



The mission of the Hoffman Estates Park District is to offer healthy and enjoyable experiences to our residents and guests by providing first class parks, facilities, programs and services in an environmentally and fiscally responsible manner.

**AGENDA
COMMITTEE OF THE WHOLE MEETING
TUESDAY, MARCH 15, 2016
7:00 P.M.**

1. ROLL CALL
2. APPROVAL OF AGENDA
3. COMMENTS FROM THE AUDIENCE
4. OLD BUSINESS
5. NEW BUSINESS
 - A. 50+ Adults Center Expansion and Off-Ice Training Facility / M16-042
 - B. HEPD Logo / M16-043
6. COMMITTEE MEMBER COMMENTS
7. ADJOURNMENT

ALL MEETINGS ARE HELD IN THE BOARDROOM OF THE SCOTT R. TRIPHAHN COMMUNITY CENTER & ICE ARENA AT 1685 W. HIGGINS ROAD IN HOFFMAN ESTATES UNLESS OTHERWISE SPECIFIED. WE INVITE THOSE WHO NEED SPECIAL ACCOMODATIONS TO CONTACT US 48 HOURS IN ADVANCE. PLEASE CONTACT JANE KACZMAREK, EXECUTIVE ASSISTANT, AT 847-885-7500.

MEMORANDUM NO. M16-042

TO: Committee of the Whole
FROM: Dean R. Bostrom, Executive Director
Gary Buczkowski, Director of Planning & Development
Mike Kies, Director of Recreation & Facilities
Craig Talsma, Deputy Director/Director of Admin & Finance
RE: 50+Adults Center Expansion and Off-Ice Training Facility
DATE: March 10, 2016

Background:

According to the findings of the District's 2014-2019 Comprehensive Master Plan (CMP), expanding the 50+ Active Adults Activity Center was viewed as important by 52.7% with 83.3% of those respondents identifying this action as one of their top three choices (of five) as most important to their household. With over 500 current active adult members, the program demands are outgrowing available space during prime time programming hours. The ability to offer multiple program opportunities for this demographic is becoming more of an issue as their numbers increase.

In addition to demands placed by the 50+ active adults, the popularity of ice hockey has increased to the point where training opportunities are limited as well potentially limiting the growth of the HEPD program. In particular, demands for off-ice training opportunities is now a key factor in overall hockey team retention. Current use of outdoor space during winter months has limits on programming success.

In an effort to come up with architectural recommendations of where and how to facilitate these needs, Williams Architects was commissioned by the board in the fall of 2015. Williams' previous work and knowledge of the Triphahn Center made them the preferred qualified contractor for this project. Meeting the future programming needs for the District, while controlling the overall capital costs for the project were driving forces throughout the planning stages.

Staff met with Williams on four separate occasions to discuss facility needs requirements and review conceptual plan solutions prepared by Williams. Early in the process, it was determined that expanding the building envelope or footprint for additional space for off-ice training would not make sense from a return on investment (ROI) perspective. The team then began to look at possible existing space for facilitation of off-ice activities. Two possible options were identified as possible spaces for this new use. The first option was to reconfigure the dance studio and fitness room and move dance to the north end of the building just south of the 50+ area. The second option and most economical was to utilize the gymnastics shelf and relocate that program to the Voagelei Barn. This option was chosen to pursue.

With the reconfiguring of the 50+ area, three existing staff offices in that area were going to have to be moved. In an effort to consolidate staff, these three work spaces were linked to the existing preschool offices in a more efficient configuration just west of the

north lobby entrance. In addition, the existing north end control desk could be moved with the intent of serving both the public and the newly created staff offices.

Implications:

Design work: Williams Architectural team has prepared a power point presentation (which is attached to this memo) outlining the design process and the final architectural solution to address the programming needs analysis developed by staff. In addition to the architectural plans, detailed cost estimates of probable costs were developed. The original budget range for reconfiguring the 50+ area, north lobby and staff offices was set at 600K-700K. With the addition of the work in the south early learning program room, the addition of the offices, and the dry ice programming area, the potential cost grew to just under \$1,400,000.

Understanding how that number would adversely impact the district's financial picture, staff began to identify ways to reduce the potential costs. Some itemized reductions were employed, including to areas such as the front control counter and off-ice training area, but these efforts did not bring the numbers down to the desired budget estimate. Staff then looked at construction items that could be accomplished by in-house maintenance personnel or planning staff. These items could possibly include:

- Demolition of all existing areas and finishes
- Painting
- Installation of rubber flooring in off- ice area (interlocking grid system only)
- Installation of carpet in lounge and office area (carpet squares only)
- Provide in-house construction management services in place of G.C. contract

After significant revisions but while still maintaining the integrity and objectives of the overall project, the team is able to propose a more financially manageable total project budget of approximately \$1,017,500, which includes all architecture fees including design and construction.

A main component of this project was to provide an adequate ROI on the capital investment. It was determined that an approximate ten year pay back on a project that had double that in life expectancy would be well worthwhile. Utilizing the overall direction of the facility's primary purpose, the following revenue will provide the needed ROI. The projections are based on current enrollments and market research to help forecast revenue opportunities for the proposed renovated areas.

The ROI is based on three main components of programming which are off-ice training, ELC program room, and other recreational programming and rentals focusing on the 50+ Active Adults. The combined annual projected ROI for these three areas will generate additional net Recreation Fund revenues of \$43,800 for off-ice training; \$48,658 for ELC and \$27,555 for programming and rentals.

The following details the ROI analysis for this project:

Ice Operations – Off-Ice Training – Annually

Off-Ice Training - Annually*				
SEASON	GROUPS	TEAMS/ PARTICIPANTS	RATE	SURPLUS
FALL/WINTER	WOLF PACK	27 - 400 PLAYERS	\$35/PLAYER	\$14,000
SEPT - FEB	HIGH SCHOOLS	20 Rentals	\$50	\$1,000
	SKATERS	150 - 25 /MONTH	\$5 / DROP IN	\$750
	HOCKEY DEV.	150 - 25 / MONTH	\$5 /DROP IN	\$750
			TOTAL	\$16,500
SPRING	WOLF PACK	24 - 350 PLAYERS	\$20 /PLAYER	\$7,000
MARCH-MAY	SKATERS	75 - 25 /MONTH	\$5 / DROP IN	\$375
	HOCKEY DEV.	75 - 25 / MONTH	\$5/ DROP IN	\$375
			TOTAL	\$7,750
SUMMER	PRESEASON	200 X 4 SESSION	\$5 /PLAYER	\$4,000
JUNE-AUGUST	HOCKEY CAMP	20 X 8 WEEKS	\$10 / PLAYER	\$1,600
	SKATING CAMP	25 X 8 WEEKS	\$10 / SKATER	\$2,000
	RENTALS	40	\$30/HOUR	\$1,200
	SKATERS	75 - 25 /MONTH	\$5 / DROP IN	\$375
	HOCKEY DEV.	75 - 25 / MO NTH	\$5/ DROP IN	\$375
			TOTAL	\$9,550
		TOTAL REVENUE		\$33,800

Annual Dry Ice Training Shelf Projected Programming			
Program	Area	Purpose	Surplus Potential
Off-Ice training*	Ice	Practice	\$33,800
Personal Training (annually)	Fitness	Health & Wellness	\$3,000
Group Fitness Classes (annually)	Fitness	Health & Wellness	\$5,000
50+ Programming	50+	Programming	\$2,000
Sports club, high school team rentals	Rentals	Sports Performance	
Sports performance for Chicago Wolves	Rentals	Sports Performance	
Total surplus generated annually			\$43,800

Early Learning Center - Annually

Revenue						10 Kids
Rate	Days/wk	Wks/yr	Ptpnts	Total		
ELC Tuition	239	5	52	6	\$ 74,568.00	
	224	4	52	2	\$ 23,296.00	
	194	3	52	2	\$ 20,176.00	
Total					\$ 118,040.00	

Expenses - Wages	Rate	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours Week	Total Pay Weekly	Annual Pay
Teacher 1 -am	13	5.5	5.5	5.5	5.5	5.5	27.5	357.5	\$ 18,590.00
Teacher 2 -am	9	3.5	3.5	3.5	3.5	3.5	17.5	157.5	\$ 8,190.00
Teachers 1 -pm	13	4.5	4.5	4.5	4.5	4.5	22.5	292.5	\$ 15,210.00
Teacher 2 - pm	9	3.5	3.5	3.5	3.5	3.5	17.5	157.5	\$ 8,190.00
Training (15 hr/yr)	11	3	3	3	3	3	15	4	\$ 660.00
TOTAL									\$ 50,840.00
Taxes (7.65%)									\$ 3,889.26
IMRF (10.5%) - 2 staff									\$ 9,659.60
TOTAL									\$ 64,388.86

Expenses - General	Cost	Per Week	Per Year	Ptpnts	Total
Meals	1.95	5	52	6	\$ 3,042.00
	1.95	4	52	2	\$ 811.20
	1.95	3	52	2	\$ 608.40
Snacks/Bfast	135	1	52	1	\$ 7,020.00
Spanish	2	1	50	10	\$ 1,000.00
Music	3.5	1	50	10	\$ 1,750.00
Gymnastics	3.5	1	50	10	\$ 1,750.00
Supplies	100	1	12	1	\$ 1,200.00
Field Trips	8	1	12	10	\$ 960.00
Cots	25	1	1	12	\$ 300.00
TOTAL					\$ 18,441.60

Revenue :	\$ 118,040.00
Total Wage Exp	\$ 64,388.86
Total Gen Exp.	\$ 18,441.60
Revenue	\$ 35,209.54

10 kids revised only!

Anticipated 50+ Active Adults, General Programming and Rental Revenue:

50+ active adults programming – 180 more program participants at an average cost of \$45 per class, per participant, to yield a surplus (~30%) of \$2,430 annually.

General programming – 195 more program participants at an average cost of \$50 per class, per participant, to yield a surplus (~30%) of \$3,675 annually.

Facility Rentals – In addition to moving the rentals from the Vogelei Barn (\$23,000 in revenue in 2015) to the newly renovated north side TC space(s), staff believes the new area(s) will generate an extra 210 rental hours per year at an average cost of \$55 per hour equating to an additional \$11,550.

Total annual net projected rental revenue for these areas would be \$34,550. Only the additional \$11,550 would be counted as part of the ROI analysis since the previous Vogelei rentals are already realized by the district.

Return on Investment Summary:

These projections equate to additional net revenue of \$96,664 per year based on the programmable characteristics of this project. These projections on a straight line basis present just over a 10 ½ year ROI. This does not factor in any membership fees associated with the 50+ group which will be evaluated later, and it is only accounting for the minimum average number of children (10) in the ELC room.

Staff believes the numbers above are conservative in nature, but as part of this process staff also wanted to take into account a potential transition period factoring in growth and development for the new space(s) of three years. By making those assumptions staff believes there is a potential for an ROI of approximately \$77,300 per year (80%); this would still provide an approximate total ROI of just over 13 years. This is considerably less than the depreciable useful life of the building renovations which have a straight line value of 20 years.

