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INTEGRATED CONSULTING SERVICES

November 15, 2018

Wheaton Park District - Community Center  
c/o Mr. Steve Hinchee  
102 E. Wesley Street  
Wheaton, IL 60187

Re: Consulting Services  
Community Center Condition Study

Attn.: Board of Directors,



Thank you for the opportunity to submit a quotation for Consulting Services associated with the analysis, and preparation of a comprehensive Community Center - Building Condition Study including the inspection and analysis of the pre-existing conditions of the building envelope, masonry façade elements as well as through-wall fenestrations / window systems and applied waterproofing / steep slope and low slope roof conditions. The scope of Structural Technologies services as detailed herein have been optimized according to the extent of analysis required to establish and define area(s) of deficiencies for the purpose of restoring the waterproofing integrity of the structure. Structural Technologies, Inc. will coordinate the performance of the inspection(s) of the Community Center with the Superintendent of Planning, Facilities Maintenance personnel and (or) pre-determined / designated staff members. Structural Technologies shall identify, measure and define areas of moisture intrusion, damages (or) deficient construction correlating with ongoing issues as established throughout the Facility. This proposed services agreement includes an itemized account of service fees associated with the Facility Condition Analysis and Leak Investigation procedures. Structural Technologies services as provided for under the proposed services agreement shall include but not limited to: Facility research, invasive analysis & inspection services, prioritized scope and budget generation preparation and submittal of field observations and material diagnostics via the generation of a formal Community Center - Building Condition Report.

Upon the completion and submission of Building Condition findings and budgetary information, Structural Technologies may be retained by the Owner to produce project specifications, isometric details under our project development and restoration solutions service package at a fraction of the cost typically attributed to these services. Furthermore, Structural Technologies commitment to supporting our clients throughout all aspects of the restoration process also includes bid procurement, project administration and support, pay request verification and processing as well as project management and specification enforcement. Through this combination of services, we are able to offer cost competitive pricing while achieving superior results in and throughout the restoration process.

The following proposal has been prepared per previous conversations and e-mail correspondence detailing the proposed scope of work. Please review this proposal and Consulting Services Contract and feel free to contact our office for any additional information.

**CONSULTING SERVICES QUOTATION**

<b><u>Scope of Work:</u></b>	<b>Facility Condition Study</b>
<b>Facility Name:</b>	<b>Wheaton Park District - Community Center</b>
<b>Facility Address:</b>	<b>1777 South Blanchard Road Wheaton, Illinois 60189</b>
<b>Facility Information:</b>	<b>(2) Municipal Building Structures – (1) Main and Annex Building</b>
<b>Low Slope Roofing:</b>	<b>(3) Section(s) – 28,500 sq. ft. Area (Cumulative)</b>
<b>Steep Slope Roofing:</b>	<b>(5) Section(s) – 37,132 sq. ft. Area (Cumulative)</b>

To the extent possible Structural Technologies has reviewed the specific scope of work to be included within this proposal to provide you with a clear and concise scope of services contained within the following service package. Upon the completion of the Invasive Analysis / Investigatory phase of the proposed services agreement Structural Technologies will advise the Wheaton Park District Board of Trustees regarding any modifications to the contracted services agreement and (or) additional service(s) recommendation(s) to achieve optimal results.

