

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made and entered into this 29th day of February, 2023 by and between the Wheaton Park District, 102 E. Wesley St., Wheaton, IL 60187 (hereinafter referred to as the "Owner"), and Direct Fitness Solutions, LLC, 600 Tower Rd., Mundelein, IL 60060 (hereinafter referred to as the "Consultant" or "Design Consultant"),

For and in consideration of the promises and mutual covenants set forth herein, the parties hereto agree as follows:

1. SCOPE OF WORK. The Consultant will provide professional design and consulting services to develop concept plans, final layout plans (suitable for bidding), final equipment list, cost estimates, and all other tasks as more fully described in the Owner's December 8, 2022 Request for Proposals – 2023 Parks Plus Fitness Center – Equipment and Layout Design Consultation Services ("RFP") and the Consultant's January 17, 2023 Proposal (the "Proposal") related to Owner's renovation of the Parks Plus Fitness Center, 1777 S. Blanchard Rd., Wheaton, Illinois 60189 (the "Work"). The RFP and Consultant's Proposal are incorporated into this Agreement as part of this Agreement provided, however, that in the event of any conflict between this Agreement and the Consultant's Proposal, this Agreement shall control.

2. PAYMENT FOR PROFESSIONAL SERVICES RENDERED. Subject to the limitation set forth herein, Consultant shall be paid not more than eight thousand dollars (\$8,000.00), which sum includes all fees of Consultant and its subcontractor(s)/subconsultant(s), costs and expenses to complete the Work. No change in scope or cost of the Work will be effective unless a written change order is executed by Owner and Consultant. Within 30 days of submitting its final report, Consultant shall invoice Owner. Owner will make payment in accordance with the Illinois Local Government Prompt Payment Act (50 ILCS 505/1, *et seq.*). Acceptance of final payment by the Consultant, a subcontractor or material supplier shall constitute a waiver of claims by that payee except those previously made in writing and identified by that payee as unsettled at the time of the application for final payment.

3. TERM OF WORK. Consultant shall complete tasks according to the following milestones:

- a. Draft report and meeting with Owner's staff to be completed by March 22, 2023;
- b. Final Report with cost estimate to be completed by May 12, 2023.

The foregoing milestone dates may not be extended without Owner's prior written approval.

4. CONFLICT OF INTEREST. Consultant covenants that neither it nor its principal presently has any interest, and shall not acquire an interest, directly or indirectly, which would conflict in any manner or degree with its performance under this Agreement. No official, officer or employee of the Owner who exercises any functions or responsibilities in the review or approval of the work or services rendered by the Consultant under this Agreement shall participate in any decision relating to this Agreement which affects such individual's personal interest, or the interest of any corporation, partnership or association in which such individual is

directly or indirectly interested, or have any interest, directly or indirectly, in this Agreement or the proceeds thereof.

5. INDEMNIFICATION. To the fullest extent permitted by law, the Consultant shall indemnify and hold harmless the Owner and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (attorney's and paralegals' fees and court costs), arising out of or resulting from the performance of the Consultant's services, provided that any such claim, damage, loss or expense (i) is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, other than the work itself, including the loss of use resulting therefrom and (ii) arises in whole or in part from any act or omission of the Consultant, Consultant's consultants and subconsultants, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, except to the extent it is caused in whole or in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. Consultant shall similarly protect, indemnify, and hold and save harmless the Owner, its officers, officials, employees, volunteers, and agents against and from any and all claims, costs, causes, actions, and expenses including but not limited to legal fees, incurred by reason of Consultant's breach of any of its obligations under, or Consultant's default of, any provision of the Contract. Consultant's obligations under this section shall survive the termination or completion of this Agreement.

In claims against any person or entity indemnified under this Agreement by an employee of the Design Consultant, a Subcontractor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, the indemnification obligation under this Agreement shall not be limited by a limitation on amount or type of damages, compensation, or benefits payable by or for the Design Consultant or a Subcontractor under workers' compensation acts, disability benefit acts, or other employee benefit acts including but not limited to the limits set forth in *Kotecki v. Cyclops Welding Corp.*, 146 Ill.2d 155 (1991).

6. WARRANTY. In performing its services hereunder, the Consultant will use that degree of care and skill ordinarily exercised, under similar circumstances, by reputable members of its profession practicing in the same or similar locality.

7. INSURANCE REQUIREMENTS. Consultant shall meet all insurance requirements as set forth on Exhibit A, which is incorporated as if fully set forth herein.

8. TERMINATION. The Owner may terminate this Agreement for cause upon seven (7) days' written notice if the Consultant refuses or fails to meet any of the milestone dates without Owner's authorized extension of time; fails to make payment to subcontractors, subconsultants or suppliers in accordance with the respective agreements between the Consultant and the subcontractor, subconsultant or suppliers; or otherwise is guilty of substantial breach of a provision of the Contract Documents. In the event Owner terminates the Agreement for cause, Consultant shall be entitled to payment only for work performed before the date of termination. In the event Owner terminates the Agreement for cause, Consultant not be entitled to any payment unless and until the Work is finished.

The Owner may terminate the Agreement for the Owner's convenience and without cause upon written notice to Consultant. Upon receipt of notice from the Owner of termination for the Owner's convenience, the Consultant shall cease operations as directed by the Owner in the notice; take actions necessary, or that the Owner may direct, for the protection and preservation of the Work; and except for Work directed to be performed prior to the effective date of termination stated in the notice, terminate all existing subcontracts and purchase orders and enter into no further subcontracts and purchase orders. In case of termination for the Owner's convenience, the Owner shall pay the Consultant for Work properly executed; costs incurred by reason of the termination, including costs attributable to termination of subcontracts, and Consultant shall be obligated to provide Owner with its work product up to the date of termination for convenience.

In no event will Owner be liable (whether in contract, tort, negligence, strict liability in tort, by statute or otherwise) to Consultant for any: (i) consequential, indirect, incidental, special or punitive damages, or (ii) loss of profits, revenue, business, opportunity or anticipated savings, all such claims having been expressly waived by Consultant by executing this Agreement.

9. PARTIES TO THE AGREEMENT. The services to be performed by the Consultant under this Agreement are intended solely for the benefit of the Owner. Nothing contained herein shall confer any rights upon or create any duties on the part of the Consultant toward any person or persons not a party to this Agreement, including, but not limited to, any contractor, subcontractor or supplier or the agents, officers, employees, insurers or sureties of any of them.

10. STATE OF ILLINOIS LAW APPLIES; ATTORNEY'S FEES. This Agreement is made and delivered in the State of Illinois and shall be construed and enforced in accordance with the laws thereof. Any action arising from any provision included herein shall be adjudicated in the State of Illinois in the Eighteenth Judicial Circuit Court, DuPage County, Illinois. In the event the Owner is required to use the services of an attorney to enforce this Agreement, Consultant shall pay the Owner's reasonable attorney's fees and all expenses and costs incurred by the Owner in enforcing the Agreement or in seeking any remedy for default under or breach of this Agreement.

11. ENTIRE AGREEMENT. This Agreement constitutes the entire agreement between the parties, and there are no other agreements other than those expressed herein. The parties hereto agree that this Agreement shall not be construed or interpreted in favor of either party on the basis of draftsmanship or preparation and that this Agreement has been jointly drafted.

12. FAILURE TO EXERCISE. Neither failure nor any delay on the part of the Owner in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall a single or partial exercise or the exercise of any other right, power or privilege hereunder. The Owner's rights and remedies under this contract are cumulative and not exclusive of any other rights which the Owner may have at law or in equity.

13. SEVERABILITY. If any section, paragraph, clause, phrase or portion of this contract is, for any reason, determined by a court of competent jurisdiction to be invalid and unenforceable,

such portion shall be deemed separate, distinct and an independent provision, and the court's determination shall not affect the validity or enforceability of the remaining portions of this contract.

14. COMPLIANCE WITH LEGAL REQUIREMENTS. The Consultant's products, services and facilities shall be in full compliance with all applicable federal, state and local health, environmental and safety laws, regulations, standards and ordinances, regardless of whether they are referred to by the Owner. Furthermore, Consultant represents and warrants to the Owner that Consultant and any subcontractor has obtained any and all certificates required under applicable law for the rendering of said services and products and shall indemnify and hold the Owner harmless for any liability (including reasonable attorney's fees) incurred by the Owner should Consultant not be so certified.

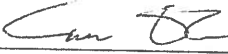
15. LIENS. Consultant shall not permit any mechanic's lien to stand against Owner's property or funds for any work, labor or materials in connection with work of any character performed on Owner's property at the direction of Consultant. In the event of any such lien attaching to Owner's property or funds as a result of Consultant's work, Consultant shall immediately have such lien either released, or if contested by Consultant, bonded over in the amount of one hundred percent (100%) of the claim and defend Owner's interests against such lien.

16. SAFETY OF PERSONS AND PROPERTY. The Consultant shall determine the means and methods of carrying out the Work, shall have control of the equipment, tools and materials necessary to complete the Work and shall take reasonable precautions for the health and safety of, and shall provide reasonable protection to prevent damage, injury or loss to employees engaged in the Work, Owner's employees and patrons and other persons who may be affected thereby, the public on at the location of the Work, and personal property involved in the Work. In addition to Consultant's obligations under section, Consultant shall promptly remedy any damage or loss to Owner's property caused in whole or in part by the Contractor, a subcontractor, a sub-subcontractor, or anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable and for which the Consultant is responsible, except damage or loss attributable to acts or omissions of the Owner or anyone directly or indirectly employed by Owner, or by anyone for whose acts Owner may be liable, and not attributable to the fault or negligence of the Consultant.

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IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and in the year first above written.