Financial implications:

In 2015 the District transferred debt service reserves from the original TC ice arena project to the capital fund. This \$1 million was earmarked for future capital projects. These funds have been integrated into our Comprehensive Asset Management Plan (CAMP) which currently calls for over \$1.25 million per year in capital funds alone. Allocating annual bond proceeds and cash on hand the District is in a position to manage our future needs.

This project could be integrated into the overall CAMP and might be suggested that way based on some other components of our debt service plan including the refunding of our 2006 bonds which may free up additional capital funds along with our annual roll-over bond that could provide additional capital dollars by utilizing fund balance reserves.

A third and currently lead option will be to utilize the Recreation Fund Balance. There was approximately \$2.5 million available as of year-end 2015. This amount, along with the projected 2016 surplus of \$100,000, would provide \$1 million dollars in excess of our cash reserve fund balance policy amount for the Recreation Fund.

All of the available financing options will continue to be reviewed and final financing will be available and secured through the most effective overall method as part of the 2017 budget process.

Part of the overall process includes the fees for Williams. In 2015 the District entered into a contract with Williams Architects for design development. The District paid \$15,879 of the

Board approved \$23,500 for preliminary design projects (\$12,500 for the 50+ and \$9,800 for the off-ice, plus contingencies of \$1,200). The remaining estimated fees to full completion will be an additional \$69,469 for development, documents, and bidding; plus an additional amount of \$17,367 for construction documents when we build, plus contingencies.

The total cost for Williams will be \$109,136 plus an allowance of \$10,000 for contingencies. The board has already accepted the contracts (as attached) and staff is requesting Board approval for authorization to expend the additional funds as required per that contract. This total amount is included in the estimated project cost of \$1,017,000.

Construction and completion: If the district were to move forward with the project as presented above, and assuming the architects could begin the next phase of design by April 4, 2016, and building permits were in hand by November 1, 2016, the project could be completed in early June 2017, as per the attached schedule.

Recommendation:

Staff recommends that the Committee of the Whole recommend the park board approve the concept plans for renovation of the north end of the Triphahn Center and off-ice training facility prepared by William's Architects as outlined above.

Staff also recommends the Committee to recommend approval of authorization to spend the remaining pre-construction costs to Williams Architects of \$69,490 plus reimbursables not to exceed \$10,000.

Staff also recommends that the board approve the inclusion of the overall project in the 2017 budget for a total cost of \$926,000, which includes additional fees to Williams of \$17,373, if the District proceeds with construction.

20 August 2015

Mr. Dean Bostrom / Executive Director
Hoffman Estates Park District
1685 W. Higgins Road
Hoffman Estates, IL 60169

Re: Hoffman Estates Park District
Triphahn Center – Dry Land (Off-Ice) Training Facility
Pre-Design Feasibility Study
WA Project No. 2015-574

LETTER OF PROPOSAL (LOP)

Dear Mr. Bostrom:

It has been a pleasure meeting with you, Gary and the Leadership Staff on 24 July 2015 in order to discuss this Project, as it relates to the Triphahn Center Dry Land (Off-Ice) Training Facility Feasibility Study. To that end, Williams Architects is delighted to provide the Hoffman Estates Park District with this Letter of Proposal, outlining our understanding of the opportunity to work with you, your staff and your Board on the Triphahn Center. We are delighted to continue our relationship with the Hoffman Estates Park District on the Triphahn Center Project.

The proposed services within the LOP herein will provide the Hoffman Estates Park District with the proper information to make informed decisions. Please find enclosed a summary of the business terms associated with the proposed scope of work, services, schedule, fee and Agreement understanding highlights to provide Feasibility Study Services to the Hoffman Estates Park District. We want to extend our services to you in an innovative manner for your consideration and approval. Please refer to the pages that follow for additional detail.

Upon review of the business terms herein, we will incorporate this LOP, as Exhibit A, into an Agreement between Owner and Architect that is mutually agreeable to both the Hoffman Estates Park District and Williams Architects.

PROJECT BACKGROUND & UNDERSTANDING OF PROJECT SCOPE

Williams Architects understands the Hoffman Estates Park District's Triphahn Center Project scope for inclusion into the Project to be as follows:

The Hoffman Estates Park District is interested in conducting a Feasibility Study of a Dry Land (Off-Ice) Training Facility at the Triphahn Center. The Dry Land (Off-Ice) Facility would be utilized as a training area for core development skills and also allow other active sports and fitness group training such as Lacrosse, Baseball, Crossfit, etc..

The Facility would be a semi-conditioned space, preferably with durable, flexible and functional space.

The Study will address both indoor and outdoor opportunities at the Triphahn Center.

ARCHITECTURAL TEAM MEMBERS

The following team members represent the Williams Architects critical Management Team; however, the services of many other talented professional and technical staff beyond those noted herein will also be utilized:

- Tom C. Poulos / Principal-in-Charge
- Frank Parisi / Project Manager

ARCHITECT and ARCHITECT'S BASE SERVICE SUB-CONSULTANTS

Consultants in the Pre-Design Feasibility Study Services Fee of the Contract and coordinated by the Architect are as follows:

- Prime Architect / Williams Architects

SCOPE OF PRE-DESIGN SERVICES (FEASIBILITY STUDY) *(Anticipate five (5) total meetings)*

1) Perform Project Overview / Data Collection / Kick-off:

Conduct a meeting with Hoffman Estates Park District to understand the vision for the functions and uses of the Dry Land (Off-Ice) Training Facility. Initial functional / vision parameters were gathered at the 24 July 2015 meeting.

We shall attend the kick-off meeting to identify the Project Team and review all data collected with respect to the Project to gather additional input from that previously collected. We gather all information currently available including the existing facility and site plans as well as any other pertinent data.

We review the proposed services and formalize the timeline including methodologies and tasks, final number and types of meetings, expected quality and formats for deliverables.

During the kick-off meeting / site tour we discuss:

- Expectations/Tasks - We discuss and define overall expectations and necessary tasks and responsibilities. A work plan (including initial goals & objectives, as it relates specifically to the task) and project schedule will be developed.
- Prepare Evaluation Criteria / Project Parameters - Facilitate the development of discussions and evaluations with the District requirements and overall project parameters.
- Communication – Confirmation on lines of communication, points of contact, level of involvement by District, staff, and other related project management details.
- Data Collection – Request, collect, log and review potential data and required information provided by the Hoffman Estates Park District in order to facilitate a thorough understanding of the project background.
- Establish high level design criteria for the Project.
- Establish the goals and objectives for the Project.

The aforementioned will determine the critical success factors and performance outcomes.

(Includes one (1) meeting, with anticipated participation from Senior Staff)

2) Programming & Preliminary Budget:

With the information obtained in the Data Collection, we will prepare a Building Space Program summary in sufficient detail for our use in preparing Bubble Organizational Design options (2 – 3) and ultimately the preferred Conceptual Design; see Conceptual Design Services for additional information.

We will meet with the representatives of the Project to review program needs and establish / document the same as required. We shall establish and review the Project budget and describe the anticipated scope of work, as it relates to the facilities program elements / areas and Present data that will define the building areas, function and spatial relationships.

(Includes one (1) Workshop Meeting with Senior Staff)

3) Conceptual Design:

The aforementioned completed Program Summary will provide a bullet point summary of areas that each program space requires. Utilizing our database of cost history for this project type for the respective spaces, an early indication regarding the order of magnitude cost will be identified for the design options. Based on the Bullet Point Program Summary, we shall develop multiple Bubble Diagram Design Options (2-3), that depict the organization and adjacency of spaces with the proposed facility design options. We will review the design options with the Hoffman Estates Park District in an effort to select and develop a preferred singular solution.

The Conceptual Design of the preferred Bubble Diagram Design solution will include the following:

- Floor Plan(s).
- Conceptual Vignette depicting building character.
- Final Summarized Building Program.
- Project Capital Cost Estimate.

(Includes two (2) workshop meetings, with anticipated participation from Senior Staff and one (1) follow-up Hoffman Estates Park District presentation)

4) Project Capital Cost Estimate:

In the Conceptual Design Phase of this Project the Consultant Team will provide a preliminary order of magnitude cost estimate for the proposed solution which addresses:

- Site preparation, amenities and infrastructure costs
- Building Systems
- Other related Project Hard and Soft Costs to provide a Total Project Budget

5) Final Report Deliverable:

The Project Consultant Team will write up all the identified components herein (items 1-4) and incorporate them into a final report as well as participate in the presentation of the report to the Hoffman Estates Park District at a public meeting. The Final Report / Deliverables shall consist of:

- One (1) bound hard copy (combination color and black / white) executive summary report with pertinent exhibits / attachments.
- One set of full size colored conceptual presentation drawings.
- One (1) digital copy of the executive summary report, report back-up documentation and conceptual drawings.
- One final presentation of the report.

(Includes one (1) Meeting)

Basic Services

When the Hoffman Estates Park District determines it is feasible to move forward with the Triphahn Center Dry Land (Off-Ice) Training Facility, Williams Architects | Aquatics is prepared to proceed with Basic Architectural & Engineering Services to include Schematic Design, Design Development, Construction Documents, Permitting, Bidding / Negotiations and Construction Administration. These Basic Services for the implementation of the Project shall be based upon the mutually agreed upon scope, budget, fee and associated business terms.

Furthermore, during all of our aforementioned professional service phases, we include the below noted firm wide project practices throughout the design, development, and construction of your Project through our very innovative process that includes, but is not limited to:

SUSTAINABLE DESIGN

Our firm's approach to sustainable design is such that "we like to put a shade of green on everything we design." To that end, at the inception and throughout the course of the Project, our Project Consultant Team will maintain our commitment to **GREEN ARCHITECTURE / SUSTAINABLE DESIGN**, with a goal of LEED Certification if determined to be financially and feasibly possible by the Hoffman Estates Park District and the Williams Architects' Project Design Team. Williams Architects take seriously our responsibility to help preserve the environment. We are committed to maintaining our fragile environment by designing building systems that use material, energy and water efficiently, focus on avoiding health issues stemming from indoor environmental quality that ultimately drive down the cost of operations. We embrace the principles outlined by the U.S. Green Building Council, which are embodied in the LEED (Leadership in Energy and Environmental Design) Green Building Rating System[®]. Our on-staff LEED Accredited Professionals have demonstrated an understanding of the principles of green architecture, and our firm recognizes the following benefits achievable through sustainable design:

- Extended durability.
- Safeguarding water supplies.
- Enhanced occupant comfort.
- Energy and water savings.
- Reduced maintenance costs.
- Revenue from recycling.
- Conservation of natural resources.
- Elimination of waste and pollution.
- Preparation for future regulatory legislation.
- Positive public relations.

