



Wheaton Park District

PUBLIC NOTICE

**Wheaton Park District Board of Commissioners
SUBCOMMITTEE MEETING
Wednesday April 13, 2022 5:00 p.m.
DuPage County Historical Museum
102 E. Wesley Street, Wheaton, IL 60187**

Public Notice Date April 8, 2022

Public notice is hereby given that the Board of Park Commissioners of the Wheaton Park District, DuPage County, Illinois (the “Park Board”) will hold a Subcommittee Meeting at 5:00 pm on Wednesday April 13, 2022 at the DuPage County Historical Museum 102 E. Wesley Street, Wheaton, IL 60187

Please contact Michael J. Benard, Board Secretary, for further information.

mbenard@wheatonparks.org

Michael J. Benard
Secretary

The Agenda for the April 13, 2022 Subcommittee Meeting is as Follows:

Persons with disabilities requiring reasonable accommodation to participate in this meeting should contact the park district’s ADA Compliance Officer, Michael Benard, at the park district’s Administrative Office, 102 E. Wesley Street, Wheaton, IL Monday through Friday from 8:30 am until 4:30 pm at least 48 hours prior to the meeting. Requests for a qualified ASL interpreter require five (5) working days advance notice. Telephone number 630.945-7726; fax number 630.665.5880; email dsiciliano@wheatonparks.org



Wheaton Park District

Subcommittee Meeting of the Wheaton Park District Board of Commissioners **April 13, 2022 5:00 pm**

No Action Will Be Taken at This Meeting – Review & Discussion Only

CALL TO ORDER

DISCUSSION ITEMS

Finance and Administration

1. Board Meeting Schedule – Review of Board Meeting Schedule for Wheaton Park District Board of Commissioners
2. Compensation Study – Review of Proposal from Pontifex Consulting Group for a Compensation Study for the Wheaton Park District
3. Capital Asset Replacement Program – Review of 7-year Projection of Revenue Sources, Expense and Fund Balance

Buildings and Grounds

1. Arrowhead Shoreline Stabilization Project West Course – Review of Change Order #1
2. Arrowhead Shoreline Stabilization Project West Course – Review of Change Order #2
3. Arrowhead Equipment Purchase – Review of Proposed Purchase of a Compact Track Loader with 78 Inch Bucket, Angle Power Rake Attachment and Skid Steer Pallet Fork Attachment via Sourcewell Joint Purchasing
4. Community Center Interior Rehab Project – Review of Next Phase Design Proposal from Williams Architects
5. Special Events Sound and Lighting Services – Review of Bid Results and Recommendation
6. Alarm Services Agreement – Review of Change Order #2 With Reliable Fire and Security
7. Resolution 2022-01 – Review of Resolution to Promote Sustainable Outdoor Lighting Practices
8. Resolution 2022-02 – Review of Resolution to Waive Portions of the Local Government Professional Services Selection Act
9. Facility Analysis – Review of Proposals for Structural Analysis for the Cabins at Northside Park and Taylor Barn at Cosley Zoo

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Wheaton Park District

CLOSED SESSION

- a. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees, 5ILCS 120/2 (c)(1)
- b. Purchase or Lease of Real Property, 5ILCS 120/2 (c)(5)
- c. Setting of Price for Sale or Lease of Property Owned by the Public Body, 5ILCS 120/2 (c) (6)
- d. Pending, Probable or Imminent Litigation, 5ILCS 120/2 (c)(11)
- e. Discussion of Minutes of Meetings Lawfully Closed Under this Act, Whether for Purposes of Approval by the Body of the Minutes or Semi-Annual Review of the Minutes, 5 ILCS 120/2(c)(21)

ADJOURNMENT

Persons with disabilities requiring reasonable accommodation to participate in this meeting should contact the park district's ADA Compliance Officer, Michael Benard, at the park district's Administrative Office, 102 E. Wesley Street, Wheaton, IL Monday through Friday from 8:30 am until 4:30 pm at least 48 hours prior to the meeting. Requests for a qualified ASL interpreter require five (5) working days advance notice. Telephone number 630.945-7726; fax number 630.665.5880; email dsiciliano@wheatonparks.org



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**Board of
Commissioners**

Bob Frey

John Kelly

William Barrett

Terry A. Mee

Ray Morrill

John Vires

Executive Director

Michael Benard

630.510.4945

Community Center

630.690.4880

Administration

102 E. Wesley Street

Wheaton, IL 60187



BUILDINGS GROUNDS & FINANCE SUBCOMMITTEE MEETING SCHEDULE 2022- Updated April 20, 2022

The Wheaton Park District Board of Commissioners Buildings Grounds and Finance Subcommittee meetings for the year 2022 will be held on the following dates. The Buildings Grounds and Finance Subcommittee meetings typically will take place on the first Wednesday of each month at the DuPage County Historical Museum 102 E. Wesley Street, Wheaton, IL, Beginning at 5:00 p.m. **Please note deviations below in bold.**

January 12	Buildings Grounds & Finance Meeting Held Second Wednesday of the month
February 9	Building Grounds & Finance Meeting Held Second Wednesday of the month
March 2	Buildings Grounds & Finance Meeting
April 13	Buildings Grounds & Finance Meeting Held Second Wednesday of the month
May 4	Buildings Grounds & Finance Meeting
June 1	Buildings Grounds & Finance Meeting
July 6	Buildings Grounds & Finance Meeting
August 3	Buildings Grounds & Finance Meeting CANCELED
September 7	Buildings Grounds & Finance Meeting
October 5	Buildings Grounds & Finance Meeting-
November 2	Buildings Grounds & Finance Meeting
December 7	Buildings Grounds & Finance Meeting

Respectfully Submitted

Michael Benard
Board Secretary

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102 E. Wesley Street
Wheaton, IL 60187



REGULAR MEETING SCHEDULE 2022

Updated April 20, 2022

The Wheaton Park District Board of Commissioners regular meetings for the year 2022 will be held on the following dates. The regular board meetings typically will typically take place on the third Wednesday of each month in the City of Wheaton City Council Chambers, 303 W. Wesley Street, Wheaton, IL. All meetings will begin at 5 p.m. Please note deviations below in bold.

January 19	Regular Meeting
February 16	Regular Meeting
March 16	Regular Meeting
April 20	Regular Meeting
May 18	Regular Meeting
June 15	Regular Meeting-
July 27	Regular Meeting Held Fourth Wednesday of the Month
August 17	Regular Meeting CANCELED
September 21	Regular Meeting
October 19	Regular Meeting
November 16	Regular Meeting
December 21	Regular Meeting

Respectfully Submitted,

Michael Benard
Board Secretary

Persons with disabilities requiring reasonable accommodation to participate in this meeting should contact the park district's ADA Compliance Officer, Michael Benard, at the park district's Administrative Office, 102 E. Wesley Street, Wheaton, IL Monday through Friday from 8:30 am until 4:30 pm at least 48 hours prior to the meeting. Requests for a qualified ASL interpreter require five (5) working days advance notice. dsiciliano@wheatonparks.org or Telephone number 630.510-4944 fax number 630.665.5880.



TO: Board of Commissioners

FROM: Matthew Jay, Human Resource Manager

THROUGH: Michael Benard, Executive Director

RE: **Compensation Study – Pontifex Consulting Group**

DATE: April 2022

SUMMARY:

In 2006, the park district board contracted out for a comprehensive full-time compensation study which resulted in the 9 levels and ranges (attached) which created a Board approved 2007 salary structure. Level 9 is the department head level (those that report to the Executive Director). Level 1 is unskilled entry level labor. The 9-level structure was reevaluated in October of 2017 using the annual board approved raise pool percentage as the annual escalator for the ranges which was suggested at the October 2017 subcommittee meeting and adopted at the October 2017 board meeting.

The compensation study would be a comprehensive study of our current philosophy and program. It would be an analysis of our positions and job descriptions as well as consist of a labor market survey and analysis. It would design and implement a compensation system which would allow for more effective recruitment, retention, and recognition of employees.

The park district being five years removed from a reevaluation and sixteen (16) years from a contracted comprehensive compensation study as well as navigating and extremely competitive job market and the change in organizational structure within the district, it is an ideal time to evaluate our labor market competitiveness and structure of salary ranges.

REVIEW OF FINDINGS:

The consulting firm being proposed is Pontifex Consulting Group (see attached proposal). The firm was chosen after a quote with HR Source came in at \$25,000.00 and GovHR at \$29,400.00 (for all full-time positions). The Pontifex Consulting Group quote come in significantly lower than HR Source and GovHR for all full-time positions. Pontifex also agreed to conduct a study for the districts part-time and seasonal positions with an agreement to answer questions and provide implementation assistance at no additional cost pertaining to the study for a minimum of twelve (12) months following the date of the study completion to ensure that the system/products provided are administered properly. A detailed scope of work for each organization with quote is outlined on the following page.

Organization	Scope	Quote
GovHR	Conduct a classification and compensation study for the 94 full-time positions in the Wheaton Park District. This would include an external salary survey to comparable park districts and other municipalities.	\$29,400.00
Pontifex Consulting Group	Four phase approach - Project Initiation and Onsite Meetings - Classification Analysis - Compensation Analysis - Project Report - with an agreement to answer questions and provide implementaiton assistance at no additional cost to the study for 12 months following the date of completion to ensure the study was administered properly. Pontifex also agreed to conduct a survey for all part-time and seasonal positions.	\$19,250.00
HR Source	10 week project, recommended to start after the IPRA/HR Source compensation study. Review JD's FLSA Analysis, base pay structure development, approve pay structure and pay grade assignments, payroll analysis report run, report complete, project delivery. All full-time positions.	\$25,000.00

FINANCIAL CONSIDERATION:

The cost of the study is \$19,250.00 based on a budgeted amount of \$25,000.00

RECOMMENDATION:

Staff recommends the approval to conduct a compensation study with Pontifex Consulting Group.

Wheaton Park District
2007 Salary Structure – Board Approved 1/17/07

Level	Min	Mid	Max
1	\$27,520	\$32,000	\$36,480
2	\$31,373	\$36,480	\$41,587
3	\$35,765	\$41,587	\$47,409
4	\$40,772	\$47,409	\$54,047
5	\$46,480	\$54,047	\$61,613
6	\$52,987	\$61,613	\$70,239
7	\$60,406	\$70,239	\$80,073
8	\$68,862	\$80,073	\$91,283
9	\$78,503	\$98,567	\$118,631

Wheaton Park District
Salary Structure – Proposed 10/18/17

Approved 10/18/17

Min	Mid	Max
\$34,543	\$40,166	\$45,790
\$39,379	\$45,790	\$52,200
\$44,892	\$52,200	\$59,508
\$51,177	\$59,508	\$67,840
\$58,342	\$67,840	\$77,337
\$66,509	\$77,337	\$88,164
\$75,822	\$88,164	\$100,508
\$86,436	\$100,508	\$114,578
\$98,537	\$123,721	\$148,906

Notes: In 2006, the park board contracted for a comprehensive full time salary analysis which resulted in the 9 levels and ranges you see below as the Board approved 2007 salary structure. The 9 level structure is still valid 10 years later but, as we discussed at the subcommittee meeting, an update of the dollar amounts has not occurred since 2007. Using the annual board approved raise pool percentage as the annual escalator for the ranges, as was suggested at the subcommittee meeting, we arrive at the 2017 salary ranges you see below. Below I have provided a definition of each level and the number of employees per level. I recommend approval of the 2017 ranges as presented and recommend review and possible adjustment every other year going forward.



PONTIFEX
CONSULTING GROUP, LLC



COMPENSATION STUDY PROPOSAL

Wheaton Park District

Issued
August 16, 2021



August 16, 2021

Matt Jay
Human Resources Manager
Wheaton Parks District
102 East Wesley Street
Wheaton, IL 60187

Dear Matt:

Please accept the attached proposal in response to our conversation in regard to a compensation study for the Wheaton Parks District. The Pontifex Consulting Group is experienced in conducting studies similar to yours in comparable organizations. We are confident that we can deliver quality service that is second to none.

We have attached a concise proposal that will provide the following information:

Firm Information
Staff Resumes
Project Approach
Cost Proposal
Project Timeline
References

We very much appreciate the opportunity to submit this information and look forward to assisting you in performing these consulting services. Should you require any additional information or have questions regarding our attached proposal or fee schedule, please call me at 612.803.3516 or email at pronza@pontifex-hr.com.

Sincerely,

A handwritten signature in black ink, appearing to read "Peter Ronza".

Peter Ronza, CCP, SPHR
President



Firm Profile

Pontifex Consulting Group LLC

The Pontifex Consulting Group LLC, a Minnesota corporation, was formed fifteen years ago by human resources professionals who have extensive experience as both practitioners and consultants in compensation, benefits and other human resources disciplines. We adhere to a client-focused philosophy of highly personal service with integrity, confidentiality, dedication, efficiency, fairness to all parties, and professionalism.

We recognize that your employees are your greatest investment and that they are the key element to the success of your organization. That fact alone requires that you employ a consultant who is experienced and accountable. Our goal is to provide a service experience that is second to none. You should experience nothing less.

Our goal is to satisfy our customer's needs with solutions that will work in relation to your culture. **We do not believe in recommending "cookie-cutter" products or automated programs that are revised to adapt to your organization.** There are as many different methods of classifying and compensating employees as there are different varieties of organizations. That kind of service takes time and effort and is the only way we know of to provide you with the quality professional products that get you where you want to be.

We provide personalized services that are reasonably priced. Your project is serviced from beginning to end with service to you, our customer, as our primary objective. Compensation is a very sensitive issue and we treat it as such. For an employer it is their largest investment and for employees it means putting food on the table and a roof over their head. We take our responsibility very seriously.

Our services are reasonably priced due to the fact that we do not have extensive overhead that we are relying on our clients to support. Through the efficient and effective use of technology and our experience, we can give our clients first class service at affordable prices. We expect to deliver the same value as what we would expect if we were in our client's shoes.

The consultants assigned to your project are the people who are committed to your project's success. We do not dazzle you on-site with talent and then come back home to assign your project to a room full of neophyte employees. Our consultants have decades of professional experience in performing services similar to what is being proposed for your organization. If you have a question or issue, your consultant will be able to address it to your satisfaction.

Published articles and resources may be accessed on our website at:

<https://pontifex-hr.com/resources-publications>

The firm has not experienced any financial difficulties or been involved in any pending or threatened investigations or litigation in its fifteen (15) years of existence.

Firm Profile

Key differentiators from our competitors:

- **Expertise** – The depth of professional experience and skills of staff assigned to this project (as outlined in resume section) is second to none. We have provided services to a wide variety of industries both as consultants and practitioners. We also “give back” to the professional community through publishing, speaking at professional conferences and teaching.
- **Custom Solutions** – There is no “one solution” for an organization or industry. We take the time to assess your culture, needs, and objectives. There are many different methods by which to compensate employees and the solution for your organization must “fit” your organization to be successful. We will never recommend an “off-the-shelf” product that we have used for all our clients. That is against our professional ethics and would ask that you retain another firm if you desire that kind of deliverable.
- **Service** – What you see is what you get. The practitioners who will appear on your worksite at the project implementation meetings will be the individuals who service your contract from beginning to end. We do not have a cadre of neophyte analysts who will be given your project once the team has returned from your organization. If you need to contact us, we will be available. If you need changes, they will be discussed and executed. This is not our project, it is your project.
- **Honesty** – We are being engaged to ensure quality and success. That requires that we engage in a professionally honest relationship. We will present you with options, opinions and recommendations, and will actively listen to you. We are being retained due to our professional experience as your consultants and will engage in such a manner. We will not provide confusing, voluminous proposals and documentation for the purpose of self-aggrandizement.
- **Familiarity with Public Sector** – Although we have provided services for the public sector as consultants, we also have extensive experience as practitioners within organizations. This gives us a valuable insight into the issues, political and cultural, that come into play when designing, implementing and maintaining compensation systems. This is also why we commit to provide assistance at no charge after the study has been delivered.

Firm Profile *(Our People)*



Peter Ronza CCP, SPHR - President

Mr. Ronza will be responsible for managing the project and providing consulting services. He has over thirty years of experience in health care, banking, higher education, government and as a consultant for a variety of industries. He also has been called upon as a resource based on his expertise by print and video media (NBC Nightly News, Wall Street Journal, US News & World Report).

Mr. Ronza is an Adjunct Professor for graduate and undergraduate programs at the Human Resources and Industrial Relations Department of the Carlson School of Management at the University of Minnesota. He also served as an Adjunct Professor at the Organizational Learning and Development Department at the University of St. Thomas.

Mr. Ronza is also an expert on regulatory issues such as the Fair Labor Standards Act (FLSA). He has assisted a variety of clients in ensuring that they are in compliance with overtime and equal pay provisions of the act. He advises clients on designing their workforce structures to ensure that they are in compliance with regulations while at the same time achieving organizational objectives.

Mr. Ronza has a Master's degree in Human Resources/Industrial Relations from the University of Minnesota.

Mr. Ronza is a member of:

- WorldatWork (formerly American Compensation Association) and has his Certified Compensation Professional (CCP) certification.
- Society for Human Resources Management and has his Senior Professional Human Resources (SPHR) certification. He also served on the Total Rewards Special Expertise Panel (2005-2008) and the Ethics Special Expertise Panel (2010-2012) that provided advice and professional services to the 285,000 members of SHRM.

Firm Profile *(Our People)*



Robert Greene Ph.D. – Consulting Principal

Dr. Greene is a Consulting Principal with our compensation and human resources management consulting practice. He will be responsible for cultural assessment, classification analysis, quality assurance and composition of the final report. He has over forty years of human resources consulting experience with a wide variety of organizations.

Dr. Greene is an expert on consulting with organizations on formulating human resources management strategies and designing, implementing, administering and evaluating performance and compensation management programs. He also provides counsel on defining, assessing and reshaping organizational culture and the effective management of cross-cultural workforces.

Dr. Greene has written four books (Rewarding Performance; Rewarding Performance Globally; The Most Important Asset: Valuing Human Capital; Strategic Talent Management) and over 100 articles on HR and compensation management, performance management, organizational culture and change management. He was awarded the first Keystone Award for attaining the highest level of excellence in the field by the American Compensation Association (now WorldatWork). He serves as adjunct faculty at DePaul University and a faculty member for the CPHRC certification program offered in countries around the world.

Dr. Greene has a Ph.D. in Applied Behavioral Science from Northwestern University and an MBA from the University of Chicago.

Dr. Greene is a member of:

- WorldatWork (formerly ACA) and has his Certified Compensation Professional (CCP), Certified Benefits Professional (CBP) and Global Remuneration Professional (GRP) certifications.
- Society for Human Resources Management (SHRM) and has his Senior Professional Human Resources (SPHR), Global Professional Human Resources (GPHR) and SHRM-SCP certifications. He has served as a designer and faculty member for SHRM's professional development programs and was a principal designer of the PHR/SPHR certifications.
- Society for Industrial and Organizational Psychology (SIOP), a division of the American Psychological Association.

Firm Profile *(Our People)*



David Gramer CCP, GRP, PHR – Consultant

Mr. Gramer will be responsible for providing market analysis and compensation system design services on this project. He has over eighteen years of compensation experience, which include external and internal consulting, and ten of which have been working with national and global compensation and expatriate programs.

Mr. Gramer has served as an adjunct professor of Global Business and Human Resources programs. He has also served as a guest speaker on these topics at colleges and universities as well as professional associations.

Mr. Gramer has a Master's degree in Business Administration from the University of St. Thomas.

Mr. Gramer is a member of:

- WorldatWork (formerly American Compensation Association) and has his Certified Compensation Professional (CCP) certification, as well as his Global Remuneration Professional (GRP) certifications.
- Society for Human Resources Management and has his Professional Human Resources (PHR)

Firm Profile *(Our People)*



Anthony Wade PhD, APM, PHR – Consultant

Dr. Wade will be responsible for providing equity analysis and compensation system design services on this project. He has over thirty years of compensation experience, which include external and internal consulting, conflict management, and assisting organizational leaders in driving inclusive business practices and cultural change.

Mr. Wade is a life-long member and former regional Vice President of the National Association of African Americans in Human Resources (NAAHR). He was a founding member of NAAHR Colorado State Chapter and its first President. He is a skilled facilitator and has served as a guest speaker on at regional state and national conferences on the topics of diversity, equity and inclusion.

Dr. Wade has a PhD from Colorado State University and is a graduate of the Defense Equal Opportunity Management Institute.

Dr. Wade is a member of:

- Society for Human Resources Management and has his Professional Human Resources (PHR)

Firm Profile *(our People)*



Jerry Keating IPMA-SCP, SPHR – Consultant

Mr. Keating will be responsible for employee communications, outreach, onsite consultation and system development services on this project. He has over twenty years of human resources experience, which extensive experience in labor relations, mediation, collective bargaining and arbitration. He has an additional ten years of consulting experience nationwide in all areas of human resources management. He is often called upon to provide training for organizations in systems implementation and conflict resolution.

Mr. Keating has a Master's degree in Business Administration from Columbia Southern University.

Mr. Keating is a member of:

- International Public Management Association for Human Resources (IPMA-HR) and has his IPMA-HR Senior Certified Professional certification (IPMA-SCP).
 - Society for Human Resources Management and has his Senior Professional Human Resources (SPHR) certification.
-

Project Approach

The purpose of the comprehensive compensation study is to evaluate the labor market competitiveness of the compensation plans for the Wheaton Parks District (Client).

Given our desire to provide customized service to the Client, we believe our proposal is straightforward and identifies the core elements of the study. Our services are flexible so as to take into account your needs and any conclusions or requirements during the project. The Pontifex Consulting Group (Consultant) will perform the following tasks to achieve the Client's goals and objectives:

Project Approach

Task I Project Initiation & Onsite Meetings

Project Initiation
Examination of Current Programs
Total Compensation Philosophy
Project Administration
Initial Employee Communication

Task II Classification Analysis

Position Information (Job Analysis)
Create Job Descriptions
Review Phase
Job Evaluation Process

Task III Compensation Analysis

Collect Labor Market Compensation Data
Market Data Analysis
Salary Structure Design & Implementation

Task IV Project Report

The end result is to design, implement and maintain a compensation system that allows for the recruitment, retention and recognition of employees while adhering to the compensation philosophy of the Client.



Project Approach *(Continued)*

Task I – Project Initiation & Onsite Meetings

Task	Description
Organizational Strategy	The Consultant will discuss with the Client organizational objectives and cultural perspectives to ensure that they are taken into account in the development of programs that will serve your needs today and in the future. We will engage onsite with management, human resources, and other staff members as required to obtain information or clarification necessary for project deliverables.
Human Resources Strategy	The Consultant will engage in overall discussion of the human resources strategy to attract, retain, develop and motivate staff, as well as meet the changing needs of the workforce. We will also examine how the compensation program supports other human resources initiatives for the workforce.
Current Program Review	The Consultant will review existing job descriptions, organization charts, job evaluation and salary administration methodology, and all other relevant job classification material. These actions will allow us to provide recommendations on how to guide the study to a successful completion. We will seek clarification and follow-up during our onsite meetings with management staff.
Total Compensation Philosophy	The Consultant will confirm the Client's Total Compensation (compensation and benefits) philosophy and assist in the drafting of an official document, if required. It is critical for the Consultant to completely understand the Client's total compensation philosophy and its role in the attraction, retention and motivation of staff. Consultant will also discuss and reach agreement on the competitive labor markets to be used for benchmarking purposes.
Project Administration	The Consultant will work with the Client to confirm the schedule of deliverables for the study. We will also clarify involvement of the Client's staff to ensure timely completion of tasks, approval of documents and distribution of communication materials.
Initial Employee Communications	Consultant will conduct employee, supervisor and manager briefing sessions at various times and locations as desired by the Client. These meetings will communicate the study's objectives and allow for employee input. These sessions are of great value to inform employees and will enhance the Client's ability to encourage engagement and acceptance. Consultant will also develop draft communications material as desired by Client.
Task Outcome	
The outcome of this Task is a philosophy and strategy that will serve as the basis to evaluate current programs, guide the alignment of the compensation programs, and reach agreement on study goals, objectives and deliverables. The Consultant will also conduct desired communication with managers and staff.	
Task Timeline	
The timeline to complete this Task is typically one to two weeks. We will collect organizational information prior our onsite visit and work with the Client to schedule the onsite meetings. Onsite meetings will comprise two days after which the Consultant will have obtained all relevant information necessary to proceed with the study.	

