers traveling together and a full– size vehicle may be used for three or more travelers. The traveler must refuel the vehicle before returning it to the rental company. [Submission of receipts is required for all car rental expenses.](#)
4. **Public Transportation:** In the case of local training or official business where an employee or officer chooses to use public transportation, reimbursement for use of public transportation is based on mileage from the agency office to the training site (not from the traveler’s residence), regardless of the transportation method chosen. When attending training or business directly from an employee’s or officer’s residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the traveler’s normal commute, reimbursement will [be](#) paid at the differential of the commute less the mileage of a normal commute to the workplace.
5. **Other Transportation:** The traveler should utilize hotel shuttle service or other shuttle services, if available. If none are offered, the use of the most economic transportation is encouraged. [Submission of receipts is required for any other transportation expenses.](#)
6. **Hotel/Motel Accommodations:** The traveler will be reimbursed for a standard single-room at locations convenient to the business activity. Hotel/motel accommodations are to be reserved in advance and secured at a moderate or conference rate. Reimbursement for lodging shall be limited to the number of nights required to conduct the assigned Park District business. If a conference, for example, opens on a Sunday evening and closes Thursday noon, reimbursement for Sunday through Wednesday night would be allowed. In the event of a change in plans or a cancellation, the traveler must cancel the hotel/motel reservation so as not to incur cancellation charges. Cancellation charges will not be reimbursed by the Park District unless approved by a vote of the Board of Park Commissioners. [Lodging expenses shall not exceed the then current per-diem rate set by the U.S. General Services Administration \(GSA\). Submission of receipts is required for all lodging expenses.](#)
7. **Meals:** Meal reimbursement is limited to the current [U.S. General Services Administration \(GSA\)](#) regulations in place at the time the expense is occurred. Prior approval by the Board of Park Commissioners and submission of receipts are required for per diem allowances [that exceed the then current per-diem rate established by the GSA](#). Meals provided by the conference or seminar should be deducted from the per diem allowance. Partial

reimbursement may be made for departure and return days based on [timeGSA regulations](#). Meals during in-state travel that is not an overnight stay will be reimbursed for actual cost not to exceed the GSA regulations.

8. **Vacation in Conjunction with Business Travel:** In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging and/or any other expenses must be clearly identified on the Travel, Meal, and Lodging Expense Report form and paid by the traveler.
9. **Accompanied Travel (Personal Travel/Travel Companions):** A family member or friend may accompany employees and elected officials on business travel, at their expense, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees and elected officials are also permitted to combine personal travel with business travel, as long as time away from work is approved and vacation or personal time is used (employees only). Additional or incremental expenses arising from such non-business travel are the responsibility of the employee or the elected official. Where air travel is used, the employee must provide a comparison of the cost of travel for the entire trip versus the cost of travel for only the business purpose of the trip. For example, and not in limitation of the foregoing, if the business purposes for a trip extend from Wednesday to Friday, but the personal component of the trip extends to Sunday, the employee or officer must provide a comparison of the airfare for both Wednesday to Friday and Wednesday to Sunday for price comparison purposes.
10. **Parking:** Parking fees at a hotel/motel will be reimbursed only with a receipt.
- ~~11. **Entertainment Expenses:** No employee or officer of the Park District shall be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event or other official business.~~

5.0 **Approval of Expenses.**

- 5.1 **Expenses for Members of the Board of Commissioners:** Travel, meal, and lodging expenses incurred by any member of the Board of Commissioners must be approved by roll call vote at an open meeting of the governing board or corporate authorities of the local public agency.
- 5.2 **Expenses for Officials or Employees Other than Members of the Board of Commissioners:** Travel, meal, and lodging expenses incurred by any official or employee not covered by paragraph 1 (member of the Board of Commissioners) in excess of the then-current per diem rate established by the GSA (\$286 per day as of September 2016, excluding airfare which would be \$350 round trip coach fair) must be previously approved in an open meeting by a majority roll-call vote of the Board of Commissioners.
- 5.3 **Advanced Expenses:** Travel, meal, and lodging expenses advanced as a per diem to any employee or official of the Park District [other than members of the Board of Commissioners](#) must be approved by ~~roll-call vote at an open meeting of the Board of Commissioners~~[the Executive](#)

Director or his/her designee prior to payment. Documentation of expenses must be provided in accordance with Sections ~~C, D and F~~4.0 of this policy, ~~and any excess from the per diem must be repaid.~~ In addition, the Board Commissioners ratification and approval of the monthly payables through roll call vote shall serve as further confirmation that said travel, meal and lodging expense reimbursements and expenditures fall within the maximum amounts allowed.

5.4 Other Expenses: All other expenses that do not fall within paragraphs ~~E.1, E.2, or E.3~~4.1 to 4.11 are subject to the Executive Director's approval.

