

JENKINS & HUNTINGTON, INC. *Horizontal -Vertical Transportation Consultants*
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August 20, 2026

Brian Kimbrough
Director of Parks and Planning
1000 Manchester Rd.,
Wheaton, IL 60187

Subject: **Ray Morrill Community Center**
1777 S. Blanchard Street
Wheaton, IL
Elevator Engineering Consulting Services

Dear Brian

Thank you for the opportunity to provide a proposal for vertical transportation engineering consulting services for the modernization of the one (1) hydraulic type passenger elevator at 1777 South Blanchard Street, in Wheaton, IL.

Our total price for a complete elevator modernization consulting package for the scope of work laid out in this proposal is

NINE THOUSAND (\$9,000.00) DOLLARS

The scope of work we would propose is as follows:

Phase I: Equipment Analysis / Recommendations

- ◆ Perform a survey of equipment listed to determine condition and suitability for re-use under a modernization program. This survey process will include a triaxial accelerometer test (ride quality analysis) of each elevator. This information will be used to determine possible issues with the existing elevator equipment, elevator machines as well as existing building conditions and also creates a baseline for comparison with the ride quality of the modernized equipment.
- ◆ Prepare a report of findings with recommendations for the modernization program. Report to include:
 - ◆ Ride quality analysis and photo sheets indicating findings of survey and testing.
 - ◆ Scope of work required including any electrical, plumbing and/or HVAC work that may be needed as part of the modernization project.
 - ◆ Tentative schedule with prioritization of work.

- ◆ Budget estimate of cost for recommended elevator work.
- ◆ Budget estimate of costs for work to be performed by other trades.
- ◆ Review of applicable codes, especially life safety.

Cost for this phase of work: **Three Thousand (\$3,000.00) Dollars**

This phase will take 4 weeks to complete.

Phase II: Formal Document Preparation

- ◆ Prepare specifications for the scope of modernization selected. Specifications to include:
 - ◆ Detailed performance criteria.
 - ◆ Work required by other trades.
 - ◆ Required compliance with applicable codes.
 - ◆ Establish equipment and installation quality level.
 - ◆ Include any touch less calling options.
 - ◆ Post installation preventative maintenance agreement.
- ◆ Provide review and comment on proposed elevator cab interior finish designs.
- ◆ Review specifications with building representatives. Revise to reflect agreed modifications. Attend one review meeting.

Cost for this phase of work: **Two Thousand (\$2,000.00) Dollars**

This phase will take 2 weeks to complete.

Phase III: Bidding Process / Award

- ◆ Issue specifications to a selected list of four or five elevator contractors.
- ◆ Attend one pre-bid walk through with elevator bidders.
- ◆ Issue addenda as required during the bidding period.
- ◆ Review elevator contractor bids, prepare a bid evaluation report to identify three finalists and participate in one day of scope review meetings with the three finalists in the bidding process.
- ◆ Review best and final pricing and prepare an updated bid evaluation summary report with a recommendation for purchase.
- ◆ Assist in negotiation of contract with successful bidder.

Cost for this phase of work: **One Thousand (\$1,000.00) Dollars**

This phase will take 6 weeks to complete, assuming an award can be made within 1 week of presentation of bid results.

Phase IV : On - Going Construction Coordination

- ◆ Attend one project inception meeting with building representatives and selected elevator contractor to review project requirements.
- ◆ Review shop drawings submitted by elevator contractor for contract document compliance. Lead project meetings with elevator contractor and building personnel to review progress and coordinate equipment deliveries and installation turnovers.
- ◆ Perform installation progress reviews on each elevator to determine that work is proceeding in accordance with the contract documents and in general conformity with intent of the design concept. A report for each visit will be submitted and include:
 - ◆ A list of items which do not conform to specification requirements.
 - ◆ A description of equipment or components not on the job site which could affect schedule of installation.
- ◆ Perform a monthly review and approval of request for payment by the contractor.
- ◆ Conduct a final installation review for each elevator, including triaxial accelerometer readings, to document compliance with contract requirements. Provide a written report covering measured performance data and itemized deficiencies.
- ◆ Perform up to two follow-up reviews on each elevator and provide a written report of open items. Should additional reviews be required, they shall be billed as additional services.
- ◆ Review close-out documentation for the elevator program and provide written comments.