DIRECT FITNESS SOLUTIONS, LLC



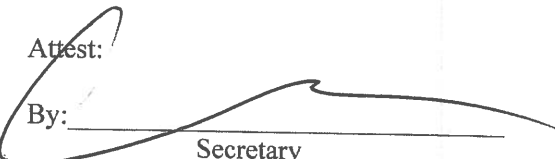
Tim Green, Manager

WHEATON PARK DISTRICT



Michael Benard, Executive Director

Attest:

By: 

Secretary

EXHIBIT A

Insurance Requirements

The Design Consultant shall maintain the following insurance for the duration of the Agreement.

(Identify types and limits of insurance coverage, and other insurance requirements applicable to the Agreement, if any.)

1. **General Liability:** Design Consultant shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 for each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project/location. CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing similar coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract). Owner shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 10 or a substitute providing similar coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to Owner. There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from pollution, explosion, collapse, or underground property damage.
2. **Automobile Liability:** Design Consultant shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 for each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos. Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.
3. **Workers' Compensation:** Design Consultant shall maintain workers' compensation as required by statute and employer's liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$500,000 for each accident for bodily injury by accident or for each employee for bodily injury by disease. If Owner has not been included as an insured under the CGL using ISO additional insured endorsement CG 20 10 under the Commercial General and Umbrella Liability Insurance required in this Contract, the Design Consultant waives all rights against Owner and its officers, officials, employees, volunteers, and agents for recovery of damages arising out of or incident to the Design Consultant's work.
4. **Professional Liability:** Design Consultant shall maintain professional liability and, if necessary, commercial umbrella liability insurance with a limit of not less than

\$1,000,000 for each wrongful act arising out of the performance or failure to perform professional services and \$2,000,000 aggregate.

General Insurance Provisions

1. **Evidence of Insurance:** Prior to beginning work, Design Consultant shall furnish Owner with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above. All certificates shall provide for 30 days' written notice to Owner prior to the cancellation or material change of any insurance referred to therein. Written notice to Owner shall be by certified mail, return receipt requested. Failure of Owner to demand such certificate, endorsement, or other evidence of full compliance with these insurance requirements or failure of Owner to identify a deficiency from evidence that is provided shall not be construed as a waiver of Design Consultant's obligation to maintain such insurance. Owner shall have the right, but not the obligation, of prohibiting Design Consultant from entering the project site until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by Owner. Failure to maintain the required insurance may result in termination of this Contract at Owner's option. Design Consultant shall provide certified copies of all insurance policies required above within 10 days of Owners' written request for said copies.
2. **Acceptability of Insurers:** For insurance companies which obtain a rating from A.M. Best, that rating should be no less than A VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A VII or a Best's rating is not obtained, the Owner has the right to reject insurance written by an insurer it deems unacceptable.
3. **Cross-Liability Coverage:** If Design Consultant's liability policies do not contain the standard ISO separation of insureds provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.
4. **Deductibles and Self-Insured Retentions:** Any deductibles or self-insured retentions must be declared to the Owner. At the option of the Owner, the Design Consultant may be asked to eliminate such deductibles or self-insured retentions as respects the Owner, its officers, officials, employees, volunteers, and agents or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.
5. **Subcontractors:** Design Consultant shall cause each subcontractor employed by Design Consultant to purchase and maintain insurance of the type specified above. When requested by the Owner, Design Consultant shall furnish copies of certificates of insurance evidencing coverage for each subcontractor.

Wheaton Park District
Request for Proposals
2023 Parks Plus Fitness Center –
Equipment and Layout Design Consultation Services

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Overview

General Information

The Wheaton Park District is seeking a proposal for design consultation services related to concept development, final layout plans (suitable for bidding), final equipment list, and a designer's opinion of costs for the Parks Plus Fitness Center Equipment (PPFC).

Proposals shall be submitted electronically on or before **10:00 am CST January 17, 2023**. This email should clearly state in the subject line "Response to: 2023 Parks Plus Fitness Center – Equipment and Layout Design Consultation Services." Please send your proposal to:

Steve Hinchee, Superintendent of Planning shinchee@wheatonparks.org (630) 510-4976

Following the receipt of proposals staff will schedule interviews with qualified designers on January 23rd and 24th 2022.

The Park District may accept the proposal of and proceed to negotiate a contract for the work to, the lowest responsive and responsible party as determined by and in the sole discretion of the Park District.

The Owner reserves the right to (1) reject all proposals; (2) reject only certain proposals which are non-conforming or non-responsive to the proposal requirements; (3) accept only a portion, part, or specific items of Work of all and reject others, as the Owner shall in its sole discretion determine to be in its best interest; and/or (4) award the work to the responsible Design Consultant submitting the lowest proposal responsive to the proposal requirements. No proposal will be accepted from or contract negotiated with any person, firm or corporation that is in arrears or is in default to the Park District upon any debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to said Park District or that has failed to perform faithfully any previous contract with the Park District.

In the event of a rejection of a portion, part, or certain items of work of all proposals, the proposal of each Design Consultant shall automatically be deemed reduced by the amount of such rejected part or item at the unit price or other cost designated therefore by that Design Consultant on its submitted Proposal Form. The successful Design Consultant so selected may not refuse to enter into a contract with the Owner on the basis that the Owner awarded a contract for less than all portions or items of the work specified in the Proposal Documents. The Wheaton Park District Board of Park Commissioners reserves the right to waive any technicalities or irregularities, and to disregard any informality on the proposals, when in its opinion the best interest of the Park District will be served by such actions and in accordance with applicable law.

Background

The Wheaton Park District Community Center, located at 1777 South Blanchard Road, Wheaton, IL 60189, is dedicated to providing a safe, inviting, accessible, and well-maintained facility that meets the

recreational, educational, and social needs of its patrons. The Community Center and Parks Plus Fitness Center were built in 1989 and provided an up-to-date fitness facility for Wheaton residents. The area was renovated in 2000, with a further interior design redesign in 2012.

In 2019, concepts for the current renovation were created by Williams Architects. We are seeking a designer to assist with the equipment that should be provided to fill this space. They will provide the layout of where the specific types of equipment should be placed, what the infrastructure needs of that equipment is (electrical draw) and recommendations for manufacturers and models of equipment. Recommendations will also be expected for types of flooring to be provided, air circulation improvements and any other related amenities, such as entertainment systems, TV's, sound systems, and lighting.

The Wheaton Park District wishes to proceed with the development and execution of the 2023 Parks Plus Fitness Center – Equipment and Layout Design Plans. We anticipate being able to begin construction in the late summer of 2023 and be completed by the end of the year.

Project

Develop concept plans, final layout plans (suitable for bidding), final equipment list, and cost estimates. The area to be addressed is approx. 10,000 SF.

Please see attached floor plans of the building (Exhibits – Pages 7-13).

Current fitness equipment list available upon request.

Scope of Services

The project shall consist of:

1. Study Existing Conditions and Available Information
 - a. Existing Site Conditions Survey – review original architectural documents.
 - b. Photographic documentation of site conditions – to supplement design work and provide a point of reference.
 - c. Existing equipment inventory and quality evaluation.
 - d. Other data collection (utilities, etc.).
2. Orientation Meeting with Architect, Park District and PPFC Staff
 - a. Meeting with Architect's and Park District representatives to discuss in detail the scope of the project including scheduling, budgets, equipment selection/preferences and existing space

planning. (This phase includes a session to allow for a collaborative team approach in formulating the initial concept for further development).

3. Temporary Relocation Plan
 - a. During construction the district plans to relocate some or all of the equipment to other rooms within the building. Consultant shall advise as part of this proposal.
4. Develop Concept Plans
 - a. Proposed design solution(s).
 - b. Proposed equipment selection. *Note: Proposed equipment shall become the basis of a later competitive bid for the supply of equipment and shall not be exclusive to other brands.*
 - c. Meeting with staff to review designs.
5. Provide Preliminary Plan Cost Estimates
6. Business Plan
 - a. Review current membership and advise where opportunities for grow exist.
 - b. Assist staff with development of business plan to pursue growth opportunities.
7. Prepare/provide Final Layout Plans (suitable for bidding)
8. Prepare/provide Final Equipment List / Specifications (suitable for bidding)
 - a. List to include existing equipment to retain and proposed new equipment.

Proposal

Proposals shall include the following:

1. Introduction Letter
 - o Firm name, address and telephone.
 - o Brief statement of understanding of the scope of services to be performed.
 - o The signature of contractually authorized contact, title, telephone and email.
2. Background and Experience
 - o Describe prior work in which the Firm assisted a governmental entity and/or private organization with similar park projects. Include agency name and contact person's information.
3. Personnel/ Professional Qualifications
 - o Identify staff members who will be assigned to perform services detailed in scope of services. Include resumes including relevant project experience.
4. Approach
 - o Clearly describe approach, methodologies, knowledge and capability to be employed in performance of scope of services.

- Present innovative concepts, approach, methodologies, knowledge and capability not discussed in scope of services above for consideration.
5. Project Schedule
 6. Proposed Compensation
 - The proposal shall include a full description of all fees proposed by the Firm for performing the scope of services, including a fee schedule that reflects the cost to complete each of the tasks.
 - An estimated cost for reimbursable expenses.

Proposals shall be not to exceed amounts. Any change in scope shall be described in a written proposal and must be approved by the Park District Board prior to beginning.

Insurance Requirements

The Design Consultant shall maintain the following insurance for the duration of the Agreement.

(Identify types and limits of insurance coverage, and other insurance requirements applicable to the Agreement, if any.)

1. **General Liability:** Design Consultant shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 for each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project/location. CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing similar coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract). Owner shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 10 or a substitute providing similar coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to Owner. There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from pollution, explosion, collapse, or underground property damage.
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liability limits shall not be less than \$500,000 for each accident for bodily injury by accident or for each employee for bodily injury by disease. If Owner has not been included as an insured under the CGL using ISO additional insured endorsement CG 20 10 under the Commercial General and Umbrella Liability Insurance required in this Contract, the Design Consultant waives all rights against Owner and its officers, officials, employees, volunteers, and agents for recovery of damages arising out of or incident to the Design Consultant's work.

