

TO: Board of Commissioners

FROM: Brian Kimbrough, Director of Parks and Planning
Steve Hinchee, Superintendent of Planning

THROUGH: Michael Benard, Executive Director

RE: Arrowhead Clubhouse Kitchen & Locker Room Rooftop Unit Replacement
Engineering

DATE: January 21, 2024



SUMMARY:

Berg Engineering was engaged to assess the condition and provide recommendations for the replacements in 2023. The following year they were contracted to provide engineering for the roof top units that provide heating and cooling for the Arrowhead Clubhouse. For budgeting purposes RTU's 2 (serving the locker rooms on the lower level) & 14 (serving the kitchen, along with two kitchen air make-up units) were deferred. It is now time to proceed with the items that were deferred. With a projected lead time to obtain replacements units and a goal of doing the work in October, we need to proceed with having construction documents produced that we could obtain bids from.

Berg Engineering provided a proposal to complete construction documents and assist with bidding and construction supervision.

Construction Documents	\$16,000
Bidding & Negotiation	\$2,000
Contract Administration	\$6,000
Construction Supervision	\$1,000
Total	\$25,000

Additionally, an allowance of \$2,000 for reimbursable expenses should be allocated.

PREVIOUS COMMITTEE/BOARD ACTION:

A contract with Berg Engineering in the amount of \$40,000 was approved by the board at their February 21, 2024 meeting for engineering related to replacement of the HVAC rooftop units for the Arrowhead Clubhouse. The current proposal from Berg Engineering was discussed at the January 7, 2026 subcommittee meeting.

REVENUE OR FUNDING IMPLICATIONS:

Account: 60-000-000-57-5701-0000	Budget: \$300,000
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STAKEHOLDER PROCESS:

Arrowhead staff has been involved throughout this process and has tentatively blocked out dates for the work to occur in October and November.

LEGAL REVIEW:

Our legal counsel will provide the professional services agreement and front-end documents for the bidding.

ATTACHMENTS:

Berg Engineering Recommendations and proposal.

ALTERNATIVES:

N/A

RECOMMENDATION:

It is recommended that the Wheaton Park District Board of Commissioner's approve a not to exceed amount of \$25,000 and an allowance of \$2,000 for reimbursable expenses.