Cost for this phase of work: *Three Thousand (\$3,000.00) Dollars*

This phase will take:

Lead time for material is 12-14 weeks.

Installation time for the elevator estimated at 4-6 weeks.

Additional Work / Reimbursable Expenses

Should additional work be requested outside that mentioned in this proposal, we will provide a quoted sum for the additional work, or provide services at our hourly billing rate of **Three Hundred Fifty (\$350.00) Dollars / hour** for the duration of the project.

In regards to reimbursable expenses the only applicable travel expenses would be for meetings outside the Chicago Metropolitan area. All costs for printing, telecommunications and delivery services are also included in our base proposal.

A brief write up on the company, services offered, personnel description, and a listing of similar sized projects and a list of references are included for your review.

Terms and conditions

1. Jenkins & Huntington, Inc. (the Consultant) will perform its work in strict accordance with all applicable law, ordinances, governmental regulations and building codes.
2. The Consultant will produce job-specific insurance certificates in the amounts as shown on the attached sample certificates.
3. Invoicing will be submitted monthly (by the 21st of each month) on a progress basis as projected through the end of the month. Payment is due within 45 days of receipt of invoice.

Thank you for this opportunity. If you have any questions, please give me a call at 630-796-9813.

Sincerely,

Mike Corson

Michael Corson
Consultant

Mike
Corson

Digitally signed by Mike Corson
DN: cn=Mike Corson, o=JHI, ou,
email=mwcorson@comcast.net,
c=US
Date: 2026.09.03 11:35:17 -05'00'

Accepted by _____ Date 9/2/2026

CC: Ray Volk - JHI, Tim Toan - JHI.

Jenkins and Huntington Inc.

Jenkins and Huntington Inc. and its predecessor, KJA, has been in business for fifty-three years. We are an engineering consulting firm that specializes in solving problems involving elevators, escalators and material handling equipment of all kinds. We believe our organization was the first to develop a set of computer programs to model passenger and freight demands in a building and simulate various elevator systems' responses.

The following more fully describes the services we offer.

BUILDING ANALYSIS: We perform building modeling and system performance analyses using our own software. The programs have been maintained, refined and adjusted over the years to account for changes in elevator control technology that have genuinely contributed to improvements in performance.

The programs take into account floor areas, gross and net, floor heights, population densities and anticipated traffic demand for all situations. Simulations yield the optimal number, speed, size and arrangement of elevators. Because of the speed of computation, we can simulate a large number of possible configurations and determine the optimal system while satisfying architectural, structural and cost requirements.

ONGOING ANALYSIS: There are often significant building design changes following the design development period. The impact on the transportation system are studied and new simulations are conducted.

CABS AND ENTRANCES: The cost of custom elevator cabs and hoistway entrances can vary widely depending on the design and materials selected, we participate in design reviews and provide estimated costs for desired designs and possible alternatives.

ENGINEERING: We calculate structural, electrical and mechanical loads for all vertical transportation equipment. The information provided will be suitable for the equipment of all major manufacturers.

DIMENSIONS: The pertinent dimensions for hoistways, overheads, pits, machine rooms, etc. are calculated and furnished.

COORDINATION: If desired, all elevator related information is shared with other consultants, i.e. mechanical, electrical, structural and building security. We will resolve problem areas with a minimum of fuss, delay and non-essential participation.

SPECIFICATIONS: A complete and comprehensive specification is essential in obtaining competitive prices which can be fairly compared. It also insures that the end result will provide the service that is needed. If an analysis of a building has been done, based on certain performance of the elevators, then it is essential that the elevators meet or exceed the standards used in the analysis. Our specifications are quite detailed, but are careful not to restrict the potential bidders or favor a specific supplier.

VERTICAL TRANSPORTATION DRAWINGS: In some cases, our clients request detailed drawings describing the vertical transportation system for bid and construction contract documents. We use AutoCAD 2013 for these drawings, but can save in any format desired.

BID REVIEW: In spite of detailed specifications, suppliers often submit alternate bids or propose unfamiliar technology purporting to save money while providing the required end result. We review these offers to determine if they are viable and to your advantage.

ARCHITECTURAL DRAWINGS: All during the design period we review the architectural drawings for coordination with the elevator equipment.

SHOP DRAWINGS: All contractor shop drawings are reviewed, marked-up and promptly returned.

PROGRESS INSPECTIONS: During installation we make several inspections to check for compliance with the specifications, quality of equipment and workmanship and to verify schedules and progress billings.

