

Request For Board Action

REFERRED TO BOARD: NOVEMBER 30, 2022

AGENDA ITEM NO: # 5

ORIGINATING DEPARTMENT: PARKS

SUBJECT: CONSIDERATION AND APPROVAL OF A RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR TO EXECUTE A CONTRACT WITH HITCHCOCK DESIGN GROUP TO DEVELOP A PARKS MASTER PLAN FOR THE VILLAGE OF ANTIOCH IN THE AMOUNT OF \$46,200.

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

THE PARK COMMISSION DISCUSSED REPLACEMENT OF PLAYGROUNDS AND UPGRADING FACILITIES. DUE TO BUDGETARY CONSTRAINTS, MONEY NOT EARMARKED FOR PARKS AND NOT HAVING A DEFINITIVE PLAN, THE COMMISSION REQUESTED A RFP FOR A PARKS MASTER PLAN. THIS PLAN WILL BE A GUIDING DOCUMENT FOR THE STAFF AND BOARD OF TRUSTEES FOR THE FUTURE DEVELOPMENT AND REDEVELOPMENT OF PARKS AND GREEN SPACE.

FINANCIAL IMPACT: \$46,200

DOCUMENTS ATTACHED:

RESOLUTION, RFP, PARK CHAIRMAN RECOMMENDATION LETTER

RECOMMENDED MOTION:

Motion to approve a resolution Authorizing the Village Administrator to Execute a Contract with Hitchcock Design Group.

RESOLUTION NO. 22-84

A RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR TO EXECUTE A CONTRACT WITH HITCHCOCK DESIGN GROUP TO DEVELOP A PARKS MASTER PLAN FOR THE VILLAGE OF ANTIOCH IN THE AMOUNT OF \$47,200.

WHEREAS, the Village of Antioch, Lake County, Illinois (the "Village") is a duly organized and existing municipality created under the provisions of the laws of the State of Illinois; and

WHEREAS, the Parks Commission recommended the Parks and Recreation staff seek proposals from qualified firms to develop a parks master plan. In September of 2022, the Village of Antioch posted request for proposals (RFP).

WHEREAS, two companies submitted proposals, interviews were completed by staff, trustee and commissioner and firm was chosen

WHEREAS, Park Commission is recommending that you award the contract to Hitchcock Design Group in the amount of \$46,200.

NOW, THEREFORE, BE IT RESOLVED, The Mayor and Village Board to Authorizing the Village Administrator to Execute a Contract with Hitchcock Design Group to develop a Parks Master Plan for the Village of Antioch.

PASSED and APPROVED this 30th day of November 2022.

AYES:
NAYS:
ABSENT:

Scott J. Gartner, Mayor

ATTEST:

Lori K. Romine, Village Clerk