4. **Professional Liability:** Design Consultant shall maintain professional liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 for each wrongful act arising out of the performance or failure to perform professional services and \$2,000,000 aggregate.

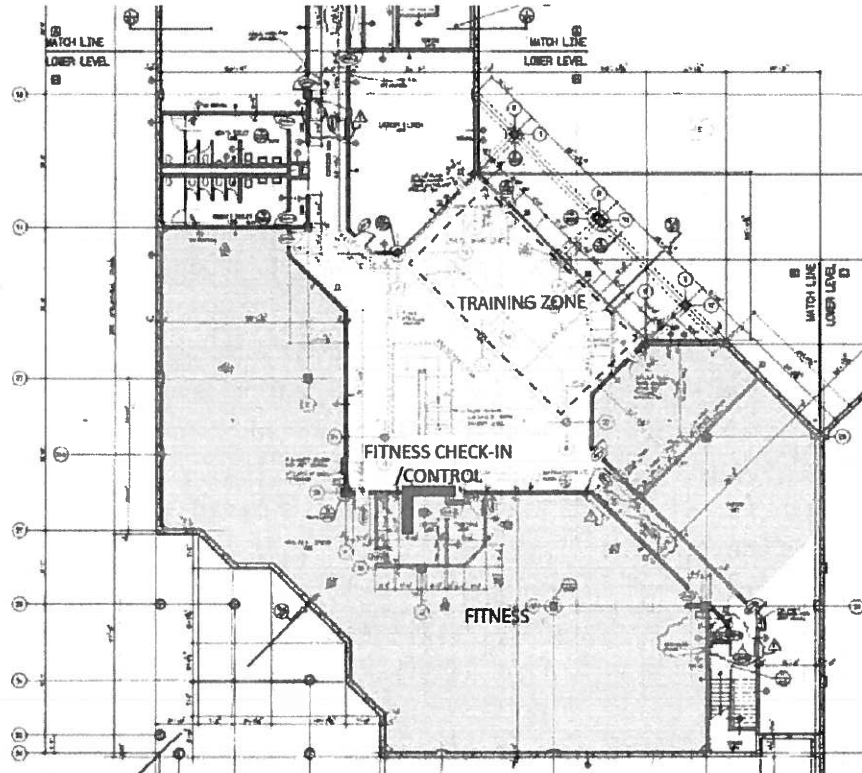
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2. **Acceptability of Insurers:** For insurance companies which obtain a rating from A.M. Best, that rating should be no less than A VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A VII or a Best's rating is not obtained, the Owner has the right to reject insurance written by an insurer it deems unacceptable.
3. **Cross-Liability Coverage:** If Design Consultant's liability policies do not contain the standard ISO separation of insureds provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.
4. **Deductibles and Self-Insured Retentions:** Any deductibles or self-insured retentions must be declared to the Owner. At the option of the Owner, the Design Consultant may be asked to eliminate such deductibles or self-insured retentions as respects the Owner, its officers, officials, employees, volunteers, and agents or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.

5. **Subcontractors:** Design Consultant shall cause each subcontractor employed by Design Consultant to purchase and maintain insurance of the type specified above. When requested by the Owner, Design Consultant shall furnish copies of certificates of insurance evidencing coverage for each subcontractor.
6. **Indemnification:** To the fullest extent permitted by law, the Design Consultant shall indemnify and hold harmless the Owner and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (attorney's and paralegals' fees and court costs), arising out of or resulting from the performance of the Design Consultant's services, provided that any such claim, damage, loss or expense (i) is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, other than the work itself, including the loss of use resulting therefrom and (ii) is caused in whole or in part by any wrongful or negligent act or omission of the Design Consultant, Design Consultant's consultants and subconsultants, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, except to the extent it is caused in whole or in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. Design Consultant shall similarly protect, indemnify, and hold and save harmless the Owner, its officers, officials, employees, volunteers, and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of Design Consultant's breach of any of its obligations under, or Design Consultant's default of, any provision of the Contract.

Exhibits – Conceptual Designs

The following concept plans are conceptual and representative of discussion that have occurred to date. The concepts shall not be considered as directive and may be altered as the result of the work requested in design consultants' proposal.