FINAL ACCEPTANCE: Final payment for equipment installed should not be made without the inspection of a knowledgeable, impartial party. We perform several inspections to determine if the elevators, both singly and as a system, can be accepted as "substantially complete" for performance and quality in addition to the traditional safety examination. This ensures that the owner has received what was specified and purchased.

RIDE COMFORT ANALYSIS: We perform these audits on our own projects as well as for others. Vibration and noise levels are measured and analyzed utilizing ISO 8041 and IEC 651 procedures and standards.

MAINTENANCE: It is axiomatic that vertical transportation systems require constant and high quality maintenance to preserve safety and performance standards. Jenkins & Huntington, Inc. can provide detailed maintenance specifications which can be used as the basis for competitive bidding and can assist on bid review and recommendation.

J&H can also provide computerized monitoring of all phases of equipment operation by the ESP 4000 system. Its predecessor, introduced in 1975, was the first comprehensive computer based diagnostic system to be used in the industry. The system consists of portable field equipment capable of scanning and recording the status of hundreds of points simultaneously. It can be used on an as required basis; or alternately, in an on-line mode when connected through telephone lines.

The ESP 4000 analyzer is used for final acceptance testing, for trouble shooting, or for providing performance profiles for maintenance programs.

EQUIPMENT SURVEYS: To ensure that all elevator and escalator equipment operates at its originally engineered performance and safety levels we conduct periodic component and system surveys. These inspections identify and recommend remedies for equipment needing repair, replacement or adjusting. We frequently work with elevator

maintenance companies to develop more effective preventive maintenance programs and more reliable components.

MODERNIZATION: To successfully apply new technology to older elevators to enhance performance and reliability we draw on our experience in both new construction and maintenance. We can computer model both the existing and the proposed systems. We can use traffic demand patterns and volumes gathered by our ESP 4000 analyzer. These studies yield a series of before and after statistics including average and maximum passenger waiting times, total trip times and car loading percentages.

This information allows the building owner to make informed cost versus benefit analyses for various component families as well as for the total system.

During modernization programs scheduling can be as important as technology. We use our ability to predict reduced elevator group performance along with our experience in job scheduling to develop detailed project schedules. Adherence to these schedules is verified by frequent, job site inspections followed by punchlist surveys and acceptance testing.

BIOGRAPHICAL INFORMATION

Kevin M. Huntington Kevin Huntington is a graduate of Michigan State University with a degree in Industrial Design and Mechanical Engineering. Prior to working as a consultant, Kevin worked in the elevator industry for over nineteen years as a Product Manager and Design Engineer for the Otis Elevator Company.

Raymond E. Volk Ray Volk is a graduate of the University of Notre Dame with a degree in Business Administration, with all electives from the School of Architecture. He also has an MBA from Loyola University of Chicago. Before joining Jenkins & Huntington in 2000, Ray worked in the elevator industry for over fifteen years in a variety of sales, management and engineering positions for Schindler Haughton, Westinghouse, Armor KONE and Mitsubishi Elevator Companies. Ray is a QEI certified elevator inspector.

Timothy P. Toan Tim Toan has worked in the elevator industry for over thirty-five years. He started as an apprentice and worked his way through the field organization at Westinghouse Elevator to the level of service adjuster. Prior to joining Jenkins & Huntington, Tim worked at Urban Elevator and Schindler Elevator in elevator modernization engineering, sales and support. He started his own elevator service company and managed all aspects of this independent elevator service organization.

Michael W. Corson Mike Corson is a graduate of the University of Iowa with a degree in Economics. He worked in the elevator industry for over twenty years before joining Jenkins & Huntington. Prior to becoming a consultant, Mike worked in a variety sales and operations management positions at Amtech Elevator Services and ThyssenKrupp Elevator.

E. Peter Rypl Peter Rypl is a graduate of St. Bonaventure University and the University of Madrid, Spain. He was an Engineering Officer in the U.S. Navy. He worked for Otis Elevator in several capacities for over thirty years. Peter's service was equally divided between positions in the New York area and International Operations. Prior to joining Jenkins & Huntington, Peter was Director of Otis' worldwide strategic sales and Director of sales for Otis' Latin American operations.

