

W-T MECHANICAL / ELECTRICAL ENGINEERING, LLC

MECHANICAL / ELECTRICAL ENGINEERS
2675 Pratum Avenue, Hoffman Estates, IL 60192
(224) 293-6333 FAX (224) 293-6444

March 21, 2013

Wheaton Park District
1000 Manchester Road
Wheaton, Illinois 60187

Attn: Mr. Paul Stanczak

Re: Wheaton Park District
Community Center Cooling System


Dear Mr. Stanczak,

Thank you for the opportunity to provide you with a proposal for the above indicated project. please find attached four (4) copies of our proposal and our company profile which includes resumes of key personnel, similar project list and references.

Should you have any questions please call. We look forward to working with you on this project.

Respectfully submitted,

W-T MECHANICAL / ELECTRICAL ENGINEERING, LLC



Stephen T. Triphahn
President

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1000 Manchester Road
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Attn: Mr. Paul Stanczak

Re: Wheaton Park District
Community Center Cooling System

Dear Mr. Stanczak,

Pursuant to your request for proposal, we have prepared this Agreement to provide Structural, HVAC and Electrical Engineering services for the above referenced project.


UNDERSTANDING OF ASSIGNMENT

As we understand, you require Structural, HVAC and Electrical Engineering services for the existing cooling system evaluation and construction documents as indicated in your request for proposal.

SCOPE OF SERVICES

The Scope of Services is to be provided by **W-T / MECHANICAL ELECTRICAL ENGINEERING, LLC.** and includes the following Tasks.

TASK 1 – HVAC SYSTEM EVALUATION

Approved for this task only 

This Task includes performing an evaluation of the condition of the existing HVAC system for the Community Center, identifying other components that may need replacement in the near future and assessing the compatibility of replacements with other system components, evaluating the control system and assessing the potential for increasing automation and internet access, researching alternative systems that may increase efficiency, providing staff with a brief report of conditions and recommendations for replacing / refurbishing / servicing equipment including cost estimates for proposed work and providing staff with potential schedules for construction taking into consideration seasonal needs.

TASK 2 – CONSTRUCTION DOCUMENT PHASE

This Task includes working with staff, field surveys, meetings, complete construction documents including design drawings and specifications as required for bids, permits and construction. This Task also includes bid documents which will include general instructions to bidders, proposal form, insurance requirements, bond requirements, etc.

TASK 3 – BIDDING / NEGOTIATION PHASE

This Task includes answering questions during bidding phase, providing addendum's and clarifications as needed. Attendance at pre-bid meeting, review of bid results and comment as required. Provide reference checks on subcontractors under consideration for this project.

TASK 4 – CONSTRUCTION ADMINISTRATION

This Task includes review of shop drawings, manuals and other submittals as necessary, response to RFI's and contractor's questions, providing field orders, change orders and clarifications as necessary, providing two (2) field observation visits with written field reports during construction phase. Review and comment on contractor provided closeout documents including warranties, manuals and as-built drawings.

FEE PROPOSAL

We proposed to provide the Scope of Services defined above in accordance with the attached General Conditions based on a time card hourly basis not to exceed the following fees:

TASK 1	\$ 5,000.00	<i>task 1 only at this time</i>
TASK 2	\$ 7,500.00	
TASK 3	\$ 2,500.00	
TASK 4	\$ 2,500.00	
TOTAL	\$17,500.00	

The project will be invoiced monthly, based upon the percentage of completion of each task, with payment due within thirty (30) days of invoice data.

All plots, prints, messenger service, etc. shall be invoiced as reimbursable expenses not to exceed \$250.00

I trust this Agreement meets with your approval. If so, please sign both copies and return one (1) to us. I look forward to working with you on this project.

Respectfully Submitted,

W-T MECHANICAL / ELECTRICAL ENGINEERING, LLC.


Stephen T. Triphahn
President

Accepted this 15th day of May 2013



Wheaton Park District

Exec. Dir.

W-T MECHANICAL / ELECTRICAL ENGINEERING, LLC

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MECHANICAL / ELECTRICAL 2013 RATE SCHEDULE

President	\$150.00 / hour
Project Manager	\$140.00 / hour
Project Engineer	\$125.00 / hour
Cad Technician	\$100.00 / hour
Administrative	\$ 60.00 / hour

GENERAL TERMS AND CONDITIONS

BILLING AND PAYMENT - The Client agrees to compensate the Design Professional for services per the attached proposal. Reimbursable expenses shall be marked up 10%. Services and expenses will be invoiced monthly. Invoice amounts are due within 30 days. Interest of 1-1/2 percent per month, compounded daily applies to all invoices outstanding after thirty days. In the event any amount becomes past due, the design professional may give 7 day notice of intent to suspend or terminate the contract.