Parks Plus
Reorganization





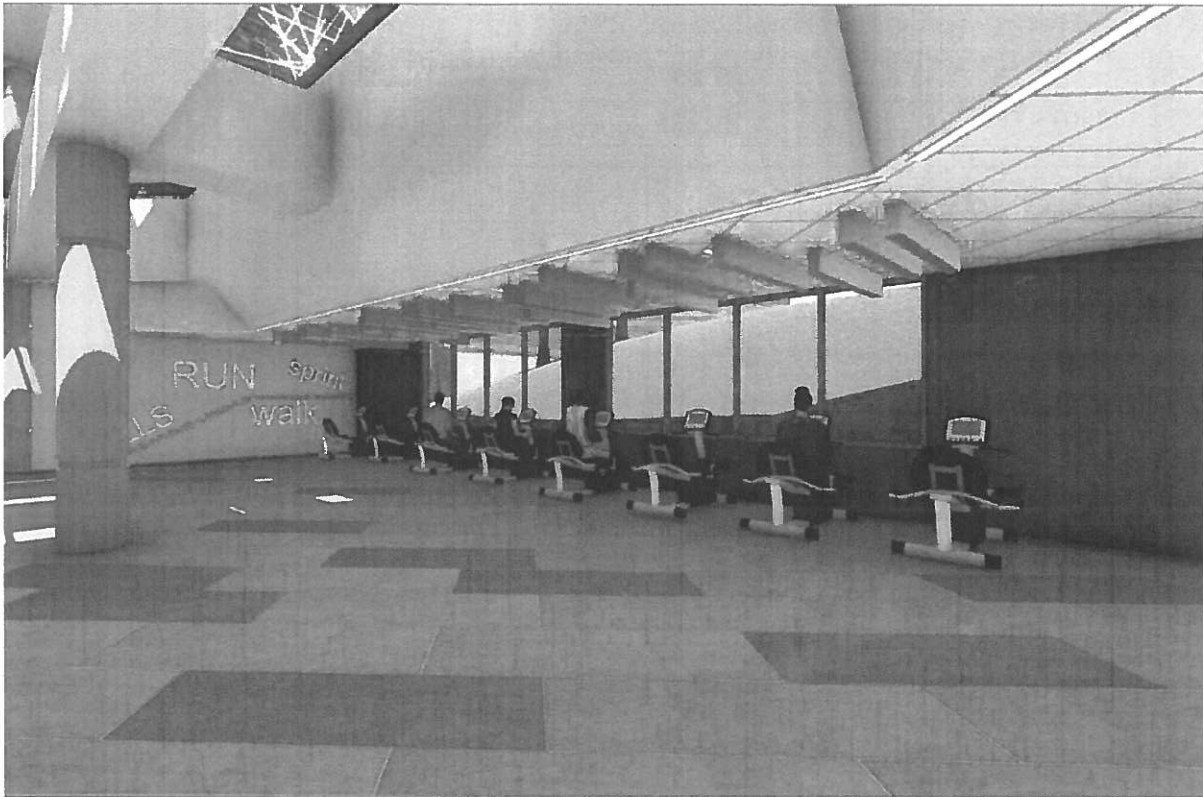
Parks Plus
Reorganization





Parks Plus
Reorganization



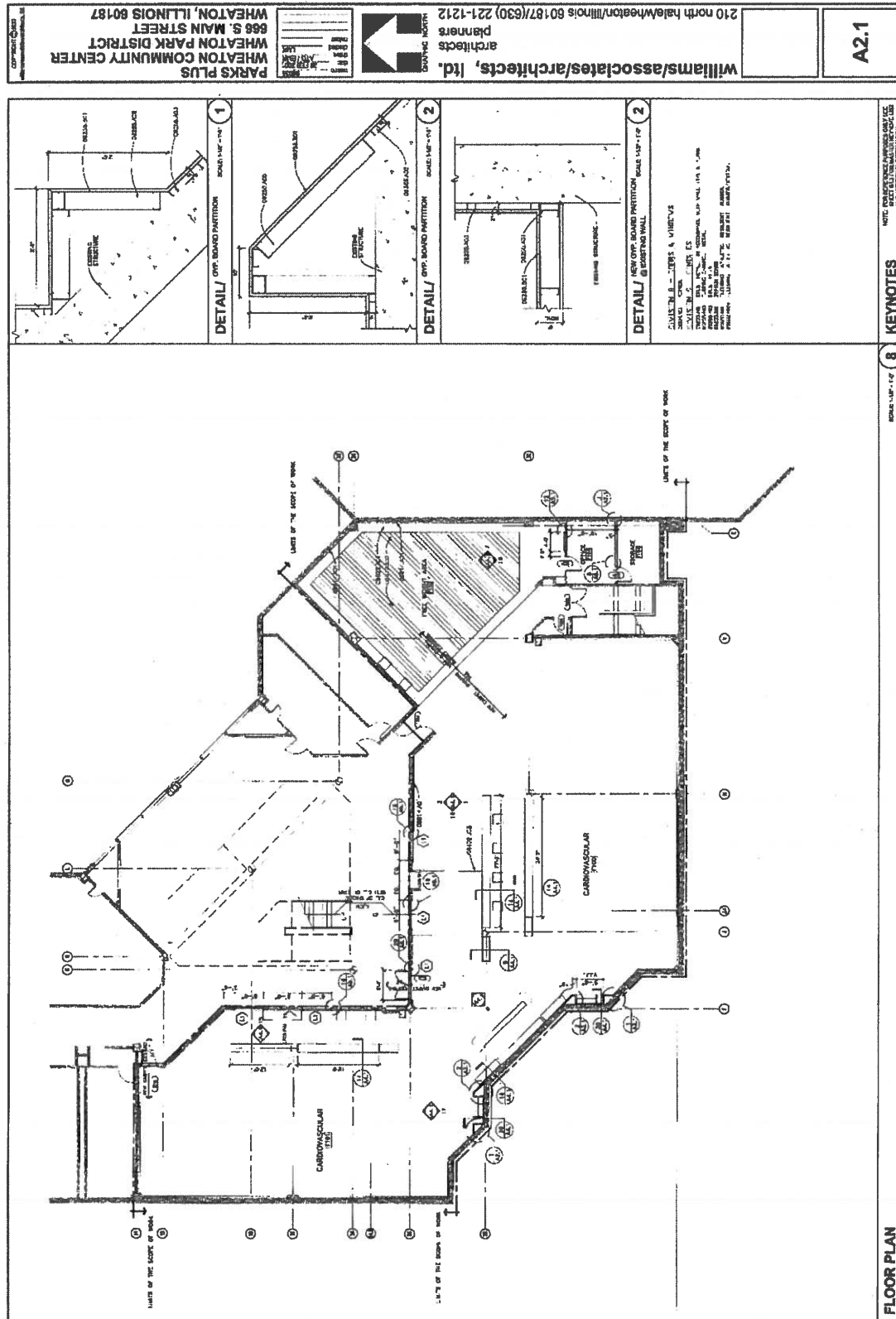


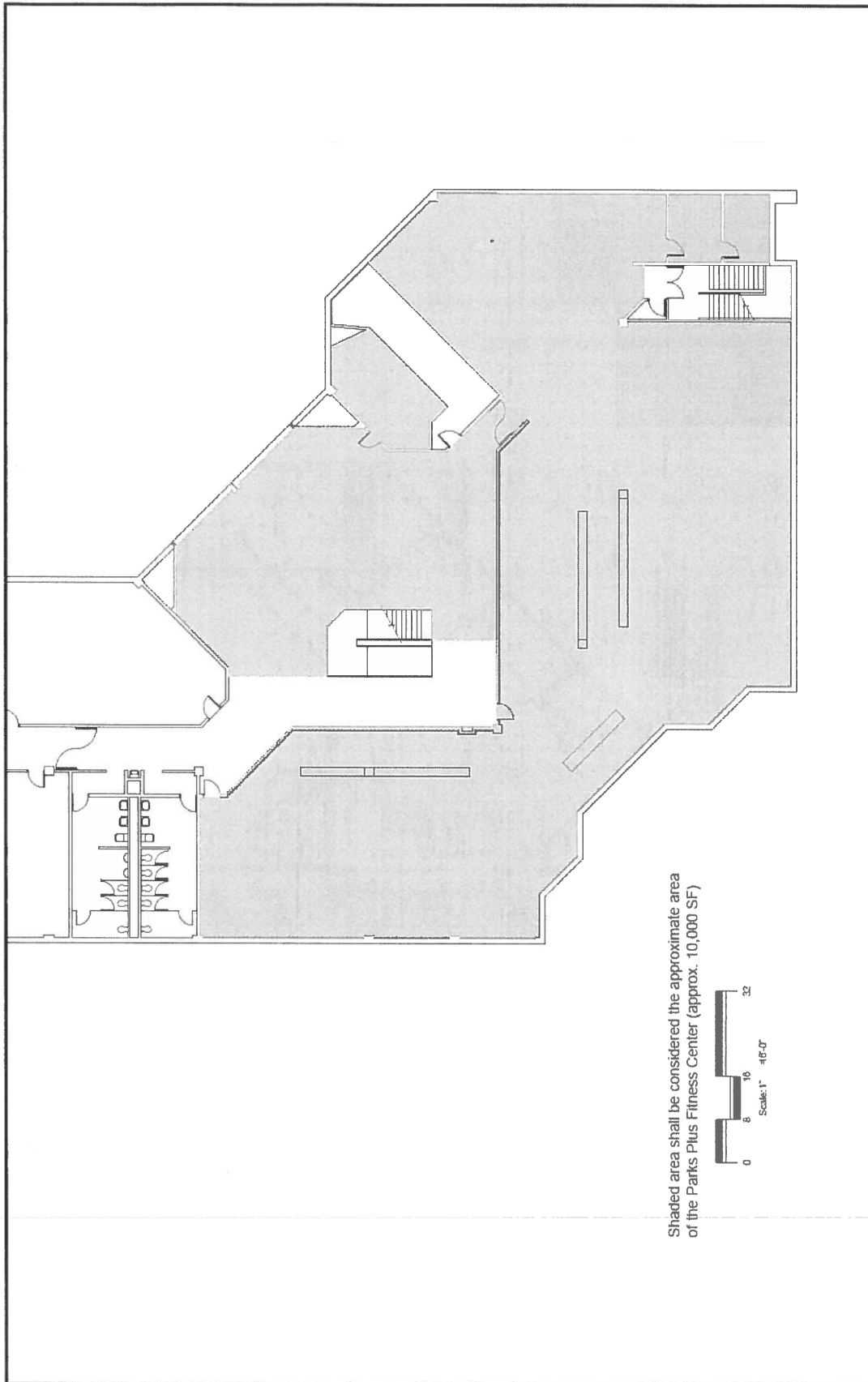
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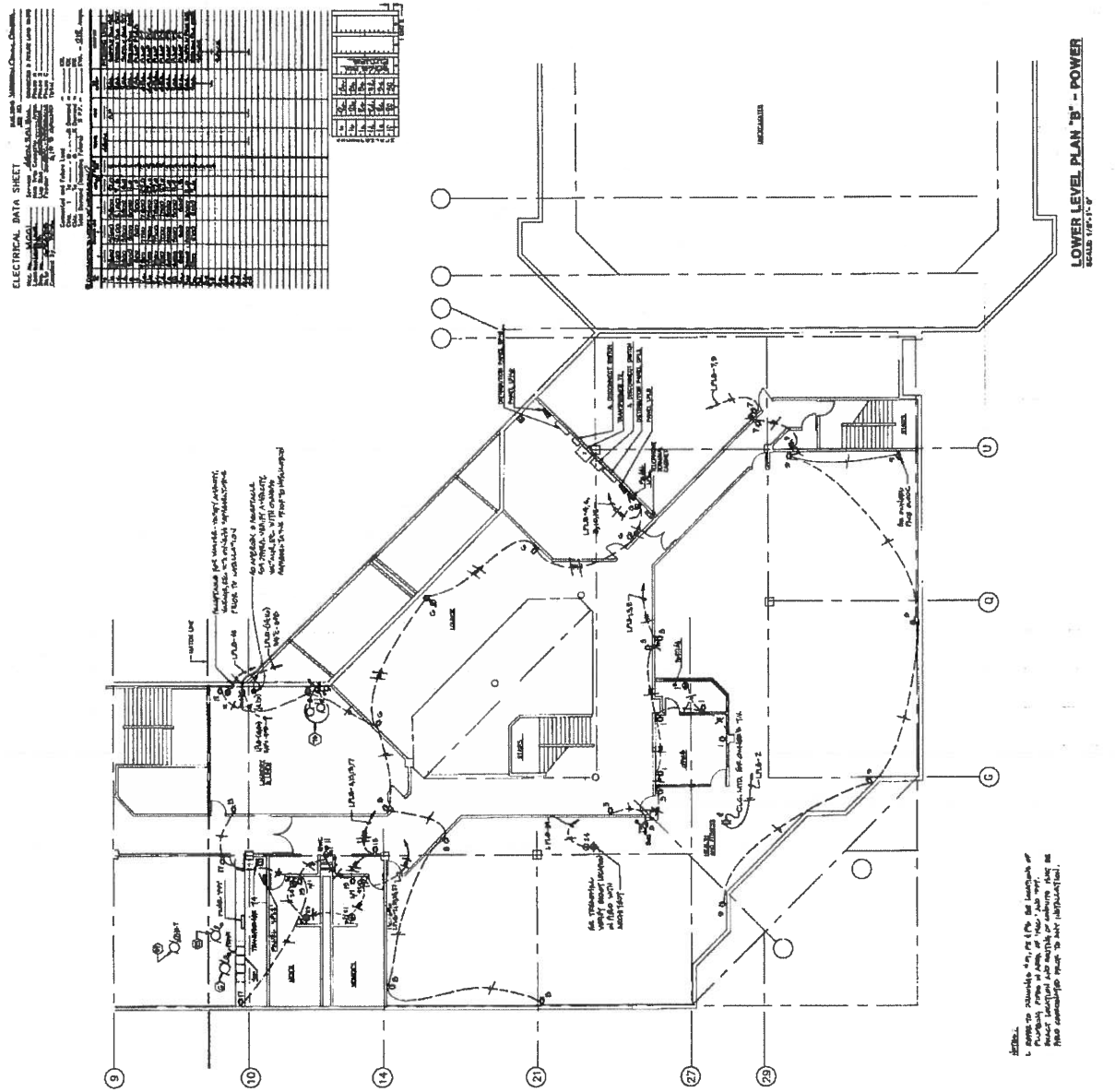
 **WILLIAMS**
ARCHITECTS



Exhibits – Existing/Previous Floor Plans







Community Center Phase 2 Interior Remodel

Proposed Timeline

Item	Start	End	2022			2023												2024	
			Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec.	Jan.	Feb.		
Scope meetings	12/1/2022	12/15/2022																	
Identify fitness center consultants	12/1/2022																		
RFP for fitness center consultant																			
Approve fitness center consultant contract	2/15/2022	2/15/2022																	
RFP for architecture																			
Approve fitness architect contract																			
Dev. concept & budget	2/15/2022	2/15/2022																	
Approve concept & budget?																			
Construction documents																			
Permitting																			
Bid construction																			
Approve construction contract	8/16/2023	8/16/2023																	
Construction contracts																			
Construction Parks Plus Fitness																			
Construction The Zone																			
Bid equipment purchases																			
Approve equipment purchases	9/20/2023	9/20/2023																	
Relocate existing equipment																			
Receive/ install new equipment																			
Dispose of old equipment no longer using																			



**Parks Plus
Fitness Center**

WHEATON PARK DISTRICT

2023 Parks Plus Fitness Center

Equipment and Layout Design Consultation Services

DIRECT  FITNESS
SOLUTIONS

TIM BRENNAN

Direct Fitness Solutions Managing Partner

TBrennan@DirectFitnessSolutions.com

(847) 668-2537

MIKE MUNSON

Direct Fitness Solutions IL Account Manager

MMunson@DirectFitnessSolutions.com

(847) 691-3559

1. Introduction Letter



PROPOSAL SECTION - 1. INTRODUCTION LETTER

January 17, 2023

Direct Fitness Solutions
600 Tower Road
Mundelein, IL 60060
Main Office: (847) 680-9300

Direct Fitness Solutions (DFS) is committed to providing customized and thorough consultation, design, delivery/installation and maintenance services for the 2023 Wheaton Park District Parks Plus Fitness Center renovation project. DFS specializes in the outfitting and design of Park District and community based fitness facilities. Tim Brennan and Mike Munson, the DFS consultants for this bid, are seasoned DFS staff, with a combined total of 30+ years of experience, specializing in the Park District fitness market.