COST MANAGEMENT

The basic premise behind our approach to cost management is collaboratively evaluating cost estimates and the performance of value engineering at multiple phases during the planning, design and construction of the project. We realize that all parties' involvement contributes to a cost-effective built project. Consistent attention by all parties to cost management and control will result in true economy. We also believe that appropriate action taken during each project phase will determine the project's cost effectiveness.

Through our familiarity of this and our database regarding the same, we possess extensive experience in the construction industry that will bring a diverse range of knowledge in cost estimating, sales, and construction management. We will apply our experience to provide value engineering, project design constructability, and project cost estimating review through critical phases of the design that will assist the Constructor in providing quality cost estimates; which we expect will include quantity takeoffs from drawings at a detailed cost estimate level from the Constructor. Our philosophy of cost management contains four main elements:

- *Attitude.* Cost control must be part of the mindsets of the project team, consultants and contractors.
- *Stewardship.* The Project Team must treat and protect the client's financial resources as if they were their own.
- *Practicality.* The Project Team must establish realistic budgets that balance the client's program, desired quality level, financial resources, and include hard and soft costs.
- *Fortitude.* Should the client's desires begin to exceed the established project budget, it is our Project Team's responsibility to make this known and re-establish the necessary balance.

We have demonstrated strong project leadership marked by effective cost control, which has allowed us to create realistic, cost-effective project solutions. We will work with the Owner and their Constructor to reduce project costs while maintaining desirable project design and aesthetic qualities. We will do this by reviewing materials, building systems, and anticipated construction methods, and requesting cost options from the Constructor.

Our Team is also concerned with providing a building that is economical to construct while taking into consideration the life-cycle impact on maintenance costs.

SCHEDULE MANAGEMENT & PROPOSED PROJECT SCHEDULE

Williams Architect's procedure for maintaining project schedules includes defining a very specific step-by-step process with the Owner at the beginning of the Project. With this ongoing series of deadlines to meet, it has allowed us to maintain excellent results in achieving our project deadlines. We take great effort to carefully plan out all the meetings, work tasks and project milestones for a Project. We do this because it has greatly enhanced our ability to keep our projects moving forward with no surprises to our clients. We will work with the Hoffman Estates Park District to develop a Project Schedule that meets the goals and objectives of the Hoffman Estates Park District. To that end, we propose the below noted preliminary Project Schedule, which is subject to review by the Constructor and mutually acceptable to the Owner, Architect and Constructor, as follows:

Preliminary Project Schedule:

<u>Task</u>	<u>Duration</u>
Pre-Design Feasibility Study	3 Months

TOTAL PROFESSIONAL PROJECT SERVICE FEES

The compensation to the Architect by the Hoffman Estates Park District shall be paid on a fee basis, as described below, for the Scope of Services performed in accordance with the enclosed compensation breakdown. The Architect shall bill the District on a monthly basis for the percentage of services / work performed for the previous month's time. Time will be in accord with the enclosed Rate Table.

We are committed to the cost control and success of this Project. Williams Architects has established itself as the leader in Sports, Recreation and Aquatic Architecture; with recognized leadership in client relationships, strong design stewardship, sustainable design practices, advanced architectural systems integration and design innovation. Our process results in exceptional functional, cost effective, enduring and timeless architecture.

Furthermore, as a result of our familiarity with this Project type and the initial understanding of the Hoffman Estates Park District's desired scope of work, we respectfully propose our Professional Services fees as follows:

Pre-Design Feasibility Study Services Fee:

A Fixed Fee of Twelve Thousand Eight Hundred Dollars \$ 12,800.00
(plus Reimbursable Expenses)

Please Note - If the Hoffman Estates Park District pairs the Triphahn Center Dry Land (Off-Ice) Feasibility Study with the Triphahn Center Concept Design Study, the fee for the Dry Land (Off-Ice) Feasibility Study would be reduced to Nine Thousand Eight Hundred Dollars (\$9,800.00).

Our base services work will be provided on a percentage of work completed basis from the rate table below. Any Additional Services authorized by the Owner and approved in writing will be provided on an hourly basis from the rate table below.

Rate Table

Principal II	\$ 208.00/Hour
Principal I	\$ 191.00/Hour
Associate Principal.....	\$ 177.00/Hour
Senior Associate/Senior Project Mgr.	\$ 171.00/Hour
Associate / Project Manager	\$ 156.00/Hour
Architect III	\$ 138.00/Hour
Architect II	\$ 127.00/Hour
Architect I	\$ 114.00/Hour
Project Coordinator IV.....	\$ 104.00/Hour
Project Coordinator III	\$ 95.00/Hour
Project Coordinator II	\$ 81.00/Hour
Project Coordinator I.....	\$ 70.00/Hour
Project Technician II.....	\$ 53.00/Hour
Project Technician I.....	\$ 42.00/Hour
Aquatic Engineer II.....	\$ 164.00/Hour
Aquatic Engineer I.....	\$ 125.00/Hour
Director of Marketing.....	\$ 153.00/Hour
Marketing Coordinator	\$ 111.00/Hour
Accounting	\$ 147.00/Hour
Secretarial	\$ 104.00/Hour
Clerical	\$ 74.00/Hour
Director of Interior Design	\$ 140.00/Hour
Interior Designer V	\$ 109.00/Hour
Interior Designer IV	\$ 91.00/Hour
Interior Designer III.....	\$ 72.00/Hour
Interior Designer II.....	\$ 60.00/Hour
Interior Designer I.....	\$ 43.00/Hour

REIMBURSABLE EXPENSES

In addition to our professional services, we shall also invoice the client for our Project related Reimbursable Expenses at direct cost. Project related Reimbursable Expenses include such items as travel, vehicle mileage, tolls, printing, copies, photography, renderings / slides, phones & fax, postage / messenger / overnight courier, permits, direct miscellaneous Project supplies, etc..

CONTINGENT OPTIONAL ADDITIONAL SERVICES

Professional services excluded from, or that noted within this LOP can be provided on an hourly, or mutually agreed upon fixed fee basis by the Owner and Architect in accordance with the rate table herein. Upon the Owner's request and approval of the same, with scope and fee as established and as mutually agreed upon between the Owner and Architect, we will document the Owner's desired Contingent Optional Additional Services.

CLOSING

Upon your review and approval, we shall prepare an Owner and Architect Agreement.

Thank you again for this wonderful opportunity to continue to provide our Professional Architectural Services to the Hoffman Estates Park District and the good people in which it serves. If you have any additional questions or comments, please do not hesitate to contact me at your earliest convenience.

Cordially,



Tom C. Poulos, AIA
Vice President / Managing Principal

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20 August 2015

Mr. Dean Bostrom / Executive Director
Hoffman Estates Park District
1685 W. Higgins Road
Hoffman Estates, IL 60169

Re: Hoffman Estates Park District
Triphahn Center – Northeast Quadrant (Senior Services Programs)
Step 1 – Pre-Design Concept Design Services
and
Step 2 – Basic Architectural & Engineering (A & E) Services for Remodel and Renovation
WA Project No. 2015-573

LETTER OF PROPOSAL (LOP)

Dear Mr. Bostrom:

It was a pleasure to further discuss your refined needs and focus of attention on the Triphahn Center Project with Gary subsequent to our previous meeting with you, Gary and the Leadership Staff on 24 July 2015. To that end, Williams Architects is delighted to provide the Hoffman Estates Park District with this revised Letter of Proposal, outlining our understanding of the opportunity to work with you, your staff and your Board on the Triphahn Center. We are delighted to continue our relationship with the Hoffman Estates Park District on the Triphahn Center Project.

The proposed services within the LOP herein will provide the Hoffman Estates Park District with the proper information to make informed decisions. Please find enclosed a summary of the business terms associated with the proposed scope of work, services, schedule, fee and Agreement understanding highlights to provide Professional Pre-Design and Basic (A & E) Services to the Hoffman Estates Park District. We want to extend our services to you in an innovative manner for your consideration and approval. Please refer to the pages that follow for additional detail.

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PROJECT BACKGROUND & UNDERSTANDING OF PROJECT SCOPE

Williams Architects understands the Hoffman Estates Park District's Triphahn Center Project scope for inclusion into the Project to be as follows:

The Hoffman Estates Park District is interested in conducting a Step 1 – Pre-Design Conceptual Design Study focused on and limited to approximately 7,500 SF at the northeast quadrant of the Triphahn Center in order to determine the current and future space needs for the facility. Furthermore, the Study will address program, customer service, aesthetics, performance and improved functional / operational needs for the Facility in the below noted areas:

Base Study Areas:

1. Vehicular and pedestrian flow at the points of ingress and egress at the North Entry.
2. North Entry Front Desk and Support Offices – Location, size, functionality / efficiency and customer service.
3. Facility administrative efficiency at the North Entry.
4. Reconfigure the approximately 7,500 SF northeast Program spaces for Older Adults (50+).

Furthermore, we understand that upon successful completion of the Triphahn Center Remodel and Renovation Step 1 – Pre-Design Services, the Hoffman Estates Park District may elect to proceed with Step 2 - Basic Architectural & Engineering (A & E) Services.

ARCHITECTURAL TEAM MEMBERS

The following team members represent the Williams Architects critical Management Team; however, the services of many other talented professional and technical staff beyond those noted herein will also be utilized:

- Tom C. Poulos / Principal-in-Charge
- Frank Parisi / Project Manager

STEP 1 – PRE-DESIGN SERVICES (CONCEPTUAL DESIGN)

ARCHITECT and ARCHITECT'S BASE SERVICE SUB-CONSULTANTS

Please refer to the below noted Team for the Step 1 – Pre-Design Services on this Project:

Consultants in the Step 1 - Pre-Design Services Fee of the Contract and coordinated by the Architect are as follows:

- Prime Architect / Williams Architects

STEP 2 – BASIC A & E SERVICES (REMODEL AND RENOVATION)

ARCHITECT and ARCHITECT'S BASE SERVICE SUB-CONSULTANTS

Please refer to the below noted Team for the Step 2 – Basic A & E Services on this Project:

Consultants in the Step 2 – Basic A & E Services Fee of the Contract and coordinated by the Architect are as follows:

- Prime Architect / Williams Architects
- Structural Engineering / TBD
- Mechanical, Electrical, Plumbing and Fire Protection Engineering / TBD

OWNER'S DIRECT SPECIALTY CONSULTANTS

Traditional Owner's Consultants contracted and coordinated by the Owner are as follows:

- Surveying / If Necessary, TBD
- Geotechnical Soils and Material Testing / If Necessary, TBD
- Landscape Architect / If Necessary, Hoffman Estates Park District
- Independent Commissioning and Building Energy Modeling / If Necessary, TBD
- Construction Manager (Construction and Pre-Construction Services including Cost Estimating) / TBD

OPTIONAL ADDITIONAL SERVICE SUB-CONSULTANTS

If the Owner requests that Williams Architects contracts with some of the Owner's Specialty Consultants, the following list identifies the Specialty Sub-Consultants Williams Architects would contract with at an Additional Service Fee, which would be mutually agreed upon by the Owner and Architect.