Project Approach *(Continued)*

Task II – Classification Analysis

Based on the study objectives outlined in Task I, a classification analysis will be conducted of all covered jobs. Jobs will be examined to ensure description of work is current and in a relevant format. This process will also result in a job evaluation with the objective of providing a system that reflect the current classification of work while adhering to the culture of the organization. This will deliver internal equity while providing a system that can be maintained by internal staff.

Task	Description
Position Information (Job Analysis)	Consultant will utilize Client provided job descriptions to perform analysis in regard to their job's duties, responsibilities and requirements. Upon examination of the job descriptions, Consultant will conduct onsite interviews with management staff to gain organizational insights, clarify questions and resolve any issues. Consultant will not complete this stage of the study until they have acquired a complete understanding of Client's operations and jobs.
Finalize Job Descriptions	Based upon the job analysis process, Consultant will develop any recommendations for new/revised job descriptions, in a format acceptable to Client that ensures all requirements regarding essential functions and minimum qualifications are included. Job descriptions will be composed in a manner that complies with ADA, EEO standards, and other legally required information. Consultant will also conduct Fair Labor Standards Act (FLSA) exemption tests using current United States Department of Labor FLSA guidelines.
Review Phase	Client Human Resources and management staff will review and comment on job description drafts and classification recommendations. Consultant will review and revise job description drafts as appropriate.
Job Evaluation Process	Consultant will utilize the appropriate job evaluation methodology to provide a recommendation for a classification system that reflects the Client's organizational structure and culture. It will incorporate job families (where appropriate) and clear career progression paths. There is no "one" system that can be utilized for every organization. <i>We do not sell a "one-size-fits-all" methodology as a solution to your needs.</i> The structure must also be constructed in a way that will allow for inhouse staff to maintain and administer the system after the study is completed. The Client will provide input in regard to the Consultant's recommendations and changes will be made as appropriate.
Task Outcome	
The outcome of this Task is an analysis of the organization's jobs, composition of job descriptions in a desired format, and job evaluation of those jobs that provides a classification structure. The structure will be developed utilizing a job evaluation system that is best suited to the Client's mix of jobs, assignment of duties, and culture while providing a standard of internal equity. Inhouse staff will acquire training into new plan by Consultant explaining this process as it occurs. Understanding construction of the system will enhance comprehension of administration of the system.	
Task Timeline	
The timeline to complete this Task will be about eight weeks to maintain the overall project timeline.	

Project Approach *(Continued)*

Task III – Compensation Analysis

Based on the study objectives outlined in Task I, a compensation survey will be conducted. The competitive labor market data will be analyzed to determine the current competitive stance of the Client compared to its total compensation philosophy and strategy.

Task	Description
Collect Labor Market Data	The Consultant will work with the Client to identify and confirm specific labor market competitors that will be contacted to provide compensation and benefits data. The Consultant will design custom market survey(s) and follow-up with respondents to ensure accurate analysis and reporting of information. The Consultant possesses published professional salary surveys that will provide for additional data.
Market Data Analysis	The Consultant will collect and analyze data to ensure accuracy and reliability of data. Follow-up will be conducted with competitors to ensure accuracy and relevancy of data. We will then analyze the current compensation of Client employees in relation to the competitive labor market data to determine the Client's positioning, both on an individual and aggregate basis.
Market Best Practices	The analysis will also survey competitor best practices and determine where they may be of value in consideration of the Client's compensation philosophy and strategy outlined in Task I. The principles will be discussed, and recommendations provided for possible inclusion of concepts into the plan design.
Market Position	The Consultant will analyze the current compensation of Client's jobs in relation to the competitive labor market data to determine if the Client leads, matches, or lags the market based on the Client's compensation philosophy.
Salary Structure Design	Client management staff will review and comment on recommendations for a salary structure that reflects market alignment as well as internal equity. The structure will also be constructed in a manner to avoid salary compression. Consultant will also provide financial impact scenarios to assist the Client in the implementation of said recommendations. Consultant will review, discuss and revise recommendations as appropriate.
Impact Analysis	Consultant will provide financial modeling and system implementation recommendations. Identification of any compensation outliers/concerns and appropriate options for remediation will also be provided. Consultant will also provide policy language and guidelines for the administration of the system to address placement of staff in a variety of circumstances (recruitment, promotion, reclassification, etc.).
Task Outcome	
The outcome of this Task is an analysis of the Client's position to their competitive labor market and the development of a compensation structure. The structure will be developed utilizing standard compensation analytical tools, such as regression analysis, as appropriate to prevent pay compression and other issues commonly associated with salary structures. Inhouse staff will acquire training into new plan by Consultant explaining this process as it occurs. Understanding construction of the system will enhance comprehension of administration of the system.	
Task Timeline	
The timeline to complete this Task will be about six weeks to maintain the overall project timeline.	

Project Approach *(Continued)*

Task IV – Project Report

The Consultant will prepare a comprehensive report that will summarize the processes used to conduct the study as well as the findings and recommendations of the study. The Client will have an opportunity to review and discuss the report with the Consultant. Based on these discussions, the Consultant will update and finalize the report.

Task	Description
Report Elements	<ol style="list-style-type: none"> 1. Detailed summary of the job analysis process. 2. New/revised job descriptions. 3. Job evaluation system recommendations (internal equity) 4. Results of the comparative compensation and benefits (external equity) analysis. 5. Recommendation for a base compensation structure(s) for all jobs that will align with compensation philosophy. 6. FLSA analysis and audit sheets for all jobs that pass the exemption tests. 7. Recommendations on how to transition from the current to the new system. 8. Recommendations on a process to update and keep the system current. 9. Draft policies and procedures for system administration practices. 10. Recommendations on implementation options. 11. Financial impact analysis on the implementation of Consultant's recommendations. 12. Training for Client staff that will enable them to maintain the system following its implementation.
Onsite Presentations	The Consultant will be available to present the findings and recommendations to the Board of Commissioners, management, and staff (as desired). This will allow all parties an opportunity to ask questions and have a complete understanding of the goals, objectives and deliverables of the study.
Study Documentation	All study documentation will be provided to the Client in electronic formats (Windows compatible files). There is no need or value for the Client to expend additional resources to acquire a licensed automated system. Maintenance can easily be performed by Client staff utilizing Excel and their existing ERP system.
System Training	Consultant will provide training to inhouse staff regarding how to maintain the classification and compensation programs. Again, our goal is to provide you a system that requires little outside involvement from a consultant. Included with this training are desired policy language that will address procedures, adjustment practices and career progression processes.

The end result is to design, implement and maintain a compensation system that allows for the recruitment, retention and recognition of employees while adhering to the compensation philosophy of the Client.

Cost Proposal

Total cost for the study is proposed based upon the employee population and services mentioned in your RFP. All expenses are included in this proposal.

The following line item schedule summarizes the different study tasks costs:

Project Initiation & Onsite Meetings	\$3,500
Classification Analysis	\$6,250
Compensation Analysis	\$5,750
Project Report	\$3,750
TOTAL COST	\$19,250

The Consultant agrees to answer questions and provide implementation assistance at no additional cost pertaining to this study for a minimum of twelve (12) months following the date of study completion to ensure that the system/products that we have provided are administered properly.

For work beyond that specified in this proposal, we would be happy to quote a flat rate that is more equitable to the achievement of the desired tasks and mindful of the financial resources of the Client.

Project Timeline

The following timeline is based upon services requested by the Client to complete the study. Consultant will revise this proposal based upon initial consultation with Client during Task I.

Task and Weeks	1	2	3	4	5	6	7	8	9	10	11	12
<u>Task I:</u> Project Initiation & Onsite Meetings												
<u>Task II:</u> Classification Analysis												
<u>Task III:</u> Compensation Analysis												
<u>Task IV:</u> Project Report												

References

Recent clients served on projects similar in scope:

City of Kentwood, Michigan

We were retained to conduct a classification and compensation study for 250 represented and non-represented staff. All staff completed job questionnaires from which classification descriptions were composed. This study included a combination of compensation and benefits analyses based upon custom and published survey sources. We assisted the Mayor with Board briefings and the creation of a compensation study committee. Deliverables consisted of compensation philosophy and strategies, new classification descriptions, a new classification structure, and compensation programs. We are currently conducting a compensation study to benchmark the City's position to market.

Contact: Gail Dewey, Director of Human Resources, 616.554.0732
deweyg@ci.kentwood.mi.us.

City of Englewood, Colorado

We conducted a compensation study for all staff. This included a combination of analyses based upon custom and published survey sources. This study resulted in the design of new salary ranges, addressing pay compression issues, compensation philosophy and pay practices for the organization. The end result was the composition of a compensation philosophy and strategies, new classification, and compensation systems. We have also provided recommendations on how to administer the plan in anticipation of growth in mission and workforce.

Contact: Ronda Henger, Human Resources Director, 303.762.2376
rhenger@englewoodco.gov

City of Bethel, Alaska

We conducted a classification and compensation study for all staff. This included a combination of analyses based upon custom and published survey sources. This study resulted in the design of new/revised job descriptions, new salary ranges, addressing pay compression issues, compensation philosophy and pay practices for the organization. We have also provided recommendations on how to administer the plan in anticipation of recruitment and retention issues and the challenges of compensating in a high cost-of-living environment.

Contact: James Harris, Human Resources Director, 907.543.1371
jharris@cityofbethel.net

References *(continued)*

City of Elmhurst, Illinois

We were retained to conduct a classification and compensation study for staff. This included a combination of analyses based upon custom and published survey sources. The end result was the composition of a compensation philosophy and strategies, new classification, compensation and benefits programs. We were subsequently retained to assist with analyses related to represented and non-represented compensation programs. A point of emphasis was to monitor and provide recommendations on pay compression between non-bargaining and bargaining groups. We conduct compensation system updates and presentations for the City Council in 2017 and 2019.

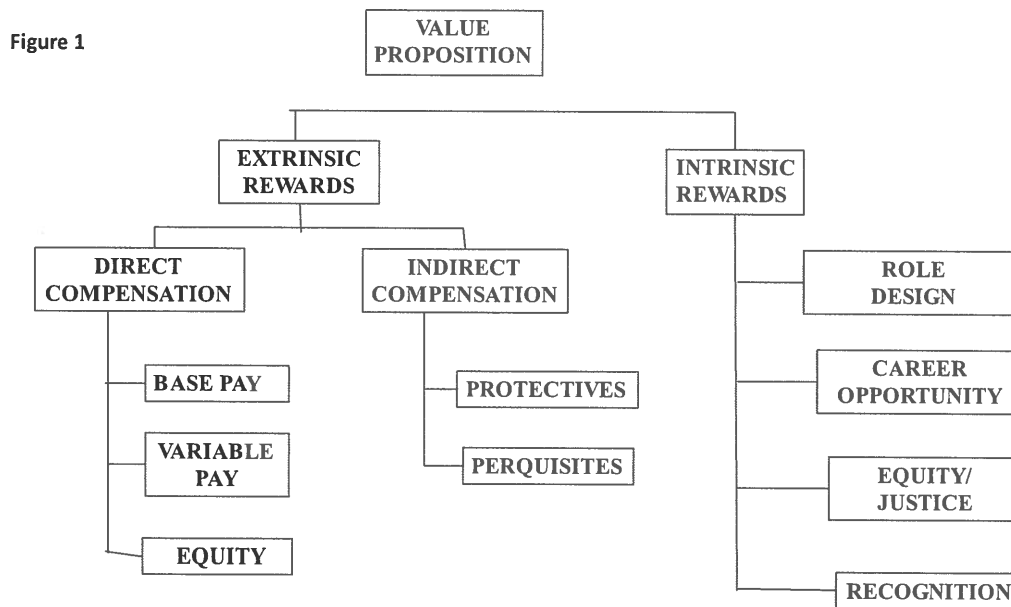
Contact: James Grabowski, City Manager, 630.530.3010
james.grabowski@elmhurst.org

Compensation Philosophy: Principles Guiding Compensation Strategy

Robert Greene, PhD & Peter Ronza, Pontifex Consulting Group

Organizations must brand themselves as employers of choice in order to attract and retain the right talent. The brand communicates the values of the organization, its culture and how it values and treats its people. Decisions about what type of brand the organization wishes to create are typically made by the Board, working with executive management, due to the importance of how the organization is viewed as an employer in determining its success. The brand is also a signal to investors as to what the organization offers and how it intends to achieve success.

A significant component of the brand is the value proposition that is offered to talent. It consists of all the conditions of employment and what the organization offers in return for the contributions of workforce members. Figure 1 illustrates the components of a value proposition.



The components of the value proposition offered by organizations vary. Some employers will stress non-monetary items such as career opportunities, an attractive culture, meaningful and challenging work, recognition and fair treatment. The decision as to what is offered may be based on the values the organization embraces or may be based on economics. If the available resources preclude competing with other organizations on compensation and benefits alone other things may be used.

Public sector organizations and non-profits with a charitable mission are more likely to attract those who value making a difference or serving a cause. Private sector organizations tend to stress monetary rewards more. Yet relying solely on money sometimes does not work well. Henry Ford had to pay much more than other employers to get people to endure the assembly line... and still had turnover of 200% or more. The nature of the organization might impact what can be offered. Public sector organizations face stricter limitations on the type of compensation

used (e.g., stock programs are not available). They may also face greater scrutiny by the taxpayers when pay levels appear to be too high and/or service levels are deemed to be unsatisfactory.

Extrinsic rewards may be fixed costs or variable costs. Base pay and benefits costs generally increase each year. Last year's pay increase during good times is not refundable in bad times. Health care costs continue to rise faster than inflation and unless organizations reduce benefit levels or increase the percentage of costs paid by employees the employers costs increase. Salaries and wages can be frozen or reduced in cases where contractual agreements do not prohibit it. However, this can have a detrimental impact on employee satisfaction. People will adjust their standard of living to fit their income stream and reductions can be viewed as a breach of contract (social if not a legal one).

The federal government and many state and local entities use automatic, time-based step increase programs to administer base pay. When revenues drop, as they did at the onset of the pandemic, costs can become misaligned with resources. A similar scenario occurred during the 2007-10 financial crisis. The President publicly proclaimed that federal pay was frozen for two years. It was not... the GS step structure was, but employees continued to get automatic step increases. Using automatic step progression precluded controlling costs. Without reductions in current rates the only way for employers to adjust workforce costs downward to align them with revenues is to reduce headcount, which may mandate terminating people who will be needed when conditions improve.

Organizations must manage compensation in a manner that is sound from a business perspective. One of the most common errors is to be unclear about the impact of the economy on pay budgets and pay adjustments. Employees often think that high inflation rates should be offset with commensurate pay increases, to sustain the purchasing power of their income. However, sustaining purchasing power is not the responsibility of organizations. Economic metrics like inflation, cost of living and unemployment rates do tend to have an impact on labor market conditions.

But an employer must respond to the cost of labor, and not the cost of living. Macro-economic metrics like inflation cannot be controlled by organizations. If the cost of labor for occupations changes the organization must consider how it responds to remain competitive. The cost of labor is more strongly influenced by the relationship of supply and demand for specific skill sets than it is by inflation or unemployment. Competitive market pay rates for IT specialists may be increasing rapidly, even during periods of low inflation, caused by a shortage of people who are competent to work with the latest technology. Even during periods of high inflation market rates for skill sets that are not in demand may be static.

What Issues Does A Philosophy Need to Address?

The Board and executive management need to agree on a compensation philosophy. The answers to a series of questions will shape that philosophy:

- What forms of compensation will be used?
- How will the value of each role be determined? Internal equity? External competitiveness?
- What will influence the budget for employee rewards?
- How will performance be defined, measured and rewarded?
- What process will be used to administer compensation? Who is involved? Who decides?
- How does the organization define its competition for talent?
- What will the organization's competitive posture be relative to prevailing market rates?
- How will the compensation philosophy be communicated and to who?
- When, how and by who is the philosophy evaluated to ensure its continued relevance?

What Purpose Does a Compensation Philosophy Serve?

A compensation philosophy establishes agreed to principles that will guide how compensation is administered. If the organization commits to paying for performance, however defined, that principle will guide program design and administration. The philosophy can also establish a commitment to values, such as pay equity. Sound compensation management principles prescribe rewarding people based on:

1. The value of the role they play (both to the organization and in the labor market),
2. The person's competence in the role, and
3. The contributions made that help the organization meet its objectives.

What a person looks like, what they believe, where they came from and any other personal characteristics not related to the value they provide should not impact how much and how they are rewarded. A commitment to equitable pay enables an organization to develop analytical processes to monitor pay relationships and ensure they reflect equitable treatment. It also helps to ensure laws and regulations are complied with.

Merely putting a philosophy statement on paper does little... the principles it defines must be adhered to. If employees and other parties-at-interest do not agree with the philosophy management must decide how to address their views. If actual practices are not consistent with the stated principles management must evaluate how programs are designed and administered and determine if changes are required in either the philosophy or in practices. If an organization does not ensure that employees know clearly what is expected and how they are performing on a continuous basis it will make convincing them that they are being treated fairly and appropriately more difficult.

Research supports the principle that paying for performance increases the motivation to perform well. Research also shows that performance must be defined in a manner that fits the situation. For example, using longevity as one of the determinants of pay may be justified if experience in a role is highly correlated with the ability of an incumbent to perform well. Field crew members in a water utility will typically become more familiar with the system, increasing the knowledge and skill they use to maintain the system. When knowledge and skills are organization-specific they can only be acquired by being on the job. A water utility that has a system operated using methods that are not reflected in the engineering plans will find field crew members with extensive system experience valuable. Conversely, newer incumbents in technical fields may have more up-to-date knowledge, making longevity less relevant. An automatic link between longevity and base pay rates makes no provision for reflecting unsatisfactory performance in someone's compensation, making termination the sole consequence available.

The compensation philosophy should also address the methods and processes that will be used to manage performance and to administer compensation.

Adopting a strategy that results in paying people based on the relative internal value of the roles they play may result in using a formal job evaluation system, to ensure the relative internal values determine the grade and pay range assigned each job.

Alternatively, adopting a strategy that results in paying people in a manner that is externally competitive alters the primary basis for establishing pay ranges, since prevailing market rates become the primary determinant. If the philosophy calls for the establishment of externally competitive ranges management must define how the organization defines its competition for talent. A software firm may define its competition for technical personnel as being other software firms... or it may compare to all firms employing people with technical software expertise. The location of other firms may also play a role. Broader labor markets (national or regional) may be used for jobs requiring highly skilled technical expertise, while administrative support roles are measured against local labor market rates. Once an organization defines a competitive arena it must decide on a posture relative to prevailing market rates... above, below or at market averages. If the organization must have superior talent and believes that higher pay will attract personnel of higher quality, it might set pay targets above market averages.

The relationship between the supply of and the demand for a particular skill set will be the primary determinant of market pay levels. Because there are often surpluses of some skills and shortages of others, occupations can vary considerably in the rate at which pay rates increase. An organization may choose to pay above market for occupations that are central to its primary mission and critical to its performance, while paying at or below market for others that have less impact on organizational performance. Since markets are volatile there must be continuous reassessment of the desired competitive posture and of the organization's ability to pay.

One of the conditions of employment that has seen dramatic change recently is the location of work. Historically employees have lived close enough to a central location to enable commuting to that location. But when the pandemic began a large percentage of workers shifted to remote work locations firms discovered that much work can be done without everyone being co-located. Surveys indicate that a significant number of employees do not see the need to return to the central location, at least full time, and do not want to do so. The posture a firm takes about work location may impact the attractiveness of its value proposition. And new issues are created if people relocate to distant places. There has been an outflow of professionals from the San Francisco Bay Area to Northern Nevada and other lower cost locations, bringing into question whether it is still necessary to pay the same rates for someone working elsewhere. Paying those staying in the high pay area the same as someone who now enjoys a lower cost of living and pay that is higher than the market rates in the area they relocate to presents an equity issue.

An employer that is willing to let employees make decisions about where they do their work may be viewed more positively than one mandating that everyone must work in a central location. But the impact of work location on productivity and on the effectiveness of peers and customers must be considered. An employee whose work must be done face-to-face does not have the option to work remotely, while an IT or Accounting specialist may be able to be just as effective from any location. Equity theory suggests people make comparisons to decide about the equity of their treatment and dissatisfaction can result from others having what is viewed as a better deal.

The Value of a Clearly Articulated and Widely Understood Philosophy

Without a clear compensation philosophy, decisions tend to be made independently by managers, on a case-by-case basis. This can result in inconsistent administration across departments, occupations and time. Philosophies can atrophy in effectiveness over time. Even though a compensation philosophy is a good fit to the context within which it was developed environmental change may necessitate re-evaluating the principles that are being applied. The pandemic has administered an unanticipated shock and being able to call upon a well formulated and clearly articulated compensation philosophy can facilitate sound decisions about how to react to the altered context. Continuous evaluation of the compensation philosophy to ensure it meets current conditions has become mandatory.

Taking the views of all parties-at-interest into consideration when a philosophy is developed and when alterations are being considered can increase the level of acceptance. Although management may be unwilling to hold a democratic election it is important to create an open channel of communication that can gather opinions and enable decisions to be explained once they are made. Dialogue on a continuous basis can engage employees and assure them that their views have been heard and considered. If employees do not get continuous high-quality feedback, they will be unable to determine how to get better and whether they need to ask for the resources they deem necessary in order to perform. Trying to review performance at the end of the year without continuous measurement and feedback will result in managers and employees trying to remember what happened when meeting to discuss the year. The inevitable result will be that they will remember two very different years and what should be a review of events with a document trail will deteriorate into conflict.

In some organizations it may be necessary to customize the compensation system to fit different contexts. Although the principles defined in the compensation philosophy may be adhered to the processes and methods used to administer compensation may vary. For example, in one business unit or function variable pay plans may be used, while in others all direct compensation may be in the form of base pay. And variation across occupations may also be required. Managerial and sales personnel may have a significant portion of their direct compensation in the form of incentive programs that tie rewards to results, while others do not. However, this must be done in a way that is does not violate organizational values or conflict with the culture.

The Bottom Line

A well-articulated compensation philosophy establishes the guiding principles that underlie sound compensation management. The methods and processes that are used to manage compensation may vary across the organization, due to local contextual differences, but should be consistent with those principles. The philosophy statement communicates a good deal about an organization's values, its culture and its views related to how it values its people and informs all parties-at-interest as to the principles that guide compensation administration. It is a vital element of both the employer brand and the value proposition.