Direct Fitness Solutions is proposing the following process for the initial scope of services:

1. January 9, 2023 Tim and Mike met with Parks Plus Fitness staff to tour the current facility, review future architectural drawings, discuss potential structural changes and take photos of the various fitness rooms and areas.
2. Generate documentation noting current equipment inventory to keep/trade-in/move to different location(s) within Parks Plus Fitness Center.
3. Develop a design plan that would include; proposed new equipment, proposed new flooring, and creating facility layout drawings, utilizing both CAD and 3D design software. Layout drawings would include notations for electrical/power requirements and ADA compliance.
4. If selected, DFS would then meet with Wheaton Park District and Williams Architects to both provide and gain detailed insight into the Parks Plus Fitness renovation project, including estimated costs, suggestions for membership growth and retention, and final documentation and layouts needed for the bidding process.

Thank you, Wheaton Park District, for your staff's time during the tour and for the opportunity to present our design ideas for the Parks Plus Fitness renovation project. Please reach out to Tim or Mike with any questions or the need for additional information.

Sincerely,

Tim Brennan

Tim Brennan - DFS Managing Partner
(847) 668-2531
TBrennan@DirectFitnessSolutions.com

Mike Munson

Mike Munson - IL Account Manager
(847) 691-3559
MMunson@DirectFitnessSolutions.com

TIM BRENNAN | TBrennan@DirectFitnessSolutions.com | (847) 668-2531

MIKE MUNSON | MMunson@DirectFitnessSolutions.com | (847) 691-3559



2. Background & Experience



PROPOSAL SECTION – 2. BACKGROUND & EXPERIENCE

Direct Fitness Solutions (DFS) is proud to have partnered with hundreds of Park District and community based fitness facilities throughout the Midwest. We offer seasoned experience when it comes to designing a community based fitness facility that best serves multiple demographics and fitness levels.

Following is additional information about DFS, relative to the Park District fitness market segment. Please find in the following order:

- About DFS & Park District Fitness
- Three projects, managed by Tim Brennan or Mike Munson, similar in scope to Wheaton Park District. Includes project description, facility photos, install date, cost and facility contact information.
- Reference list of Illinois Park Districts that DFS has worked with.
- Reference list of Illinois Park Districts that DFS has worked with and partnered with Williams Architects.

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MIKE MUNSON | MMunson@DirectFitnessSolutions.com | (847) 691-3559

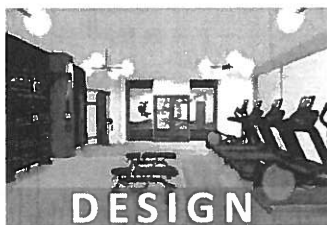


GET BETTER EQUIPPED FOR FITNESS



SALES

The professional consultants at DFS are industry experts in fitness equipment function, design and usability. We develop a customized equipment selection based on each customers' unique facility and budget needs.



DESIGN

DFS has outfitted and designed hundreds of fitness spaces varying in size, budget and market segment. We partner with our customers to create customized layouts, offering both 3D visual designs and architect/builder compatible 2D drawings.



DELIVERY

Equipment and flooring are delivered and installed, nationwide, by the DFS team. This includes A/V installation and programming. There are no third party delivery companies. The DFS team completely manages your project from start to finish.



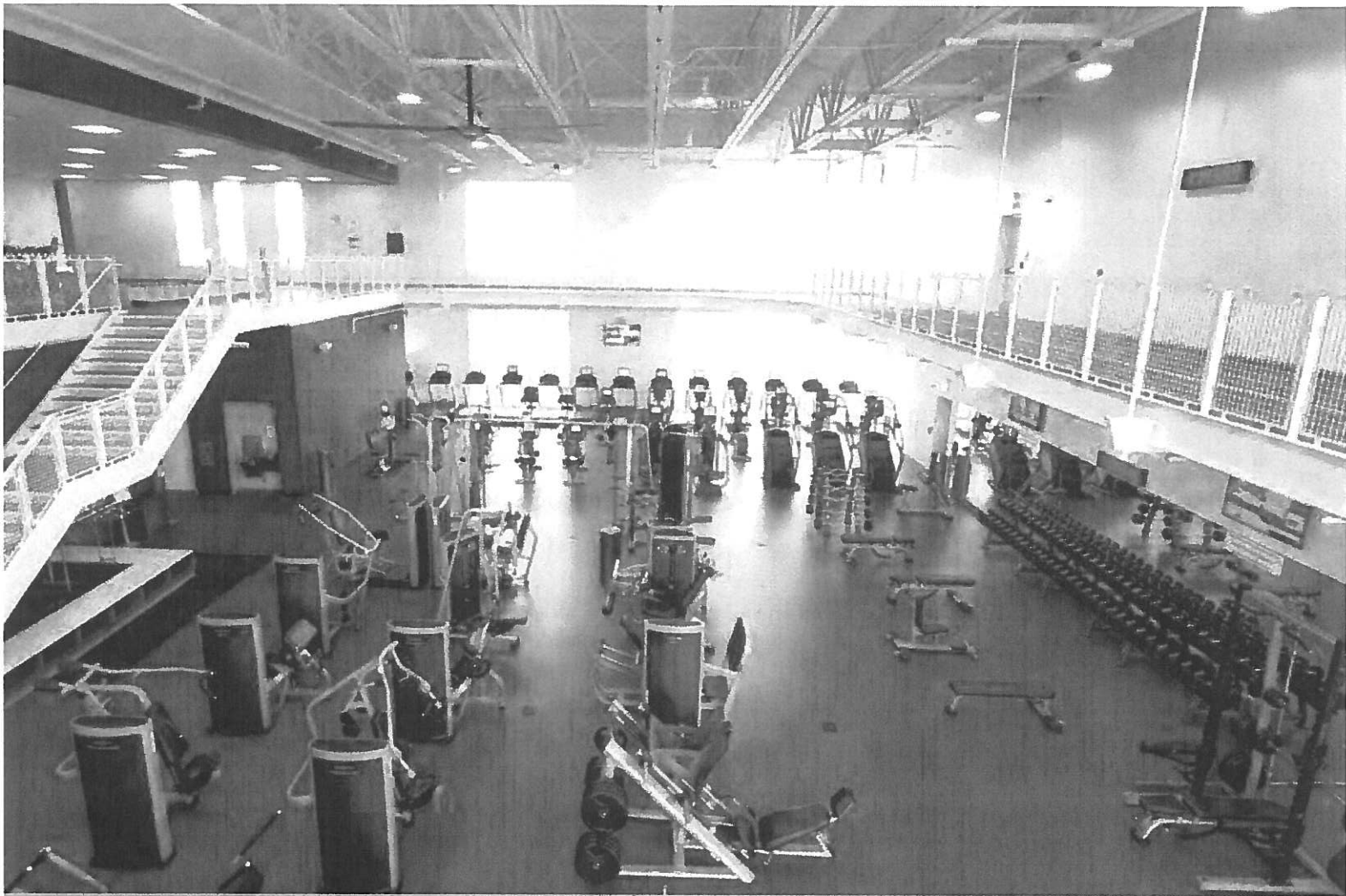
SERVICE

DFS has the largest, professionally trained and certified fitness equipment service and preventative maintenance department, in the Midwest. Service response time is within 48 hours of a service request.

Direct Fitness Solutions is committed to creating a fitness amenity that adds value to your community and creates value for your Park District. We offer a vast selection of premium fitness equipment and flooring, complimented by the convenience and reliability of in-house design, installation and maintenance services.

Our customized approach sets us apart.
Our detailed project management puts us above.





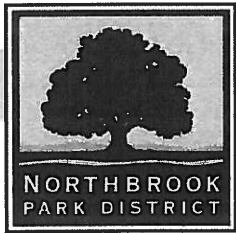
Direct Fitness Solutions has become a trusted resource for Park Districts & Municipalities throughout the Midwest. We take great pride in the many community partnerships we have developed, maintained and continue to create.



"Selling fitness equipment and flooring is our business. Over twenty years of customer partnerships, that's what keeps us in business."