- Interiors / If Necessary / Williams Interiors
- Civil Engineering / If Necessary / TBD
- Security / Low Voltage, AV / If Necessary, TBD

SCOPE OF SERVICES – STEP 1 PRE-DESIGN

(Anticipate five (5) total meetings)

1) **Perform Project Overview / Data Collection / Kick-off:**

Conduct a meeting with Hoffman Estates Park District to understand the vision for the functions and uses of the Triphahn Center.

We shall attend the kick-off meeting to identify the Project Team and review all data collected with respect to the Project to gather additional input from that previously collected. We gather all information currently available including the existing facility and site plans as well as any other pertinent data.

We review the proposed services and formalize the timeline including methodologies and tasks, final number and types of meetings, expected quality and formats for deliverables.

During the kick-off meeting / site tour we discuss:

- Expectations/Tasks - We discuss and define overall expectations and necessary tasks and responsibilities. A work plan (including initial goals & objectives, as it relates specifically to the task) and project schedule will be developed.
- Prepare Evaluation Criteria / Project Parameters - Facilitate the development of discussions and evaluations with the District requirements and overall project parameters.
- Communication – Confirmation on lines of communication, points of contact, level of involvement by District, staff, and other related project management details.
- Data Collection – Request, collect, log and review potential data and required information provided by the Hoffman Estates Park District in order to facilitate a thorough understanding of the project background.
- Establish high level design criteria for the Project.
- Establish the goals and objectives for the Project.

The aforementioned will determine the critical success factors and performance outcomes.

Includes one (1) meeting, with anticipated participation from Senior Staff

2) **Programming & Preliminary Budget:**

With the information obtained in the Data Collection, we will prepare a Building Space Program summary in sufficient detail for our use in preparing Bubble Organizational Design options (2 – 3) and ultimately the preferred Conceptual Design; see Conceptual Design Services for additional information.

We will meet with the representatives of the Project to review program needs and establish / document the same as required. We shall establish and review the Project budget and describe the anticipated scope of work, as it relates to the facilities program elements / areas and Present data that will define the building areas, function and spatial relationships.

Includes one (1) Workshop Meeting with Senior Staff.

3) Conceptual Design Development:

The aforementioned completed Program Summary will provide a bullet point summary of areas that each program space requires. Utilizing our database of cost history for this project type for the respective spaces, an early indication regarding the order of magnitude cost will be identified for the design options. Based on the Bullet Point Program Summary, we shall develop multiple Bubble Diagram Design Options (2-3), that depict the organization and adjacency of spaces with the proposed facility design options. We will review the design options with the Hoffman Estates Park District in an effort to select and develop a preferred singular solution.

The Conceptual Design of the preferred Bubble Diagram Design solution will include the following:

- Floor Plan(s).
- Conceptual Vignette depicting building character.
- Final Summarized Building Program.
- Project Capital Cost Estimate.

(Includes two (2) workshop meetings, with anticipated participation from Senior Staff and one (1) follow-up Hoffman Estates Park District presentation)

4) Project Capital Cost Estimate:

In the Conceptual Layout and Design Phase of this Project the Consultant Team will provide a preliminary order of magnitude cost estimate for the proposed solution which addresses:

- Site preparation, amenities and infrastructure costs
- Building Systems
- Other related Project Hard and Soft Costs to provide a Total Project Budget

5) Progress and Final Report Deliverable:

The Project Consultant Team will write up all the identified components herein (items 1-5) and incorporate them into a final report as well as participate in the presentation of the report to the Hoffman Estates Park District. The Final Report / Deliverables shall consist of:

- One (1) bound hard copy (combination color and black / white) executive summary report with pertinent exhibits / attachments.
- One set of full size colored conceptual presentation drawings.
- One (1) digital copy of the executive summary report, report back-up documentation and conceptual drawings.
- One (1) Board meeting to present the progress of our Study and receive feedback.
- One final presentation of the report.

(Includes one (1) Board Meeting to present our findings / recommendations and receive feedback regarding the same in order to issue the FINAL Report.)

SCOPE OF SERVICES – STEP 2 - BASIC ARCHITECTURAL & ENGINEERING (A & E) SERVICES:

Upon completion of the Step 1 – Pre-Design Services and approval of the Project scope / budget by the Hoffman Estates Park District, Williams Architects' will transition into Step 2 - Basic A & E Services. The scope, budget and area of work for the Project will be concentrated to the approximately 7,500 SF northeast quadrant of the Triphahn Center and will be focused on the 50+ Older Adult Population, as per the Step 1 Pre-Design Services findings.

We will augment our Project Consulting Team with the balance of the Consultants, as previously noted herein. Toward that end, we will provide:

Basic Architectural & Engineering (A & E) Services for Project Implementation:

(Includes twenty-seven (27) total meetings)

Schematic Design Phase:

- Review the previously prepared Study and incorporate salient findings.
- Assist Owner to define Project goals and objectives.
- Define existing surface conditions to be protected, modified and/or demolished.
- Review Owner's existing Project Site information, including current survey of Project Site.
- Review previously prepared program data and conceptual design and incorporate into design criteria.
- Preparation of Architectural Program defining elements to be included within Project.
- Include information related to current and desired pedestrian circulation patterns.
- Assist Owner in researching applicable local zoning requirements and/or procedures potentially required to secure approval(s) for Project by local governmental officials.
- Preparation of preliminary Project Schedule from Design through Construction.
- Preparation of Preliminary Estimate of Probable Construction Cost based on Owner's Facility Program.
- Preparation of Written Executive Summary of the Phase.
- Review and determine Mechanical, Electrical, Plumbing and other specialty systems for the facility.
- Preparation of Schematic Design Site Plan(s) graphically defining design intent. Plans shall include location and configuration of proposed building(s), facilities, entrance/exit driveways, pedestrian walkways and signage.
- Preparation of outline specifications.
- Final review with the Owner.

(Includes four (4) meetings)

Design Development Phase:

- Based upon Schematic Design Phase Documents, further develop floor plans, elevations and site plans.
- Refine cost estimate.
- Further develop main components of Mechanical, Electrical, Plumbing and other specialty systems for the facility.
- Further refine documents / deliverables.
- Final review.

(Includes three (3) meetings)

Construction Documents and Permitting Phase:

- Preparation of Contract Documents consisting of drawings and specifications as required to secure a building permit and proceed with bidding and construction of the Project.
- Revise Design Phase Estimate of Probable Construction Cost as required to reflect that defined within the Contract Documents.
- Final review with the Owner.

(Includes three (3) meetings)

Bidding and Negotiations Phase:

- Prepare/Issue Contract Documents to bidders.
- Respond to questions and provide clarifications to bidders.
- Issue Addendums and/or clarification to bidders.
- Attend One (1) pre-bid conference/meeting and One (1) bid opening/meeting. Architect's attendance at additional conferences and/or bid opening meetings shall be considered an Additional Service.
- Prepare bid summary and recommendations to Owner.

(Includes two (2) meetings)

Construction Administration Phase:

- Architect's Basic Services during the Construction Phase shall include attendance at not more than twelve (12) On-Site Project Meetings with Owner and Contractor combined with a site observation visit to become generally familiar with the progress and quality of the completed construction work for general compliance with Construction Documents. The Architect shall report to the Owner nonconforming work observed during such visits. Architect's attendance at additional OAC meetings or additional site observation visits shall be considered an Additional Service. The Architect shall not be responsible for means, methods, techniques or sequences of construction or for safety programs or precautions in connection with the construction work.
- Architect shall have the authority to reject construction work that does not conform to the Construction Documents.
- Construction Phase duration for the Project shall be One Hundred Thirty (130) Work Days. Work Days for purposes of this Agreement shall be Monday through Friday. Construction Phase duration for the Architect's Services shall be that period of time from commencement of construction through thirty (30) days following date of Architect's issuance of a Certificate of Substantial Completion.
- The Architect shall review and respond to written requests for information ("RFI's") from the Contractor seeking an interpretation or clarification of the Construction Documents in writing within a reasonable time.
- The Architect shall review of Contractor submittals and shop drawings for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents and process Contractor's submittals and Shop Drawings.
- The Architect shall review in conjunction with a site observation visit the Contractor's Applications for Payment and process Contractor's Applications for Payment. Such review is to check for quantity of construction work which the Contractor has indicated is completed in the Application for Payment. The Architect shall not be responsible for obtaining or checking lien waivers provided or required.
- The Architect shall prepare Change Orders for Owner's approval and execution.
- The Architect shall visit Project Site to prepare One (1) Punch-List, issue Certificate of Substantial Completion and attend One (1) follow-up site meeting to review completion of Punch-List. Architect's attendance at additional site meetings intended for Punch-List reviews shall be considered an Additional Service.
- The Architect shall conduct an 11-month walk-through of the facility to determine any outstanding warranty items.

(Includes fifteen (15) meetings)

Furthermore, during all of our aforementioned professional service phases, we include the below noted firm wide project practices throughout the design, development, and construction of your Project through our very innovative process that includes, but is not limited to:

SUSTAINABLE DESIGN

Our firm's approach to sustainable design is such that "we like to put a shade of green on everything we design." To that end, at the inception and throughout the course of the Project, our Project Consultant Team will maintain our commitment to **GREEN ARCHITECTURE / SUSTAINABLE DESIGN**, with a goal of LEED Certification if determined to be financially and feasibly possible by the Hoffman Estates Park District and the Williams Architects' Project Design Team. Williams Architects take seriously our responsibility to help preserve the environment. We are committed to maintaining our fragile environment by designing building systems that use material, energy and water efficiently, focus on avoiding health issues stemming from indoor environmental quality that ultimately drive down the cost of operations. We embrace the principles outlined by the U.S. Green Building Council, which are embodied in the LEED (Leadership in Energy and Environmental Design) Green Building Rating System®. Our on-staff LEED Accredited Professionals have demonstrated an understanding of the principles of green architecture, and our firm recognizes the following benefits achievable through sustainable design:

- Extended durability.
- Safeguarding water supplies.

- Enhanced occupant comfort.
- Energy and water savings.
- Reduced maintenance costs.
- Revenue from recycling.
- Conservation of natural resources.
- Elimination of waste and pollution.
- Preparation for future regulatory legislation.
- Positive public relations.

COST MANAGEMENT

The basic premise behind our approach to cost management is collaboratively evaluating cost estimates and the performance of value engineering at multiple phases during the planning, design and construction of the project. We realize that all parties' involvement contributes to a cost-effective built project. Consistent attention by all parties to cost management and control will result in true economy. We also believe that appropriate action taken during each project phase will determine the project's cost effectiveness.