Additional resources are available at:

www.pontifex-hr.com

TO: Board of Commissioners
FROM: Rob Sperl, Director of Parks and Planning
THROUGH: Michael Benard, Executive Director
RE: 2022 Capital Projects Fund Update
DATE: April 6, 2022



SUMMARY:

A list of capital projects for the current and future fiscal years is included in the annual budget. Annually these items should be reviewed to ensure our long-term capital funding is adequate and any new information is reflected. At the last subcommittee meeting, board members were in favor of committing funds towards the construction of the Cosley Parking lot. We have also learned that construction costs have escalated for other projects.

Attached is a copy of the revised capital budget. Traditionally the budget includes just three years, however staff forecasts these expenses for a longer period up to 10-20 years out. Like most forecasts, we can be fairly accurate in the short term and make educated guesses for the longer term. This report has been extended out to 2028.

PREVIOUS COMMITTEE/BOARD ACTION:

N/A

REVENUE OR FUNDING IMPLICATIONS:

With the current assumptions, we should continue to have a positive capital balance. It is likely we will see some changes such as unexpected expenses or currently unknown grant funding. This document will continue to be updated as these changes are determined and incorporated into the annual budget when appropriate.

STAKEHOLDER PROCESS:

This report is developed between the Finance Department and Parks and Planning staff with input from other departments.

LEGAL REVIEW:

N/A

ATTACHMENTS:

Capital Overview 2022-2028

ALTERNATIVES:

N/A

RECOMMENDATION:

Informational only at this time.

2022 - 2028 Capital Overview
Capital Projects Fund

Capital Overview		Recommended Source	2022	2023	2024	2025	2026	2027	2028
Capital Dollars Available									
Capital Dollars Available at Beginning of Fiscal Year	2022 dollars estimated until Audit completion		4,920,710	7,298,102	6,649,575	5,250,918	4,422,883	6,446,575	8,865,395
Annual Unobligated G.O. Bond Proceeds			1,261,943	1,286,127	1,308,366	1,381,048	1,148,083	1,803,950	1,834,501
Grants and Donations			1,389,000	541,900	625,000	-	-	-	-
Cosley Foundation Donation for Property Purchase - 855 Prairie	Donation agreement completed in 2028		50,000	50,000	50,000	50,000	50,000	50,000	50,000
Cosley Foundation Donation for Quarantine Center	Donation agreement completed in 2026		25,000	25,000	25,000	25,000	25,000	-	-
Cosley Foundation Donation for Parking					1,500,000				
Cosley Parking Grant					2,000,000				
Other (ex. Tree Memorials, Cell Tower Rental, Land Cash Donations, Misc, Interest, etc.)			62,061	27,760	60,661	60,660	60,660	60,660	66,660
Recommended Fund Balance Reserve Transfer - General Fund			2,012,500	2,000,000	500,000	500,000	500,000	500,000	500,000
Recommended Fund Balance Reserve Transfer - Recreation Fund			2,275,000	2,000,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
Recommended Fund Balance Reserve Transfer - Cosley Zoo Fund			100,000	100,000	100,000	100,000	100,000	100,000	100,000
Recommended Fund Balance Reserve Transfer - Golf Fund			50,000	50,000	50,000	50,000	50,000	50,000	50,000
Capital Dollars Available			12,146,214	13,378,889	14,368,602	8,917,626	7,856,626	10,511,185	12,966,556
Major Capital Projects 2022 - 2028									
Community Center - HVAC Improvements	Fund Balance Reserves			50,000	550,000	1,300,000			
Community Center Priority Projects (TBD)	Bond Proceeds		500,000	1,200,000	1,000,000	1,000,000			
Community Center Parking Lot Replacement	Fund Balance Reserves		50,000	1,700,000					
Cosley - Parking & Street Crossing	Cosley Foundation/Bond Proceeds/TBD Grant		150,000		5,000,000				
Rice Pool - Master Plan & Engineering	Fund Balance Reserves			250,000					
Rice Pool - Water Slide Replacement	Bond Proceeds (\$805,307)/Fund Balance Reserves (\$19,693)			825,000					
Property Acquisition	Fund Balance Reserves		130,000						
Play for All	Play for All Foundation / Build Illinois Bond Fund			60,000	500,000				
Major Capital Projects			830,000	4,085,000	7,050,000	2,300,000	-	-	-
Available Capital Dollars after Major Capital Projects			11,316,214	9,293,889	7,318,602	6,617,626	7,856,626	10,511,185	12,966,556
Capital Projects 2022 - 2028									
District Wide Asphalt Replacement	Fund Balance Reserves		250,000	250,000					
District Wide Asphalt Replacement	Bond Proceeds				250,000	250,000	250,000	250,000	250,000
District Wide Unforeseen Capital Expenses	Fund Balance Reserves		100,000	100,000	100,000	100,000			
District Wide Unforeseen Capital Expenses	Bond Proceeds						100,000	100,000	100,000
District Wide Facility Master Planning	Fund Balance Reserves		25,000	25,000	25,000				
District Wide Facility Master Planning	Bond Proceeds					25,000	25,000	25,000	25,000
Atten Backstop Fence Replacement - Field 15	Fund Balance Reserves		20,000						
Atten Irrigation	Fund Balance Reserves					210,000			
Briar Patch Backstop Replacement	50% OSLAD Matching Grant / 50% Bond Proceeds		85,000						

2022 - 2028 Capital Overview
Capital Projects Fund

Capital Overview	Recommended Source	2022	2023	2024	2025	2026	2027	2028
Briar Patch Engineering and Design	50% OSLAD Matching Grant / 50% Bond Proceeds	15,000						
Briar Patch Landscape	50% OSLAD Matching Grant / 50% Bond Proceeds	25,000						
Briar Patch Outdoor Fitness	50% OSLAD Matching Grant / 50% Bond Proceeds	75,000						
Briar Patch Pickleball Courts	50% OSLAD Matching Grant / 50% Bond Proceeds	100,000						
Briar Patch Playground Resurfacing	50% OSLAD Matching Grant / 50% Bond Proceeds	80,000						
Briar Patch Shelter Improvements	50% OSLAD Matching Grant / 50% Bond Proceeds	100,000						
Briar Patch Tennis Courts & Fence	50% OSLAD Matching Grant / 50% Bond Proceeds	150,000						
Central Park Pickle Ball Courts	Fund Balance Reserves			30,000	30,000			
Clocktower Commons - Mini Golf Carpet Replacement	Bond Proceeds					30,000		
Community Center - Parking Lot Light Replacement	Bond Proceeds					105,000		
Community Center - Gym Bleachers	Bond Proceeds						95,000	
Community Center - Irrigation	Fund Balance Reserves				60,000			
Community Center - Elevators	Bond Proceeds						50,000	
Community Center - Gym Wall Mats	Bond Proceeds						150,000	
Community Center - Whirlpool Replacement	Fund Balance Reserves		20,000					
Cosley - Amphitheater Pavers	Bond Proceeds						18,000	
Cosley - Aviary Siding	Bond Proceeds	32,000						
Cosley - Aviary Outside Caging Replacement	Fund Balance Reserves				40,000			
Cosley - Cabinets Bobcat Holding Area	Bond Proceeds	35,000						
Cosley - Cabinets Feed Prep	Bond Proceeds						18,500	
Cosley - Cage Education Animals Bank 1	Fund Balance Reserves			15,000				
Cosley - Deer Exhibit Fence	Fund Balance Reserves				35,000			
Cosley - Duck Pond Irrigation	Fund Balance Reserves		12,000					
Cosley - Entrance Pavers	Bond Proceeds	40,000						
Cosley - Exterior Painting Aviary	Bond Proceeds	25,000						
Cosley - Exterior Painting Station	Fund Balance Reserves		25,000					
Cosley - Gate Staff Lot	Bond Proceeds					11,500		
Cosley - Gift Shop Renovation	Fund Balance Reserves	10,000	40,000					
Cosley - Holding Cage Behind Barn	Fund Balance Reserves				25,000			
Cosley Zoo - Infrastructure Equipment	Build Illinois Bond Fund		10,000					
Cosley - Kiebler Barn PVC Fence	Bond Proceeds							46,000
Cosley - Pavers around Duck Pond	Fund Balance Reserves			43,000				
Cosley - Pavers between Station and Barn	Fund Balance Reserves		60,000					
Cosley - Pavers Wildlife Viewing Area East	Bond Proceeds						65,000	
Cosley - Pavers Wildlife Viewing Area West	Bond Proceeds					60,000		
Cosley - Train Station Roof	Bond Proceeds	70,000						
Cosley - Siding - Vern Kiebler Barn	Bond Proceeds	70,000						
Cosley - Station Deck Replacement	Bond Proceeds	45,000						
Cosley - Walk in Freezer	Fund Balance Reserves			18,000				
Cosley - Wildlife Viewing Deck Replacement	Bond Proceeds	40,000						

2022 - 2028 Capital Overview
Capital Projects Fund

Capital Overview	Recommended Source	2022	2023	2024	2025	2026	2027	2028
Danada - Electric Service	Fund Balance Reserves		50,000					
Graf - Backstops	Bond Proceeds	140,000						
Graf - Bleachers/Grandstand	Fund Balance Reserves		70,000					
Graf - Fence Replacement	Fund Balance Reserves		50,000					
Graf - Sports Lights Main Field	Bond Proceeds							145,000
Graf- Synthetic Turf Replacement	Fund Balance Reserves			460,000				
Herrick Playground Resurfacing	Fund Balance Reserves			80,000				
Hillside - Fence Replacement	Fund Balance Reserves		30,000					
Hoffman - Backstop Replacement	Fund Balance Reserves	40,000						
Hurley - Tennis Court Resurfacing	Bond Proceeds	60,000						
Hurley - Tennis Court Fence Replacement	Fund Balance Reserves		85,000					
Hurley - Fountain Replacement	Bond Proceeds	30,000						
Kelly Park Improvements	Build Illinois Bond Fund		175,000					
Lincoln Marsh Pedestrian Bridge Replacement	Build Illinois Bond Fund		80,000					
Mary Lubko Center - Roof Replacement	Fund Balance Reserves		60,000					
Museum - HVAC Replacement	Build Illinois Bond Fund		75,000					
Museum - Masonry Improvements / Downspouts	Grant Proceeds	750,000						
Museum - Reimbursement to State for Grant Dollars	Grant Proceeds	108,113						
Northside Backstop and Fence Replacement	Fund Balance Reserves		85,000					
Northside Basketball Color Coat	Bond Proceeds							25,000
Northside Boiler Replacement	Build Illinois Bond Fund		30,000					
Northside Dredge Settling Basin	Fund Balance Reserves			100,000				
Northside Boy Scout Cabin Restoration	Bond Proceeds					40,000		
Northside Girl Scout Cabin Restoration	Fund Balance Reserves	15,000						
Northside Tennis Lights	Fund Balance Reserves				40,000			
Northside Tennis Color Coat	Bond Proceeds							48,000
Park Services - Painting	Fund Balance Reserves	70,000						
Park Services - Roof Replacement	Fund Balance Reserves				400,000			
Park Services - Fuel Storage Replacement	Fund Balance Reserves				10,000			
Park Services - Water Heater Replacement	Fund Balance Reserves				10,000			
Rathje Park Roof Replacement	Build Illinois Bond Fund		35,000					
Rathje - Playground Surfacing	Fund Balance Reserves				85,000			
Rathje - Roof Replacement	Bond Proceeds		3,000					25,000
Rathje - Window Replacement	Fund Balance Reserves			25,000				
Rice Pool - Bridge Replacement	Fund Balance Reserves				25,000			
Rice Pool - Concession Deck Replacement	Fund Balance Reserves		50,000					
Rice Pool - Concession Deck Table Replacement	Fund Balance Reserves	32,000						
Scottsdale Backstop Replacement	Fund Balance Reserves		85,000					
Scottsdale Playground Surface Replacement	Bond Proceeds							72,000
Seven Gables - Basketball Court Replacement	Fund Balance Reserves	36,000						

2022 - 2028 Capital Overview
Capital Projects Fund

Capital Overview	Recommended Source	2022	2023	2024	2025	2026	2027	2028
Seven Gables Picnic Shelter Roof Replacement	Build Illinois Bond Fund		27,900					
Seven Gables - Tennis Court Color Coat	Bond Proceeds						115,000	
Seven Gables - Vita Course Replacement	Fund Balance Reserves		30,000					
Triangle - Basketball Court Replacement	Fund Balance Reserves			36,000				
Toohey Bridge Replacement	Build Illinois Bond Fund		40,000					
Toohey - Building Envelop Repairs	Bond Proceeds							50,000
Toohey - Deck Replacement	Fund Balance Reserves	25,000						
Toohey - Flooring Replacement	Fund Balance Reserves	60,000						
Toohey - Roof Replacement	Fund Balance Reserves	53,100						
Toohey -Safety City Buildings Replacement	Bond Proceeds						25,000	
Playground Replacements								
Brighton Park - Playground Replacement	Bond Proceeds						144,000	
Community Center - Playground Replacement	Bond Proceeds						150,000	
Graf Park - Playground Replacement	Fund Balance Reserves				150,000			
Hawthorne Junction - Playground Replacement	Fund Balance Reserves		120,000					
Hillside Tot Lot - Playground Replacement	Fund Balance Reserves			120,000				
Hoffman Park - Playground Replacement	Fund Balance Reserves			150,000				
Kelly Park - Playground Replacement (Ages 2-5)	Fund Balance Reserves	85,000						
Kelly Park - Playground Replacement (Ages 5-12)	Bond Proceeds	190,000						
Prairie Path Park - Playground Replacement	Fund Balance Reserves		180,000					
Seven Gables - Playground Replacement	Bond Proceeds							360,000
Toohey Park - Playground Replacement	Bond Proceeds					126,000		
WW Stevens - Playground Replacement	Bond Proceeds					180,000		
Board Approved Capital Fund Expenditures		3,086,213	1,902,900	1,452,000	1,495,000	927,500	1,205,500	1,146,000
Available Capital Dollars after Approved and Major Capital Projects		8,230,001	7,390,989	5,866,602	5,122,626	6,929,126	9,305,685	11,820,556
Salary and Wages (1)	Fund Balance Reserves	185,267	190,590	196,061	201,943	208,001	214,241	220,668
Contractual Services	Fund Balance Reserves	296,629	147,677	148,756	163,500	104,500	104,500	104,500
Supplies	Fund Balance Reserves	436,704	389,846	256,318	319,750	155,500	107,000	67,000
Legal Notices; Training; Dues & Subscriptions; etc.	Fund Balance Reserves	13,300	13,300	14,550	14,550	14,550	14,550	14,550
Staff Recommended Capital Fund Expenditures		931,900	741,413	615,685	699,743	482,551	440,291	406,718
Available Capital Dollars after Commitments and Recommendations		7,298,102	6,649,575	5,250,918	4,422,883	6,446,575	8,865,395	11,413,838

(1) Includes full-time wages charged to capital fund in operating budget

*2022 - 2028 Capital Overview
Grant and Donation Schedule*

Project	Source	Status	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
Play for All - Five to Twelve	Play for All Foundation Donation	Commitments before proceeding			500,000				
Property Acquisition	IDNR - LWCF	50% matching grant	65,000						
DuPage Historical Museum Masonry Improvements / Downspouts	Illinois Museum Grant	Funds donated upon completion	750,000						
Briar Patch Park Projects	Open Space Land Acquisition & Development Grants	Funds donated upon completion	315,000						
Briar Patch Park Projects	Legislative Initiative Agreement	Funds donated upon completion	100,000						
Cosley Zoo - Infrastructure Equipment	Build Illinois Bond Fund	Funds donated upon completion		10,000					
DuPage Historical Museum HVAC Replacement	Build Illinois Bond Fund	Funds donated upon completion		75,000					
Play for All - Restrooms	Build Illinois Bond Fund	Funds donated upon completion		60,000					
Kelly Park Playground	Build Illinois Bond Fund	Funds donated upon completion		175,000					
Lincoln Marsh Pedestrian Bridge Replacement	Build Illinois Bond Fund	Funds donated upon completion		80,000					
Northside Boiler Replacement	Build Illinois Bond Fund	Funds donated upon completion		30,000					
Rathje Park Roof Replacement	Build Illinois Bond Fund	Funds donated upon completion		35,000					
Seven Gables Picnic Shelter Roof Replacement	Build Illinois Bond Fund	Funds donated upon completion		27,900					

*2022 - 2028 Capital Overview
Grant and Donation Schedule*

Toohy Bridge Replacement	Build Illinois Bond Fund	Funds donated upon completion	40,000						
Graf Park Turf Replacement	Assigned Fund Balance	Funds donated upon completion	116,000						
Wheaton Lions Terrace	Memorial Park Donation	Funds donated upon completion	9,000	9,000	9,000				
Cosley Zoo Quarantine	Cosley Foundation Donation	Annual installments of \$25K over 10 yrs. for total of \$500K - Through 2026	25,000	25,000	25,000	25,000	25,000	-	-
Cosley Zoo Property Purchase - 855 Prairie	Cosley Foundation Donation	Annual installments of \$50K over 16 yrs. for total of \$800K - Through 2028	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Cosley Zoo - Parking	TBD GRANT	Funds donated upon completion	2,000,000						
Cosley Zoo - Parking	Cosley Foundation Donation	Funds donated upon completion	150,000	-	1,500,000				
Total Grants and Donations			1,464,000	616,900	4,200,000	75,000	75,000	50,000	50,000

TO: Board of Commissioners

FROM: Rob Sperl, Director of Parks and Planning
Steve Hinchee, Superintendent of Planning

THROUGH: Michael Benard, Executive Director

RE: 2022 Arrowhead Pond Shoreline Restoration C.O. 1

DATE: April 8, 2022



SUMMARY:

After de-watering the ponds at Arrowhead during the Pond Shoreline Restoration project, V3 Construction and CAGE Engineering determined that the equalizer pipes between the ponds needed to be extended. This needs to be done to facilitate the proper slope grading in the area of the pipe extensions.

PREVIOUS COMMITTEE/BOARD ACTION:

The change was discussed with Buildings & Grounds Chairman John Kelly via phone & email.

REVENUE OR FUNDING IMPLICATIONS:

The Contract Sum prior to this Change Order	\$96,415.00
The Contract Sum will be increased by these Change Orders	\$6,041.42
The new Contract Sum including these Change Orders will be	\$102,456.42

There is a Contingency amount of \$9,650 for this project.

STAKEHOLDER PROCESS:

N/A

LEGAL REVIEW:

N/A

ATTACHMENTS:

V3 Change Order 1

ALTERNATIVES:

N/A

RECOMMENDATION:

It is recommended that the Wheaton Park District Board of Commissioner's approve V3 Construction's change order #1 in the amount of \$6,041.42



To: Wheaton Park District Address: 1000 Manchester Road Wheaton Illinois 60187	Contact: Steve Hinchee Phone: 630.665.4710 Email: shinchee@wheatonparks.org
Project Name: Arrowhead Golf Course Pond Shoreline Restoration Location: Wheaton, Illinois	Ref #: CG22008 Date: 3/10/2021

V3 Construction Group, Ltd. proposes to execute the following work:

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
1.10	MATERIAL & EQUIPMENT SUPPLY				
	1.11 Kobelco SK140 Excavator	10.000	HOUR	\$ 40.25	\$ 402.50
	1.12 36" ADS Pipe	20.000	LF	\$ 84.69	\$ 1,693.80
	1.13 Connection Bands (36")	2.000	EACH	\$ 205.00	\$ 410.00
1.20	LABOR				
	1.21 Crew Foreman	10.000	HOUR	\$ 109.55	\$ 1,095.50
	1.22 Laborer	10.000	HOUR	\$ 84.76	\$ 847.60
	1.23 Machine Operator	10.000	HOUR	\$ 104.28	\$ 1,042.80
1.30	PROFIT & OVERHEAD				
	1.31 Overhead & Profit	10.00%	LSUM	\$ 5,492.20	\$ 549.22
TOTAL					\$ 6,041.42

Project Notes:

1) At the request of the owner V3 proposes the above change order #1 to extend two existing 36" equalizer pipes in order to facilitate the slope grading in the vicinity of the pipe penetrations.

2)

3)

4)

ACCEPTED: The above prices, specifications and conditions are satisfactory and hereby accepted.	CONFIRMED: The above prices, specifications and conditions are satisfactory and hereby confirmed.
Purchaser: Wheaton Park District	Seller: V3 Construction Group, Ltd.
Signature:	Signature:
Printed Name: Michael Benard	Printed Name: Diana Johnson
Date: 3/11/2021	Date: 3-11-22



Bid Proposal for WHEATON

V3 CONSTRUCTION GROUP, LTD

Job Location: WHEATON, IL

Bid Date: 03/11/2022 12:00 pm

Core & Main 2238055

Core & Main

220 South Westgate Dr

Carol Stream, IL 60188

Phone: 630-665-1800

Fax: 630-665-1887

Seq#	Qty	Description	Units	Price	Ext Price
		DUE TO CURRENT SUPPLY CHAIN DISRUPTIONS, MATERIALS ARE SUBJECT TO PRICING AT TIME OF SHIPMENT. MATERIAL AVAILABILITY AND TIMELINESS OF SHIPMENTS CANNOT BE GUARANTEED. THIS TERM SUPERSEDES ALL OTHER CONTRACTUAL PROVISIONS.			
10	20	36 N12 M294V STIB SOLID 20' DUAL WALL 36850020IBV	FT	84.69	1,693.80
20	2	3661AA 36 ADS N12 SPLIT CPLG DUAL WALL	EA	205.00	410.00
50		BOB BOYD			

UNLESS OTHERWISE SPECIFIED HEREIN, PRICES QUOTED ARE VALID IF ACCEPTED BY CUSTOMER AND PRODUCTS ARE RELEASED BY CUSTOMER FOR MANUFACTURE WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF THIS QUOTATION. CORE & MAIN LP RESERVES THE RIGHT TO INCREASE PRICES TO ADDRESS FACTORS, INCLUDING BUT NOT LIMITED TO, GOVERNMENT REGULATIONS, TARIFFS, TRANSPORTATION, FUEL AND RAW MATERIAL COSTS. DELIVERY WILL COMMENCE BASED UPON MANUFACTURER LEAD TIMES. ANY MATERIAL DELIVERIES DELAYED BEYOND MANUFACTURER LEAD TIMES MAY BE SUBJECT TO PRICE INCREASES AND/OR APPLICABLE STORAGE FEES. THIS BID PROPOSAL IS CONTINGENT UPON BUYER'S ACCEPTANCE OF SELLER'S TERMS AND CONDITIONS OF SALE, AS MODIFIED FROM TIME TO TIME, WHICH CAN BE FOUND AT: <https://coreandmain.com/TandC/>

WHEATON PARK DISTRICT CHANGE ORDER

Project:	2022 Arrowhead Pond Shoreline Restoration Project	Change Order No.:	1
To:	V3 Construction Group	Change Order Date:	3/11/22
Attn:	Dianna Johnson	Contract Date:	2/18/22
	7325 Janes Ave.		
	Woodridge, IL 60517		
Contract For:	2022 Arrowhead Pond Shoreline Restoration Project		

You are directed to make the following changes in this Contract:

Extend the two (2) existing 36" equalizer pipes in order to facilitate the slope grading in the vicinity of the pipe penetrations in the Arrowhead ponds.