DIRECT  FITNESS
SOLUTIONS



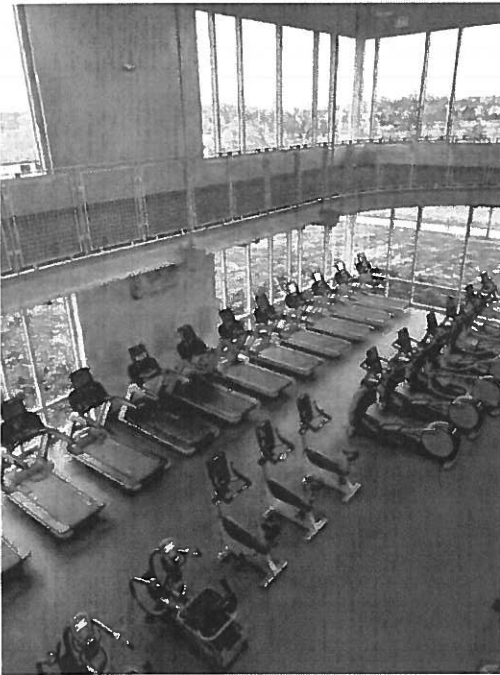


NORTHBROOK PARK DISTRICT | NORTHBROOK, IL

For nearly two years, Direct Fitness Solutions partnered with Northbrook Park District on the design and outfitting of their new \$18 million Techny Prairie Activity Center. The project encompassed various phases which included, coordinating with architectural design, electrical placement, audio visual programming and proper equipment selection to accommodate an entire community. The fitness facility is a bright, open and inviting space with premium fitness equipment and technology that will be utilized by members for many years to come.

Contact: Eileen Loftus - (847) 291-2980 - eloftus@nbparks.org

Installation Year: 2020 | Project Total: \$350,000



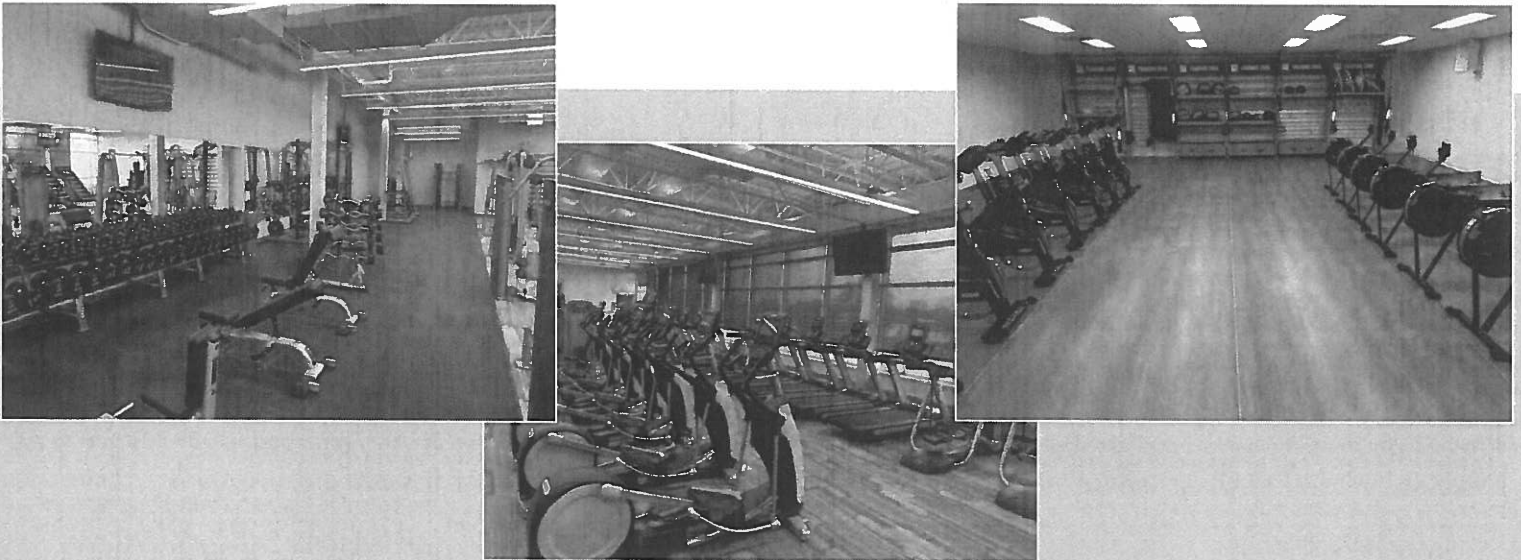
KEY EQUIPMENT

- Networked Precor Cardio Equipment
- Precor Resolute Selectorized Weight Equipment
- Precor Discovery Plate Loaded Weight Equipment
- Precor Icarian Cable Strength Adjustable Crossover
- TAG Dumbbells and Dumbbell Racks

Direct Fitness Solutions is proud to have been an integral part of the \$17 million renovation of the Arlington Ridge Center. Direct Fitness Solutions partnered with Park District staff and architects to design an all-encompassing fitness facility that would appeal to a varied demographic, accommodate different fitness interests and facilitate ongoing fitness trends. The result was the outfitting of a main fitness area and multi-purpose fitness studio equipped with a mix of premium cardio, strength and functional training equipment.

Contact Person: Steve Neil - (847) 506-7870 - sneill@ahpd.org

Installation Year: 2019 | Project Total: \$300,000



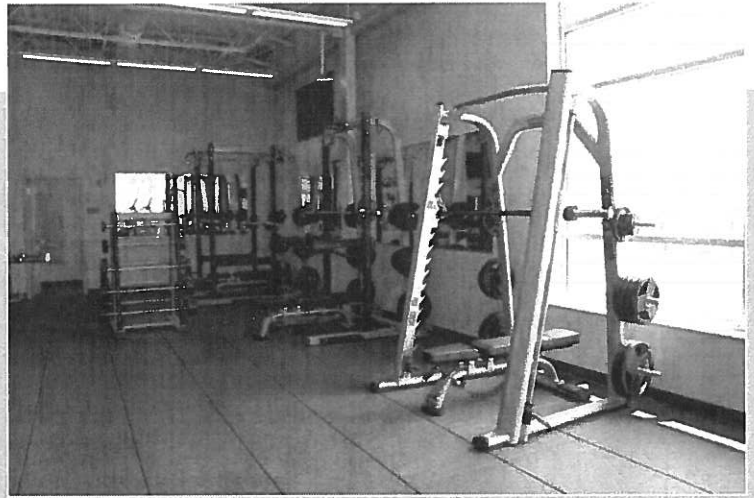
KEY EQUIPMENT

- Networked Precor Cardio Equipment
- Precor Vitality Selectorized Weight Equipment
- TRX Studio Line Functional Training & Storage Bays
- Precor Icarian Cable Strength Adjustable Crossover
- TAG Dumbbells and Dumbbell Racks

Lombard Park District chose to partner with Direct Fitness Solutions for the outfitting and design of their fitness center, located in the newly constructed \$9.5 million Madison Meadow Athletic Center building. This bright and welcoming facility was equipped with premium Precor cardio equipment and strength equipment and designed to accommodate community members of all fitness levels. Direct Fitness Solutions provided layout and design services, equipment delivery and installation and equipment education seminars.

Contact Person: Katy McKinnon - (630) 953-6103 - kmckinnon@lombardparks.com

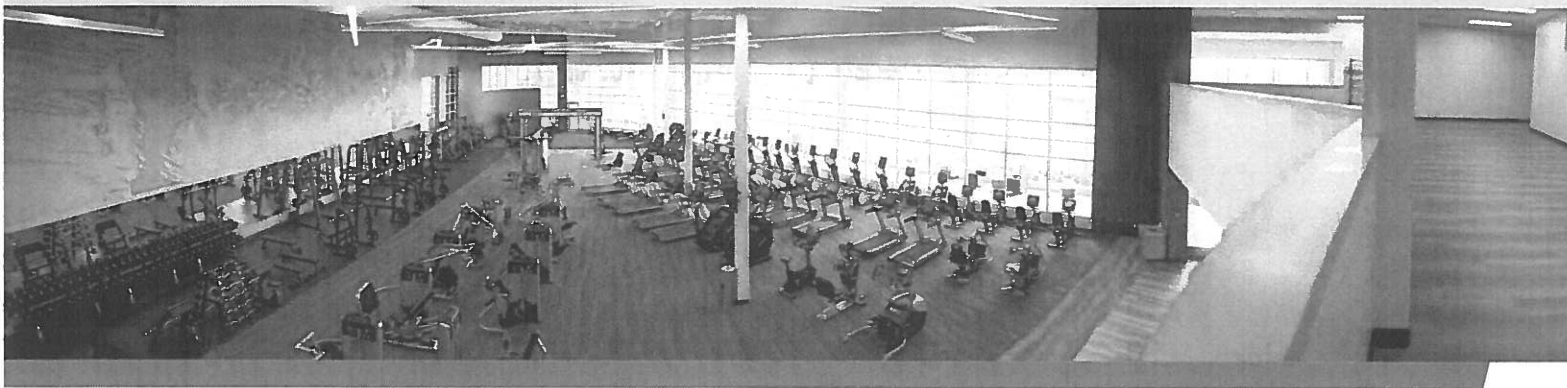
Installation Year: 2018 | Project Total: \$300,000



KEY EQUIPMENT

- Networked Precor Cardio Equipment
- Precor Vitality Selectorized Weight Equipment
- Precor Discovery Plate Loaded Weight Equipment
- Precor Icarian Cable Strength Adjustable Crossover
- TAG Dumbbells and Barbells

DFS REFERENCE LIST OF ILLINOIS PARK DISTRICTS & WILLIAMS ARCHITECTS PROJECTS



ILLINOIS PARK DISTRICT REFERENCES

Addison Park District	Itasca Park District	Rolling Meadows Park District
Arlington Heights Park District	Park District of LaGrange	Roselle Park District
Barrington Park District	Lake Bluff Park District	Schaumburg Park District
Bartlett Park District	Lan-Oak Park District	Skokie Park District
Bensenville Park District	Lemont Park District	South Elgin Park District
Bloomington Park District	Lindenhurst Park District	South Holland Park District
Buffalo Grove Park District	Lockport Township Park District	St. Charles Park District
Burbank Park District	Medinah Park District	Sterling Park District
Byron Park District	McHenry Park District	Streamwood Park District
Carol Stream Park District	Morton Grove Park District	Tinley Park Park District
Channahon Park District	Morton Park District	Vernon Hills Park District
Des Plaines Park District	Mount Prospect Park District	Wauconda Park District
Deerfield Park District	Mundelein Park District	Waukegan Park District
Downers Grove Park District	Niles Park District	Wheaton Park District
Dundee Township Park District	Northbrook Park District	Wheeling Park District
Elk Grove Park District	Oak Brook Park District	Wilmette Park District
Elmhurst Park District	Oregon Park District	Wooddale Park District
Fox Valley Park District	Orland Park Park District	Winnetka Park District
Geneva Park District	Palatine Park District	Woodridge Park District
Glencoe Park District	Palos Heights Park District	Zion Park District
Glenview Park District	Park Ridge Park District	
Gurnee Park District	Plainfield Park District	
Park District of Highland Park	Prospect Heights Park District	
Village of Hinsdale	Roselle Park District	
Hoffman Estates Park District	River Forest Park District	
Huntley Park District	River Trails Park District	