Through our familiarity of this and our database regarding the same, we possess extensive experience in the construction industry that will bring a diverse range of knowledge in cost estimating, sales, and construction management. We will apply our experience to provide value engineering, project design constructability, and project cost estimating review through critical phases of the design that will assist the Constructor in providing quality cost estimates; which we expect will include quantity takeoffs from drawings at a detailed cost estimate level from the Constructor. Our philosophy of cost management contains four main elements:

- *Attitude.* Cost control must be part of the mindsets of the project team, consultants and contractors.
- *Stewardship.* The Project Team must treat and protect the client's financial resources as if they were their own.
- *Practicality.* The Project Team must establish realistic budgets that balance the client's program, desired quality level, financial resources, and include hard and soft costs.
- *Fortitude.* Should the client's desires begin to exceed the established project budget, it is our Project Team's responsibility to make this known and re-establish the necessary balance.

We have demonstrated strong project leadership marked by effective cost control, which has allowed us to create realistic, cost-effective project solutions. We will work with the Owner and their Constructor to reduce project costs while maintaining desirable project design and aesthetic qualities. We will do this by reviewing materials, building systems, and anticipated construction methods, and requesting cost options from the Constructor.

Our Team is also concerned with providing a building that is economical to construct while taking into consideration the life-cycle impact on maintenance costs.

SCHEDULE MANAGEMENT & PROPOSED PROJECT SCHEDULE

Williams Architect's procedure for maintaining project schedules includes defining a very specific step-by-step process with the Owner at the beginning of the Project. With this ongoing series of deadlines to meet, it has allowed us to maintain excellent results in achieving our project deadlines. We take great effort to carefully plan out all the meetings, work tasks and project milestones for a Project. We do this because it has greatly enhanced our ability to keep our projects moving forward with no surprises to our clients. We will work with the Hoffman Estates Park District to develop a Project Schedule that meets the goals and objectives of the Hoffman Estates Park District. To that end, we propose the below noted preliminary Project Schedule, which is subject to review by the Constructor and mutually acceptable to the Owner, Architect and Constructor, as follows:

Preliminary Project Schedule:

<u>Task</u>	<u>Duration</u>
Step 1 - Pre-Design Services	3.0 months
Step 2 - Basic A & E Services	
Schematic Design	1.5 months
Design Development	1.5 months
Construction Documents / Permitting	3.5 months
Bidding / Negotiation	1.5 month
Construction Administration	6.0 months

TOTAL PROFESSIONAL PROJECT SERVICE FEES

The compensation to the Architect by the Hoffman Estates Park District shall be paid on a fee basis, as described below, for the Scope of Services performed in accordance with the enclosed compensation breakdown. The Architect shall bill the District on a monthly basis for the percentage of services / work performed for the previous month's time. Time will be in accord with the enclosed Rate Table.

We are committed to the cost control and success of this Project. Williams Architects has established itself as the leader in Sports, Recreation and Aquatic Architecture; with recognized leadership in client relationships, strong design stewardship, sustainable design practices, advanced architectural systems integration and design innovation. Our process results in exceptional functional, cost effective, enduring and timeless architecture.

Furthermore, as a result of our familiarity with this Project type and the initial understanding of the Hoffman Estates Park District's desired scope of work, we respectfully propose our Professional Services fees as follows:

Step 1 – Pre-Design Concept Design Services Fee:

A Fixed Fee of Twelve Thousand Five Hundred Dollars \$ 12,500.00
 (plus Reimbursable Expenses)

Step 2 – Basic A & E Services Fee:

Our Basic A & E Services fees shall be calculated as follows:

- Total Project Construction cost assumption range \$500,000 to \$600,000; we respectfully propose a fixed fee of \$58,500.00.
- Any construction costs and associated scope of work increases that exceed the \$600,000 shall be multiplied by nine and two-tenths percent (9.2%) and added to the \$58,500 fixed fee.

Our Basic A & E Services fees are broken down by the phases listed below:

Basic A & E Service Phases:

• Schematic Design Phase	15%
• Design Development Phase	15%
• Construction Documents Phase	45%
• Bidding/Negotiations Phase	05%
• <u>Construction Phase</u>	<u>20%</u>
• Total	100%

Our base services work will be provided on a percentage of work completed basis from the rate table below. Any Additional Services authorized by the Owner and approved in writing will be provided on an hourly basis from the rate table below. Our Consultant's rate schedules vary for each Consultant, but they are generally comparable to our own rates enclosed herein.

Rate Table

Principal II	\$ 208.00/Hour
Principal I	\$ 191.00/Hour
Associate Principal.....	\$ 177.00/Hour
Senior Associate/Senior Project Mgr.	\$ 171.00/Hour
Associate / Project Manager	\$ 156.00/Hour
Architect III	\$ 138.00/Hour
Architect II	\$ 127.00/Hour
Architect I	\$ 114.00/Hour
Project Coordinator IV.....	\$ 104.00/Hour
Project Coordinator III	\$ 95.00/Hour
Project Coordinator II	\$ 81.00/Hour
Project Coordinator I.....	\$ 70.00/Hour
Project Technician II.....	\$ 53.00/Hour
Project Technician I.....	\$ 42.00/Hour
Aquatic Engineer II.....	\$ 164.00/Hour
Aquatic Engineer I.....	\$ 125.00/Hour
Director of Marketing.....	\$ 153.00/Hour
Marketing Coordinator	\$ 111.00/Hour
Accounting	\$ 147.00/Hour
Secretarial	\$ 104.00/Hour
Clerical	\$ 74.00/Hour
Director of Interior Design	\$ 140.00/Hour
Interior Designer V.....	\$ 109.00/Hour
Interior Designer IV	\$ 91.00/Hour
Interior Designer III.....	\$ 72.00/Hour
Interior Designer II.....	\$ 60.00/Hour
Interior Designer I.....	\$ 43.00/Hour

REIMBURSABLE EXPENSES

In addition to our professional services, we shall also invoice the client for our Project related Reimbursable Expenses at direct cost. Project related Reimbursable Expenses include such items as travel, vehicle mileage, tolls, printing, copies, photography, renderings / slides, phones & fax, postage / messenger / overnight courier, permits, direct miscellaneous Project supplies, etc..

CONTINGENT OPTIONAL ADDITIONAL SERVICES

Professional services excluded from, or that noted within this LOP can be provided on an hourly, or mutually agreed upon fixed fee basis by the Owner and Architect in accordance with the rate table herein. Upon the Owner's request and approval of the same, with scope and fee as established and as mutually agreed upon between the Owner and Architect, we will document the Owner's desired Contingent Optional Additional Services.

CLOSING

Upon your review and approval, we shall prepare an Owner and Architect Agreement.

Thank you again for this wonderful opportunity to continue to provide our Professional Architectural Services to the Hoffman Estates Park District and the good people in which it serves. If you have any additional questions or comments, please do not hesitate to contact me at your earliest convenience.

Cordially,



Tom C. Poulos, AIA
Vice President / Managing Principal

m:\busdev\2015\recreation\community center\2015-573 triphahn center space utilization study\2015 08 20 triphahn center sus pre-design and basic a&e services proposal revised.docx



**HOFFMAN ESTATES PARK DISTRICT
TRIPHAHN CENTER:
50 + ACTIVE ADULT / DRY LAND
TRAINING FACILITY STUDY**



15 March 2016

AGENDA

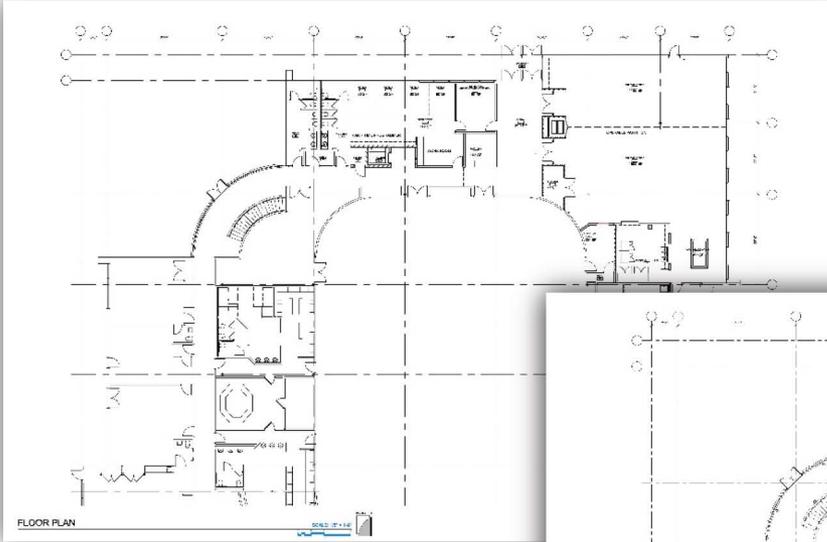
- Introduction
- Design Goals and Parameters
- Concepts – 50 + Active Adult
- Project Financial – 50 + Active Adult
- Concepts – Dry Land training
- Project Financial – Dry Land Training
- Next Steps
- Q & A

DESIGN GOALS AND PARAMETERS

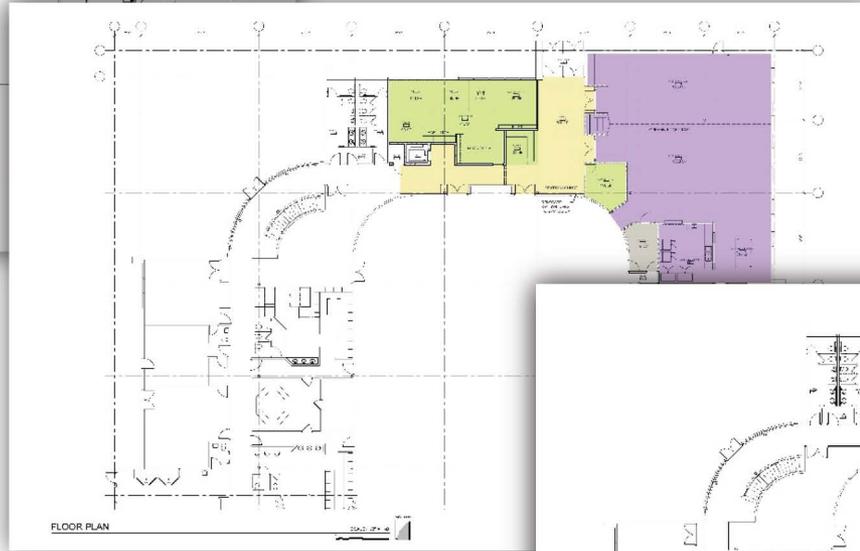
- Design toward immediate and long term needs.
- Repurposing underutilized spaces.
- Customer Service
- Flexibility of Space.
- 50 + “Feel Like Home” / Welcoming
- Facilitate Staff Downtime – Centralize Staff Members.
- Return of Investment – Program supported plan to enhance program offering.