Add to the Contract:

\$6,041.42

The original Contract Sum was	\$	96,415.00
Net Change by previous Change Orders	\$	[0.00]
The Contract Sum prior to this Change Order	\$	96,415.00
The Contract Sum will be increased by this Change Order.....	\$	6,041.42
The new Contract Sum including this Change Order will be	\$	102,456.42
The Contract Time will not be changed		0
The Date of Completion as of the date of this Change Order therefore is		3/18/22

Wheaton Park District

Owner

102 East Wesley Street
Wheaton, IL 60187

Address

V3 Construction Group

Contractor

7325 Janes Ave.
Woodridge, IL 60517

Address

Michael J. Benard, Executive Director

Dianna Johnson

TO: Board of Commissioners
FROM: Justin Kirtland, Golf Course Superintendent
THROUGH: Mike Benard, Executive Director
RE: Golf Course Equipment Purchases
DATE: March 22, 2022



SUMMARY: We currently use a Holland Skid Steer almost daily to perform various tasks throughout the property. It was purchased in 2003 and has been pushed back on our replacement schedule as more pressing needs have arisen. It is available through a national purchasing agreement through SOURCEWELL Contract #032119-JDC.

Equipment Description:

John Deere 325G Compact Track Loader with 78 Inch Bucket

This track loader would be used to transport and place materials throughout the property when doing special projects as well as during routine maintenance. It would be used almost every day throughout the season and would be a valuable tool in snow removal. It has tracks instead of tires as well as a larger bucket which would increase efficiency and decrease wear and tear on the equipment and turf. Purchased through **SOURCEWELL Contract #032119-JDC**

John Deere PR84B Angle Power Rake

The power rake attachment would be used to level surfaces, prepare areas for seed, sod or other vegetation. It is designed to work with the track loader. Purchased through **SOURCEWELL Contract #032119-JDC**

Blue Diamond 314011-AHW Skid Steer Pallet Forks

A fork attachment allows for the movement of pallets and other heavy objects and is now regularly used to assist with unloading deliveries in all departments at Arrowhead.

PREVIOUS COMMITTEE/BOARD ACTION: Two Reelmaster 3555-D mowers were approved in November 2021 to be purchased in 2022. However, due to supply chain issues we have been advised by the manufacturer that these will not be available until 2023. The equipment scheduled for replacement in 2023 is also not available this year. The compact track loader would replace a similar piece of equipment purchased in 2003.

REVENUE OR FUNDING IMPLICATIONS: A total of \$165,160 is budgeted for golf course equipment in 2022. This purchase would fit within this budget. Staff anticipates a small cost offset by selling the current equipment at auction.

STAKEHOLDER PROCESS: Staff has tested the equipment and is pleased with the performance. They have also spoken with fellow professionals in the industry and have received positive feedback.

LEGAL REVIEW: Legal counsel was consulted when a similar purchase was made and they were comfortable with the process of joint purchasing.

ATTACHMENTS:

- Equipment quote
- Sourcewell contract
- Email confirmation: Delivery date expected in May, 2022

ALTERNATIVES: It is our desire to replace equipment on a regular basis in order to maintain the course properly. Having and following a replacement schedule does this while also ensuring that much larger sums of money do not need to be spent in years to come to replace equipment that becomes outdated and/or unserviceable.

RECOMMENDATION: Staff recommends the purchase of a John Deer 325G Compact Track Loader with 78 inch bucket at a cost of \$58,257, a John Deere PR84B Angle Power Rake at a cost of \$10,331 and a Blue Diamond 314011-AHW pallet fork at a cost of \$999 through SOURCEWELL Contract #032119-JDC. Total cost is \$69,587.00.



Quote Summary

Prepared For:

Justin Kirtland
WHEATON PARK DISTRICT
Justin Kirtland
26 W 151 BUTTERFIELD RD
WHEATON, IL 60187
Business: 630-653-5800

Prepared By:

George Ohara
AHW LLC
559 South Main
Elburn, IL 60119
Phone: 630-365-6020
gohara@ahwllc.com

Sourcewell contract #032119-JDC

Quote Id: 26319573
Created On: 24 March 2022
Last Modified On: 25 March 2022
Expiration Date: 25 April 2022

Equipment Summary	Suggested List	Selling Price	Qty	Extended
JOHN DEERE 325G COMPACT TRACK LOADER	\$ 88,275.00	\$ 57,828.00 X	1 =	\$ 57,828.00
Customer Delivery Charge - CCE & 5 Series		\$ 200.00 X	1 =	\$ 200.00
Sub Total				\$ 58,028.00
JOHN DEERE PR84B ANGLE POWER RAKE	\$ 13,690.00	\$ 10,331.00 X	1 =	\$ 10,331.00
BLUE-DIAMOND 314011-AHW	\$ 999.00	\$ 999.00 X	1 =	\$ 999.00
Equipment Total				\$ 69,358.00

Quote Summary

Equipment Total	\$ 69,358.00
MFG RETAIL BONUS	\$ 0.00
DOC FEES	\$ 0.00
REGISTRATION FEES	\$ 0.00
TITLE FEES	\$ 0.00
CARD FINANCE FEES	\$ 0.00
DRIVE AWAY PERMIT	\$ 0.00
SubTotal	\$ 69,358.00
Est. Service Agreement Tax	\$ 0.00
Total	\$ 69,358.00
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 69,358.00

Salesperson : X _____

Accepted By : X _____

Confidential

**JOHN DEERE**

Selling Equipment



Tomorrow's Solutions Today

Quote Id: 26319573

Customer: WHEATON PARK DISTRICT

JOHN DEERE 325G COMPACT TRACK LOADER

Hours:

Stock Number:

Suggested List

\$ 88,275.00

Selling Price

\$ 57,828.00

Code	Description	Qty	Unit	Extended
00D2T	325G COMPACT TRACK LOADER	1	\$ 71,542.00	\$ 71,542.00
Standard Options - Per Unit				
0750	Cab/Heat/AC, Power QT, SL, 2Spd	1	\$ 5,314.00	\$ 5,314.00
0953	ISO-H Switchable Controls and EH Joystick Performance Package	1	\$ 1,058.00	\$ 1,058.00
1301	Engine - Turbocharged - FT4	1	\$ 2,718.00	\$ 2,718.00
1501	English Operator's Manual and Decals	1	\$ 0.00	\$ 0.00
1741	Less JDLink	1	\$ 0.00	\$ 0.00
2645	Zig-Zag Bar Tread Pattern - 15.8 in. (400mm) Tracks	1	\$ 1,667.00	\$ 1,667.00
4001	2-Inch Seat Belt with Shoulder Harness	1	\$ 217.00	\$ 217.00
6006	Air Suspension Seat (Cloth with Heat)	1	\$ 639.00	\$ 639.00
8050	Cold Start Package	1	\$ 310.00	\$ 310.00
8300	Counterweight, (Single Set)	1	\$ 383.00	\$ 383.00
8342	Radio, AM/FM with Bluetooth	1	\$ 614.00	\$ 614.00
8380	Footrest with Floormat	1	\$ 147.00	\$ 147.00
9040	72 in. Construction Bucket (17.8 cu. ft.)	1	\$ 1,665.00	\$ 1,665.00
Standard Options Total				\$ 14,732.00
Dealer Attachments				
KV11598	72 in. Tooth Bar - 7 Teeth	1	\$ 562.00	\$ 562.00
AT348835	Counterweight, Stackable (Single Set)	1	\$ 367.00	\$ 367.00
Dealer Attachments Total				\$ 929.00
Value Added Services				
	Customer Delivery Charge - CCE & 5 Series	1	\$ 200.00	\$ 200.00
Value Added Services Total				\$ 200.00
Other Charges				
	Freight	1	\$ 517.00	\$ 517.00
	Setup	1	\$ 555.00	\$ 555.00
Other Charges Total				\$ 1,072.00
Suggested Price				\$ 88,475.00
Customer Discounts				
Customer Discounts Total			\$ -30,447.00	\$ -30,447.00
Total Selling Price				\$ 58,028.00

Confidential

**JOHN DEERE**

Selling Equipment



Tomorrow's Solutions Today

Quote Id: 26319573

Customer: WHEATON PARK DISTRICT

JOHN DEERE PR84B ANGLE POWER RAKE

Hours:

Stock Number:

Suggested List

\$ 13,690.00

Selling Price

\$ 10,331.00

Code	Description	Qty	Unit	Extended
1580T	PR84B ANGLE POWER RAKE	1	\$ 13,135.00	\$ 13,135.00

Other Charges

Freight	1	\$ 355.00	\$ 355.00
Setup	1	\$ 200.00	\$ 200.00
Other Charges Total			\$ 555.00

Suggested Price	\$ 13,690.00
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Customer Discounts

Customer Discounts Total	\$ -3,359.00	\$ -3,359.00
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Total Selling Price	\$ 10,331.00
----------------------------	---------------------

BLUE-DIAMOND 314011-AHW

Hours:

0

Stock Number:

Suggested List

\$ 999.00

Selling Price

\$ 999.00

Code	Description	Qty	Unit	Extended
314011-AHW	5000 LB 48" SKID STEER PALLET FORKS	1	\$ 999.00	\$ 999.00

Suggested Price	\$ 999.00
------------------------	------------------

Customer Discounts

Customer Discounts Total	\$ 0.00	\$ 0.00
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Total Selling Price	\$ 999.00
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FORM E**CONTRACT ACCEPTANCE AND AWARD**

(Top portion of this form will be completed by Sourcewell if the vendor is awarded a contract. The vendor should complete the vendor authorized signatures as part of the RFP response.)

Sourcewell Contract #: 032119-JDC

Proposer's full legal name: John Deere Construction Retail Sales

Based on Sourcewell's evaluation of your proposal, you have been awarded a contract. As an awarded vendor, you agree to provide the products and services contained in your proposal and to meet all the terms and conditions set forth in this RFP, in any amendments to this RFP, and in any exceptions that are accepted by Sourcewell.

The effective date of the Contract will be May 13, 2019 and will expire on May 13, 2023 (no later than the later of four years from the expiration date of the currently awarded contract or four years from the date that the Sourcewell Chief Procurement Officer awards the Contract). This Contract may be extended for a fifth year at Sourcewell's discretion.

Sourcewell Authorized Signatures:

DocuSigned by:

Jeremy Schwartz

COED2A139D00488
SOURCEWELL DIRECTOR OF OPERATIONS AND
PROCUREMENT/CPO SIGNATURE

Jeremy Schwartz
(NAME PRINTED OR TYPED)

DocuSigned by:

Chad Coquette

7E4288F817A84CC
SOURCEWELL EXECUTIVE DIRECTOR/CEO SIGNATURE

Chad Coquette
(NAME PRINTED OR TYPED)

Awarded on May 10, 2019

Sourcewell Contract # 032119-JDC

Vendor Authorized Signatures:

The Vendor hereby accepts this Contract award, including all accepted exceptions and amendments.

Vendor Name John Deere Construction Retail Sales

Authorized Signatory's Title Manager, Contract Sales

Mark Oliver

VENDOR AUTHORIZED SIGNATURE

Mark Oliver

(NAME PRINTED OR TYPED)

Executed on 10 May, 2019

Sourcewell Contract # 032119-JDC

From: George O'Hara <GOHara@ahwllc.com>
Sent: Wednesday, March 23, 2022 2:57 PM
To: Justin Kirtland <jkirtland@wheatonparks.org>
Subject: 325 G Compact Track Loader

Justin,

I was just told I can get you a 325G that we have coming in May.
Below is how it is ordered.

426312

Stock No:

Description:

325G COMPACT TRACK LOADER BASE

Item

Code

Detail

426312

325G COMPACT TRACK LOADER BASE

Equipment Notes

Option

00D2T0750

2SP STD FL SLEV CB/AC PQT

Option

00D2T0953

ISO SWITCHABLE CTLS & JS PPK

Option

00D2T1301

ENGINE TURBO 4TNV98CT

Option

00D2T1501

ENGLISH OP MAN & DECALS

Option

00D2T1741

LESS JDLINK

Option

00D2T2645

WIDE ZIG ZAG 15.8" 400MM TRK

Option

00D2T4001

2" SEAT BELT W/SHOULDERSTRAP

Option

00D2T6006

AIR RIDE SEAT (CLOTH W HEAT)

Option

00D2T8050

COLD START PACKAGE 110V

Option

00D2T8300

CTRWGT STACK SINGLE SET

Option

00D2T8342

RADIO AM/FM W/BLEETOOTH

Option

00D2T8380

FOOTREST WITH FLOORMAT

Option

00D2T9040
72 IN CONST BUCKET
Option
00D2T9052
HD 78 IN CONST BUCKET W EDGE
*****Sub-Total*****

1

George O'Hara
Sales Representative
AHW LLC
559 S. Main Street
Elburn, Il. 60119
Cell#: (630) 383-1795
Email: gohara@ahwllc.com



TO: Board of Commissioners

FROM: Rob Sperl, Director of Parks and Planning
Steve Hinchee, Superintendent of Planning

THROUGH: Michael Benard, Executive Director

RE: Community Center Interior Renovation – Amendment 1

DATE: April 7, 2022



SUMMARY:

Williams Architects has completed work on the interiors for the upstairs meeting rooms and the Memorial room at the Community Center. We have asked them for a proposal to complete the documents necessary for bidding, permitting, and constructing these improvements.

This would be the first phase of the planned interior renovations. The original plan was to do the project over 4 years:

- Year 1 – Renovate upper-level program rooms (Memorial room added to current scope)
- Year 2 – Renovate restrooms, corridors, and lobby/service desk area
- Year 3 – Renovate main level and lower-level program rooms and office spaces
- Year 4 – Renovate Parks Plus and locker rooms

The attached proposal to implement Year 1 renovations is recommended in the form of an amendment to our existing agreement. A summary of costs in the proposal are as follows:

Task 1 – Construction/Bidding Documents	\$ 3,200.00
Task 2 – Bidding Assistance	\$ 3,150.00
Task 3 – Permitting Assistance	\$ 1,500.00
<u>Task 4 – Construction Administration</u>	<u>\$ 11,950.00</u>
TOTAL PROFESSIONAL SERVICE FEES	\$ 19,800.00
Reimbursable expenses estimated at	\$ 2,500.00

If approved, the following schedule is expected:

- Mid / End May 2022 bid phase 1
- June 2022 Board approval
- July 2022 award contracts, submittals, casework shop drawings. Procure/order materials. (8-12 week lead time)
- September / October 2022 construction begins
- December 2022 construction concludes

PREVIOUS COMMITTEE/BOARD ACTION:

Williams Architects presented the Interiors report at the February 6, 2019 Building and Grounds subcommittee meeting.

Studies were provided for the June 5, 2019 Building and Grounds subcommittee meeting.

A tour of the building was conducted at the July 10, 2019 Building and Grounds subcommittee meeting, and priority of work was presented at the September 2019 Buildings and Ground subcommittee meeting.

A contract with Williams Architects for phase 1 and 2 interior renovations was approved at the December 11, 2019 Board meeting. This work was put on hold in March 2020.

A revised proposal for selection of interiors approved at the September 15, 2021 Board meeting.

REVENUE OR FUNDING IMPLICATIONS:

\$500,000 is currently budgeted in the 2022 budget for Community Center renovations for Phase 1.

Our current estimate for construction has increased from the original budget and is approximately \$860,000. A portion of this is due to increases in material costs and labor that we have seen elsewhere. Replacement chairs and tables are also included in this amount, accounting for \$200,000. These would not be a part of construction and could easily be deferred to 2023. Once bids are obtained, we will identify potential sources for any additional funds needed.

The remaining work and associated budget will need to be re-evaluated and refined for future years.

STAKEHOLDER PROCESS:

Facility staff has provided input throughout this process and has reserved the areas of construction for October through December.

LEGAL REVIEW:

N/A

ATTACHMENTS:

Williams Architects amendment dated March 22, 2022.

Budget

Excerpts from Plan Sheets

Renderings

ALTERNATIVES:

N/A

RECOMMENDATION:

It is recommended that the Wheaton Park District Board of Commissioner's approve amendment 1 with Williams Architects for in the amount of for \$19,800 and \$2,500 for reimbursable costs for the Community Center Interiors project.

22 March 2022

Mr. Rob Sperl, Director of Parks and Planning
Wheaton Park District
102 East Wesley Street
Wheaton, IL 60187

Re: Amendment No. 1 to Letter of Proposed Agreement for Interior Finish Selection Services
Wheaton Park District Community Center
WA Project No. 2021-048

Dear Mr. Sperl:

As discussed in our meeting on Tuesday, March 15, the following is a proposal for additional professional services as required to complete documents for public bidding and provide bidding, permitting, and construction phase services required to implement the project.

In accord with your request, we have outlined the highlights of our proposed additional professional services and associated fees for same. Please refer to the pages that follow for additional detail.

PROJECT BACKGROUND & UNDERSTANDING OF PROJECT SCOPE

Our project is currently proceeding under the terms and conditions of the original Letter of Proposed Agreement dated 14 April 2021, which provides for our firm to provide drawings and material selections as required for the District to perform selected finish updates for certain spaces within the Community Center using its own staff and resources to procure materials and complete installation. As the project scope has become more defined and selections have been finalized by Park District staff, the District has requested a proposal from our office to provide additional services as required to complete bidding documents for the Project, and provide services to administer bidding, permitting, and construction administration for the established Scope of Work. These additional services are proposed and described as follows:

Task One – Construction/Bidding Documents

Additional drawing and specification information including specific installation details for the specified products and Division 1 and 2 specifications indicating Contractor responsibilities and requirements are required beyond the current level of information provided to bid the project to general contractors. As part of these services, we will also prepare front end bidding documents for the project based on the Park District's standards.

Task Two – Bidding Assistance

During this task, we will assist with administering the bidding process by publishing the project documents to the BHFx plan room service, answer questions from bidders, issue addenda as required, conduct a pre-bid meeting, attend and conduct a bid opening, and screen the apparent low bidder(s) for purposes of making a contract award recommendation to the Board of Commissioners.

Task Three – Permitting Assistance

This project will require permits from the City of Wheaton due to the new doors and walls being constructed to create storage closets and minor plumbing work within certain spaces on the upper level. During this task, we will submit documents to the City of Wheaton, respond to permit and plan review comments as required, and work to expedite issuance of the building permit.

Task Four – Construction Administration

During this phase, we will assist with administration of the contract for construction. We will review and comment on the contractor's submittals and shop drawings, respond to requests for information, review potential change orders, and review and process the Contractor's Applications for Payment. We shall additionally attend one pre-construction meeting, three combined Owner-Architect-Contractor (OAC) meetings and site visits (for which field reports will be prepared and forwarded to Owner and Contractor), conduct a punch list inspection, and review the Contractor's closeout and O&M submittals for compliance with the Architect and Park District's requirements

ARCHITECTURAL & INTERIOR DESIGN TEAM MEMBERS

- o Andrew R. Dogan / Senior Principal & Project Executive
- o Carrie A. Kotera / Director of Interior Design
- o Brad O. Moser or Gary A. Pingel / Project Architect (for construction administration services requested)

PRELIMINARY PROJECT SCHEDULE

Board / B&G Committee Approval	April 2022
Bidding Process	May 2022
Permit Process	May 2022
Construction Start	September 2022
Construction Completion	December 2022 (to be determined based on material lead times)

TOTAL PROFESSIONAL SERVICE FEES

We respectfully propose to perform the scope of work herein for a fixed fee as follows:

Task 1 – Construction/Bidding Documents	\$ 3,200.00
Task 2 – Bidding Assistance	\$ 3,150.00
Task 3 – Permitting Assistance	\$ 1,500.00
Task 4 – Construction Administration	\$ 11,950.00
TOTAL PROFESSIONAL SERVICE FEES	\$ 19,800.00

ADDITIONAL SERVICES

We will provide additional site visits and field reports as requested in writing by the Park District beyond those included within this scope of services for a fixed rate of \$550.00 per visit and field report.

Any Additional Services authorized by the District and approved in writing will be provided on an hourly basis from the rate table below, or at a mutually agreed fixed fee. These rates are subject to review and change on or about June 1 each year.

Principal II	\$ 243.00/Hour	Project Technician II.....	\$ 64.00/Hour
Principal I	\$ 224.00/Hour	Project Technician I.....	\$ 49.00/Hour
Associate Principal.....	\$ 206.00/Hour	Aquatic Engineer II.....	\$ 194.00/Hour
Senior Associate/Senior Project Mgr.	\$ 202.00/Hour	Aquatic Engineer I.....	\$ 148.00/Hour
Associate / Project Manager.....	\$ 184.00/Hour	Director of Marketing.....	\$ 181.00/Hour
Architect III	\$ 163.00/Hour	Marketing Coordinator.....	\$ 131.00/Hour
Architect II	\$ 150.00/Hour	Accounting	\$ 174.00/Hour
Architect I	\$ 135.00/Hour	Secretarial.....	\$ 123.00/Hour
Senior Project Coordinator II	\$ 163.00/Hour	Clerical.....	\$ 87.00/Hour
Senior Project Coordinator I	\$ 150.00/Hour	Director of Interior Design	\$ 165.00/Hour
Project Coordinator IV	\$ 123.00/Hour	Interior Designer V	\$ 129.00/Hour
Project Coordinator III	\$ 112.00/Hour	Interior Designer IV	\$ 108.00/Hour
Project Coordinator II	\$ 95.00/Hour	Interior Designer III.....	\$ 84.00/Hour
Project Coordinator I.....	\$ 82.00/Hour	Interior Designer II.....	\$ 71.00/Hour
		Interior Designer I.....	\$ 49.00/Hour

In addition to our estimated fees, we recommend the District maintain an Owner contingency fund within the overall project budget to allow for the potential of Additional Services and unforeseen conditions not included herein.



REIMBURSABLE EXPENSES

In addition to our professional services, we shall also invoice the client for our Project related Reimbursable Expenses at our direct cost. Project related Reimbursable Expenses include such items as travel, vehicle mileage, online plan room administration fees, printing, copies, postage / messenger / delivery, direct miscellaneous Project supplies for sample boards, etc. We estimate reimbursable expenses to be approximately \$2,500 for this additional Scope of Work, the majority of which is related to online plan room administration fees and printing of documents for City of Wheaton permit review.

QUALIFICATIONS

This Letter of Proposed Agreement is based on the following assumptions and qualifications:

1. This LOPA is based on the "professional standard of care" for architectural services provided by similar firms performing similar services. The client understands that while producing these documents, imperfections and inconsistencies may occur. We recommend that the Owner maintain a contingency fund to account for these conditions during the Construction/Installation Phase.
2. The following items or services are not part of our Basic Services, but can be provided as an Additional Service:
 - a. Meetings and site visits beyond those noted herein
 - b. Zoning / Appearance Review Services and Meetings (not anticipated to be required)
 - c. As-Built Documentation (typically provided by contractors)
3. Williams Architects shall not review of lien waivers or certified payrolls during the construction process, nor shall the firm bear responsibility for verifying that subcontractors and suppliers receive payment.

CLOSING

We wish to thank you for the opportunity to present this Amendment to the previously executed Letter of Proposed Agreement to the Wheaton Park District. If you have any additional questions or comments, please do not hesitate to contact us at your earliest convenience.

Cordially,



Andrew R. Dogan, AIA, NCARB, LEED AP
Senior Principal / Project Executive



Carrie A. Kotera
Director of Interior Design

Cc.: Sonja L. Sporleder / Williams Architects

ACCEPTANCE:

The Wheaton Park District accepts the terms and conditions of this Amendment No. 1 to the Letter of Proposed Agreement and authorizes Williams Architects to begin work immediately.