6.0 Documentation of Expenses. Before an expense for travel, meals, or lodging may be approved under Section ~~E-5.0~~ of this Policy, the following minimum documentation must first be submitted, in writing, to the Executive Director on the Request To Attend Overnight Conference/Workshop.

- (1) an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;
- (2) the name of the individual who received or is requesting the travel, meal, or lodging expense;
- (3) the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and
- (4) the date or dates and nature of the official business for which the travel, meal, or lodging expense was or will be expended.

All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.

7.0 ~~Travel, Meal, and Lodging Expense Report~~Request to Attend Overnight Conference/Workshop Form. The Park District hereby adopts as its official standardized form for the submission of travel, meal, and lodging expenses the ~~Travel, Meal, and Lodging Expense Report~~ Request to Attend Overnight Conference/Workshop Form.

8.0 Maximum Allowable Reimbursement. Travel expenses shall not exceed \$3,000 in the aggregate for in-state and \$5,000 for out of state.

9.0 No reimbursement shall be paid to elected official, employee, or officer for any Entertainment expense. "Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

Approved by the Board of Park Commissioners: **Draft: 11/15/2022 Action Item**

Previous Versions Approved: 11/15/2016

Executive Director's Signature: _____ Board President's Signature: _____



REQUEST TO ATTEND OVERNIGHT CONFERENCE/WORKSHOP

This request is subject to budget, Executive Director approval, possible Board of Park Commissioner approval, Travel Expense Control Act, and www.GSA.gov current location/year rates.

For more information, review Ordinance No. 856 (P:\Resolutions & Ordinances\856)

EMPLOYEE & CONFERENCE/WORKSHOP

EMPLOYEE/BADGE NAME: _____

TITLE: _____

EVENT TITLE: _____

LOCATION: _____

PURPOSE: _____

ARRIVAL (DAY/DATE/TIME): _____

DEPARTURE (DAY/DATE/TIME): _____

EMERGENCY CONTACT & PHONE: _____

PRONOUNS ON BADGE: _____

POST-NOMINAL LETTERS (e.g.: CPRP): _____

YEARS ATTENDED CONFERENCE: _____

PRE-CONFERENCE WORKSHOPS: _____

VOLUNTEER: _____

ADA/MEAL REQUIREMENTS: _____

*Would you prefer to keep information on this form confidential?
Please contact your manager or HR for approval to complete the online registration. (complete the form minus confidential info.)*

HOTEL

ARRANGED BY: EMPLOYEE ADMIN ASSISTANT

HOTEL: _____

CHECK IN/OUT DATES: _____

REWARDS#: _____

SHARING ROOM (NAME): _____

ROOM (KING/DOUBLE, SMOKING): _____

TRAVEL

ARRANGED BY: EMPLOYEE ADMIN ASSISTANT

AIR/TRAIN/BUS/VEHICLE/GET A RIDE: _____

REWARDS#: _____

AIR ONLY - # OF BAGS: _____

VEHICLE ONLY - MILEAGE REIMBURSE: _____ - _____ = _____
(MILES TO/FROM CONF - NORMAL WORK COMMUTE = REIMBURSED MILES)

EXPENSES

- PRE-APPROVAL: attach estimates | ACTUAL: attach receipts
- MILES: See 'TRAVEL' section, last two lines
- PER DIEM: GPD Credit Card Check Reimbursement

| EXPENDITURES | PRE-APPROVAL | ACTUAL |
|---------------------------|--------------|-----------|
| REGISTRATION | \$ | \$ |
| HOTEL | \$ | \$ |
| AIRFARE | \$ | \$ |
| CAR RENTAL | \$ | \$ |
| MILES X \$ _____ IRS RATE | \$ | \$ |
| TAXI/RIDE SHARE/TRAIN | \$ | \$ |
| MEALS & INCIDENTALS | \$ | \$ |
| TOTAL | \$ | \$ |

AMOUNT BUDGETED: \$ _____

G/L ACCOUNT: _____

EXPENSES TO BE PAID BY EMPLOYEE: \$ _____

AMOUNT TO BE PAID TO OTHER PARK DISTRICT: \$ _____

M&I: Determined by GSA and Executive Director

Per GSA, subtract meals provided by the conference below.

| TYPE | GSA AMT | # DAYS | 1ST/LAST DAY REDUCTION | TOTAL |
|--------------------------------------|---------|--------|------------------------|-----------|
| BREAKFAST | \$ | | \$ | \$ |
| LUNCH | \$ | | \$ | \$ |
| DINNER | \$ | | \$ | \$ |
| INCIDENTALS | \$ | | \$ | \$ |
| MEALS & INCIDENTALS TOTAL | | | | \$ |

APPROVAL SIGNATURES/DATE

EMPLOYEE: _____ / /

SUPERVISOR: _____ / /

FINANCE DIRECTOR: _____ / /

EXECUTIVE DIRECTOR: _____ / /

APPROVAL BOARD MEETING DATE: _____ / /