CONSEQUENTIAL DAMAGES - The Client and Design Professional both agree to waive consequential damages for claims, disputes or other matters arising out of or relating to this Agreement against each other.

DELAYS - The Design Professional will not be liable for delays due to force majeure or for any delays caused by others or by circumstances outside the control of Surveyor...

DISPUTE RESOLUTION - Any dispute under this contract shall be subject to mediation as a condition precedent to litigation. Mediation shall be initiated by a written demand served by any party hereto to the other party. Mediation shall take place at such forum and with a mediator acceptable to both parties hereto. Costs of mediation shall be shared equally by the parties.

ENVIRONMENTAL - The Design Professional assumes no responsibility for the detection or removal of any hazardous substances found at the job site.

JOBSITE SAFETY - The Design Professional is not responsible for job site safety or for construction means, methods, techniques or sequences. Job site safety and construction means, methods, techniques or sequences are the responsibility of the Contractor.

LIMITATION OF LIABILITY - The design professional shall carry general liability Each Occurrence \$2,000,000, Commercial General Liability Damages to Rented Premises \$2,000,000, Medical Expense (anyone person) \$5,000, Personal & Adv Injury \$2,000,000, General Aggregate \$4,000,000, Products Comp/OP AGG \$4,000,000, Automobile Liability Combined Single Limit \$1,000,000, Garage Liability Auto Only- EA Accident \$1,000,000, Other Than EA Accident \$1,000,000, AGG \$1,000,000, Excess/Umbrella Liability Each Occurrence \$5,000,000, Aggregate \$5,000,000, Workers Compensation and Employer's Liability any proprietor/partner/executive officer/member excluded E. L. Each Accident \$1,000,000, E. L. Disease - EA Employee \$1,000,000, E. L. Disease - Policy Limit \$1,000,000. The Client agrees to bring any claims against the Design Professional Company, not any individual directors, officers or employees of the Design Professional.

OWNER PROVIDED INFORMATION - The Design Professional shall have the right to rely on the accuracy of any information provided by the Client. The Design Professional will not review this information for accuracy.

OWNERSHIP OF INSTRUMENTS OF SERVICE - All documents, including drawings, plats, and other data prepared or furnished by Design Professional pursuant to this Agreement are Instruments of Service with respect to the Project. The Design Professional retains all intellectual property rights including common law, statutory, and other reserved rights in the Instruments of Service, including copyrights. The Design Professional grants Client a license to use Instruments of Service for the sole purpose of constructing the Project provided Client shall comply with all obligations required by this Agreement, including prompt payment of all sums when due. Any termination of this Agreement prior to completion of the services shall terminate this license. The Client agrees to limit use of the Instruments of Service to this site-specific project only.

PERMITS AND APPROVALS - It is the responsibility of the Owner to obtain all necessary permits and approvals. The Design Professional will assist the Owner as mutually agreed in writing.

SITE OBSERVATION - The Design Professional shall make visits to the Site as provided in the Agreement to observe the Contractor's progress and quality of the Work to determine, in general, if the Work when completed will be generally in conformance with the Contract Documents. Such visits and observations by Design Professional are not intended to be exhaustive or to extend to every aspect of Contractor's Work in progress or to involve detailed inspections of Contractor's Work in progress beyond the responsibilities specifically assigned to Design Professional in the Agreement, but rather are to be limited to spot observations and similar visual methods of general observation of the Work.. Based on information obtained during such visits and observations, and Design Professional shall inform the Owner of any non-conforming Work observed by Design Professional as soon as reasonably possible.

RIGHT OF ACCESS - The Design Professional shall have access to the job site whenever work is in preparation or in progress.

STOP WORK AUTHORITY - The Design Professional has no stop work authority.

STANDARD OF CARE - The standard of care for all professional services performed or furnished by Design Professional under this Agreement will be the skill and care used by members of the Design Professional's profession practicing under similar circumstances at the same time and in the same locality. Design Professional makes no warranties, express or implied, under this Agreement or otherwise in connection with its services.

