



Memorandum

To: Honorable Mayor and Members of the City Council
CC: Members of Administration and Public Works Committee
From: Stefanie Levine, Project Manager
CC: Edgar Cano - Acting Public Works Agency Director; Lara Biggs - City Engineer; Lawrence Hemingway - Parks and Recreation Director
Subject: Approval of a Contract with Teska Associates for Consulting Services related to the Evanston Skate Park (RFP 21-31)
Date: October 25, 2021

Recommended Action:

Staff recommends that City Council authorize the City Manager to execute a contract with Teska Associates (627 Grove Street, Evanston, Illinois 60201) for consulting services related to the Evanston Skate Park (RFP 21-31) in the amount of \$95,315.00.

Funding Source:

Funding will be provided from the Capital Improvement Fund 2021 General Obligation Bonds (Account 415.40.4121.62145 - 521010) which has an FY2021 budget of \$110,000 set aside for skate park development, all of which is remaining.

Council Action:

For Action

Summary:

Although the City's park system contains a wide variety of improvements from playgrounds to court games to sports fields, a skate park facility does not currently exist. Approximately 15 years ago, a small skate park installation was operated at Robert Crown Park in a paved lot east of the old Robert Crown Center, but the equipment was manufactured of wood which eventually degraded and was not replaced. Therefore, that facility was ultimately discontinued.

There are many residents who enjoy skateboarding, inline skating, scootering, and BMXing, and each year the City receives many requests for the construction of a skate park facility. Without a dedicated space, these activities take place in other locations, often adapting the installed park furnishings to this use. For example, it is not uncommon to see skateboarders in Fountain Square, a downtown plaza space. Because the furnishings were not selected with skaters in mind, the use causes increased wear and tear resulting in increased maintenance

costs. While providing dedicated skate park space(s) in Evanston will not guarantee that skating will not occur in other locations, it will provide an outlet for these legitimate recreational activities frequently enjoyed by many Evanston residents.

In January of 2021, City staff began the skate park planning and design. Initially, staff explored the idea of installing an above-ground and prefabricated “temporary” skate park at James Park (located at Oakton Street and Dodge Avenue) as a way to rapidly deploy this amenity for public use. The intent was to construct this “temporary” facility while staff would at the same time begin work to identify a permanent site and design for a long-term and more permanent solution. However, after meeting with the community at public engagements held on March 17, 2021, and May 25, 2021, as well as through the results of a public survey, it became evident that community members preferred that the City terminate consideration of a “temporary” installation and focus resources on a permanent site/installation.

During the public engagement process, locations for a permanent skate park were examined and discussed. At the end of that effort, the eastern end of Twiggs Park was identified as the preferred site for this improvement. On June 28, 2021, staff presented this location to the Evanston City Council and received no objection. As a result, staff has proceeded with procurement of design services with the intent of constructing a permanent skate park installation at the eastern end of Twiggs Park.

Analysis:

On July 29, 2021, the City issued a Request for Proposals for consultant services to provide the required design for this new skate park facility. On August 24, 2021, proposals were received from the following four consulting firms:

Firm	Address	Submitted Price
Confluence	307 N. Michigan Avenue #601, Chicago, Illinois 60601	\$130,535.00
JGMA + RAGE	223 W. Ohio Street, Chicago, Illinois 60654	\$128,000.00
Terra Engineering, Ltd.	225 W. Ohio Street, 4 th Floor, Chicago, Illinois 60654	\$122,332.00
Teska Associates	627 Grove Street, Evanston, Illinois 60201	\$95,315.00

Proposals were then reviewed by the following individuals:

- Lara Biggs, Capital Planning and Engineering Bureau Chief / City Engineer – Public Works Agency
- Robert Bush, Parks and Recreation Board Member
- Sean Ciolek, Operations and Maintenance Manager – Administrative Services
- Juan Geracaris, Community Member
- Lawrence Hemingway, Director – Parks and Recreation
- Meagan Jones, Neighborhood and Land Use Planner – Community Development
- Stefanie Levine, Senior Project Manager – Public Works Agency
- Eric Pitt, Community Member

- Linda Thomas, Purchasing Specialist – City Manager’s Office
- Stephen Walker, Greenways Supervisor – Public Works Agency

Following the initial scoring, the selection committee interviewed the three highest-ranked firms, Confluence, Terra Engineering Ltd., and Teska Associates, to confirm their understanding of the project and evaluate their overall expertise. Below is a chart indicating the revised scoring following the interviews.

Consultant	Firm Qualifications and Experience	Project Approach	Price	Organization and Completeness of Proposal	Willingness to Execute City Contract	M/W/E/B/E Participation	Interview	Total
Maximum Points	25	25	20	10	10	10	10	110
Confluence	20	24	15	8	10	10	6	93
Terra Engineering Ltd.	19	18	16	7	10	10	4	84
Teska Associates	20	20	20	7	10	10	8	95

Teska Associates demonstrated a thorough understanding of the project and brought well-qualified and experienced sub-consultants to their team, including Spohn Ranch, a specialty skate park design company. Spohn Ranch recently completed a skate park for the Deerfield Park District, which has been cited repeatedly by Evanston skaters as an exceptionally successful skate park. Spohn Ranch is considered an expert in the skate park industry and has completed hundreds of installations nationwide. Additionally, Teska Associates has worked on several prior city contracts with satisfactory results and is particularly skilled at public engagement, which is anticipated to be critical for this project. Therefore, staff recommends award to Teska Associates in the amount of \$95,315.00.

A review of the project for compliance with the City’s M/W/E/B/E program goals is attached.

Attachments:

[MWEBE Memo RFP 21-31 Evanston Skate Park-REVISED.2](#)



Memorandum

To: Edgar Cano, Acting Director Public Works
 Lara Biggs, P.E. Bureau Chief – Capital Planning / City Engineer
 Stefanie Levine, Senior Project Manager

From: Tammi Nunez, Purchasing Manager

Subject: Evanston Skate Park RFP 21-31

Date: October 25, 2021

The goal of the Minority, Women and Evanston Business Enterprise Program (M/W/EBE) is to assist such businesses with opportunities to grow. In order to help ensure such growth, the City's goal is to have general contractors utilize M/W/EBEs to perform no less than 25% of the awarded contract.

With regard to the recommendation for the Evanston Skate Park RFP 21-31, Teska Associates, total base bid is \$95,315.00 and they are found to be in compliance with the City's goal. They will receive credit for 70.13% M/W/EBE participation.

Name of M/W/EBE	Scope of Work	Contract Amount	%	MBE	WBE	EBE
Teska Associates, Inc. 627 Grove Street Evanston, IL 60201	Community Engagement	\$36,750.00	38.37%			X
Christopher B. Burke Engineering, Ltd. 820 Davis Street # 520 Evanston, IL 60202	Engineering	\$30, 270.00	31.76%			X
Total M/W/EBE		\$67,020.00	70.13%			

cc: Hitesh Desai, Chief Financial Officer



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