Printed Name and Title – Wheaton Park District Authorized Representative

Signature
Wheaton Park District Authorized Representative

Date

m:\busdev\2021\recreation\community centers\2021-ibd wheaton pd cc interior selections\amendment 01 wpd cc interiors phase 1 20220321.docx



DRAFT - COST ESTIMATE FOR RENOVATION OF EXISTING BUILDING
Indicates potential BRA / ADA compliance items

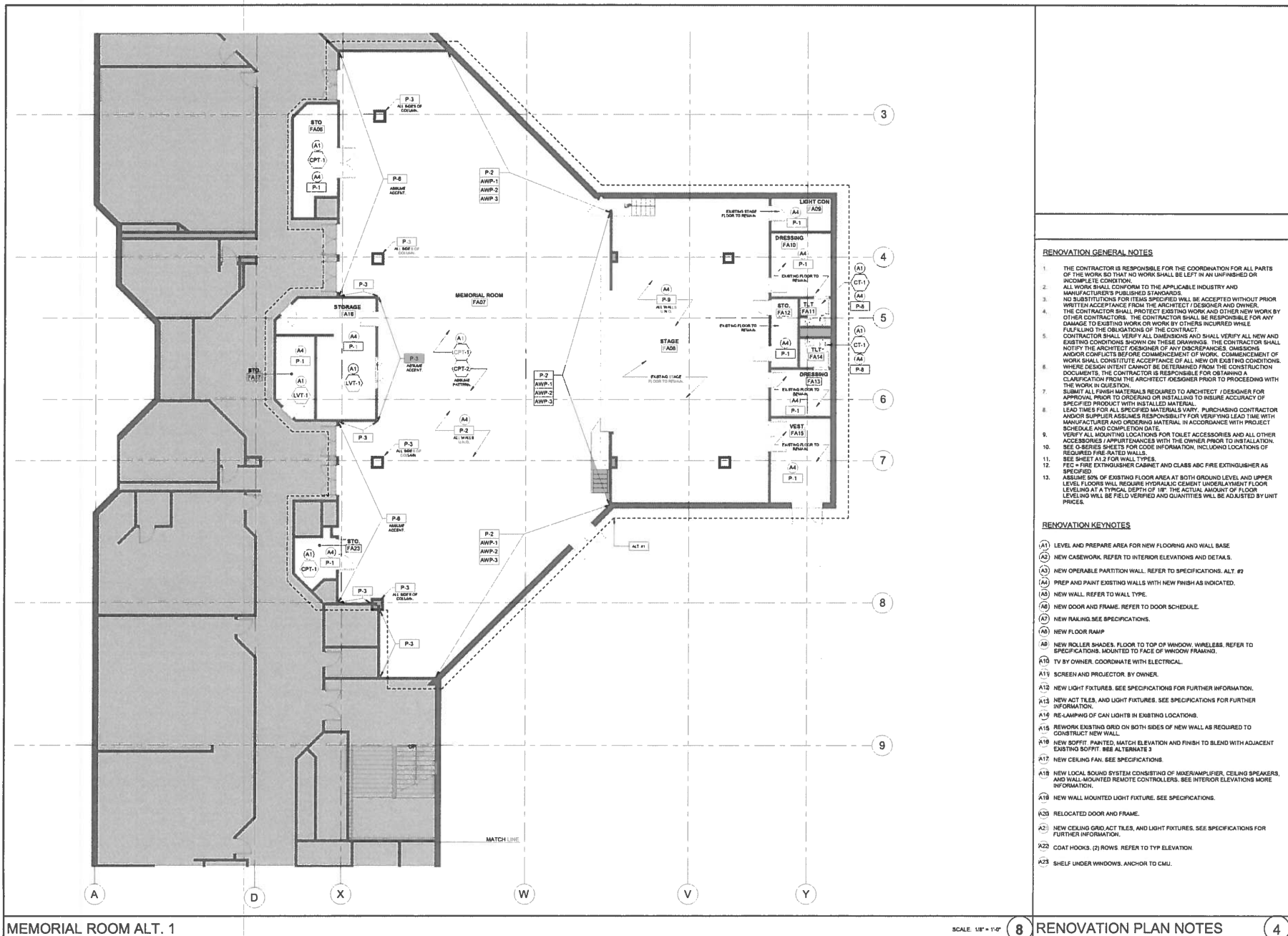


WHEATON PARK DISTRICT COMMUNITY CENTER INTERIOR RENOVATION - PHASE 1

ROOM	EXISTING SQUARE FOOTAGE (SF)	CEILING	CEILING SCOPE	WALLS	WALLS SCOPE	FLOORS	FLOORING SCOPE	LIGHTING	LIGHTING SCOPE	CASEWORK/ COUNTERS	CASEWORK SCOPE	PLUMBING	PLUMBING SCOPE	ARCHITECT. SCOPE	WALL GRAPHICS	FURNITURE	ACOUSTICAL WALL PANELS	SUBTOTAL	MULTIPLIER (GEN CONL. CONTINGENCY)	TOTAL	POTENTIAL SAVINGS WITH WORK BY STAFF	TOTAL WITH WORK PERFORMED BY STAFF
LOWER LEVEL																						
MEMORIAL ROOM	7,322	NOT INCLUDED	NOT INCLUDED	\$ 36,610.00	Paint existing	\$ 43,932.00	New Carpet	NOT INCLUDED	NOT INCLUDED	NOT INCLUDED	NOT INCLUDED	NOT INCLUDED	NOT INCLUDED	NOT INCLUDED	NOT INCLUDED	\$ 85,000.00	\$18,000.00	\$ 190,864.00	1.35	\$ 257,666.40	\$ 29,288.00	\$ 228,378.40
242 NORTHSIDE	1320	NOT INCLUDED	NOT INCLUDED	\$ 6,600.00	Paint existing, tile backsplash	\$ 10,560.00	New LVT	NOT INCLUDED	NOT INCLUDED	\$ 38,000.00	Replace/add new	\$ 15,000.00	New sinks/faucets/tri m	NOT INCLUDED	\$ 5,000.00	\$ 20,000.00	NOT INCLUDED	\$ 97,480.00	1.35	\$ 131,598.00	\$ 28,360.00	\$ 103,238.00
222 ATTEN/226 CENTRAL/230 ARROWHEAD	2621	NOT INCLUDED	NOT INCLUDED	\$ 13,105.00	Paint existing, tile backsplash	\$ 15,726.00	New LVT/Carpet	NOT INCLUDED	NOT INCLUDED	\$ 28,000.00	Replace/add new	\$ 15,000.00	New sinks/faucets/tri m	NOT INCLUDED	\$ 5,000.00	\$ 50,000.00	NOT INCLUDED	\$ 127,452.00	1.35	\$ 172,060.20	\$ 28,364.00	\$ 143,696.20
214 RATHJUE/216 KELLY	1652	NOT INCLUDED	NOT INCLUDED	\$ 8,260.00	Paint existing, tile backsplash	\$ 13,216.00	New LVT	NOT INCLUDED	NOT INCLUDED	\$ 20,000.00	Replace/add new	NOT INCLUDED	NOT INCLUDED	\$ 20,500.00	\$ 5,000.00	\$ 35,000.00	NOT INCLUDED	\$ 103,628.00	1.35	\$ 139,897.80	\$ 14,608.00	\$ 125,289.80
206 PRESIDENT ROOM	2060	\$ 2,080.00	Touch up / repair as needed (where storage cabinet added)	\$ 10,300.00	Paint existing, some new/multisurface replacement	Existing Floors to Remain	Existing Floors to Remain	NOT INCLUDED	NOT INCLUDED	\$ 10,500.00	Replace/add new	NOT INCLUDED	NOT INCLUDED	\$ 28,000.00	\$ 5,000.00	\$ 6,500.00	NOT INCLUDED	\$ 64,420.00	1.35	\$ 86,967.00	\$ 13,240.00	\$ 73,727.00
210 WILLOW POINTE	2147	\$ 2,147.00		\$ 10,735.00	Paint existing, some new/multisurface replacement	Existing Floors to Remain	Existing Floors to Remain	NOT INCLUDED	NOT INCLUDED	\$ 10,500.00	Replace/add new	NOT INCLUDED	NOT INCLUDED	\$ 18,500.00	\$ 5,000.00	\$ 6,500.00	NOT INCLUDED	\$ 63,529.00	1.35	\$ 72,264.15	\$ 8,588.00	\$ 63,676.15
TOTALS - PHASE 1 PROJECTS		\$ 4,297.00		\$ 85,610.00		\$ 83,434.00		\$ -		\$ 166,000.00		\$ 30,000.00		\$ 65,000.00	\$ 25,000.00	\$ 203,000.00	\$18,000.00	\$ 637,373.00		\$ 860,453.55	\$ 122,488.00	\$ 737,965.55

* Assumes painting, wall protection, plumbing installation, and manufactured ADA compliant cabinets are installed by WPD staff.

TOTAL POTENTIAL BRA / ADA COMPLIANCE ITEMS	\$ 136,000.00
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MEMORIAL ROOM ALT. 1

SCALE: 1/8" = 1'-0"

RENOVATION GENERAL NOTES

1. THE CONTRACTOR IS RESPONSIBLE FOR THE COORDINATION FOR ALL PARTS OF THE WORK SO THAT NO WORK SHALL BE LEFT IN AN UNFINISHED OR INCOMPLETE CONDITION.
2. ALL WORK SHALL CONFORM TO THE APPLICABLE INDUSTRY AND MANUFACTURER'S PUBLISHED STANDARDS.
3. NO SUBSTITUTIONS FOR ITEMS SPECIFIED WILL BE ACCEPTED WITHOUT PRIOR WRITTEN ACCEPTANCE FROM THE ARCHITECT / DESIGNER AND OWNER.
4. THE CONTRACTOR SHALL PROTECT EXISTING WORK AND OTHER NEW WORK BY OTHER CONTRACTORS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE TO EXISTING WORK OR WORK BY OTHERS INCURRED WHILE FULFILLING THE OBLIGATIONS OF THE CONTRACT.
5. CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND SHALL VERIFY ALL NEW AND EXISTING CONDITIONS SHOWN ON THESE DRAWINGS. THE CONTRACTOR SHALL NOTIFY THE ARCHITECT / DESIGNER OF ANY DISCREPANCIES, OMISSIONS AND/OR CONFLICTS BEFORE COMMENCEMENT OF WORK. COMMENCEMENT OF WORK SHALL CONSTITUTE ACCEPTANCE OF ALL NEW OR EXISTING CONDITIONS. WHERE DESIGN INTENT CANNOT BE DETERMINED FROM THE CONSTRUCTION DOCUMENTS, THE CONTRACTOR IS RESPONSIBLE FOR OBTAINING A CLARIFICATION FROM THE ARCHITECT / DESIGNER PRIOR TO PROCEEDING WITH THE WORK IN QUESTION.
7. SUBMIT ALL FINISH MATERIALS REQUIRED TO ARCHITECT / DESIGNER FOR APPROVAL PRIOR TO ORDERING OR INSTALLING TO INSURE ACCURACY OF SPECIFIED PRODUCT WITH INSTALLED MATERIAL.
8. LEAD TIMES FOR ALL SPECIFIED MATERIALS VARY. PURCHASING CONTRACTOR AND/OR SUPPLIER ASSUMES RESPONSIBILITY FOR VERIFYING LEAD TIME WITH MANUFACTURER AND ORDERING MATERIAL IN ACCORDANCE WITH PROJECT SCHEDULE AND COMPLETION DATE.
9. VERIFY ALL MOUNTING LOCATIONS FOR TOILET ACCESSORIES AND ALL OTHER ACCESSORIES / APPURTENANCES WITH THE OWNER PRIOR TO INSTALLATION.
10. SEE Q-SERIES SHEETS FOR CODE INFORMATION, INCLUDING LOCATIONS OF REQUIRED FIRE-RATED WALLS.
11. SEE SHEET A1.2 FOR WALL TYPES.
12. FEC = FIRE EXTINGUISHER CABINET AND CLASS ABC FIRE EXTINGUISHER AS SPECIFIED.
13. ASSUME 50% OF EXISTING FLOOR AREA AT BOTH GROUND LEVEL AND UPPER LEVEL FLOORS WILL REQUIRE HYDRAULIC CEMENT UNDERLAYMENT FLOOR LEVELING AT A TYPICAL DEPTH OF 1/8". THE ACTUAL AMOUNT OF FLOOR LEVELING WILL BE FIELD VERIFIED AND QUANTITIES WILL BE ADJUSTED BY UNIT PRICES.

RENOVATION KEYNOTES

- (A1) LEVEL AND PREPARE AREA FOR NEW FLOORING AND WALL BASE
- (A2) NEW CASEWORK. REFER TO INTERIOR ELEVATIONS AND DETAILS.
- (A3) NEW OPERABLE PARTITION WALL. REFER TO SPECIFICATIONS. ALT. #2
- (A4) PREP AND PAINT EXISTING WALLS WITH NEW FINISH AS INDICATED.
- (A5) NEW WALL. REFER TO WALL TYPE.
- (A6) NEW DOOR AND FRAME. REFER TO DOOR SCHEDULE.
- (A7) NEW RAILING. SEE SPECIFICATIONS.
- (A8) NEW FLOOR RAMP.
- (A9) NEW ROLLER SHADES. FLOOR TO TOP OF WINDOW. WIRELESS. REFER TO SPECIFICATIONS. MOUNTED TO FACE OF WINDOW FRAMING.
- (A10) TV BY OWNER. COORDINATE WITH ELECTRICAL.
- (A11) SCREEN AND PROJECTOR. BY OWNER.
- (A12) NEW LIGHT FIXTURES. SEE SPECIFICATIONS FOR FURTHER INFORMATION.
- (A13) NEW ACT TILES, AND LIGHT FIXTURES. SEE SPECIFICATIONS FOR FURTHER INFORMATION.
- (A14) RE-LAMPING OF CAN LIGHTS IN EXISTING LOCATIONS.
- (A15) REWORK EXISTING GRID ON BOTH SIDES OF NEW WALL AS REQUIRED TO CONSTRUCT NEW WALL.
- (A16) NEW SOFFIT. PAINTED, MATCH ELEVATION AND FINISH TO BLEND WITH ADJACENT EXISTING SOFFIT. SEE ALTERNATE 3.
- (A17) NEW CEILING FAN. SEE SPECIFICATIONS.
- (A18) NEW LOCAL SOUND SYSTEM CONSISTING OF AMPLIFIER, CEILING SPEAKERS, AND WALL-MOUNTED REMOTE CONTROLLERS. SEE INTERIOR ELEVATIONS MORE INFORMATION.
- (A19) NEW WALL MOUNTED LIGHT FIXTURE. SEE SPECIFICATIONS.
- (A20) RELOCATED DOOR AND FRAME.
- (A21) NEW CEILING GRID ACT TILES, AND LIGHT FIXTURES. SEE SPECIFICATIONS FOR FURTHER INFORMATION.
- (A22) COAT HOOKS. (2) ROWS. REFER TO TYP ELEVATION.
- (A23) SHELF UNDER WINDOWS. ANCHOR TO CMU.

RENOVATION PLAN NOTES

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REMODELING
WHEATON PARK DISTRICT
3773 S BLANCHARD ST.
WHEATON, IL 60189

Wk No.	2020-002	
Date	02.10.2020	
Drawn	SLH	
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REVISIONS		
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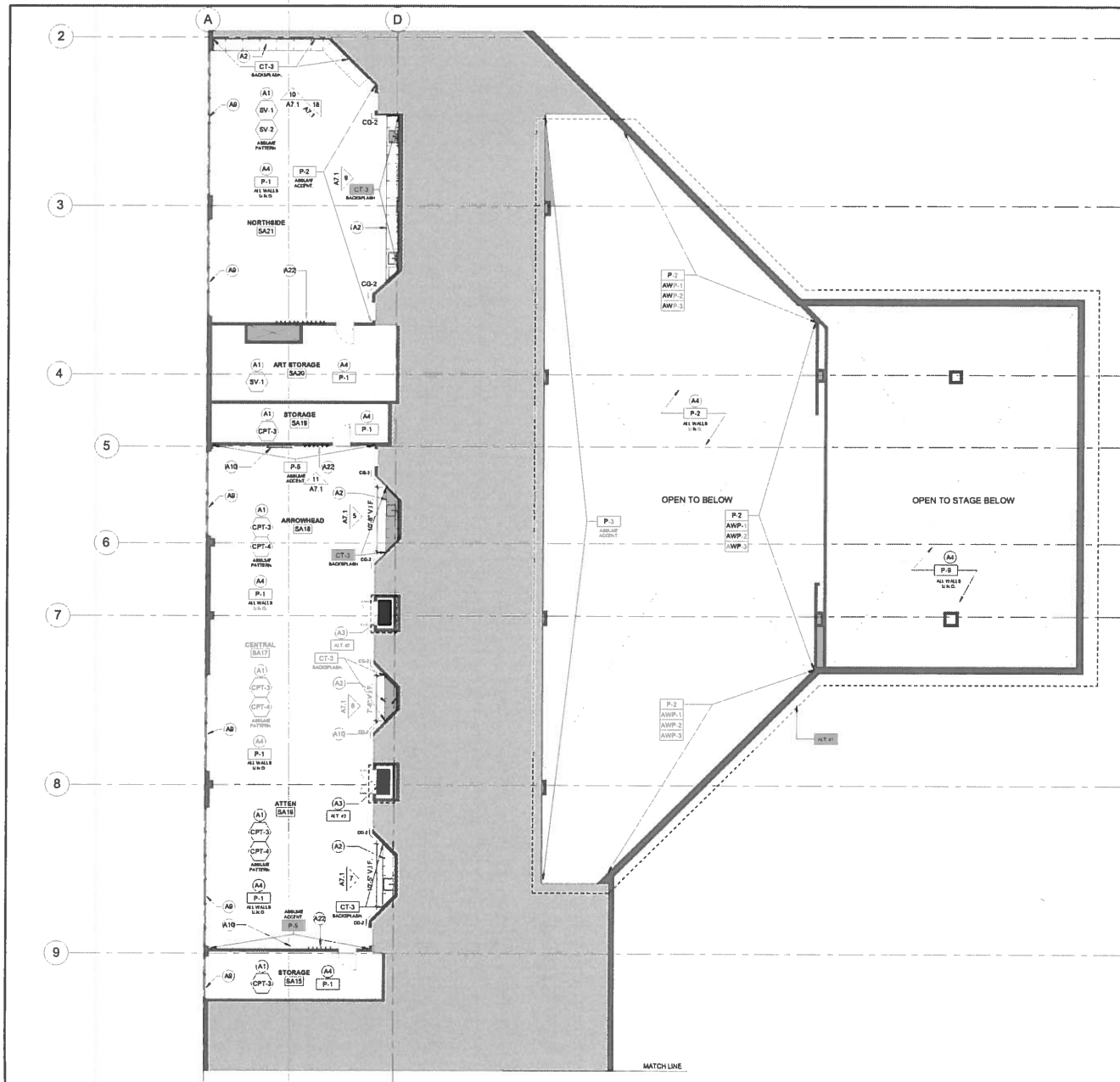
WILLIAMS
ARCHITECTS
ARCHITECTURE PLANNING INTERIORS
500 Park Boulevard, Suite 600, Itasca, IL 60143
Phone: 630-221-1212 Fax: 630-221-1220



MEMORIAL ROOM
ALT. 1

A1.1

21/10/2021 2:44 PM



UPPER FLOOR PLAN A

SCALE: 1/8" = 1'-0"

8

RENOVATION PLAN NOTES

RENOVATION GENERAL NOTES

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11. SEE SHEET A1.2 FOR WALL TYPES.
12. FSC - FIRE EXTINGUISHER CABINET AND CLASS ABC FIRE EXTINGUISHER AS SPECIFIED.
13. ASSUME SOIL OF EXISTING FLOOR AREA AT BOTH GROUND LEVEL AND UPPER LEVEL FLOORS WILL REQUIRE HYDRAULIC CEMENT UNDERLAYMENT FLOOR LEVELING AT A TYPICAL DEPTH OF 1/8". THE ACTUAL AMOUNT OF FLOOR LEVELING WILL BE FIELD VERIFIED AND QUANTITIES WILL BE ADJUSTED BY UNIT PRICES.

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WHEATON PARK DISTRICT
315 W. WHEATON ST.
WHEATON, IL 60187

WA No. 2225002
Date 02.15.2023
Drawn RAL
Checked ASD

REV.	DATE	DESCRIPTION

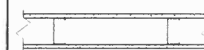
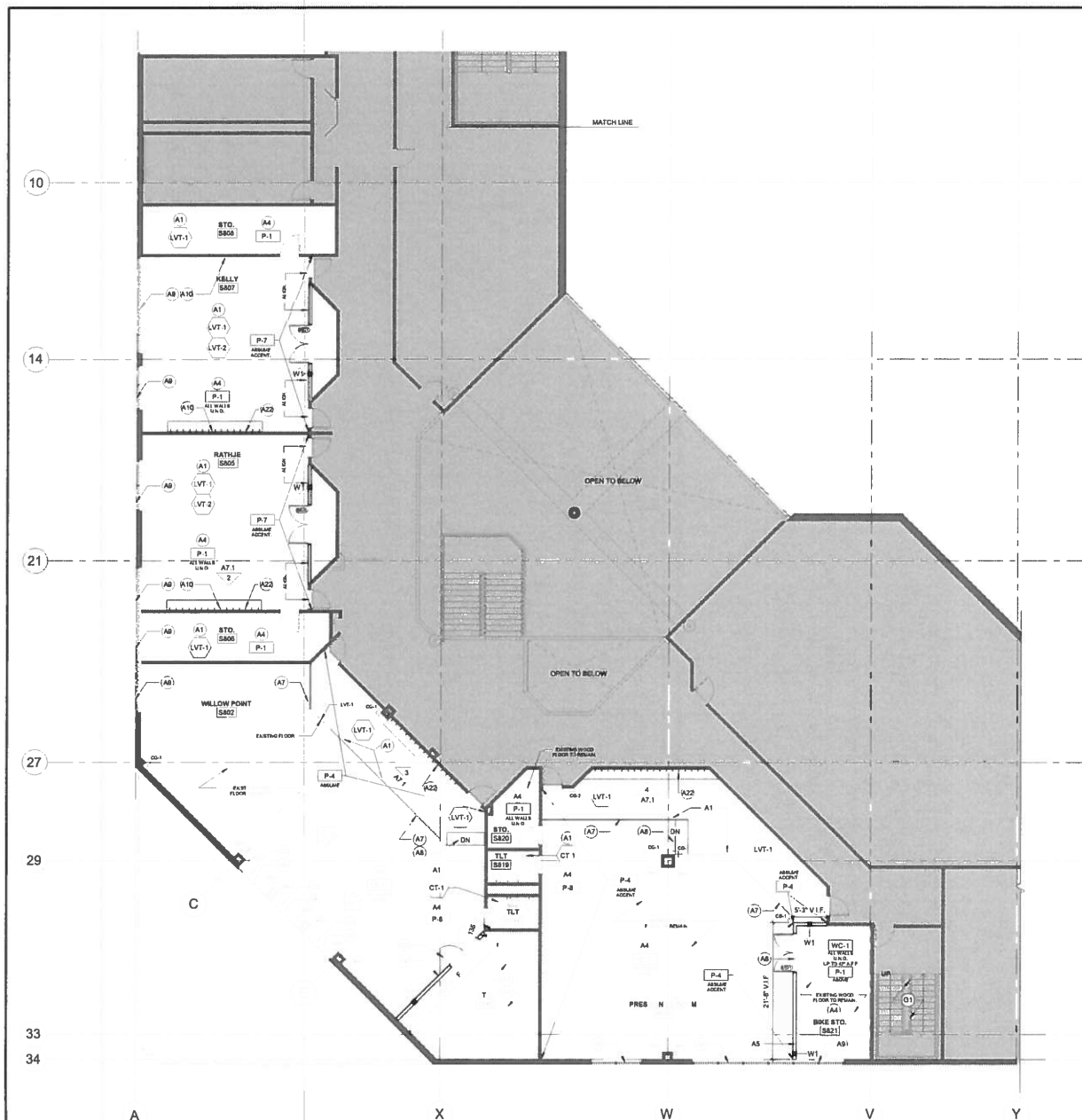
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ARCHITECTURE PLANNING INTERIORS
107 Park Boulevard, Suite 400, Naperville, IL 60563
Phone: 630-221-1212 / Fax: 630-221-1220



UPPER FLOOR
PLAN A

A1.2A

4



WALL TYPES

SCALE: 1/16" = 1'-0"

1

RENOVATION GENERAL NOTES

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- A12 NEW LIGHT FIXTURES. SEE SPECIFICATIONS FOR FURTHER INFORMATION.
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- A22 COAT HOOKS. (2) ROWS. REFER TO TYP ELEVATION.
- A23 SHELF UNDER WINDOWS. ANCHOR TO CMU.