TERMINATION - The contract may be terminated by either party for convenience with 14 days written notice, or for cause with 7 days written notice by either party. The project may be suspended by the client with 30 days written notice. In the event of suspension or cancellation for convenience, the Client shall pay all fees and expenses incurred prior to the date of notice.



**W-T MECHANICAL / ELECTRICAL
ENGINEERING, LLC**

MECHANICAL AND ELECTRICAL ENGINEERS

W-T Mechanical / Electrical Engineering LLC

2675 Pratum Avenue
Hoffman Estates, IL 60192
(224) 293-6333
Fax: (224) 293-6444
www.wtengineering.com

Stephen T. Triphahn
President

WHEATON PARK DISTRICT COMMUNITY CENTER COOLING SYSTEM

MISSION STATEMENT

"To be the consulting engineering firm
of choice distinguished by strong
customer relationships and by
providing quality engineering services,
in a timely, cost effective and
professional manner"

**One Source.
Infinite Solutions.**

PROFILE



**W-T MECHANICAL / ELECTRICAL
ENGINEERING, LLC**

MECHANICAL AND ELECTRICAL ENGINEERS

W-T MECHANICAL / ELECTRICAL ENGINEERING, LLC.

Award-winning W-T Mechanical / Electrical Engineering, LLC provides clients with a one-stop company to help maintain the integrity of all projects from start to finish. By incorporating all needed engineering disciplines, each customer receives the most efficient and cost effective solution for each respective project. W-T Mechanical / Electrical Engineering, LLC offers solutions to a variety of industry challenges, from architecturally creative designs to designing retro-fit work such as HVAC and pool equipment.

Cutting edge computer technology is used to create special designs for various park district facilities, health and financial institutions, village halls, car washes, police stations, fire stations, restaurants and condominium buildings. With more than 30 years of experience developing engineering systems for heating, cooling, ventilating, plumbing, electrical and fire protection, W-T Mechanical / Electrical Engineering, LLC ensures design consistency, clarity and accuracy in the most cost and time efficient manner.

W-T Mechanical / Electrical Engineering, LLC offers park district, municipal, commercial and residential clients top quality performance and service. By taking the time to learn a client's goals, W-T Mechanical / Electrical Engineering, LLC ensures all customer needs are met with satisfaction beyond expectations.

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Infinite Solutions.**

RESUME



**W-T MECHANICAL / ELECTRICAL
ENGINEERING, LLC**

MECHANICAL AND ELECTRICAL ENGINEERS



Stephen T. Triphahn
W-T Engineering, Inc.- President and CEO
W-T Mechanical / Electrical Engineering, LLC
President

Steve has over thirty four (34) years experience as a project leader directly responsible for over seeing the design for all mechanical and electrical systems that W-T Engineering, Inc. accepts. He is also responsible for the plumbing and fire protection design and is the recent President of the Chicago Regional Chapter of the American Society of Plumbing Engineers. Out of the office, he serves on his Village Historical Commission.

Education

Harper College
Associate Degree - Mechanical Engineering
Palatine, Illinois

Professional Affiliations

- American Society of Heating, Refrigeration & Air Conditioning Engineers
- American Society of Plumbing Engineers
- National Fire Protection Association

Project Experience

- Alcott Center - Buffalo Grove Park District
HVAC System Replacement / Upgrades
- Northbrook Park District Leisure Center
HVAC System Replacement / Upgrades
- Claes Pavilion - Elk Grove Park District
Replacement of twenty (20) Rooftop Units
- Deer Creek Tennis Courts - Park District of Highland Park
Replacement of three (3) Rooftop Units
- Centennial Ice Arena - Wilmette Park District
Replace / Upgrade HVAC System
- Wilmette Park District Community Center
Boiler Replacement

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RESUME



**W-T MECHANICAL / ELECTRICAL
ENGINEERING, LLC**

MECHANICAL AND ELECTRICAL ENGINEERS



Mark Ventrelli, PE
Vice President
W-T Mechanical / Electrical Engineering, LLC

Mark has more than twenty (20) years of experience in the Mechanical Engineering field. His responsibilities include initial systems design and preparation of complete contract documents, coordination in the field and with other trades, specifications and all duties through the construction phase. He specializes in commercial, residential and industrial HVAC systems including heating, cooling, ventilation, refrigeration, hydronic and piping systems.