## **ITEM 1: FACILITY CONDITION ANALYSIS & LEAK INVESTIGATION STUDY**

- ✎ Review of construction, details, design and associated documents indicating the methods and means of roof construction, waterproofing coating installation, building air barriers, in-wall drainage systems, facade construction, framing systems, etc.. Review of Material Manufacturer installation requirements and details prior to initiation of the project to familiarize inspection personnel with identification of materials and sequencing of installation to determine compliance with material manufacture specifications, contract documents and (or) any all extended warranties.
- ✎ Aerial based / ground based Infrared Thermographic Building Envelope Analysis & diagnostic testing services for detection and identification of any / all areas exhibiting thermal anomalies indicative of moisture / water infiltration, condensation, material saturation (or) energy loss. Areas exhibiting thermal abnormalities will be documented and their location recorded and annotated on field captured digital photography and exported into building modeling software applications for additional diagnostic testing. Areas identified as emitting heat signatures barring characteristics of material saturation, failure or absorption shall be evaluated further to determine any underlying causation and (or) contributory sources resulting in damages. Field examination / inspection services shall be conducted in locations where premature deterioration of applied / installed material(s) has been either determined or documented.
- ✎ On-site analysis of existing low slope and any steep slope roof construction, conditions, underlying insulation, roof deck, drainage, perimeter walls, metal flashing details, unit curb details, wall flashings, roof projections or penetrations, etc. through visual examination of the roof and structure. Examination of the construction, conditions, underlying waterproofing, insulation, roof deck, drainage, perimeter parapet wall(s) and (or) firewalls, wall flashing details, roof projections or penetrations, etc.
- ✎ Inspection of structural decking, supports, interior and exterior load bearing walls and documentation of any conditions which may indicate structural damage or deterioration.
- ✎ Preparation and submittal of a Budget Estimate for the roofing maintenance and (or) replacement including itemized documentation pertaining to individual roof components installed in conjunction with the roof. This will include skylights, rooftop decks, guardrails, rooftop equipment, etc. installed over or supported by the roof and structure. The Roof Management Plan will outline a basic scope of work for roof repairs, restoration or replacement and will establish priorities and annual budget requirements for roof related projects.
- ✎ On-site inspection and analysis of existing exterior facade conditions including the masonry façade, window frame and load bearing spandrel or lintel conditions and reporting of any noted deficiencies. Inspection of the exterior façade elements will include visually assisted non-invasive analysis magnification and building data capture as well as limited hands-on inspection conducted from areas of access including the street level, balcony areas and rooftop areas.
- ✎ Examination of the exterior façade elements to identify any location(s) of area(s) of deterioration / corrosion and (or) water infiltration (leaks). Inspection procedures to include visually assisted remote viewing / aerial surveying, visual inspection via high powered binoculars, multi spectral dynamic thermographic analysis and limited point probe analysis determine structural integrity, inspection of any / all waterproof sealants, inspection of existing caulking sealants, inspection of any applied waterproof coatings and general analysis as required to determine structural and waterproofing integrity.
- ✎ Structural Technologies, Inc. will utilize a metal gauge to test window surfaces and framing elements to identify deficiencies or areas of possible water infiltration. Window frames will be tested where possible and will be examined from within the structure to establish means / methods of finishing, construction and make determinations as to the integrity of the installation. Structural Technologies, Inc. will itemize deficiencies, photograph and document any conditions and/or deficiencies.
- ✎ Examination of the exposed portions of window frame, load bearing support beams and reinforcement embedded within the wall and exposed to weather will be completed through exploiting any / all necessary means of analysis. Any in-wall flashings, applied caulking sealants, coatings, etc. will be examined for any evidence of disbonding or delamination.
- ✎ Photographic documentation of existing conditions and deficiencies. Areas of corrosion, delamination / deterioration and structural failure will be photographed and submitted in conjunction with the written Ongoing Inspection & Façade Condition Report.
- ✎ Perform on-site evaluation of cantilevered design and areas of exposed supports, framing, connections to the structure, flashing(s) and anchorage to the structure. Perform field measurement of all balcony components including all brackets and fasteners. Evaluate attachment of balconies to the structure. Document any drainage issues including unlevel or back-pitched deck surfaces requiring correction in conjunction with the restoration of the existing balconies.
- ✎ Inspection of adjacent areas of the exterior façade adjacent to all cantilevered portions of the building / structure to examine methods of termination, construction and (or) any related impact or deterioration resulting from deterioration of the wall or attached structure(s). Inspection of existing brick masonry (concrete, etc.), caulking sealants and general analysis as required to determine structural integrity and degree of impact on or related to observed deficiencies.

- As necessary Structural Technologies may perform invasive analysis of pre-determined locations of the exterior façade via boroscopic investigation of cavity wall to verify construction details and examine existing detailing. In addition, Structural Technologies may remove sample areas of masonry façade in order to perform offsite field compression testing procedures in accordance with ASTM C 805 of the substrate.
- Structural Technologies inspection shall also include the analysis of existing exterior masonry wall conditions, exterior wall finishes, interior exposed masonry wall surfaces, window frame and lintel conditions and noted deficiencies. Areas exhibiting defacement of brick, structural cracking or detachment of the masonry wall from the backup wall will be investigated and documented. Structural Technologies will perform / include resonance sounding via flat steel probe through joints and/or cracks, etc., inspection of any / all waterproofing, visual / "hands-on" inspection of caulking / sealants and general analysis to identify, evaluate and document existing construction conditions and deficiency.
- Structural Technologies, Inc. will prepare a written Summary Condition Report include areas determined as requiring repair and/or reconstruction. Optional methods of restoration and (or) repair shall be detailed according to location and scope of work and designated on panoramic elevation views. Building Envelope components determined as exhibiting conditions symptomatic of degradation, deterioration etc. according to Structural Technologies site evaluation procedures shall be itemized and have budget figure produced in conjunction to optional methods of repair or restoration to extend the useful life of said component and (or) maintain the current status of the building envelope. Prioritize and establish replacement and maintenance budget costs for the entire structure and for a period of five (5) years.
- Structural Technologies, Inc. will be willing to attend Facility / Building Manager Meetings for an additional fee of \$500.00 per meeting.
- Review of local International Building Code and Wheaton Building Code requirements for roof and exterior façade construction requirements. In addition to International Building Code compliance, we will review applicable codes and Owner requirements with regard to Fire Rating and Wind Uplift.
- We will provide two (2) copies of this Facility Condition Study to Mr. Steve Hinchee – Superintendent of Planning - Wheaton Park District. Additional color copies of roof condition photographs will incur an additional charge billed at a rate of \$50.00 per report. An electronic PDF copy of the report will be forwarded to the Owner' Representative or Board at no additional charge.