CONCEPTS – 50 + ACTIVE ADULT

Concept A



Concept B



Concept C

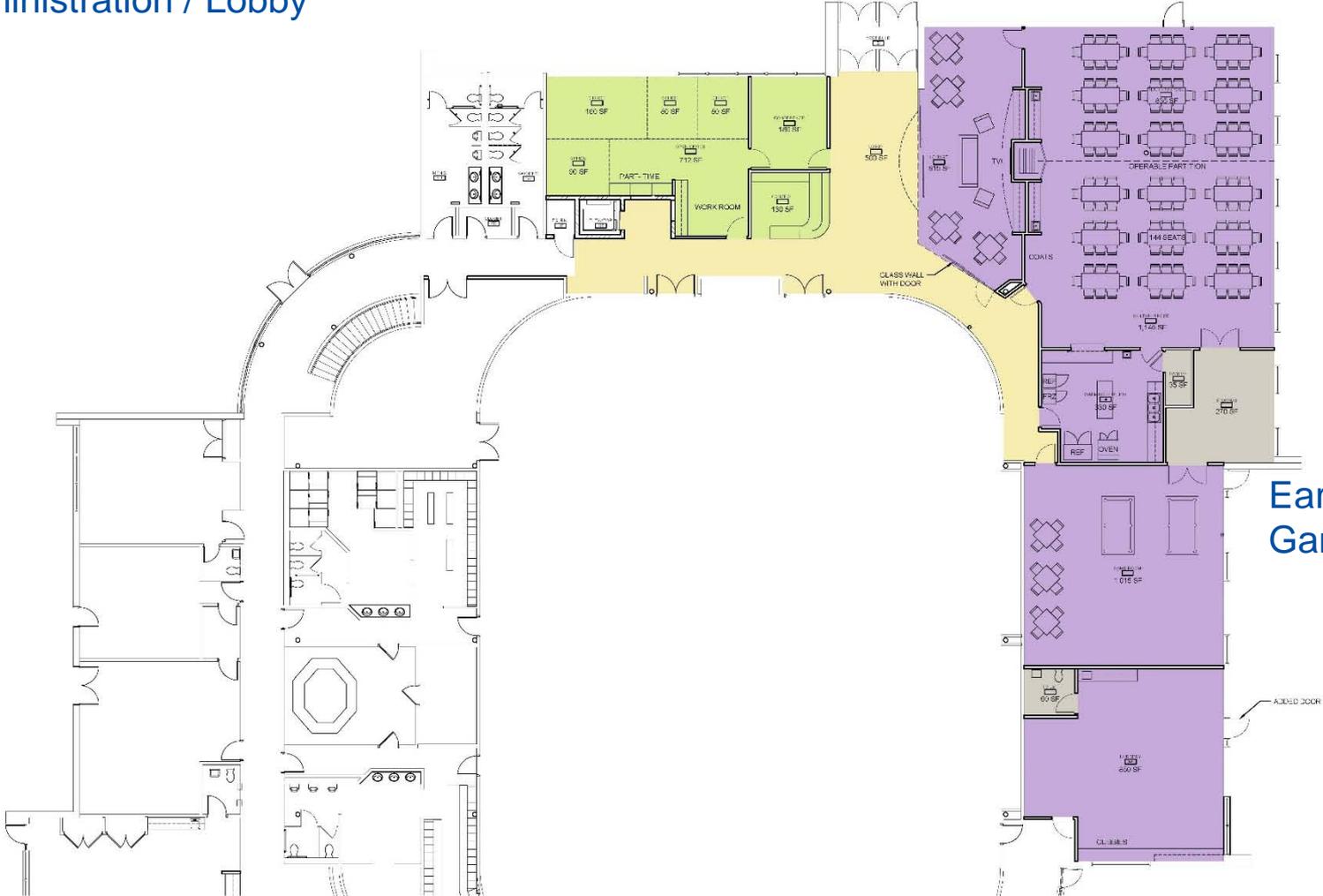


CONCEPT – 50 + ACTIVE ADULT

Administration / Lobby

50 + Active Adult

Early Childhood / Game Room

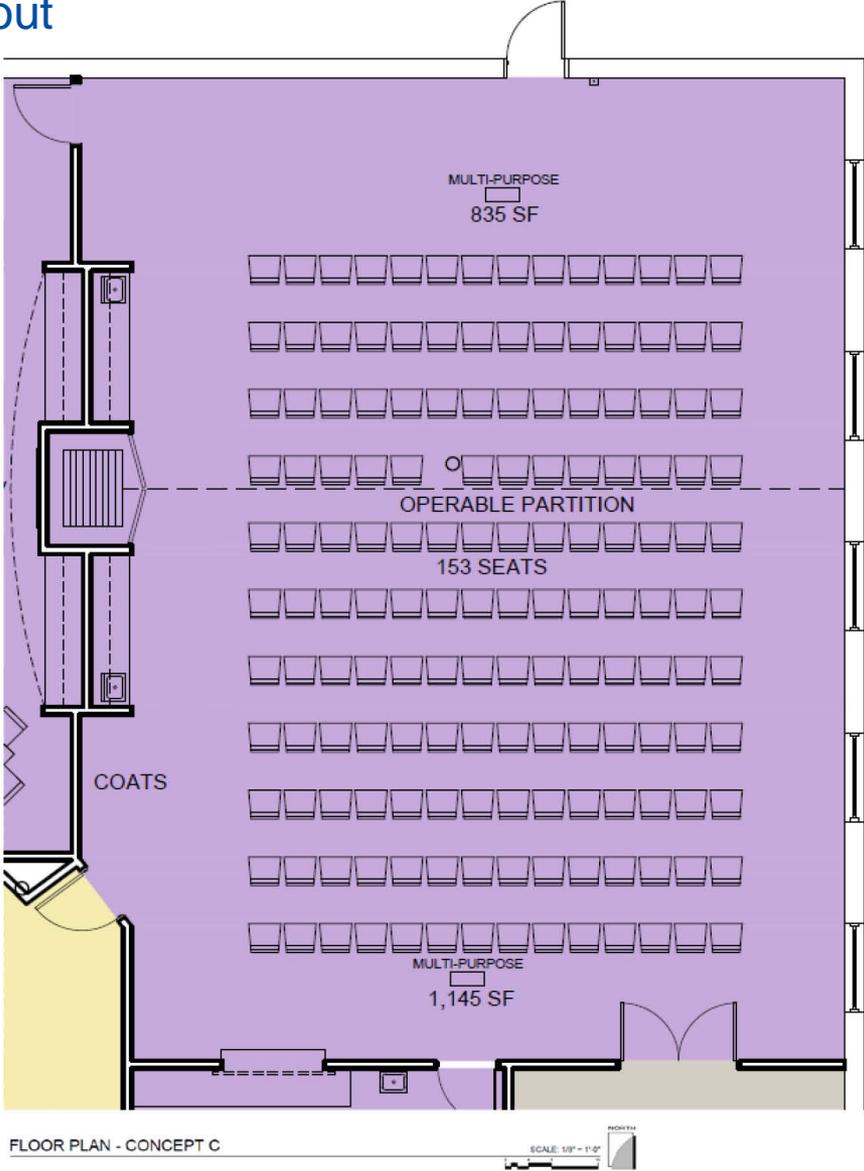


FLOOR PLAN - CONCEPT C

SCALE: 1/8" = 1'-0"
NORTH

CONCEPT – 50 + ACTIVE ADULT

Alternate Seating Layout



FLOOR PLAN - CONCEPT C



CONCEPT – 50 + ACTIVE ADULT

Multi-Use Room



CONCEPT – 50 + ACTIVE ADULT

Lobby / Conference Room



CONCEPT – 50 + ACTIVE ADULT

Early Childhood



CONCEPT – 50 + ACTIVE ADULT

Game Room



CONCEPT – 50 + ACTIVE ADULT

Lounge



PROJECT FINANCIALS

50 + Active Adults



PRELIMINARY COST OPINION

- Estimated costs are expressed for each component of the renovated facility.
- **Estimated costs are hard construction cost only** – including construction fees and contingencies.
- Estimated costs assume the Hoffman Estates Park District is self performing work and acting as a Construction Manager.