Education

Northern Illinois University, 1989
Bachelor of Science - Mechanical Engineering

Professional Registrations

Professional Engineer (PE) - Illinois, Iowa, Indiana, Wisconsin, Michigan, Kentucky, Virginia, Texas, Ohio, Georgia

Professional Affiliations

- American Society of Heating, Refrigeration and Air Conditioning (ASHRAE)

Project Experience

- Alcott Center - Buffalo Grove Park District
HVAC System Replacement / Upgrades
- Northbrook Park District Leisure Center
HVAC System Replacement / Upgrades
- Claes Pavilion - Elk Grove Park District
Replacement of twenty (20) Rooftop Units
- Deer Creek Tennis Courts - Park District of Highland Park
Replacement of three (3) Rooftop Units
- Centennial Ice Arena - Wilmette Park District
Replace / Upgrade HVAC System
- Wilmette Park District Community Center
Boiler Replacement

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RESUME



**W-T MECHANICAL / ELECTRICAL
ENGINEERING, LLC**

MECHANICAL AND ELECTRICAL ENGINEERS



Karl J. Streitenfeld
Senior Electrical Engineer
W-T Mechanical / Electrical Engineering, LLC

Karl has over thirty two (32) years of experience in design, contracting, and management in the electrical field. Karl has extensive experience in lighting systems, power, service and distribution, fire alarm systems, sound systems, security systems, etc. for local government, commercial and institutional facilities. As our Senior Electrical Engineer, he will engineer and oversee all of our electrical projects and coordinate the work with all the parties involved. With his continuing experience, Karl provides estimates of profitable construction costs that are reliable and through.

Education

McCormick Junior College
Chicago, Illinois

Loyola University
Chicago, Illinois

Professional Affiliations

- National Fire Protection Association
- Illuminating Engineering Society (IES)
- National Electrical Association

Project Experience

- Alcott Center - Buffalo Grove Park District
HVAC System Replacement / Upgrades
- Northbrook Park District Leisure Center
HVAC System Replacement / Upgrades
- Claes Pavilion - Elk Grove Park District
Replacement of twenty (20) Rooftop Units
- Deer Creek Tennis Courts - Park District of Highland Park
Replacement of three (3) Rooftop Units
- Centennial Ice Arena - Wilmette Park District
Replace / Upgrade HVAC System
- Wilmette Park District Community Center
Boiler Replacement

**One Source.
Infinite Solutions.**

PROJECTS



W-T MECHANICAL / ELECTRICAL
ENGINEERING, LLC
MECHANICAL AND ELECTRICAL ENGINEERS

Similar Projects

- Alcott Center - Buffalo Grove Park District
HVAC System Replacement / Upgrades
- Northbrook Park District Leisure Center
HVAC System Replacement / Upgrades
- Claes Pavilion - Elk Grove Park District
Replacement of twenty (20) Rooftop Units
- Deer Creek Tennis Courts - Park District of Highland Park
Replacement of three (3) Rooftop Units
- Centennial Ice Arena - Wilmette Park District
Replace / Upgrade HVAC System
- Wilmette Park District Community Center
Boiler Replacement
- Courts Plus - Elmhurst Park District
Replace / Upgrade HVAC Equipment serving the Fitness Center and Natatorium
- Hanover Park District Community Center
Replace / Upgrade Rooftop Unit
- Shady Oaks Recreation Center - Streamwood Park District
Replace / Upgrade existing air handling units

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REFERENCES



**W-T MECHANICAL / ELECTRICAL
ENGINEERING, LLC**

MECHANICAL AND ELECTRICAL ENGINEERS

Mr. Larry Piekarz Executive Director Park District of Forest Park	(708) 878-2056
Ms. Carrie Hauptert Executive Director Bloomingdale Park District	(630) 529-3650
Mr. Alan Peterson Director of Parks & Planning Elk Grove Park District	(847) 228-3485
Mr. Dan Malartsik Assistant Superintendent of Park & Planning Wilmette Park District	(847) 831-3810
Mr. Pat Moser Superintendent of Parks & Planning Palatine Park District	(847) 705-5130
Mr. Bob O'Brien Superintendent of Parks & Planning Hanover Park Park District	(630) 837-2468
Mr. Bob Shiel Supervisor of Mechanical Operations Buffalo Grove Park District	(847) 850-2162
Ms. Angela Ferrentino Director of Parks & Facilities Elmhurst Park District	(630) 993-8913

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