#### **CONSULTING FEES QUOTATION – FACILITY CONDITION STUDY**

<b>Preliminary Investigatory Research of Facility Design &amp; Deficiencies</b>	
Review of Municipal Building Code, Audit of Construction for Code Compliance	\$ 250.00
Review of available / applicable Construction Documentation	\$ 500.00
<b>Sub-Total</b>	<b>\$ 750.00</b>
<b>Facility Inspection / Scope Definition</b>	
Aerial Drone Survey of Exterior Façade / Building Envelope & Roof	\$ 1,250.00
(NDT) Infrared Thermal Image Analysis	\$ 950.00
(NDT) Low Impact Resonance Diagnostic Testing of Exterior Façade Elements	\$ 750.00
Invasive Core Sampling & Material Testing of Applied Roof System(s)	
<i>\$250.00 per Core cut / system(s) Analysis – Estimate of Two (2) Cores</i>	\$ 500.00
<b>Sub-Total</b>	<b>\$ 3,450.00</b>
<b>Consulting Services for Restoration Options</b>	
Preparation & Submittal of Projected Budget(s) for Restoration	\$ 500.00
Condition Report Generation & Submittal	\$ 1,750.00
<b>Sub-Total</b>	<b>\$ 2,250.00</b>
<b>Preliminary Investigatory Research of Facility Design &amp; Deficiencies</b>	<b>\$ 750.00</b>
<b>Facility Inspection / Scope Definition</b>	<b>\$ 3,450.00</b>
<b>Consulting Services for Restoration Options</b>	<b>\$ 2,250.00</b>
<b>New Customer Discount</b>	<b>(\$ 500.00)</b>
<b>Total Estimate for Structural Technologies Services</b>	<b>\$ 5,950.00</b>

\* Quotation will remain fixed for a period of sixty (60) days from the date of submittal. The contract / proposal must be filled out in its entirety before the project will be placed on a schedule in order to proceed with work.



**ACCEPTANCE OF PROPOSAL:**

  
(AUTHORIZED SIGNATURE)

1/15/19  
(DATE)

\_\_\_\_\_  
(PURCHASE ORDER NUMBER)

**QUOTATION SUMMARY**

- ▲ This Consulting Services Quotation is based on the total square footage and scope of work set forth in this document for The Wheaton Park District - Community Center. Increases in the scope of work or additional services required for this (or additional) projects are not included in this price.
- ▲ Upon receipt of the signed copy of any or all sections of this contract, we will begin scheduling the inspection and begin the preparation of the documents detailed in this quotation. Scheduled start date, weather dependent, would be within fifteen (15) calendar days after receipt of executed contract. Delivery of documents would be within thirty (30) days after the initial inspection. Weather constraints include extreme temperatures, snow and rain which would prevent accurate and thorough investigation of existing construction and conditions.
- ▲ Quotation will remain fixed for a period of sixty (60) days from the date of submittal. The contract / proposal must be filled out in its entirety before the project will be placed on a schedule in order to proceed with work.

**ACKNOWLEDGEMENTS**

Acknowledgements must be initialed in order for contract / proposal to be valid. If the acknowledgements are not initialed, the contract is invalid and work will not proceed until the Wheaton Park District (or designated representative) fills out the proposal in its entirety.

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|--------------------|---|-------|
| ACKNOWLEDGEMENT 1: | Board Meetings will be billed at \$500.00   | _____ |
| ACKNOWLEDGEMENT 2: | Structural Technologies, Inc. is an independent Property Restoration Consultant and does not provide or practice Architecture or Structural Engineering.  | _____ |
| ACKNOWLEDGEMENT 3: | Structural Technologies, Inc. generation and submittal of all required project documentation, project specification is intellectual property of Structural Technologies, Inc., any republication, distribution or use without Structural Technologies, Inc. consent is strictly prohibited any such actions establishes liability for civil action and may give rise to criminal prosecution. | _____ |