Nancy Gilbert Nancy Gilbert is a graduate of the University of Hartford with a degree in Mathematics, an M.S. degree in Operations Research from New York University Polytechnic Institute and an M.A. degree in Economics and Finance from Trinity College. She has worked in the elevator industry for over thirty years. Before joining Jenkins & Huntington, Nancy worked in several capacities with ThyssenKrupp Elevator and Otis Elevator Company.

Ellen S. Diamon Ellen Diamon is a graduate of Connecticut College with a degree in English. Ellen oversees the accounting and risk management portions of the business.

H. Jim Stannard Jim Stannard is a graduate of Syracuse University with a BA in Architecture. He has worked in the architectural profession over 40 years. Jim is licensed in New York State and NCARB certified. Prior to joining Jenkins and Huntington, Inc. Jim worked with a variety of architectural firms managing various project types and was principal of his own sole proprietorship in the Boston area.

EXPERIENCE**Partial List of Current or Completed Modernization Projects**

Project	Owner / Manager
1 North Franklin - Chicago	Met Life / Jones Lang LaSalle
10 / 120 South Riverside - Chicago	Jones Lang LaSalle / Behringer Harvard
112 South Michigan - Chicago	School of the Art Institute
1251 Avenue of the Americas - NYC	Rockefeller Center / Mitsui Fudosan
1240 North Lake Shore Drive - Chicago	Wolin-Levin, Inc.
1250 North Dearborn - Chicago	Wolin-Levin, Inc.
15 Broad / 37 Wall - NYC	Morgan Bank
1530 North Dearborn - Chicago	Chicagoland Management
18 South Michigan - Chicago	European American Realty
20 East Randolph Parking Structure - Chicago	InterPark
20 South Clark - Chicago	M & J Wilkow
203 North LaSalle - Chicago	M & J Wilkow / InterPark
203 North Wabash - Chicago	The John Buck Company
209 West Jackson - Chicago	M & J Wilkow
265 East 66th Street - NYC	Solow Management
2101 South Michigan - Chicago	Metroplex Management
2144 North Lincoln Park West - Chicago	Wolin-Levin, Inc.
2314 North Lincoln Park West - Chicago	Wolin-Levin, Inc.
30 East Elm - Chicago	Community Specialists
310 South Michigan - Chicago	Metropolitan Management
329 South Franklin - Chicago	InterPark
332 South Michigan - Chicago	U.S. Realty Management Company
499 Park Avenue - NYC	Park Tower Management
55 East Monroe / Park Monroe Residences - Chicago	GlenStar
522 Fifth Avenue - NYC	Morgan Bank
5000 South Cornell - Chicago	Wolin-Levin
750 Seventh Avenue - NYC	Morgan Stanley
801 South Wells - Chicago	Property Solutions
9700 West Higgins Road - Rosemont, IL	Wintrust Financial Services
900 North Kingsbury - Chicago	Centrum Properties
The Arc at Old Colony - Chicago	CA Ventures
Bethel Terrace Apartments - Chicago	Evergreen Real Estate Services
Chestnut Place Apartments - Chicago	Chestnut Place
Chicago Athletic Association Hotel Renovation - Chicago	AJ Capital / Agman Partners
The Chicago Club - Chicago	The Chicago Club
Columbia Centre 1 - Rosemont, IL	Jones Lang LaSalle
El Cerrejon Zona Norte - Barranquilla, Colombia	EXXON
The Champlain Building - Chicago	School of the Art Institute
Evergreen Terrace Apartments - Joliet, IL	Bumham Management
Fullerton Court Apartments - Chicago	Related Management
Grosvenor Place, Sydney Australia	Grosvenor Place Management
Hyde Park West Apartments - Chicago	Developers Design Corporation
The Hampton Majestic - Chicago	First Hospitality Group
Marshall Field Garden Apartments - Chicago	Related
Metropolitan Museum of Art - NYC	Metropolitan Museum of Art
The Montgomery - Chicago	Centrum Properties
North Pier Tower - Chicago	Broadacre Management
NBC Tower - Chicago	Jones Lang LaSalle
Palmolive Building - Chicago	Draper & Kramer
Peninsula Hotel - NYC	Shanghai Hong Kong Hotels
Stadium East / West Parking - St. Louis	InterPark
State & Washington - Chicago	Smithfield Properties
Van Buren Park Apartments - Chicago	Related
Virgin Hotel - Chicago	Buck / Virgin
The Woolworth Building - NYC	Alchemy Properties