SCALE: 1/16" = 1'-0"

8

RENOVATION PLAN NOTES

4

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COMMUNITY CENTER
REMODELING
WHEATON PARK DISTRICT
1777 S BLANDARD ST.
WHEATON, IL 60189

Wk No. 2020-002
Date 02.15.2022
Drawn SLM
Checked ASD

REVISIONS
DATE DESCRIPTION

WILLIAMS
ARCHITECTS
ARCHITECTURE PLANNING INTERIORS
300 West Broadway Suite 400 Mac, IL 60140
Phone 630-221-1212 Fax 630-221-1250

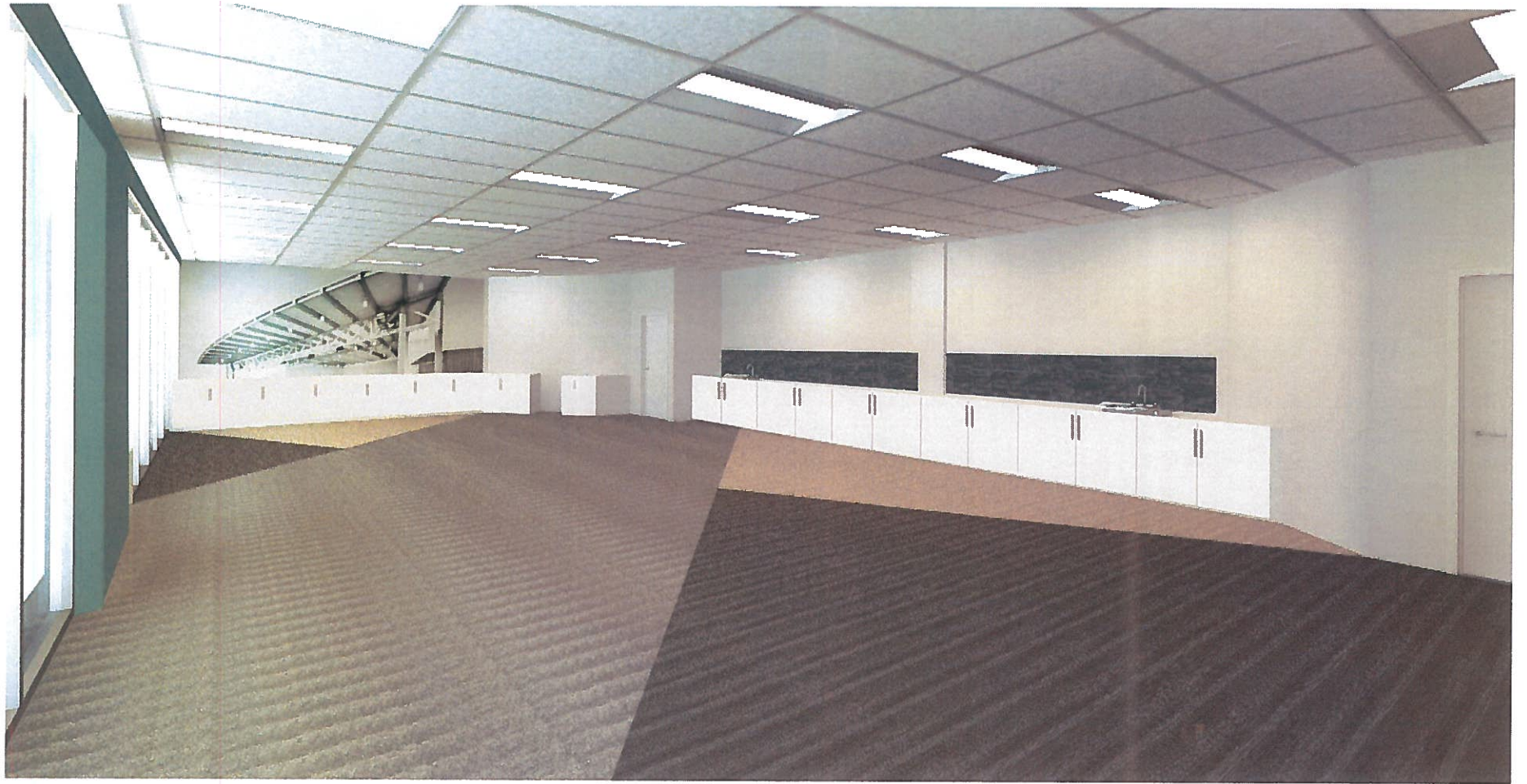


UPPER FLOOR
PLAN B

A1.2B

2/10/2023 3:45 PM









TO: Board of Commissioners
FROM: Daniel Novak, Director of Athletics & Facilities
 Margie Wilhelm, Director of Marketing
THROUGH: Michael Benard, Executive Director
RE: Wheaton Park District Sound & Lighting for 2022 Special Events
DATE: April 20, 2022



STATEMENT OF THE ISSUE

The Wheaton Park District annually produces high quality special events that require a sound and light technician as well as the sound and light equipment. These events which touch over 22,000 guests annually include, Cream of Wheaton, Memorial Concert Series, Wheaton Brew Fest, Shakespeare in the Park, and October Fest.

Bid packets were sent to six (6) companies and a bid notice was placed in the Daily Herald newspaper. On Friday, March 18, 2022, at 10A at the Wheaton Park District Park Services Center bids were received and two were opened.

Wheaton Park District 2022 Special Event Sound & Lighting Bid Results

Vendor	Cream of Wheaton	Memorial Park Concert Series	Wheaton Brew Fest	Shakespeare in the Park	October Fest	Total
Hi-Fi Events	\$8,000	\$16,500	\$1,250	\$6,600	\$1,400	\$33,750
Nova Too	\$11,780	\$28,500	\$1,640	\$7,970	\$2,760	\$52,650*

** Nova Too included a 10% discount if all five events were awarded to them for a total of \$47,385*

PREVIOUS COMMITTEE/BOARD ACTION:

In 2021 staff used a competitive request for proposal process for special events sound and lighting. Last year's expenses were under the \$25,000 bid limit due to less events. Hi-Fi Events and Nova Too participated in supplying Sound and Lights to those events. Hi-Fi Events did a great job in 2021 and staff was pleased with their services.

REVENUE OR FUNDING IMPLICATIONS:

All expenses are included in the Wheaton Park District Special Event Operational Budgets and will be covered by sponsorships, as well as ticket and beverage sales.

RECOMMENDATION:

Staff recommends that the Wheaton Park District Board of Commissioner's approve and award the 2022 Special Event Sound & Lighting Bid to Hi-Fi Events in the amount \$33,750.

TO: Board of Commissioners

FROM: Rob Sperl, Director of Parks and Planning

THROUGH: Michael Benard, Executive Director

RE: Alarms and Security

DATE: April 5, 2022



SUMMARY:

The radio and antenna used for the fire alarm at the Arrowhead Clubhouse was leased from the previous service provider. Staff was only alerted to this while trying to cancel service with the previous provider. In turn staff requested a quote for the purchase of a new radio and antenna from Reliable Fire and Security. The cost to own the radio and antenna would be a one-time cost.

PREVIOUS COMMITTEE/BOARD ACTION:

A contract with Reliable Fire and Security in the amount of \$24,064.00 for the first year and the option to renew at \$17,376.00 in years two and three was approved at the December 15, 2021 Board meeting. Change order 1 was approved at the March 16, 2020 Board meeting.

REVENUE OR FUNDING IMPLICATIONS:

The adjustments to Reliable Fire and Security's contract would be as follows:

	2022	2023	2024
Original Contract Amount	\$24,064.00	\$17,376.00	\$17,376.00
Change Order 1 one-time cost	\$1,179.00	\$0.00	\$0.00
Change Order 1 ongoing cost	\$1,260.00	\$1,260.00	\$1,260.00
Change Order 2 one-time cost	\$1,800.00	--	--
New Contract Amount	\$28,303.00	\$18,636.00	\$18,636.00

STAKEHOLDER PROCESS:

Arrowhead staff has been involved in making these transitions to the new company.

LEGAL REVIEW:

Our legal counsel provided the front-end bid documents and sample legal agreement that will be used with the selected bidder.

ATTACHMENTS:

Proposal from Reliable Fire and Security

ALTERNATIVES:

N/A

RECOMMENDATION:

It is recommended that the Wheaton Park District Board of Commissioner's approve change order 2 with Reliable Fire and Security in the amount of \$1,800 for installing a fire radio and antenna.

Reliable

Fire & Security

Installation of new AES Radio and Monitoring Service Activation

Arrowhead Golf Clubhouse
26W151 Butterfield Rd.
Wheaton, IL 60187

Presented By:

CHRIS SZYMANSKI

CSzymanski@reliablefire.com

Proposal: 60639

Company Overview

OUR STORY

Reliable Fire & Security's commitment is to provide our customers with **24/7 Emergency Service**, and an innovative total service **"ONE CALL DOES IT ALL"** program. We are dedicated to **100% Customer Satisfaction** so you can be assured you are in the hands of one of the most trusted names in the life safety industry.

Reliable Fire & Security is a multi-generational, **women -owned business (WBE)** where our core values stem from personal dedication to protecting lives and property and commitment to being on the leading edge of technology. Our Core Values form the foundation on which we perform work and conduct our services. These values underlie our work, how we interact with each other, and which strategies we employ to fulfill our mission.

HONESTY: We communicate with genuine honesty and act with integrity.

ACCOUNTABILITY: We are responsible and accept responsibility for our words and actions

CAPABILITY: We are experts in our roles and continuously seek out processes to improve.

SERVICE FOCUSED: We deliver professional service to our customers and each other.

CARING: We care about providing the best products and services, each other and our customers.

OUR SERVICES

Reliable Fire & Security provides **24-hour** response and emergency service 7 days a week, 365 days a year for all our products and services.

- **Fire Alarm Installation and Service**
- **Fire Alarm Monitoring**
- **Sprinkler Installation and Service**
- **Fire Suppression Installation and Service**
- **Fire Extinguisher/Emergency Light Installation and Service**
- **Fire Extinguisher Training**
- **Security-CCTV, Card Access & Monitoring**
- **Managed Security Services**

OUR CUSTOMERS

- **Property Managers**
- **Industrial Manufacturing & Warehousing**
- **Commercial & Retail**
- **School & Worship Assemblies**
- **Hospital & Healthcare Providers**
- **Restaurant & Food Service Establishments**

OUR PROMISE

Reliable Fire & Security continues to expand and grow. We occupy 50,000 sq. ft. of space that includes office, shop, and our warehouse. We are equipped with 40+ service vehicles that contain the best state-of-the-art equipment available. We are an environmentally conscious company that endorses the "Even Exchange" fire extinguisher program for reducing waste in landfills. Our highly experienced technicians hold a multitude of certifications, licenses, and real-world experience. **The Reliable 'family' of team members is committed to total customer satisfaction by providing the highest quality of products and services to meet all your fire and security needs.**

Scope of Work

Provide labor and material for technician to install a new AES Intellinet Fire Radio and 3db Antenna to replace the existing hardware.

Activate 24/7 monitoring service to the AFS200 fire alarm panel

Note:

The new AES Radio and antenna will be installed next to the existing hardware that Alarm Detection Systems will need to remove.

Service to be performed during normal business hours M-F 7A-3P by our business partner, SMG

Material and Services

SERVICES

DESCRIPTION	TOTAL PRICE
Installation of new AES Intellinet fire radio and antenna per above scope of work	\$1,800.00

**RELIABLE FIRE EQUIPMENT COMPANY
DBA RELIABLE FIRE & SECURITY COMPANY
INSTALLATION OF EQUIPMENT TERMS AND CONDITIONS
1.26.16**

- 1. AGREEMENT.** This Agreement shall become effective upon the execution by Customer and acceptance and execution of this Agreement by a duly authorized representative of Reliable Fire Equipment Company dba Reliable Fire & Security (hereafter called "Company"), at Company's home office in Alsip, Illinois. This Agreement is comprised of these Terms and Conditions, and the Company's proposal set forth on the reverse (hereafter called "Proposal") and other documents referred to in the Proposal, all of which are incorporated by reference. Collectively these terms and conditions and the Proposal are referred to as the Agreement.
- 2. SALE OF SYSTEM AND RELATED EQUIPMENT.** Company shall sell to Customer and the Customer shall purchase from the Company the system and related equipment "System") identified in the Proposal.
- 3. INSTALLATION.** Company shall install or cause to be installed the System at Customer's location identified in the Proposal. Company shall install or cause to be installed the System in a workmanlike manner and in compliance with applicable law. Installation shall commence on or about the date identified in the Proposal and shall continue until completed. The completion date is an estimate only and customer acknowledges that technical problems may arise with respect to the installation of the System and, accordingly, Company shall not be held responsible for any delays caused by unforeseen difficulties or unexpected conditions. If during the installation, Company encounters unforeseen difficulties or discovers unexpected conditions (including, without limitation unexpected hazardous materials, waste or substance), Company shall be permitted to stop work immediately. Company shall contact the Customer so the Customer can instruct the Company as to what steps should be taken in connection with unforeseen difficulties or unexpected conditions. Company shall be paid for any additional work performed as a result of such unforeseen difficulties or unexpected conditions. Customer may order additions, deletions, revisions or other changes in the work requested by Customer in the absence of an appropriate writing signed and approved by the Customer and Company.
- 4. PRICE AND PAYMENT.** Customer agrees to pay Company the price for the System set forth on the Proposal. The price includes the related equipment and/or installation. The price is based upon the location and environment specifications which Customer provided to Company and upon the assumption that the site specifications are accurate and that, except as set forth in the Proposal, no alteration or modification of the location is required. If alteration, modification or rebuilding of the location is required, the price shall be increased to include the cost of additional labor. All charges shall be paid as set forth in the Proposal. All billed amounts more than thirty (30) days past the date of invoice shall incur interest at the rate of fifteen (15%) percent per annum or the maximum rate permitted by applicable law, whichever is less. If Company retains a collection agency, legal counsel or incurs any out-of-pocket expenses to collect overdue payments, all such collection costs shall be paid by Customer. Company shall not be obligated to extend credit or financing terms to Customer. Customer acknowledges that, other than Company's completion of installation of the System, payment to Company is not contingent on any occurrence, matter or event, including, without limitation. Customer's receipt of payment from any third party such as an owner or insurance company.
- 5. APPROVAL AND PERMITS.** Customer shall be responsible for obtaining, at Customer's expense, all necessary approvals, permits and documents required by applicable law.
- 6. ACCESS TO SITE.** Customer agrees that Company shall have complete use of and unrestricted access to the installation site at all times during normal working hours for purposes of installation, inspection, testing and supervision. Customer represents and warrants that the site will be free of any gas including, without limitation, flammable, explosive or poisonous gases. Customer shall provide all necessary security, elevator use, heat, lighting and electrical service for Company to complete the installation. Customer shall deliver to Company all records, sketches, drawings, photographs, prototypes, data or models and any and all other documentation and information in possession of Customer relating, directly or indirectly, to Company's performance of the installation of the System at the site. Company shall be entitled to rely upon instructions or requests given by the Customer, its employees, agents or other representatives to Company and such instructions or requests shall be binding upon the Customer. The Customer shall cooperate fully with the Company in connection with Company's performance of the installation and take any and all action reasonable requested by Company.
- 7. TAXES.** The price does not include any applicable taxes and Customer shall pay all federal, state and local sales, use, property, excise or other taxes imposed on or with respect to the installation of the System. If Customer is tax exempt, then prior to executing this Agreement, Customer will provide Company with a valid and correct tax exemption certificate. Failure to provide a tax exemption certificate in a timely fashion may result in Customer losing the advantages of tax exemption with regard to this sale.
- 8. GRANT OF SECURITY INTEREST.** Customer, on behalf of the owner and Customer, grants to Company a security interest in the System to secure payment of the purchase price and grants to Company an irrevocable power of attorney to execute and file UCC-1 Financing Statements on behalf of Customer for the benefit of company, as secured creditor, to protect the security interest. Upon payment in full of the purchase price, and all associated costs and charges required under this Agreement, title to the system shall pass to Customer. Company shall have all of the rights of a secured creditor under the Uniform Commercial Code in Illinois including the right to enter Customer's premises and to disable or remove the System and related equipment, or both.
- 9. TERMINATION.** Company shall have the right to terminate this Agreement immediately or withhold performance of services pursuant to this Agreement in the event: Customer is delinquent in payment of any sums due under that Agreement; Customer files a petition in bankruptcy; Customer has a bankruptcy petition filed against it; or Customer is unable to pay its debts as they mature, or makes an assignment for the benefit of its creditors. In the event this Agreement is terminated for any reason, the balance of the purchase price and all associated costs and charges required to be paid by Customer under this Agreement including, without limitation, an amount equal to the profit Company would have received had the work been completed, shall be immediately due and payable.
- 10. LOCATION ENVIRONMENT.** Customer will prepare and maintain the location in conformance with Company's site specifications as defined in the appropriate site preparation document. Customer shall furnish Company with surveys describing the physical characteristics, legal limitations and utility locations for the alto.
- 11. FORCE MAJEURE.** Company will be excused from any delay or failure to perform under this Agreement due, in whole or in part, directly or indirectly, to labor difficulties, fire, casualty or accidents, acts of God, civil disorder, transportation difficulties, shortage of fuel, labor or materials, governmental acts or restrictions, or any other cause beyond Company's reasonable control.
- 12. BREACH BY COMPANY.** Customer expressly agrees that no action at law or in equity shall be maintained by Customer against Company for Company's alleged breach of this Agreement or violation of any federal or state law now in effect or hereafter enacted with respect to any obligation or duty incurred under this Agreement by Company, unless: (i) Customer notifies Company in writing at the address specified in this Agreement within ten (10) days from date of such alleged breach or violation, and provided Company does not remedy or correct the breach or violation within sixty (60) days from the receipt of the notice; and (ii)

such action at law or in equity is commenced by Customer within one (1) year from the finished date of the installation of the System.

13. LIMITATION OF LIABILITY.

- a. Company's obligation under this Agreement is to install the System in a workmanlike manner in compliance with applicable law and regulations.
- b. Company shall have no liability for loss of anticipated profits, incidental, consequential or special damages and shall not be liable, for any reason, whether under this Agreement or otherwise, for any loss, cost, expense or damage suffered by customer or any other person, including, without limitation, cost, expense, loss or damage
 - i. Resulting directly or indirectly, from the use or loss of use of the System;
 - ii. Such as personal injury and property damage;
 - iii. Such as any claim or demand against Customer by any third party.
- c. If Company has any liability under this Agreement, it shall be to repair or replace a defective item, at Company's discretion and in the event Company is unable or unwilling to repair or replace, Customer agrees that Company's liability shall not exceed, under any circumstances, the amounts paid to Company by customer under this Agreement.

14. NO WARRANTIES. EXCEPT AS EXPRESSLY STATED IN THE PROPOSAL, COMPANY MAKES NO WARRANTY, EXPRESS OR IMPLIED, REGARDING THE SYSTEM. CUSTOMER WAIVES ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, NOT EXPRESSLY CONTAINED IN THIS AGREEMENT INCLUDING, WITHOUT LIMITATION, THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR USE, AND COMPANY EXPRESSLY WAIVES ALL SUCH IMPLIED WARRANTIES.

15. INDEMNIFICATION. Customer indemnifies Company, holds Company harmless, and agrees to defend Company from and against any and all lawsuits, proceedings (including, without limitation, civil, criminal, administrative and investigative proceedings, whether threatened, pending or completed), claims demands, losses, damages (including, without limitation, indirect, direct, special and consequential damages and insurance deductibles), actions, liabilities (including, without limitation, strict liability and joint and several liability) costs and expenses (including, without limitation, fines, penalties and the reasonable costs of arbitration, costs of appeal, and the reasonable attorneys' fees) (collectively referred to as "Damages" arising out of or relating to, directly or indirectly: a breach of the Agreement by Customer; or the action or inaction of Company in the installation of the System; provided that this provision shall not apply to Damages arising out of or relating to the gross negligence or willful misconduct of Company, which is deemed by a court of competent jurisdiction to have materially and directly contributed to the Damages suffered by the Company; provided further that this provision shall only apply to the extent the Company's insurance coverage does not cover the Damages. As used in this paragraph, the term "Company" shall include Company's employees, agents, representatives, shareholders, officers, directors and subcontractors; at any level, and the subcontractors' representatives, agents, employees, shareholders, officers and directors. This provision shall survive completion of the work and the termination of the Agreement, for any reason.

16. INSURANCE. Customer represents and warrants to Company that it has adequate liability insurance coverage to cover the work to be performed under the Agreement and shall provide Company with evidence of such insurance upon request of Company.

17. SUBROGATION. Each party waives rights of subrogation against the other party to the extent of their respective first party insurance coverages, for any and all losses suffered by either party, whether or not caused by the negligence of the Customer or Company or those for whom they are responsible; provided that this release shall be in force and effect only with respect to loss or damage occurring during the time each parties' insurance policies contain a clause to the effect that this release shall not affect said policies or the right of the insured to recover. Each party agrees that its first party insurance policies will contain a clause so long as the same is obtainable without extra costs, or if extra cost is chargeable, so long as the other party pays such extra cost.