PROJECT FINANCIAL – 50 + ACTIVE ADULTS

Administration / Lobby
\$ 123,285

50 + Active
Adult
\$ 472,860

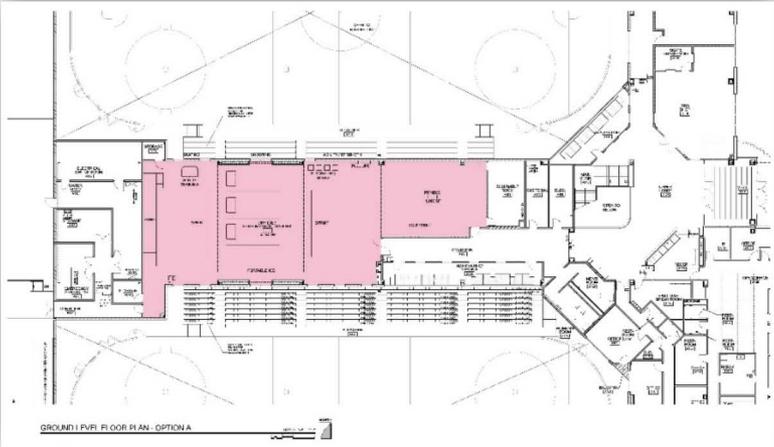


Early Childhood /
Game Room
\$ 125,622

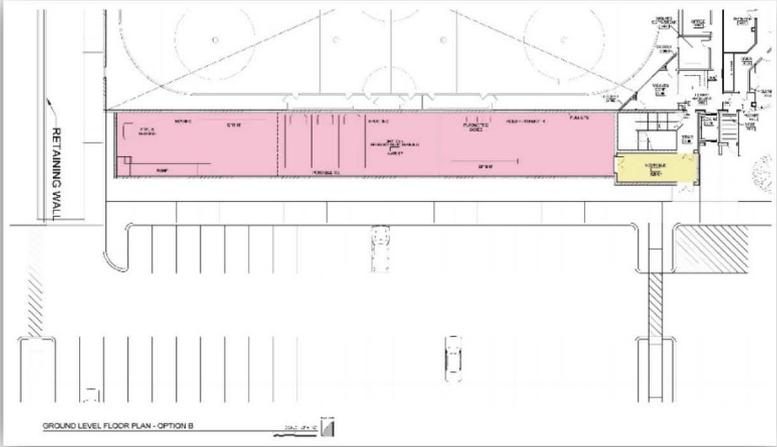
Represents Hard Construction Cost Only

CONCEPTS – DRY LAND TRAINING

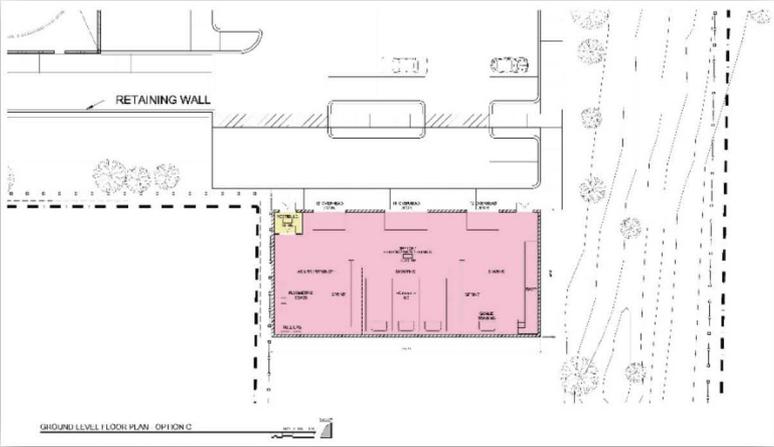
Concept A



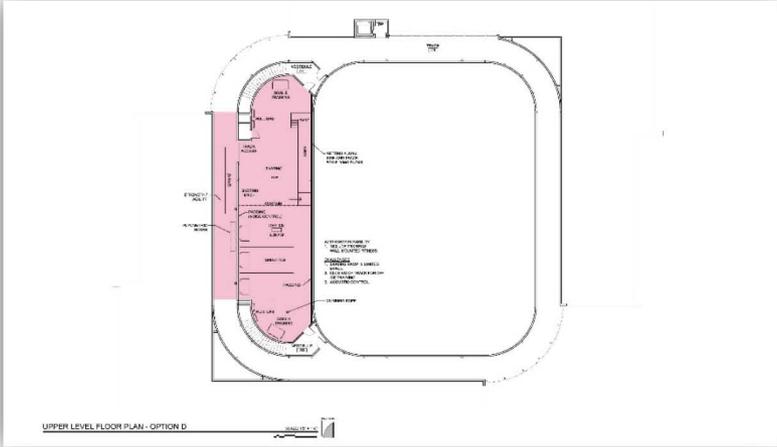
Concept B



Concept C

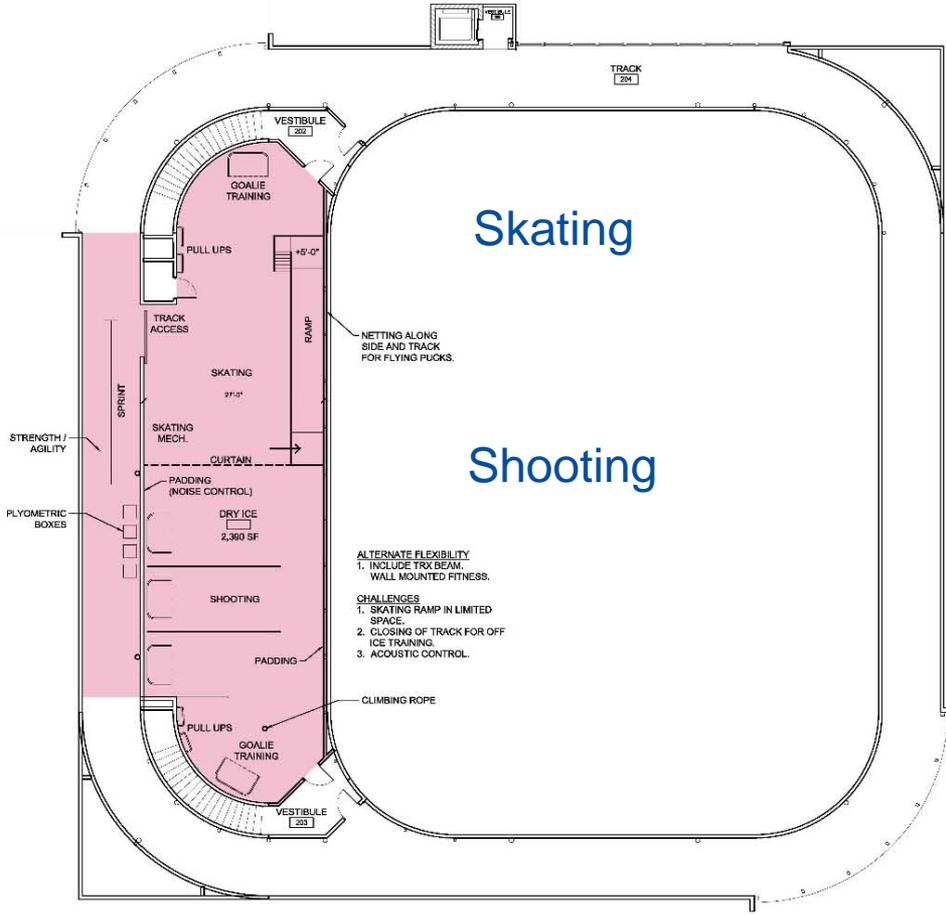


Concept D

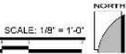


CONCEPT – DRY LAND TRAINING

Strength / Agility



UPPER LEVEL FLOOR PLAN - OPTION D



CONCEPTS – DRY LAND TRAINING

Strength / Agility



CONCEPTS – DRY LAND TRAINING

Skating

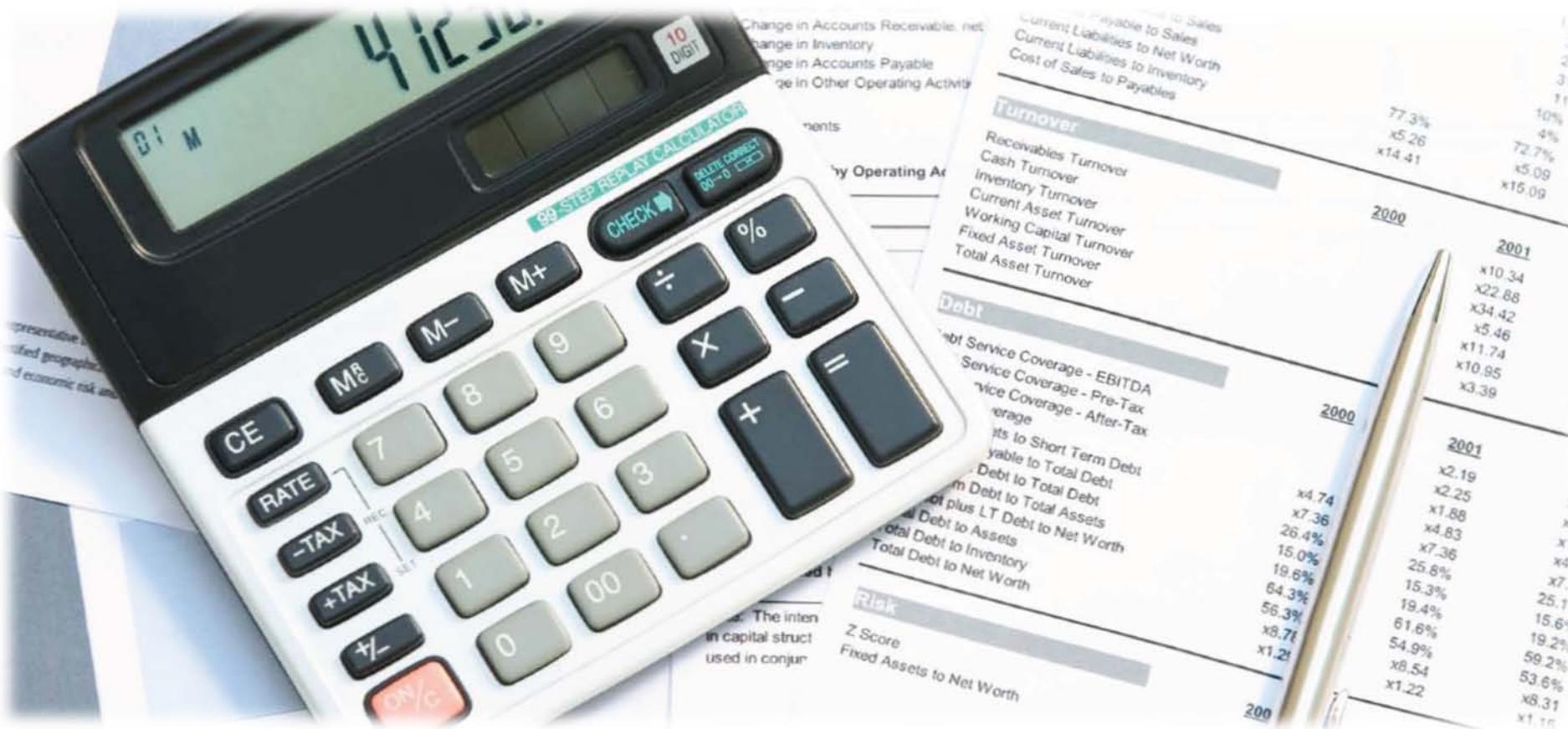


CONCEPTS – DRY LAND TRAINING

Shooting

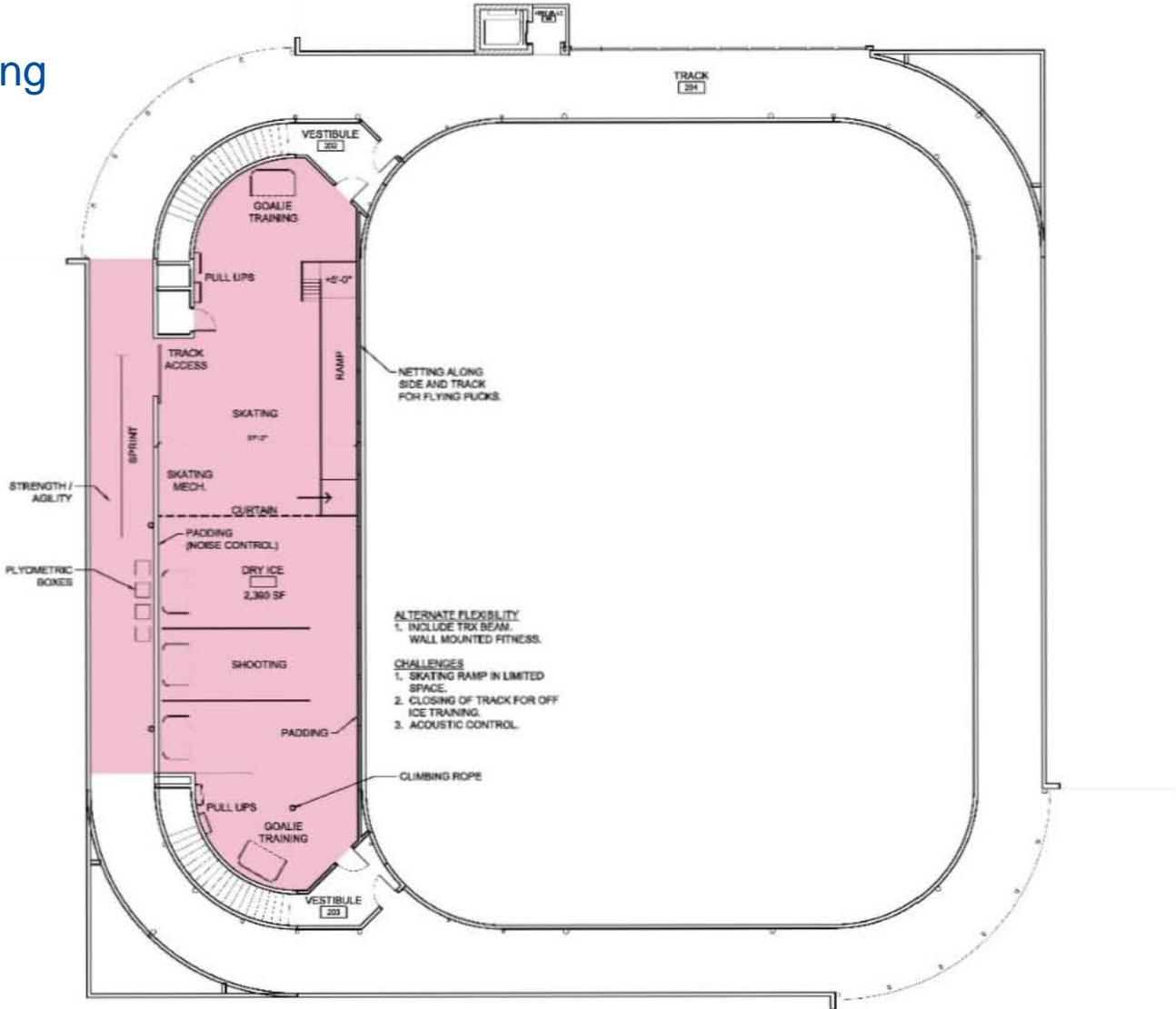


PROJECT FINANCIALS – DRY LAND TRAINING



PROJECT FINANCIAL – DRY LAND TRAINING

Dry Land Training
\$82,000



Represents Hard Construction Cost Only

PROJECT FINANCIAL - SUMMARY

Hard Construction Cost

- Administration / Lobby \$ 123,285
- 50 + Active Adult \$ 472,860
- Early Childhood / Game Room \$ 125,622
- Dry Land Training \$ 82,000

Subtotal Hard Construction Cost \$ 803,767

Soft Cost

- Fixture Furniture and Equipment, Owner Contingency, Permitting and Professional Services \$ 213,733

Project Total Cost \$1,017,500

NEXT STEPS

- Approval of Concept Plans.
- Proceed to Develop Bidding Documents.

MEMORANDUM NO. M16-043

TO: Committee of the Whole
FROM: Dean Bostrom, Executive Director
Mike Kies, Director of Recreation & Facilities
Sandy Manisco, Communications & Marketing Superintendent
Lindsay Grace, Graphic Designer
RE: New Logo Considerations
DATE: March 9, 2016

Background

Many years ago the Park District adopted the logo below as its brand identity, with the yellow sun as an icon, the narrow font and “water” element.



Approximately 5-10 years ago, the Park District updated its logo, carrying forward the sun, and adopted a new font that is bolder and translates more easily to a wide variety of mediums. A new shade of green was adopted as well. Variations of color and shape have also been used to accommodate the various media the logo is used on:



The sun has been in use for quite some time, the District has invested in this icon and it can be assumed that residents identify the sun as representing the Hoffman Estates Park District. It has become a well-established brand identity, a valuable asset in the District’s marketing arsenal.

Implications

In 2016, the Communications & Marketing Department was asked to explore new concepts for logos for the district. Staff feels that the existing logo could use a rebranding that will integrate the many elements of our park district: health, green initiatives and programs for all; and also give the logo a new more contemporary feel.

This year in particular we have two significant opportunities to change the logo that would be difficult if we wait:

- 1) Park rules signs are being manufactured at \$30,000.
- 2) Ice surface will be repainted this summer, providing an opportunity to change the logo below the ice. The next opportunity would not be for many years.
- 3) At this time of the year our Camp Shirts, Park Maintenance and other apparel have yet to be ordered.

New Logo Designs – The new logo carries forward a sun icon with a more contemporary look to maintain some brand consistency and incorporates water and leaf to acknowledge our Green initiatives.

We have incorporated a version that includes “heparks” as an abbreviation in an effort to move away from using “HEPD” which can be mistaken for the acronym for Hoffman Estates Police Department.

New Tagline – We recommend “Making life fun.” This statement is short, inspiring, easy to remember and speaks to our mission to “offer healthy and enjoyable experiences to residents and guests by providing first class parks, facilities, programs and services in an environmentally and fiscally responsible manner.”

Some already in use at other park districts:

Where fun begins. – Fox Valley PD
Take time for fun. – Schaumburg PD
Your fun is our business. – Batavia PD
Engage your senses.- Naperville PD
Experience it! - Glenview PD
Create. Discover. Play. – Wheaton PD
SPD Cares. – Streamwood PD
Your chance to play. – Downers Grove PD
Having Fun. – Elmhurst PD