WILLIAMS ARCHITECTS PARTNERED PROJECTS

COMPLETED PROJECTS

Arlington Heights Park District
Bloomington Park District
Deerfield Park District
McHenry Park District

Northbrook Park District
Northfield Park District
Skokie Park District
Schaumburg Park District
Wheeling Park District

IN-PROGRESS / FUTURE PROJECTS

Glenview Park District
Vernon Hills Park District

TIM BRENNAN | TBrennan@DirectFitnessSolutions.com | (847) 668-2531

MIKE MUNSON | MMunson@DirectFitnessSolutions.com | (847) 691-3559

3. Personnel / Professional Qualifications



PROPOSAL SECTION – 3. PERSONNEL / PROFESSIONAL QUALIFICATIONS

The two key Direct Fitness Solutions (DFS) staff that will be assigned to Wheaton Parks Plus Fitness Center renovation, if awarded the bid, are Tim Brennan - DFS Managing Partner and Mike Munson - DFS IL Account Manager. Tim and Mike have a combined total of 30+ years working at DFS, while specializing in the outfitting and design of Park District and community based fitness facilities. Relevant, sample projects for Tim and Mike are as follows:

Tim Brennan

Calumet Memorial Park District - Sandridge Fitness

Install Date: 2023 / Total: \$350K

Contact: Hollica Clark - (708) 862-0880

Tinley Park District

Install Date: 2022 / Total: \$300K

Contact: Kevin Hullinger - (708) 342-4212

Lockport Park District

Install Date: 2023 / Total: \$250K

Contact: Dave Herman - (815) 838-1183 - dherman@lockportpark.org

Mike Munson

Northbrook Park District

Install Date: 2021 / Total: \$340K

Contact: Eileen Loftus - (847) 291-2980 - eloftus@nbparks.org

Arlington Heights Park District

Install Date: 2019 / Total: \$322K

Contact: Steve Neil - (847) 506-7870 - sneill@ahpd.org

Wheeling Park District

Install Date: 2020 / Total: \$302K

Contact: Beth Harrington - (847) 465-7673 - bharrington@wheelingparkdistrict.com

McHenry Park District/Rec Center

Install Date: 2016 / Total: \$285K

Contact: Bill Hobson - (815) 363-2100 - bhobson@ci.mchenry.il.us

Please find resumes for both Tim and Mike following this page.

TIM BRENNAN | TBrennan@DirectFitnessSolutions.com | (847) 668-2531

MIKE MUNSON | MMunson@DirectFitnessSolutions.com | (847) 691-3559



TIMOTHY BRENNAN

Mundelein, Illinois 60060

847-668-2537 - tbrennan@directfitnesssolutions.com

PROFESSIONAL SUMMARY

My experience in the commercial fitness industry started in 1991 with Fitness Warehouse in Niles Illinois. In 1998 myself and my business partner created our own company Direct Fitness Solutions. We started our adventure into private business with three employee's and a passion to create a company that was focused on providing our customers with exceptional product service and partnering with manufacturers that are committed to putting the customer experience ahead of profit margins . The "customer first" mentality has proven to be successful for over twenty five years and we have grown into one of the most successful fitness equipment companies in the Country with over one hundred employee's and sales and service in six States throughout the Midwest.

SKILLS

- Facility Design
- Specialty Flooring design
- Equipment selection
- Equipment installation, Staff Training and service coordination.

WORK HISTORY

- 01/1998 to Current **Sales Manager**
Direct Fitness Solutions – Mundelein, IL
- Responsible for consulting on facility design, equipment layout, flooring recommendations for each area and electrical and internet requirements.
 - Responsible for Training facility staff on proper use and functions of all fitness equipment .
 - Responsible for scheduling service for all fitness equipment and scheduling Preventative Maintenance .
 - Responsible for working with facility Managers to increase profit through member retention and programming.

EDUCATION

- 05/1989 **Bachelor of Science: Liberal Arts**
Lake Forest College - Lake Forest, IL

Mike Munson

847-691-3559

munson@directfitnesssolutions.com

PROFESSIONAL SUMMARY

My experience in the fitness industry started in Vermont at the age of 10 when my father managed 2 health clubs. I learned the day to day operations through my high school years. After college and 13 years as a National Account Manager in Hospitality, I joined Direct Fitness Solution in 2013 to get back into the fitness industry. I have been a Regional Sales Manager for Northern Illinois covering all markets but specializing in Corporate and Park District fitness facilities. My day to day responsibilities include assessing existing equipment, creating more efficient facility layouts, fitness equipment budget planning and creating unique ways of generating revenue through the use of fitness equipment and space planning. Through the years I have led classes in facility layout and design, space utilization and equipment updates. While working in my Northern Illinois Territory for Direct Fitness, I also do equipment and layout consulting throughout the United States for a large fitness management company. My responsibilities in this role include traveling to fitness centers, performing equipment inventory and facility assessments, creating new layouts and budget plans for equipment, flooring and accessory replacement.

SKILLS

- | | |
|-----------------------------|------------------------------------------|
| • Facility Design | • Fitness Equipment Sales |
| • Project Management | • Equipment installation, Staff Training |
| • Equipment Budget Planning | and service coordination. |

WORK HISTORY

2013 to Current

Regional Sales Manager

Direct Fitness Solutions – Mundelein, IL

- Responsible for consulting on facility design, equipment layout, flooring recommendations for each area and electrical and internet requirements.
- Responsible for Training facility staff on proper use and functions of all fitness equipment.
- Responsible for scheduling service for all fitness equipment and scheduling Preventative Maintenance.
- Responsible for working with facility Managers to increase profit through member retention and attraction.

EDUCATION

97'-2001

Bachelor of Science: Liberal Arts

Lake Forest College - Lake Forest, IL

DIRECT FITNESS SOLUTIONS IN-HOUSE PERSONNEL

Along with Tim and Mike, DFS has an entire in-house team of professionals who will be assisting with the project, if awarded the bid. The main consultant team, including Tim and Mike are as follows:

Brian Kocen – Operations & Logistics Manager

25 years of operations/equipment logistics experience. 20 years at DFS.

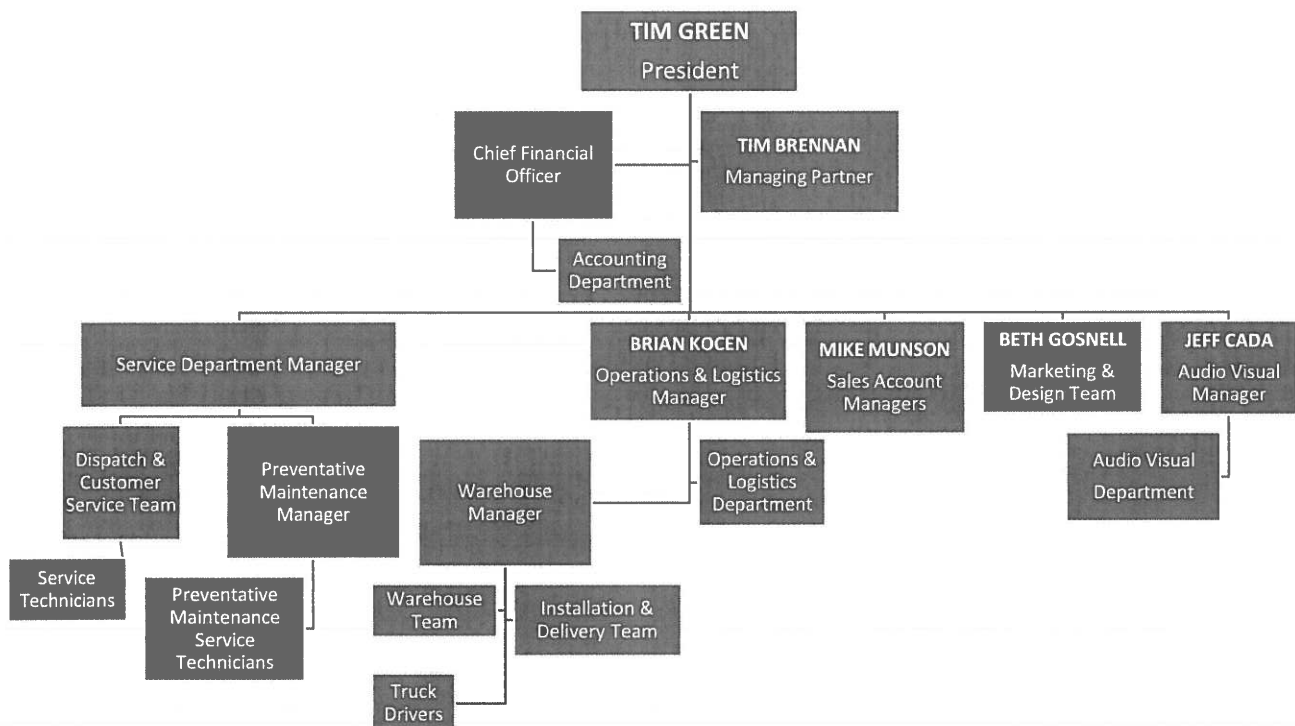
Jeff Cada – Audio Visual Manager

20 years of IT/audio visual experience. 4 years at DFS.