18. MISCELLANEOUS.

- a. This Agreement, as defined in paragraph 1, constitutes the entire agreement between the parties and supersedes any previous agreement, understanding or order between the parties. Should the terms and conditions of any purchase order of Customer issued in connection with this Agreement conflict with the terms contained in this Agreement or add any new terms to this Agreement, such new terms or different terms shall be of no force or effect. The terms of this Agreement shall prevail over any terms in Customer's purchase order and different or new terms shall only be binding on Company if expressly accepted in writing by Company. No modification or waiver of the terms of this Agreement shall be binding unless made in writing and signed by both parties.
- b. This Agreement is made and entered into in the State of Illinois and shall be in all respects governed by and construed in accordance with the laws of the United States and the State of Illinois as if entirely performed in Illinois and without regard to any conflict of law rules and without regard to any rules of construction or interpretation relating to which party drafted this Agreement. Nothing in this Agreement is intended to supersede, conflict with or alter Company's rights and Customer's obligations under the Illinois contractor and Subcontractor Payment act.
- c. Customer consents to the exclusive jurisdiction and venue of the Cook County Court of Illinois with respect to the enforcement of this Agreement, the collection of any amounts due under this Agreement or any disputes arising under this Agreement. Customer agrees that effective service of process may be made upon Customer by U.S. Mail under the notice provision contained in subparagraph D of this paragraph 18.
- d. All notices or other communications permitted or required to be given in writing under this Agreement shall be sent by certified mail, return receipt requested and directed to the address of Company or Customer shown below. Notice will be deemed to have been given upon the mailing of the notice.
- e. This Agreement is not cancelable by Customer for any reason whatsoever.

19. REMEDIES CUMULATIVE. The remedies provided in this Agreement in favor of Company upon default of Customer shall not be deemed to be exclusive, but shall be cumulative and in addition to all other remedies in Company's favor existing at law or in equity. Company may exercise all remedies, whether or not expressed successively or concurrently, and any such action shall not operate to release Customer until the full amount of all sums due and to become due under this Agreement have been paid.

20. NO ASSIGNMENT. This Agreement may not be assigned by Customer directly or indirectly (including, without limitation, by merger or sale of stock) without the prior written consent of Company, which consent may be withheld by Company, in its sole discretion, for any reason or no reason.

21. SEVERABILITY. If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable or invalid such provision shall be modified to the extent necessary to eliminate such invalidity or unenforceability, and any remaining unenforceability or invalidity shall have no effect on any of the other terms of the Agreement, which shall remain in full force and effect in accordance with its terms.

22. COMMERCIAL TRANSACTION. Customer acknowledges, agrees, represents and warrants that the transactions contemplated by this Agreement are commercial transactions and not for personal, household or family purposes.

23. COUNTERPARTS. This Agreement may be executed in counterparts, each of which shall be an original but all of which taken together shall constitute one Agreement.

24. HEADINGS. Section headings shall have no effect on the meaning of this Agreement, and are included only for convenience of reference. **TOOLS.** Any

special equipment, tools, dies, fixtures, or jigs produced or acquired by Company for the manufacture or installation of articles under this Agreement shall remain the property of Company.

25. USE OF DESIGNS AND DATA. Any knowledge or information, including drawings and data, which Company shall have disclosed or may hereafter be Company's confidential and proprietary information and Customer shall take any and all steps as are reasonable to protect the confidentiality of such information. Company does not grant to Customer any reproduction rights or any rights to use such information.

26. ELECTRIC POWER CONNECTION. When electric is required for System operation, Customer will provide a separately fused (120 Vac, 60 Hz, 20 Amp) primary power with ground within 6 feet of control panel location. To assure uninterrupted service, this power should come from the main electric distribution center.

27. SERVICES NOT INCLUDED.

- a. All Plan Review and Permit Fees are not included unless otherwise noted.
- b. When a labor price is submitted, it is based on all work being performed during a five (5) day forty (40) hour work week. If overtime or premium time is performed, an additional charge will be made to the Customer. Normal work weeks are 7:30 a.m. to 4:00 p.m., Monday through Friday, except Company holidays.
- c. Unless otherwise specifically provided in the Proposal, Customer agrees to do all necessary patching of masonry work; painting, carpentry work and the like.
- d. Customer shall also provide a wiring, conduit and labor to connect the provided pressure switches to an equipment to be turned on or off such as alarms, motors, conveyors, fans or cooking equipment.
- e. Customer shall also provide necessary hardware and linkage to permit automatic closing of doors, windows, duct dampers, etc, upon actuation of any provided pressure release trip device. Unless specifically indicated in the Proposal, services do not include costs for any discharge or concentration tests required by approval authorities.
- f. No provision to exhaust any discharged agent is included in this Proposal.
- g. Should an employee of Company be required to attend a "right to know" session at Customer's location, a surcharge will be added to the final invoice.

28. MECHANICS' LIEN NOTICE. Where Company is a subcontractor, the Customer acknowledges, agrees and personally accepts service of this Agreement on behalf of the owner of the real property at which the System is to be installed as Company's preliminary notice of Company's intention to file a Mechanic's Lien if and when Company is not paid. The subcontractor is the Company, and the contractor is the Customer, and the amount claimed will be the balance due under this Agreement, and any amendments or change orders as of the date of filing a mechanics' lien claim. Customer agrees to promptly notify the owner of the premises on which work is to be performed of this Mechanics' Lien Notice.

29. AGREEMENT MODIFICATION. No terms or conditions, other than those stated herein, and no agreement or understanding in any way of modifying the terms and conditions herein stated, shall be binding upon Company or Customer unless made in writing and signed by Company and Customer.

30. PREVAILING WAGE Company's work/services performed shall be based on its understanding through the actions, statements and/or omissions of Customer that this project [identify] and the work performed relating thereto is not subject to prevailing wage requirements (federal, state or local). If Company's understanding is incorrect, Customer agrees and acknowledges that it shall immediately notify Company in writing within forty-eight (48) hours from receiving this notice so that Company may submit a revised proposal and/or invoice reflecting the additional costs associated with applicable prevailing wage laws. If at any time it is determined that this project is or was subject to prevailing wage requirements under federal, state or local law, then Customer agrees and acknowledges that it shall reimburse and make whole Company for any back wages, penalties and/or interest owed to its employees or any other third party, including any appropriate governmental agency. Customer also agrees that prices, costs and/or applicable fees will also be increased prospectively as required by the increase in wage payments to Company's employees. Customer understands and acknowledges that it shall notify Company of any prevailing wage requirements or obligations under applicable laws relating to the work or services performed by Company. Customer also agrees to indemnify and hold Company harmless from any error, act or omission on its part with regard to prevailing wage notification that causes any claim, cause of action, harm or loss upon Company, including but not limited to prompt reimbursement to Company of any and all back wages, penalties and/or interest owed to its employees or any other third party, including reasonable attorneys' fees and costs associated with such claim, cause of action, harm or loss.

31. ELECTRONIC DOCUMENTS: Company hereby gives notice of its right to convert this Agreement to electronic format and retain this Agreement solely in an electronic format. Company may provide this Agreement in electronic form or may provide a reproduction of this Agreement from its electronic copy in the event of any dispute regarding the right and obligations of the parties under this Agreement. The parties agree that any document in electronic format or any document reproduced from an electronic format shall not be denied legal effect, validity, or enforceability and shall meet any requirement to provide an original or hard copy.

Payment Terms

PAYMENT TERMS: Unless otherwise specified herein, the total price of any Equipment ordered shall be paid as follows: Unless otherwise specified, equipment is sold FOB origin-Customer to pay all shipping charges. If this quotation covers equipment for more than one system, room, suite, or location, for purposes of payment in accordance with payment terms stated on the face hereof each room, suite, or location shall be treated as if the subject of a separate sale and payment made accordingly. Company shall not be liable for failures of or delays in manufacture, delivery or installation resulting from any cause or causes beyond its reasonable control.

CHANGES: Any price changes that should follow any amendment or Change Order will be reflected on the final bill unless otherwise stated or agreed upon by Company and the Customer.

LATE PAYMENT: Unpaid balances due to Company are subject to a 1.5% per month charge to Customer.

Pricing Summary

Quote Summary

Total: **\$1,800.00**

Acknowledgement:

Customer, by their signature on this document, acknowledges that they have read these statements, understands them and agrees to be bound by them. The Customer further understands that Reliable Fire Equipment Company dba Reliable Fire & Security (herein referred to as "the Company") is not an insurer of lives and/or property and is relying upon the limitation(s) set forth in this document to determine the cost of services provided to you.

CLIENT: **Wheaton Park District**

COMPANY: **Reliable Fire & Security**

DATE: _____

DATE: _____

BY: _____

BY: _____

PRINT: _____

PRINT: _____

TO: Board of Commissioners

FROM: Rob Sperl, Director of Parks and Planning

THROUGH: Michael Benard, Executive Director

RE: Resolution Promoting Sustainable Outdoor Lighting Practices

DATE: April 4, 2022



SUMMARY:

In early 2020, we were contacted by the local delegate to the International Dark Sky Association (IDA), www.darksky.org. They have been working with agencies throughout the surrounding area to support their priorities that include:

- Energy -Reducing consumption
- Ecology – Reducing impact on wildlife
- Human Health – Reducing risks to human health while ensuring safety and security
- Public Safety – Reducing hazards and glare
- Crime – Utilizing practices such as reducing shadows and adaptive lighting controls

The five principles for responsible outdoor lighting they recommend are:

- All light should have a clear purpose
- Light should be directed only where needed
- Light should be no brighter than necessary
- Light should be used only when it is useful
- Use warmer color lights where possible

As a district, we have been working for several years to reduce our energy consumption through the use of LED fixtures and occupancy sensors. City zoning ordinances require shielding to focus light where it is needed.

These priorities and principles do not preclude the use of lighting at night but seek to be practical in its use.

PREVIOUS COMMITTEE/BOARD ACTION:

N/A

REVENUE OR FUNDING IMPLICATIONS:

Approval of this ordinance does not have any specific or immediate financial impacts as we are not being asked to retrofit existing practices. These principles will guide our future improvements and replacements. It is not expected that adherence will increase costs

significantly. We will have to consider different options of lighting and some of the recommendations should reduce our operating costs.

STAKEHOLDER PROCESS:

DuPage County approved a similar resolution on April 13, 2021.

The Forest Preserve District of DuPage County approved a similar resolution on November 2, 2021.

LEGAL REVIEW:

N/A

ATTACHMENTS:

Draft Ordinance

ALTERNATIVES:

N/A

RECOMMENDATION:

It is recommended that the Wheaton Park District Board of Commissioner's approve Resolution 2022-01- A Resolution to Promote Sustainable Outdoor Lighting Practices.

**WHEATON PARK DISTRICT
RESOLUTION 2022-01**

A RESOLUTION PROMOTING SUSTAINABLE OUTDOOR LIGHTING PRACTICES

WHEREAS, the mission of the Wheaton Park District ("Park District") is to enrich the quality of community life through a diversity of healthy leisure pursuits and heightened appreciation for our natural world; and

WHEREAS, the Environmental Policy of the Park District is to establish and maintain sound environmental policies, practices and educational opportunities for the employees and patrons of the Park District; and

WHEREAS, the Park District values the practice of energy conservation, and because of the Park District's devotion to energy conservation, emphasis on sustainable outdoor lighting practices is desired to decrease the human impact on the environment; and

WHEREAS, preserving and protecting the night sky enhances the use and enjoyment of property which is enhanced through the use of appropriate lighting practices; and

WHEREAS, the need for outdoor light at night can be appropriately met by considering the purpose of the light, targeting it appropriately to that purpose, using the correct illumination level, limiting the duration of its use to legitimate need, and choosing lights that emit lower amounts of harmful blue light into the nighttime environment; and

WHEREAS, by applying these principles where possible, properly designed lighting at night can be beautiful, healthy, and functional; and

WHEREAS, projects that incorporate these principles will save energy and money, reduce light pollution, and minimize wildlife disruption, and the Park District encourages adherence to the International Dark Skies recommendations.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Park Commissioners of the Wheaton Park District ("Park Board"), as follows:

Section 1. The recitals set forth above are incorporated herein and made a part of this Resolution as though fully set forth herein.

Section 2. The Park Board hereby determines that, where possible and practicable, the Park District shall adhere to the outdoor lighting principles set forth in this Resolution in all future lighting improvements and replacement projects that are completed on Park District owned or operated properties.

Section 3. All resolutions or parts of resolutions conflicting with any of the provisions of this Resolution are hereby modified or repealed to the extent of such conflict. If any item or

portion of this Resolution is for any reason held invalid, such decision shall not affect the validity of the remaining portion of such item or the remainder of this Resolution.

Section 4. This Resolution shall be in full force and effect from and after its adoption as provided by law.

Adopted by roll call vote this this 20th day of April, 2022, by the Board of Park Commissioners of the Wheaton Park District, as follows:

Roll call:

Ayes: _____

Nays: _____

Abstention: _____

Absent: _____

President, Board of Park Commissioners
Wheaton Park District

Attest:

Secretary, Board of Park Commissioners
Wheaton Park District

SEAL

STATE OF ILLINOIS)
) ss
COUNTY OF DU PAGE)

SECRETARY'S CERTIFICATE

I, the undersigned, do hereby certify that I am Secretary of the Board of Park Commissioners of the Wheaton Park District, and as such official, I am keeper of the records, ordinances, files and seal of said Park District, and

I hereby certify that the foregoing instrument is a true and correct copy of:

A RESOLUTION PROMOTING SUSTAINABLE OUTDOOR LIGHTING PRACTICES

adopted by a roll call vote at a duly called Regular Meeting of the Board of Park Commissioners of the Wheaton Park District, held in Wheaton, Illinois, in said District at 5:00 p.m. on the 20th day of April, 2022.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location at which said meeting was held and at the principal office of the Board at least 48 hours in advance of the holding of said meeting, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said Park District in Wheaton, Illinois this 20th day of April, 2022.

Secretary, Board of Park Commissioners
Wheaton Park District

TO: Board of Commissioners

FROM: Rob Sperl, Director of Parks and Planning

THROUGH: Michael Benard, Executive Director

RE: Resolution Waiving Portions of the Local Professional Services Selection Act

DATE: April 4, 2022



SUMMARY:

Recently, we have become aware of some potential concerns with the structural condition of five of our older buildings. These includes the Taylor Barn at Cosley Zoo and the WPA era cabins at Northside Park. Three of these buildings are heavily used for public programming during the summer and we would like to have a professional assessment of these structures as soon as practical. We were confident that the initial assessment of these buildings should be under the \$40,000.

The Local Professional Services Selection Act seeks to provide local governments with a means of selecting qualified architectural, engineering, or land survey services. The intent of this act is to ensure that the providers of these services are qualified rather than selecting them on cost alone.

The Act requires that when seeking a Professional Service, you publicly advertise for the service through a Request for Qualifications (RFQ) and then go through an evaluation procedure. This includes many factors such as: qualifications, personnel, past experience, etc. What is not typically permitted is any form of cost estimate for the work. Depending on the number of submissions, it may be necessary to interview the finalists. Once a finalist is selected, they provide an estimate for the work that can be negotiated. This process can take 2-3 months and a significant amount of staff and board time.

Exemptions that apply to the Wheaton Park District include:

- Emergency work where the emergency is documented in a formal resolution - Recent inspections have indicated some advanced decay of some of wooden structures. With the building's frequent use over the summer (starting in June) we would like to move forward with this work as quickly as possible.
- Work under \$40,000 - Smaller projects such as this do not justify the time involved in the RFQ process for both professional firms and the park district.
- Having an existing satisfactory relationship with the professional company - The district has existing relationships with several architects and engineers. However due to the historic nature of the buildings, we are seeking firms with this specialized experience.

PREVIOUS COMMITTEE/BOARD ACTION:

N/A

REVENUE OR FUNDING IMPLICATIONS:

Costs associated with this work are addressed in the statement regarding the proposals received.

STAKEHOLDER PROCESS:

N/A

LEGAL REVIEW:

Legal counsel has recommended approval of this resolution and drafted the language contained in it.

ATTACHMENTS:

Draft Resolution

ALTERNATIVES:

N/A

RECOMMENDATION:

It is recommended that the Wheaton Park District Board of Commissioner's approve Resolution 2022- 02 - A Resolution to Waive Portions of the Local Government Professional Services Selection Act, 50 ILCS 510/1 *et seq.*

**WHEATON PARK DISTRICT
RESOLUTION 2022-02**

**A RESOLUTION TO WAIVE PORTIONS OF THE LOCAL GOVERNMENT
PROFESSIONAL SERVICES SELECTION ACT, 50 ILCS 510/1 *et seq.***

WHEREAS, the Board of Commissioners (“Park Board”) of the Wheaton Park District (“Park District”) has determined that it is advisable to obtain proposals from architects, engineers, and/or land surveyors to perform structural engineering assessment services and historic building condition assessment services regarding the Cosley Zoo Taylor Barn and four Northside Park cabins and to prepare a report and recommendations (the “Project”); and

WHEREAS, the Park Board has determined that it must learn as soon as possible whether the condition of these buildings is such that immediate repairs are needed; and

WHEREAS, the Local Government Professional Services Selection Act (50 ILCS 510/0.01, *et seq.*) (the “Act”) governs the selection of architectural, engineering, and land surveying services by units of local government, including the Park District; and

WHEREAS, Section 8 of the Act (50 ILCS 520/8) allows the Park District to waive certain portions of the Act’s requirements if the anticipated costs of the architectural, engineering, and/or land surveying services for the Project are expected to be below \$40,000; and

WHEREAS, the Park Board expects that the architectural, engineering, and/or land surveying services for the Project will be less than \$40,000.00; and

WHEREAS, the Park Board has further determined that it is advisable and in the best interests of the Park District to waive the requirements of Sections 4, 5 and 6 of the Act in connection with the Project, including without limitation waiving the public notice provisions and the prohibition on requesting and receiving written estimates of the costs of the architect’s, engineer’s, and/or land surveyor’s services for the Project.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Park Commissioners of the Wheaton Park District, as follows:

Section 1. The recitals set forth above are incorporated herein and made a part of this Resolution as though fully set forth herein.

Section 2. The Park Board hereby expects that the architectural, engineering, and/or land surveying services for the Project will be less than \$40,000.00 and hereby waives the provisions of Sections 4, 5 and 6 of the Act in connection with the Project.

Section 3. The Park Board also hereby determines and directs that the Park District shall receive and may immediately consider proposals from architects, engineers, and/or land surveyors for the Project, including written estimates of the costs for the architects, engineers, and/or land surveyors services for the Project.

Section 4. All resolutions or parts of resolutions conflicting with any of the provisions of this Resolution are hereby modified or repealed to the extent of such conflict. If any item or portion of this Resolution is for any reason held invalid, such decision shall not affect the validity of the remaining portion of such item or the remainder of this Resolution.

Section 5. This Resolution shall be in full force and effect from and after its adoption as provided by law.

Adopted by roll call vote this this 20th day of April, 2022, by the Board of Park Commissioners of the Wheaton Park District, as follows:

Roll call:

Ayes: _____

Nays: _____

Abstention: _____

Absent: _____

President, Board of Park Commissioners
Wheaton Park District

Attest:

Secretary, Board of Park Commissioners
Wheaton Park District

SEAL

)

) SS

COUNTY OF DU PAGE

)

SECRETARY'S CERTIFICATE

I, the undersigned, do hereby certify that I am Secretary of the Board of Park Commissioners of the Wheaton Park District, and as such official, I am keeper of the records, ordinances, files and seal of said Park District, and

I hereby certify that the foregoing instrument is a true and correct copy of:

**A RESOLUTION TO WAIVE PORTIONS OF THE LOCAL GOVERNMENT
PROFESSIONAL SERVICES SELECTION ACT, 50 ILCS 510/1 *et seq.***

adopted by a roll call vote at a duly called Regular Meeting of the Board of Park Commissioners of the Wheaton Park District, held in Wheaton, Illinois, in said District at 5:00 p.m. on the 20th day of April, 2022.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location at which said meeting was held and at the principal office of the Board at least 48 hours in advance of the holding of said meeting, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said Park District in Wheaton, Illinois this 20th day of April, 2022.

Secretary, Board of Park Commissioners
Wheaton Park District

TO: Board of Commissioners

FROM: Rob Sperl, Director of Parks and Planning
Steve Hinchee, Superintendent of Planning

THROUGH: Michael Benard, Executive Director

RE: Cosley Zoo Taylor Barn and Northside Park (4) Log Cabins
Structural Engineering / Historic Building Condition Assessment RFP Results

DATE: April 5, 2022



SUMMARY:

The Wheaton Park District owns and maintains the 100+ year old Taylor barn at Cosley Zoo and the log cabin structures at Northside Park that were built in the 1930's. Because of the advanced age and potentially historic nature of these structures, a condition/structural assessment is recommended by staff to guide decisions related to the repair, restoration or replacement of these structures.

Staff has done an exhaustive search of such firms in the area and have located applicable firms and invited them to provide proposals. A Request for Proposal (RFP) was sent out on March 14, 2022 to twenty-seven engineering / architectural firms. Six firms responded on April 1, 2022 with a proposal.

<u>Consultant</u>	<u>Proposal Total</u>
AltusWorks Inc.	\$20,934.00
Farnsworth Group	\$28,250.00
Heritage Architecture Studio LLC	\$35,856.00
HPZS	\$33,950.00
Restoric	\$27,442.00
Simpson Gumpertz & Heger	\$67,100.00

AltusWorks Inc. provided the lowest responsive proposal of \$20,934. Staff checked references on their projects of similar scope with favorable results. In addition, they were recommended by one of our existing engineering consultants.

The schedule of work identifies that initial assessments and any urgent concerns will be received by June 1st. A more detailed report including preliminary estimates for future work needing to be performed will follow by late summer.

PREVIOUS COMMITTEE/BOARD ACTION:

N/A

REVENUE OR FUNDING IMPLICATIONS:

No budget was determined for this project as the work was not anticipated prior to this year. Staff is recommending the \$20,934 be taken from the following funds:

Account	Description	Budget	Proposed Utilization
40-000-000-52-5205-0000	Consultants Fees	\$30,000	\$10,934
40-800-826-57-5701-0000	Capital-Northside Park	\$15,000	\$10,000

STAKEHOLDER PROCESS:

Planning staff will continue working with staff at affected facilities as needed.

LEGAL REVIEW:

Legal counsel reviewed and approved the Request for Proposal prior to its release to prospective consultants.

ATTACHMENTS:

Proposal from Altus Works Inc.

ALTERNATES:

N/A

RECOMMENDATION:

Staff recommends the Wheaton Park District Board of Commissioners approve the contract with AltusWorks Inc. in the amount of \$20,934 to perform the consulting services of structural engineering and building condition assessment at Cosley Zoo and Northside Park.



ALTUSWORKS INC.

April 1, 2022

Mr. Steve Hinchee
Superintendent of Planning
Wheaton Park District
102 E. Wesley St
Wheaton, IL 60187

Via email: shinchee@wheatonparks.org

Re: Structural Engineering / Historic Building Condition Assessment
Cosley Zoo Taylor Barn, 1356 N. Gary Ave, Wheaton IL
Northside Park Log Cabins, 1300 N. West St, Wheaton IL

ARCHITECTURE

HISTORIC PRESERVATION

RENOVATION AND REPAIR

ADAPTIVE REUSE

FACILITY ANALYSIS

Dear Mr. Hinchee,

We are pleased to present our letter of interest for professional services for the scope of services provided in your request for proposals dated March 14, 2022. Should the AltusWorks team be selected, we commit the resources necessary to complete the project for the fee and in the timeframe indicated below.

The Taylor Barn was built more than 100 years ago and is reportedly the oldest existing barn in Wheaton. It was moved by the Wheaton Park District to the Cosley Zoo, where it is currently in use as a maintenance shop and general storage facility. The four log cabins at Northside Park were constructed as a Works Progress Administration project between 1935-1943. They have been used by the Wheaton Park District for youth programs and as maintenance shops and general storage facilities.