**LIMIT OF LIABILITY & CONTRACTUAL OBLIGATIONS**

Structural Technologies, whether contracted for inspection, analysis, project design / development and/or periodic or full time on-site inspection of work being performed in conjunction with contracted services set forth in this agreement shall neither have control over or charge of, nor be responsible for, the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the work performed by any Contractor awarded work as a result of services provided in this agreement between the Consultant – Structural Technologies, Inc. and the Owner (or designated representative), since these are solely the Contractor's rights and responsibilities under their Contractual Agreement and Contract Documents. The Owner (or designated representative) shall be liable for the selection of the contractor and any negotiated terms not specifically set forth in the specifications and bid documents. Project Management and Project Administration services provided by Structural Technologies, Inc. shall be provided on an advisory capacity and do not supplant the Owner's obligations. Structural Technologies, Inc. shall not be held liable for Contractor related project delays, performance or non-compliance with the specifications and drawings or material failure. The Owner's release of payment to the Contractor does not represent acceptance of completed work by Structural Technologies, Inc... Structural Technologies, Inc. makes no warranties for workmanship or materials, express or implied, under this Agreement or otherwise, in connection with their (Structural Technologies, Inc.'s) contracted services. Structural Technologies, Inc.'s limitation of liability shall be not greater than the total aggregate cost of either design or inspection services provided by Structural Technologies, Inc. in conjunction with this project.

## PAYMENT TERMS AND AGREEMENT

All payment terms will be as set forth herein with the exception of any pre-arranged payout procedures negotiated with the client. To avoid additional finance charges, payment to Structural Technologies, Inc. must be received within fifteen (15) days of the receipt of the invoice. After this date, an additional finance charge of 1.5% per month will be assessed. Any alteration or deviation from the base Quotation and Total Area contracted with Structural Technologies, Inc. will be billed "In Addition" to the base contract price. Any extra work will only be performed upon written authorization from the Owner (or designated representative). Additional inspections, services, meetings, documentation, etc. required beyond the scope of this contract may incur additional charges. The Owner (or designated representative) shall be responsible for verification of any dimensions upon which this quotation is based. In the event Structural Technologies, Inc. does not receive full payment in accordance with the terms set forth in this Proposal / Contract, Structural Technologies, Inc. shall be compensated for all reasonable attorney's fees, court costs and collection expenses in addition to the base contract value incurred to secure full payment.

**Payment – Item 1:** The total amount due for Item 1: Facility Condition Study shall be due upon completion and submittal of the designated Facility Condition Study to the Wheaton Park District - Community Center. A total of two (2) color copies of the Study and one non-color copy of the study will be provided to the Owner (or designated representative). Additional reports including color photographs, graphic displays, etc. will be billed at a cost of fifty (\$50.00) per report. An electronic PDF copy of the report will be forwarded to the Wheaton Park District Board of Director or other designate personnel at no additional charge.

## INSURANCE REQUIREMENTS

Structural Technologies, Inc. shall be required to maintain a current Liability and Worker's Compensation Insurance Policy and will submit copies of such policies to the Wheaton Park District - Community Center – c/o Board of Directors upon request. The Owner / Owner (or designated representative) shall be responsible for maintaining a current insurance policy for the building, common area elements and all personnel directly employed by the Owner.

## OVERVIEW OF SERVICES PROVIDED

Our commitment at Structural Technologies is to provide our clients with the highest level of service combined with the best quality contractors and specified materials available. Structural Technologies, Inc. is an independent Consulting Firm and as such is not licensed nor engaged in the practice of Engineering, Architecture, Life Safety Monitoring, Hazardous Material Identification, Air Quality Monitoring or any other regulated or licensed practice. Any / all Structural Engineering services offered in this proposal will be sub-contracted and/or provided by other firms licensed to provide said services in the State of Illinois. The Owner's / Owner's / or authorized representative's execution of this contract shall be evidence that all terms, conditions and statements contained herein are acknowledged and accepted.

Structural Technologies, Inc. provides consulting services for project development including; specifications, bid documents, pre-qualification of contractors, job-site management and inspection services, payment and warranty administration, final inspections, project management services and punchlists as set forth herein. These services are provided to facilitate accurate bidding and application of materials in compliance with Building Code and published Material Manufacturer requirements. Our field experience, objective analysis and detailed material installation specifications combined with on-site quality control inspections result in high quality cost effective solutions to your building restoration and maintenance requirements. We look forward to working with you in conjunction with the Wheaton Park District - Community Center - Facility Condition Study.

If you have any questions regarding this contract, please contact our office at Phone: (630) 351-8200 - FAX (630) 351-9133.

Sincerely,



Phillip J. Mahan

President - Structural Technologies, Inc.

Member: CAI (Community Association Institute)

ACTHA (Association of Condominium, Townhouse & Homeowners Association)

Roof Consultants Institute – Professional Member