Beth Gosnell – Marketing & Design

23 years of marketing/park district fitness management experience. 6 years at DFS.

For over twenty years, DFS has taken great pride in that our services are all in-house. We do not outsource for design, delivery, installation or service. We have a multi-truck delivery fleet, each truck consisting of a crew for delivery and installation. Our installation includes building and programming equipment. DFS has a certified A/V department available to assist with networking installation and programming. Multiple service technicians are located in each of the Midwest states that we conduct business, allowing us to maintain a 24-48 hour service response time for customers. Our Illinois corporate office also consists of a complete team of accounting, inside sales, marketing, service, logistics and warehouse staff. A DFS personnel organization chart can be found below.



TIM BRENNAN | TBrennan@DirectFitnessSolutions.com | (847) 668-2531

MIKE MUNSON | MMunson@DirectFitnessSolutions.com | (847) 691-3559

4. Approach



APPROACH:

1. Clearly describe approach, methodologies, knowledge and capability to be employed in performance of scope of services.

SCOPE OF SERVICES: 1. STUDY EXISTING CONDITIONS AND AVAILABLE INFORMATION

On January 9, 2023, Tim Brennan and Mike Munson met with Wheaton Park District staff for an informational tour of Parks Plus Fitness Center. The current facility was toured, viewed and photographed by DFS staff, along with discussions about potential space reconfigurations with wall tear-downs and/or additions. Architectural drawings have been reviewed by DFS staff to aid in equipment recommendations and placement. The drawings will also be utilized to create an inviting and easily navigated fitness facility layout. A list of current equipment that will be kept and/or moved within the current facility was viewed and discussed. These equipment pieces will be taken into account when creating a new equipment list and layout. Power and data requirements were noted and will be further discussed with Jeff Cada, the DFS A/V Manager and Wheaton Park District staff.

SCOPE OF SERVICES: 2. ORIENTATION MEETING WITH ARCHITECT'S AND PARK DISTRICT AND PPFC STAFF

As noted in Section 2: Background & Experience of the proposal packet, DFS has partnered with Williams Architects on nearly a dozen Illinois Park District projects, including both renovations and new builds. Including those dozen projects, DFS has completed projects for over 70 Illinois Park District fitness facilities. Our staff is accustomed to collaborating with Park District staff, Park District boards and Park District community members. We understand the unique needs of this market segment and are proud of the proven success and partnerships built within the Illinois Park District community.

SCOPE OF SERVICES: 3. TEMPORARY RELOCATION PLAN

DFS has had experience with numerous other Park District fitness facilities in creating and implementing temporary relocation plans for fitness equipment. These plans have been put in place for facility renovations, deep-cleaning, new flooring, Covid safety protocols and more. When creating an equipment relocation plan, we take into consideration stairwells, elevators, hours of operation, power/electric, equipment weight and size and accessible temporary layouts. The team at DFS will ensure that equipment movement and placement is safe and efficient, utilizing our in-house installation crew, who are specifically trained in building, re-building and moving fitness equipment.

TIM BRENNAN | TBrennan@DirectFitnessSolutions.com | (847) 668-2531

MIKE MUNSON | MMunson@DirectFitnessSolutions.com | (847) 691-3559

APPROACH:

- 1. Clearly describe approach, methodologies, knowledge and capability to be employed in performance of scope of services. (continued)**

SCOPE OF SERVICES: 4. DEVELOP CONCEPT PLANS

DFS specializes in the outfitting and design of Park District fitness facilities. We understand that this market segment is unique in that it's fitness design must accommodate a variety of fitness styles, interests and levels. Our approach to developing concept plans is a similar process, but the outcome of our design plans are always customized. We begin by meeting with facility staff to get an understanding of their members' demographics, fitness needs and wants, along with staff's needs, wants and budget. DFS likes to visit and tour the facility to gain visual insight of facility size, flow of entry/exit points, power/electric locations, necessary designated walkways/ADA compliance and ideal equipment orientation and placement. Once the proper information has been obtained from staff meetings and facility tours, DFS then begins the initial floor plan design, which includes equipment type and quantity recommendations, power/data recommendations, flooring styles, if applicable, and noted ADA compliance. Our initial designs are created utilizing a 3D software, to provide the customer with a better visual of the space. When working with architects, DFS can have these 3D designs converted to CAD, when needed. The design plans are shared and reviewed with customers via in-person meetings and/or electronically. Once approved by the customer, DFS will then create a formal equipment and layout packet featuring 3D layout images and if applicable, an equipment key, power/data requirements and ADA accessibility. If additional changes are requested, those changes will be made until a new final plan has been approved. Once final changes are approved, DFS can provide a CAD drawing with power/data locations noted. The timeline for this entire process can vary based on changes requested, but typically is 2-4 weeks.

SCOPE OF SERVICES: 5. PROVIDE PRELIMINARY PLAN COST ESTIMATES

DFS will provide a thorough preliminary plan cost estimate verifying cost/qty. for each piece of equipment and flooring costs. This plan will include installation costs, trade-in deductions, if applicable and equipment move job costs. If awarded the total bid, discounts may be included for equipment totals, delivery/installation and/or move-job services. This plan will be presented in an organized and detailed spreadsheet format.

SCOPE OF SERVICES: 6. BUSINESS PLAN

DFS welcomes the opportunity to assist with business plan initiatives for Wheaton Parks Plus Fitness Center. Tim and Mike are very skilled in generating member retention/attraction ideas for Park District fitness, while additional DFS consultant staff have previously worked in Park District fitness management roles, offering insight into the business operations of a Park District fitness facility. DFS has provided ideas for member retention/attraction through layout strategies, equipment selection and equipment education sessions. We are also accustomed to providing marketing materials, such as equipment images, layout images, slideshows and poster boards.

TIM BRENNAN | TBrennan@DirectFitnessSolutions.com | (847) 668-2531

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PROPOSAL SECTION – 4. APPROACH

APPROACH:

1. Clearly describe approach, methodologies, knowledge and capability to be employed in performance of scope of services. (continued)

SCOPE OF SERVICES: 7. PREPARE/PROVIDE FINAL LAYOUT PLANS (SUITABLE FOR BIDDING)

As previously mentioned in line item 4, DFS will work with Wheaton Park District/Williams Architects to finalize layout plans. These plans will be compiled into a complete packet including 3D layout images and CAD drawings, if needed. Appropriate power/data and ADA accessibility will be noted and taken into consideration when finalizing plans.

SCOPE OF SERVICES: 8. PREPARE/PROVIDE FINAL EQUIPMENT LIST / SPECIFICATIONS (SUITABLE FOR BIDDING)

DFS will create customized quotes and spreadsheets, accompanied by equipment images and specifications to provide a final equipment list, suitable for bidding. We will work with Wheaton Park District to ensure all necessary/desired information is included in the final equipment list/packet, such as equipment names, styles, quantities, colors and more.

APPROACH:

2. Present innovative concepts, approach, methodologies, knowledge and capability not discussed in scope of services above for consideration

While the goal of many fitness equipment distributors is to sell as much equipment as possible, DFS comes from the philosophy of “less is more.” We look at the space as a whole and aim to create an inviting, safe flow of equipment and fitness zones, which includes designated open space. Each fitness zone should have a purpose that is easily identified by members, i.e., cardio area, strength training, functional fitness, group fitness, etc. When touring the Parks Plus Fitness Center with Wheaton Park District staff, Tim and Mike were able to develop some initial design concept ideas as follows:

- Dedicated stretching area
- Functional fitness space with turf/sports flooring for personal and functional training
- Organized and innovative cardio section with a wide variety of popular pieces
- Open and functional free weight area
- Utilizing dead space under the stairwell with day lockers and/or fitness accessory storage
- Provide flooring recommendations for each space that will enhance the look and functionality for the fitness members

DFS would aim to expand upon this list and our innovative concepts in more detail, should we move on to the next step/interview of the bidding process.

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5. Project Schedule



PROPOSAL SECTION – 5. PROJECT SCHEDULE

Below please find a proposed project schedule outline for Wheaton Parks Plus Fitness Center.

- Meet w/fitness staff at the fitness center
 - Discuss membership demographics
 - Existing equipment analysis
 - Current challenges of existing spaces
 - Asses current member flow throughout fitness center
 - Address current ADA and safety concerns with regard to equipment and layout
- Work with architect (Williams) to finalize changes to existing space and get completed architectural drawings
- Create layout and equipment recommendations/costs
- Meet with fitness staff/board to review and finalize layout
- Work with architect on electrical outlet locations and design of fitness space - i.e. knee or half walls to create organization/space separation
- Present final layout with 3D renderings and video walk through to staff/board for approval
- Provide equipment and flooring recommendations with costs
- Equipment and flooring is ordered based on construction timeline
- Removal of existing equipment to temporary location and trade-in excess equipment by equipment provider
- Once construction is complete and walls are painted, start flooring installation
- Delivery/Installation of fitness equipment
- Final check of equipment and staff training
- Grand opening/membership welcome and equipment training

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6. Proposed Compensation



PROPOSAL SECTION – 6. PROPOSED COMPENSATION

Below please find a proposed compensation outline for Wheaton Parks Plus Fitness Center.

Consultant Service Time: \$3,000

- Meetings
- Equipment Consulting
- Space Planning

Design: \$3,000

- 3D Layout Design
- CAD Drawings
- Electrical Drawings/Planning

Equipment Move: \$2,000

- Moving Existing equipment
 - Temp Space Set Up/Equipment Layout
- (Does not include potential cost of protective flooring/equipment mats for temp space)*

Total Proposed Compensation Cost: \$8,000

PLEASE NOTE

If DFS is awarded the total bid, the above fees will be waived for a total savings of \$8,000.

If a partial bid is awarded, a percentage of the fees will be adjusted/waived accordingly.

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