

TO: Board of Commissioners

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

THROUGH: Michael Benard, Executive Director

RE: Community Center Parks Plus Fitness Center Design Consultant

DATE: February 15, 2023



SUMMARY:

Staff requested proposals for design services from companies that specialize in fitness center design. Eight companies were contacted. Six of these submitted proposals and were interviewed by staff and board members. Following these interviews additional questions were posed to these companies. The consensus among those who participated in this process is that we should engage Direct Fitness Solutions for this project.

PREVIOUS COMMITTEE/BOARD ACTION:

A summary of the proposed timeline for this phase was presented at the January 4, 2023 subcommittee meeting.

An agreement with William Architects for phase 2 interior renovations was approved at the January 18, 2023 board meeting.

REVENUE OR FUNDING IMPLICATIONS:

\$2,000,000 is currently budgeted in 2023 for Community Center renovations for Phase 2. An additional \$360,000 (18%) is allocated through our Special Recreation budget.

STAKEHOLDER PROCESS:

Facility staff has provided input throughout this process.

LEGAL REVIEW:

N/A

ATTACHMENTS:

Direct Fitness Solutions proposal dated January, 17 2023

RECOMMENDATION:

It is recommended that the Wheaton Park District Board of Commissioner's approve the proposal from Direct Fitness Solutions for in the amount of for \$8,000 for the Community Center Park Plus Fitness Center design consulting project.

PROPOSAL SECTION – 4. APPROACH

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.

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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.

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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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PROPOSAL SECTION – 5. PROJECT SCHEDULE

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
 - Assess 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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