We understand that the main intent of this project is to:

1. Confirm that each structure is safe for continued use during this summer.
2. Assess and document the existing structural conditions of each building to provide a magnitude of required repairs to maintain each structure.
3. Estimate the cost of recommend repairs and future renovation options to compare against the cost of replacement.
4. Provide basic historic research to aid the park district in making informed decisions for repairs and replacement or removal of structures.

4224 N MILWAUKEE AVENUE
CHICAGO ILLINOIS 60641
TEL 773 545 1870
FAX 773 545 1898
WWW.ALTUSWORKS.COM

To address the requirements of the project, we have assembled a team of capable professionals. AltusWorks will be the architect and manager of the project, with our staff qualifications for this undertaking including:

- A diverse, talented team of professionals who are experienced with the specialized services required to evaluate and restore historically significant structures.
- Experience working with State and Federal historic preservation guidelines and agencies to successfully obtain approvals, and a working knowledge of the application of the Secretary of the Interior's Standards for the Treatment of Historic Properties.
- Five employees who are trained in historic preservation and have direct experience documenting and evaluating historic structures. Please see attached resumes for further information about key personnel that would be part of this project
- Extensive experience with historic building construction types, their aging condition and failure modes, as well as how to seamlessly integrate new building systems and technologies while applying cutting edge building solutions.
- History of successfully completing projects on historic structures for municipalities and government agencies including the DuPage County Forest Preserve, the Cook County Forest Preserve, the City of Chicago, and the City of Evanston. Please see attached project profiles for further information about some of these projects.



K.ENG Engineering will provide the structural engineering services related to the assessments in Task 1. AltusWorks and K.ENG have worked together for over 15 years and have an excellent working relationship. Principal Ken Karston has extensive experience with providing feasible solutions for historic wood framed and timbered structures.

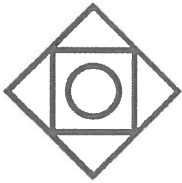
Based upon the above understanding of the project intent, we propose the following services:

Scope of Services

- Perform a thorough assessment of the existing structural conditions for each building.
- Document the existing conditions in a written report supplemented by current photographs and relevant historic research findings. Provide recommendations for the restoration, repair, and/or replacement of each building. Provide a breakdown of priority repairs and potential future repairs.

- Investigate relevant local, County, and State code standards/regulations and research historical significance of each structure that could affect future work at these sites.
- Provide preliminary cost estimates for the restoration/structural improvements of each building.
- Meet with Wheaton Park District staff to review options and recommendations.
- Summarize findings in a written report that may be shared with the public.

Schedule



- Site Visit to be performed in May with any urgent safety concerns reported to the Park District via email by June 1st.
- Issue Draft report and Meeting with Park District by July 1st
- Issue Final Report with cost estimate late July/early August.

Information provided by Wheaton Park District:

- Recent photos of all buildings
- Exterior elevation and floor plans of Northside Park structures

Exclusions

- Any design services related to scope items not specifically identified above.
- Federal Historic Tax Credit or National Register Nomination consulting services.
- Environmental testing, design, or remediation.
- Repair, permit, or construction documents.
- Material or water testing or inspection openings.
- Development of scope for interior programming.
- Public or coordination meetings apart from the planned site assessments and meeting to review recommendations and options with Wheaton Park District staff.
- Attendance by project consultants besides AltusWorks at any coordination meetings or public hearings.
- Plat of survey, civil engineering, or landscape architecture.
- No hard copies of reports will be submitted.

Fee Summary

Phase		Fixed Fee
Investigation & Report		
AltusWorks Inc.		\$ 8,784.00
KENG		\$ 6,400.00
Cost Estimation		\$5,500
Reimbursable Expenses		
General (Printing, travel, etc.)		\$ 250.00
TOTAL PROPOSED PROJECT COSTS		\$20,934.00



The attached fee proposal is based upon all parties coming to agreement on contract terms which we assume will be provided by the Wheaton Park District. Should you have any questions or require additional clarification, please contact me directly at your convenience. We appreciate the opportunity to present our proposal. We look forward to assisting the Wheaton Park District in initiating this project.

Regards,

AltusWorks, Inc.

A handwritten signature in black ink, appearing to read 'Ellen Stoner', with a long horizontal flourish extending to the right.

Ellen F. Stoner
Principal

Cc: File



Ellen Farlow Stoner Founder, Principal

Ellen leads a diverse restoration and rehabilitation team. Through her profound understanding of historic and new building materials, technologies and systems, AltusWorks excels at problem solving related to the complexities of working with existing and historic structures. Her expertise facilitates the implementation of a variety of projects from historic structures reports and program management to additions, building renovation and restoration, envelope repair, re-cladding and retro-commissioning, and adaptive reuse.

Summary of experience

Over 30 years practicing architecture, historic preservation and restoration

Professional registration

Illinois Registered Architect
 NCARB Registered Architect
 LEED Accredited Professional, 2009
 Chicago Self-Certified Architect

Education

Master of Architecture,
 Historic Preservation Option,
 University of Illinois at
 Urbana-Champaign, 1991
 Bachelor of Science
 in Architectural Studies,
 University of Illinois at
 Urbana-Champaign, 1988

Volunteer and community efforts

Association for Preservation
 Technology, Bulletin
 Peer Reviewer
 45th ward Zoning Advisory
 Committee, 2011-2019
 Portage Park Neighborhood
 Association, economic
 Development Committee Chair,
 2000-2008

Professional Experience

2003-present, Principal,
 AltusWorks, Inc. Chicago, IL
 1998-2003, Senior Associate,
 BauerLatoza Studio, Chicago, IL
 1994-1998, Staff Architect,
 McBride, Kelley Architects,
 Chicago, IL
 1993-1994, Independent
 Contractor, Chicago IL
 1991-1993, Designer, Architect
 en Chef des Monument
 Historiques, Paris, France
 1988-1990, Designer, Ferguson
 Murray Architects, NYC, NY

Affiliations and memberships

American Institute of
 Architects, Historic Resource
 Committee Co-chair
 2018-present
 Association of Licensed
 Architects
 Association of Preservation
 Technology International
 and WGLC
 Construction Specifications
 Institute
 Lambda Alpha International,
 Ely Chapter
 Landmarks Illinois, Emeritus
 Board, Chair 2020-present,
 Vice-Chair 2019-2021.
 National Trust for Historic
 Preservation
 Preservation Action, Board
 Member 2020-present

US-International Council
 on Monuments and Sites
 (ICOMOS)

Women in Restoration
 & Engineering

Awards and honors

2021 Sacred Places, Faith+Form
 Adaptive Reuse, St. Peter's
 Episcopal Church Rehabilitation
 2018 Friends of the Chicago
 River, Green River Aware for
 River-Sensitive Design; Metropol-
 itan Brewery and Taproom
 2014 City of Evanston Preserva-
 tion and Design Award
 Innovative Solutions In Preserva-
 tion, Evanston History Center,
 Charles Gates Dawes House
 2014 Urban Land Institute Vision
 Award, Mixed Use Project,
 Harper Theater and Retail
 Building Redevelopment
 2014 Hyde Park Historical Society
 Marian and Leon Despres
 Preservation Award, Harper
 Theater and Harold Building
 Rehabilitation
 2013 Richard H. Driehaus
 Foundation and Landmark
 Illinois Awards, Rehabilitation
 Project of the Year, Harper
 Theater and Harold Building
 Rehabilitation
 Honorary Alumni, Rho Epsilon



Ellen Farlow Stoner continued

Project-relevant activities

Experience and expertise across a range of building envelope assessment, restoration and repair projects.

Facility Analysis, Planning, & Management

Chicago Public Schools, Program Manager
Chicago, IL 2016-present | Design Manager for implementation of the Capital Improvement Program, responsible for the scope development and execution of school facilities renovations, valued over \$150M/year.

Chicago Public Schools, Biennial Assessments
Chicago, Illinois 2012-16. Envelope and ADA assessor and QA/QC reviewer for multi-year city-wide assessment program to meet State requirements and inform capital planning efforts for all campuses.

Building Enclosure Commissioning

Obama Foundation, Obama Presidential Center
Chicago, IL 2018-present | Building Envelope Commissioning Agent for the presidential complex consisting of 5 different structures addressing roofing, thermal protection, air/vapor barriers, water management systems, and fenestration.

University of Illinois Hospital New Atrium
Chicago, IL 2021-present | Building Envelope Commissioning Agent for construction phase services pertaining to the new entrance atrium. Reviewed shop drawings and technical submittals, witnessed mock-up and functional testing, and observed work in progress for the curtainwall, waterproofing, and thermal protection systems.

Illinois Department of Corrections Joliet, IL 2020-present | Building Envelope Commissioning Agent for the construction of the new in-patient mental health facility through the Capital Development Board. Commissioned fenestration, thermal and waterproofing systems.

Chicago Department of Aviation
Chicago, IL 2016-18 | Building Envelope Commissioning Agent for 2 pre-cast cargo buildings (Phase 1 – 540,000 SF and Phase 2 – 245,000 SF) servicing O'Hare International Airport. Performed design review, witnessed functional testing, reported test results and resolved non-performing conditions.

General Services Administration, Building Envelope Commissioning
Region 5: Illinois, Indiana, Wisconsin, Minnesota, Ohio, Michigan 2010-2015 | Envelope Commissioning Agent on a multiple-discipline team for the renovation of nine Federal Courthouse buildings in six states with construction costs ranging from \$18.2M to \$96.7M.

Building Enclosure Evaluation and Repair

Illinois Neuropsychiatric Institute Envelope

Restoration Chicago, IL 2020-present | Charged with the assessment and repair documents for the historic 1940 Art Deco building envelope systems. Performed up-close evaluation of limestone, terra cotta, and brick masonry walls, multiple roof areas, fenestration, main entry, and concept design for accessible main entrance and continuation of the 'greenway'. Coordinated repairs to affected MEP systems.

Evanston History Center
Evanston, IL 2010-present | Facility assessment, prioritized budgeting, and architectural services for a multi-year phased restoration of the 1890's National Historic Landmark, the Charles Gates Dawes Mansion and Coach House. Masonry restoration, energy performance enhancements, infrastructure upgrades and incorporation of a ground source heating and cooling system into the historic fabric.

Convexity Interests, Fulton Market Warehouse
Chicago, IL 2016 | Historic Preservation and Building Envelope Consultant for the rehabilitation of two historic warehouses located in the Fulton Market Innovation and Historic Districts into a retail development. The historic walls were stabilized and rebuilt to clad a new building.

University of Illinois Chicago, COMWest Building Envelope Restoration
Chicago, IL 2013-16 | Architect for two phases of work for masonry restoration and enhanced wall performance, window replacement, and roof repair on the brick and limestone building c. 1930. Work is in compliance with the Secretary of the Interior's Standards for the Treatment of Historic Structures. Phase II work requires coordination with LEED interior renovation at four floors into a new Learning Center.

University of Illinois Medical Center Modernization
Chicago, IL 2010 | As part of a multi-disciplinary design team for the \$29M renovation, performed a comprehensive envelope evaluation and prepared prioritized Preventive Maintenance and Repair Plan for the envelope systems. Prepared contract documents for prototypical window replacement and exterior wall improvements which were implemented at the 8th floor Bond Marrow Transplant Unit.

Chicago City Colleges, Curtainwall Rehabilitation
Chicago, Illinois 2009-12 | Curtainwall rehabilitation seeking LEED EBOM through repairs, systems replacement and additive sustainable elements to augment exterior wall performance at 2 Mission-style educational buildings.





Chelsea Medek | Preservation Architect

Chelsea's experience in restoration and rehabilitation of building envelopes for residential and commercial buildings has refined her skills in architectural design and detail, historical research, site inspections and field documentation, preparation of construction documents, cost estimating, and project management. Her background and passion for historic preservation inspires her to provide inventive solutions to preserve and sustain our built environment.

Summary of experience

12 years practicing architectural design, historic preservation and restoration.

Secretary of Interior's Professional Qualifications

Architectural Historian
Historic Architect
Historic Preservationist
Historian

Registration

Architect, State of Illinois

Education

Master of Architecture, Historic
Preservation focus, University of
Illinois at Urbana-Champaign,
2010

Bachelor of Science in Historic
Preservation, minor in Architec-
ture Design, Southeast Missouri
State University, 2006

Affiliations and memberships

Landmarks Illinois, Skyline
Council
Association of Preservation
Technology
National Trust for Historic
Preservation
Building Enclosure Council
Chicago

Project experience

Experience and expertise across a range of projects and clientele.

Architecture

Chicago Public Schools, Lovett Elementary School
Chicago, IL 2018-present | Architect for the
'Dever' beam structural repairs, roof replacement,
masonry restoration, interior repairs and limited
ADA upgrades for the Orange Rated Historic
School.

*Cook County Forest Preserve Headquarters HVAC
Upgrade and Envelope Enhancements* Oak Park,
Illinois 2022-present | Architect and Envelope
Consultant for the assessment of building
enclosure systems and recommendations for
thermal performance enhancements and
covering architectural for new HVAC systems.

Envelope Evaluation and Repair

*Illinois Neuropsychiatric Institute Envelope
Restoration* Chicago, IL 2020-present | Assess-
ment and repair documents for the 1940 Art
Deco building envelope systems, performed up
close evaluation of limestone, terra cotta, and
brick masonry walls, multiple roof areas,
fenestration.

*Museum of Science and Industry Facade
Restoration* Chicago, IL 2018-present | Six
envelope restoration projects (\$16M) designed
concurrently to complete the exterior restoration

program. Assessed Central Pavilion, East Pavilion,
West Pavilion and connecting links to prepare
comprehensive restoration program of limestone
facades, terra cotta domes, skylights, masonry
parapets, roof replacement, drainage improve-
ments, reconstruction of granite stairs, their
limestone cheekwalks and c. 1990 entry kiosks.

*Cook County Forest Preserve Roof and Masonry
Repairs* Chicago, Illinois 2019-present | Architect
and Envelope Consultant for roof and masonry
repairs of multiple county buildings under one
construction contract.

*Chicago Housing Authority, Las Americas
Apartments* Chicago, Illinois 2015-2021 | Envelope
Consultant and Architect on a multi-disciplinary
team for the comprehensive renovation and
modernization of the 1979 and brick masonry,
low-rise, senior house during development of
construction documents, bidding and construc-
tion administration services.

Columbus Plaza Facade Repairs
Chicago, Illinois 2016-2018 | Based on observa-
tions recorded during the 2017 Critical Exam,
performed concrete facade and window repairs
on the iconic pre-tensioned concrete residential
structure.



Firm Profile

K.ENG LLC is a sole proprietor structural engineering firm founded in 2003 and located in Chicago's West Loop neighborhood. The firm provides a variety of structural services to architects, owners, contractors, and developers. Services include structural design, feasibility studies, peer reviews, and forensic consulting.

The principal and owner is Ken Karston, S.E., P.E., who brings a wealth of technical expertise to any given project. The firm's portfolio is diverse with variety of project types from single family homes through mid-rise multi-use buildings involving combinations of new construction, repairs, renovations, and adaptive reuse plus specialty areas such as historic timber construction.

Since starting his own firm in 2003, Mr. Karston has been involved in many historic timber assessment and repair projects in Chicago and surrounding suburbs including single family homes in Oak Park, in Evanston, and in Hyde Park Chicago, bow-string wood roof trusses throughout Chicago and northwest Indiana, and adaptive reuse projects concerning timber framed buildings.

Mr. Karston is the Engineer of Record for a project at 17400 Oak Park Avenue in Tinley Park which is a conversion of an 1870's timber and masonry farmhouse into a brew-pub.

An abridged curriculum vitae for Ken Karston, S.E., P.E is as follows:

Professional Experience:

- November 2003 – Present President/Owner K.ENG LLC, Chicago, Illinois
- May 2003 – January 2005 Project Manager Klein and Hoffman, Inc., Chicago, Illinois
- January 1995 – April 2003 Project Manager C.S. Associates Inc., Oak Lawn, Illinois

Education:

- Bachelor of Science, Civil Engineering 1994
University of Illinois at Chicago, Tau Beta Pi Inductee

Professional Licenses & Qualifications:

- Registered Structural Engineer, State of Illinois 81-005996
- Registered Professional Engineer, State of Illinois 62-056253
- Registered Design Firm, State of Illinois 184-004153
- Registered Professional Engineer, States of Arizona, Colorado, Florida, Indiana, Michigan, Minnesota, Montana, Tennessee, Texas, and Wisconsin
- City of Chicago Certified Structural Peer Reviewer

Professional Memberships:

- American Concrete Institute
- American Institute of Steel Construction
- American Society of Civil Engineers
- Structural Engineers Association of Illinois

Specialty Areas:

- Building envelope investigations for water infiltration
- Code review and compliancy
- Construction defects
- Historic buildings
- Condition assessments
- Timber framed buildings
- Wood trusses including bow-string style

Forest Preserve District of Cook County Roof and Masonry Repairs

Building Envelope Consulting Services for Multiple Properties



CLIENT/OWNER:

Forest Preserve District of Cook County

Finance & Administration
69 W Washington Street, Ste 2060
Chicago, IL 60602

Lori Nayman, Architect
(708) 771-1359

October 2019 – present

As part of the Capital Improvement Program for the Forest Preserve of Cook County, AltusWorks was selected as the architect for the design of exterior renovations at 6 different facilities across the county. The facilities include a nature center, golf course concession stand and office, equestrian center, and maintenance garage. A barn and police station were subsequently added to the project. Each location required roof and/or masonry repairs and restoration to put the building enclosure systems into a state of good repair. Expanding upon existing roof and masonry reports, AltusWorks validated the report findings and generated comprehensive design documents which were bid as 2 construction packages divided by trade, not location, resulting in a total of 12 design document packages.

Construction began in 2020 with repairs running concurrently and sequentially at different locations to best suit operational needs, economy of scale and urgency of repairs. A rolling punchlist has been implemented to allow traces to obtain substantial completion and put the facilities back into use. Final completion, including the 2 additional locations, is anticipated before the end of 2021.





Forest Preserve District of Cook County Roof and Masonry Repairs

Building Envelope Consulting Services
for Multiple Properties

CLIENT/OWNER:

**Forest Preserve District of Cook
County**

Finance & Administration
69 W Washington Street, Ste 2060
Chicago, IL 60602

Lori Nayman, Architect
(708) 771-1359

October 2019 – present



As part of the Capital Improvement Program for the Forest Preserve of Cook County, AltusWorks was selected as the architect for the design of exterior renovations at 6 different facilities across the county. The facilities include a nature center, golf course concession stand and office, equestrian center, and maintenance garage. A barn and police station were subsequently added to the project. Each location required roof and/or masonry repairs and restoration to put the building enclosure systems into a state of good repair. Expanding upon existing roof and masonry reports, AltusWorks validated the report findings and generated comprehensive design documents which were bid as 2 construction packages divided by trade, not location, resulting in a total of 12 design document packages.



TOP: Northwestern Maintenance
Barn

MIDDLE: Crabtree Nature Center.

BOTTOM: George Dunn Gold
Course Office Building.



VIEW MORE AT ALTUSWORKS.COM

Evanston History Center - Charles Gates Dawes House

Envelope and Infrastructure, Facade Restoration



CLIENT/OWNER:
Evanston History Center

225 Greenwood Street
Evanston, IL 60201

Eden Juron Pearlman
Executive Director
(847) 475-3410

June 2010–December 2020

AltusWorks was selected in 2010 by the Evanston History Center to develop a phased restoration program for the celebrated Charles Gates Dawes Mansion, a National Historic Landmark. With a deep understanding of the Mansion's importance as an artifact to Evanston history, the Center was well prepared to embrace the restoration program crafted to support the Center's fundraising efforts, enhance the structures' integrity, and affect environmental efficiencies and sustainable technologies. Multiple phases of work have been executed restoring the exterior masonry façade and main entrance, mitigating water infiltration and air leakage, addressing structural deficiencies at the Coach house, replacing the rear porch, improving outdoor event space, interpreting the demolished observatory and installing a 16-well geothermal system in the east lawn with heat pumps discretely hidden throughout the house to provide climate control throughout the house museum. The restoration program was successfully completed at the end of 2020.

****Winner of the 2014 City of Evanston Preservation and Design Award in the category of Innovative Solutions in Preservation****





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vation**



Noyes Cultural Arts Center

Chimney Repair and Roof Replacement Project



CLIENT/OWNER:
City of Evanston

2100 Ridge Avenue
Evanston, IL 60201

Sean Ciolek
Facilities Manager
(847) 448-8181

August 2012 - January 2015

AltusWorks was selected as the Architect of Record for the roof, chimney, and storm water drainage systems repair at the Noyes Cultural Arts Building in Evanston. The building was designed in 1892 by Daniel Burnham as an elementary school and converted to a community fine and performing arts center in 1980. The building consists of the original construction and two additions. During a previous repair program, the exterior masonry walls were painted in an attempt to unify the aesthetics of the differently aged brick. The building is a local landmark in the City of Evanston; therefore all maintenance repairs had to comply with the Secretary of the Interior's Standards and were subject to review by the Evanston Preservation Commission.

The intent of the project was to stabilize aging systems, resolve water infiltration issues, and replace systems that were beyond their service life.



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Masonry restoration included rebuilding of ten chimneys, selective tuck-pointing, and paint removal and recoating of the painted masonry.

Asphalt shingle roof replacement included selective repair to substrate and structural members, repairs to gutters and downspouts to address basement water infiltration issues, repairs to wood soffits, and the design of a lightning protection system.

Site work to address the aging and insufficient storm water system included repair to existing retaining walls, re-sloping of concrete walks, repair to basement stairs, and accessibility improvements such as handrail replacement and the installation of detectable warnings.

Professional services included existing condition assessment, prioritized repair recommendations with associated cost estimates, development of construction documents, bidding assistance, and contract administration.



McKee House Feasibility Study

**CLIENT/OWNER:**

**DuPage Forest Preserve, Forest
Preserve District of DuPage
County, Office of Planning**

Lombard, IL

Jessica Ortega, DuPage Forest
Preserve, Forest Preserve District of
DuPage County, Office of Planning
(630) 871-6404
jortega@dupageforest.com

July 2013– November 2013

\$43,200

The DuPage County Forest Preserve District awarded AltusWorks the McKee House Architectural Study to determine the feasibility of potential reuses for the historic 1936 Colonial Revival Style limestone residence. The house is the original residence of the Forest Preserve District Superintendent, Robert McKee and his family, and provided meeting and office functions until the completion of the adjacent administration building. The complex was designed by architect Harold Kohlman and landscape architect Chance S. Hill and constructed by the Works Progress Administration and Civilian Conservation Corps manned from the nearby Camp McDowell. The house was used as a residence for the Forest Preserve until 1996 after which the house was leased by the DuPage Housing



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Authority until 2002 when it was vacated.

The study outlines the condition of the house, identifies its character defining features, delineates potential reuses and establishes a prioritized rehabilitation program. The rehabilitation program included exterior building enclosure restoration, interior re-programming and reconfigurations as well as life safety improvements, infrastructure upgrades and site enhancements to accommodate three options — stabilization, first floor access for public use or full occupancy — all in compliance with the Secretary of Interiors Standards for Rehabilitation.

AltusWorks facilitated one public meeting to inform interested parties of the conditions of the building and to gather input on the community's preferred reuse options. The report will be used by the DuPage Forest Preserve District's Board of Commissioners for fiscal planning and rehabilitation of the house.



TOP: Front facade

MIDDLE: Historic sketch

BOTTOM: Rear facade