Intellectual Property (IP) Rights Research - Staff searched the U.S. Patent and Trademark office website for potential trademark or copyright infringements of the proposed logo and tagline. There were no logos identified with a trademark or copyright similar to the proposed logo. Two trademarks were identified as being similar to the proposed tagline, “Making Life Fun”. These were “Making Life More Fun” for a party supply company called Ballooney’s. This company’s logo/tagline is nothing like HEPD’s proposed logo and is in the realm of party supplies, not recreation services.

The other similar tagline identified was “Make Life Fun” which is trademarked by a motivational speaker from Pennsylvania. Whereas Ballooney’s “Making Life More Fun” tagline is still actively utilized, the website of the motivational speaker

for the “Make Life Fun” tagline/trademark has not been actively updated on the speaker’s website since October 2010.

The benefits and rights afforded either a trademark or copyright are “self-enforcing” and therefore, the company that believes another company has infringed upon their trademark or copyright, would initially issue a letter of cease to using the logo/tagline and could then pursue filing an infringement claim. Infringement claims are validated only if the company proves that they have been damaged financially or otherwise. If no substantiated damages occur as a result of the use of the logo or tagline by another company, they cannot prevent the use of the logo or tagline. In an infringement claim analysis, one of the key components is the analysis of potential consumer confusion. If a consumer is not likely to be confused between the two companies because of the tagline or logo, no subsequent damages can be substantiated.

Examples include two companies in two different businesses such as a tow truck company and a shoe company, or a park district located in Ohio and a park district in Illinois. With both examples, potential consumers would not likely be confused prior to making their purchasing decision as a result of the same logo or tagline.

In speaking with legal counsel, the anticipated cost to copyright the logo would be approximately \$1,500 in legal fees plus a \$325 non-refundable application fee. To file an application for a trademark for the words “Making Life Fun”, the approximately cost would be \$3,000 in legal fees plus a \$325 non-refundable application fee.

As legal counsel is not aware of other park districts that currently have their logo copyrighted or trademarked, and only one park district that has their tagline trademarked, they are not recommending that the park district copyright or trademark the logo or tagline. The greatest potential risk of not trademarking/copyrighting the logo or tagline, would be that if another park and recreation related agency in our geographic area were to trademark/copyright the logo/tagline.

Items where the logo will be replaced ASAP in 2016, (already budgeted for or have no cost to replace logo):

- Park Rules signs
- Ice surface
- Summer Guide
- Marketing packages
- Website
- Mobile App graphics
- Email signatures
- Park Board Laptops’ wall paper
- Tshirts and New Apparel orders

Business Cards
Staff Badges

Items where there will be a budget impact to replace in 2016:

Park Maintenance Vehicles
Busses
Board room wall art

Items where new logo will be replaced at the time of re-order:

Brochures (rentals, amenities, etc.)
Comments cards, agreements, contracts
Letterhead (at reorder)
Envelopes (at reorder)
Member badges, as they renew

Items that will be budgeted for 2017:

Registration forms/cards
Internal signage
External Facility Signage
Marquees (park district's logo only)

C&M Staff will prepare a Branding Guidelines document for staff and vendors to follow when using the logos to include an approved color palate that is consistent with the brand. A Hoffman U training session will be held to educate staff on the new branding guidelines.

Staff Recommendation

Staff recommends that the District implement the new rebranded logo and new tagline, implementing the new branding as soon as possible, over the course of the year.





Research



BUFFALO
GROVE
PARK
DISTRICT





Macomb Park District



Salt Creek Rural Park District



CRYSTAL LAKE PARK DISTRICT

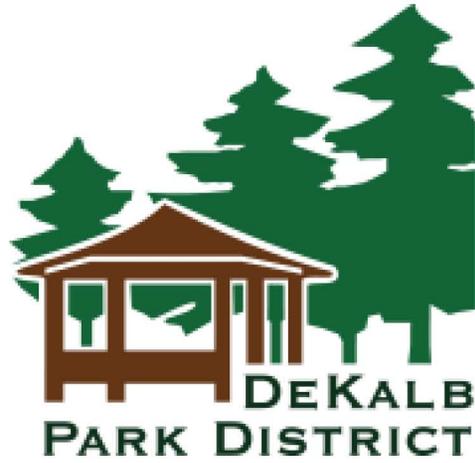


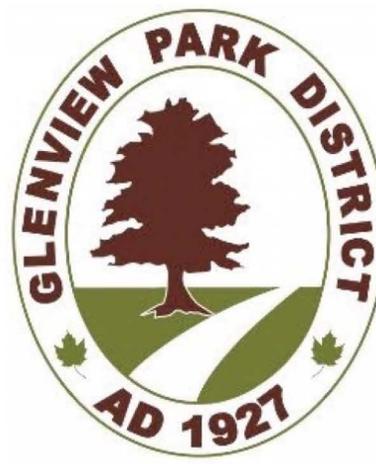
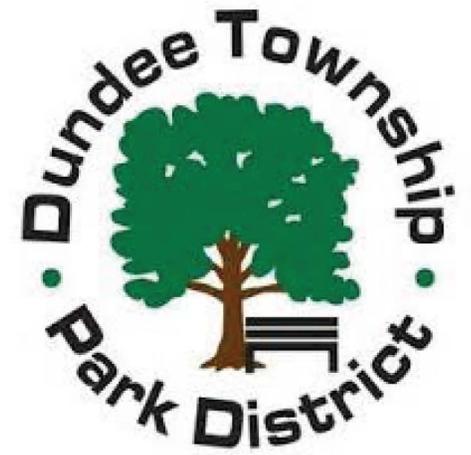
**ELGIN
PARKS & RECREATION
FOUNDATION**



**Naperville
Park District™**







Final Logo Recommendation



hoffman estates
park district *making life fun*

Full Title - Stacked



he parks
making life fun

Abbreviated - Long



he parks
making life fun

Abbreviated - Stacked



Social Media



hoffman estates park district *making life fun*

Full Title - Long





BUFFALO
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PARK
DISTRICT

