

**MUNDELEIN PARK & RECREATION DISTRICT  
REGULAR BOARD MEETING**

**Monday, October 8, 2018**

**7:30 p.m.**

**AGENDA**

**Call To Order:**

**Pledge of Allegiance:**

**Roll Call:** Dolan, Frasier, Knudson, McGrath, Ortega

**Approval of Minutes:** Committee Meeting September 10, 2018  
Regular Meeting September 10, 2018  
Executive Session September 10, 2018  
Special Meeting September 11, 2018

**Approval of Disbursements:** Warrants – 091218, 091818, 092118, 092418, 100218, 100518, 100818 = \$828,869.98

**Financials:** August

**Police Report:** August

**Correspondence:**

1. Letter from State Senator Terry Link
2. Letter from State Representative Carol Sente
3. Letter to Highway Commissioner Bill Grinnell
4. Thank you card from Lake County Genealogic Society

**Old Business:**

**New Business:**

1. Award Contract for Regent Center Bathroom Remodel
2. Approve Memorandum of Understanding Village and Lake County

**Board Business:**

**Staff Reports:**

**Service Anniversaries September:** Laurie Gembara 1985 (33); Kathy Staufenbiel 1996 (22); Candice Levine 1997 (21); Rachael Staufenbiel 2012 (6); Debra Engdahl 2001 (17); Elizabeth Bedolla 2015 (3); Natalie Hetzel-Barlow 2008 (10); Dawn Fedrigon 2012 (6); Matt LaPorte 2017 (1)

**Executive Session:** Personnel 5 ILCS 120/2 (c)(1);  
Purchase or Lease of Real Estate 5 ILCS 120/2 (c)(5); Imminent or  
Pending Litigation 5 ILCS 120/2 (c)(11); Collective Bargaining or Salary  
Schedules 5 ILCS 120/2(c)(2)

Action on Items Discussed in Executive Session, if Necessary

**Visitors:**

**Adjournment:**

### **Rules for Public Comment:**

- A. At the start of the period for public comment the board President or acting chairperson will advise the public:
  - 1. The amount of time permitted for public comment;
  - 2. That all speakers state their name and addresses before addressing the Board;
  - 3. To avoid repetitive comments, testimony and general questions; and
  - 4. To appoint only one person to speak on behalf of a group.
- B. Each person will be permitted to speak one time only, unless the President determines that allowing a speaker to address the Board again will contribute new testimony or evidence germane to an issue on the agenda for that meeting.
- C. Unless a representative spokesperson is appointed in the manner described in rule D, all comments from the public will be limited to no more than three (3) minutes per person.
- D. Groups may register a representative spokesperson by filing an appearance form no later than one (1) hour in advance of a meeting. The appearance form must designate (i) the number of people the designee represents for the purpose of making public comment; (ii) the subject matter of the public comments; and (iii) whether the subject being represented by a group spokesperson shall be deemed to have waived their opportunity to speak independently unless the President determines that allowing such a speaker to address the Board will contribute new testimony or evidence germane to an issue on the agenda for that meeting.
  - 1. A representative spokesperson who timely files a complete appearance form to speak on a matter germane to the agenda shall be permitted to speak for three (3) minutes for each person being represented, up to a maximum of fifteen (15) minutes.
  - 2. A representative spokesperson who timely files a complete appearance form to speak on a matter not germane to the agenda shall be permitted to speak for three (3) minutes for each person being represented, up to a maximum of nine (9) minutes.
- E. The Board shall not respond to questions posed during public comment. All questions shall be recorded by the Board Secretary and a response shall be presented either during the next regular Board meeting or in writing before such meeting.
- F. All comments must be civil in nature. Any person who engages in threatening, slanderous or disorderly behavior when addressing the Board shall be deemed out-of-order by the presiding officer and his or her time to address the Board at said meeting shall end.

Approved 4/14/2014 Board Meeting

Mundelein Park & Recreation District  
Committee of the Whole  
September 10, 2018

The Committee of the Whole meeting of the Board of Park Commissioners of the Mundelein Park and Recreation District was called to order at 7:00 pm by President DOLAN.

Present were Commissioners DOLAN, FRASIER, KNUDSON, McGRATH and ORTEGA. Staff present included Executive Director RESNICK.

Executive Director RESNICK referenced the New Resident piece that will be mailed to all new residents. She also mentioned one tax appeal and reminded the Board of the Capital Plan meeting on September 11, 2018.

The Board reviewed the bids for the Holcomb Park construction.

Executive Director RESNICK reviewed the bids for the Mundelein Community Center roof work. Commissioner FRASIER asked why the roof would be done in two phases. Executive Director RESNICK said the budget only had enough for phase one. President DOLAN suggested completed the entire project this year to ensure no leaks and possibly save money by not having the contractor mobilize twice.

Commissioner ORTEGA moved to adjourn to Executive Session at 7:10pm, second by Commissioner McGRATH. A roll call vote was taken with Commissioners ORTEGA, McGRATH, FRASIER, KNUDSON and DOLAN voting yes.

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Secretary

**MUNDELEIN PARK AND RECREATION DISTRICT BOARD OF  
PARK COMMISSIONERS, MUNDELEIN, LAKE COUNTY, ILLINOIS  
HELD MONDAY, SEPTEMBER 10, 2018 AT 7:30 P.M. AT THE  
MUNDELEIN COMMUNITY CENTER ADMINISTRATION OFFICES,  
1401 NORTH MIDLOTHIAN ROAD, MUNDELEIN, ILLINOIS**

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The regular scheduled meeting of the Board of Park Commissioners of the Mundelein Park and Recreation District, Mundelein, Lake County, Illinois, was called to order at 7:30 p.m. by President DOLAN and he asked the assemblage to rise and recite the Pledge of Allegiance.

He then directed the secretary to call the roll. Commissioners DOLAN, FRASIER, KNUDSON, McGRATH and ORTEGA were present. Staff present included Executive Director RESNICK.

Commissioner ORTEGA moved to approve the minutes of the Committee Meeting, Regular Meeting and Executive Session of August 27, 2018, second by Commissioner McGRATH. President DOLAN repeated the motion and asked if there were any corrections or additions and none were made. A voice vote was taken with voting yes.

Commissioner FRAISER moved to approve Warrants 090318, 090418, 090718, and 091018 in the amount of \$328,576.42 second by Commissioner ORTEGA. President DOLAN repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners FRASIER, ORTEGA, KNUDSON, McGRATH and DOLAN voting yes.

**Correspondence**

President DOLAN said a thank you note was received from William Blair regarding the Park District allowing Grand Dominion residents to use Park View during their shut down; IAPD copied the District on letters they sent to State Senators and State Representatives regarding awards the District recently received; and a thank you letter was received from the Old Number One Fire Truck Committee regarding support of their event.

**New Business**

President DOLAN reviewed the bids received for the construction of a park in the Holcomb subdivision. Commissioner FRASIER moved to approve a contract with Copenhaver Construction in the amount of \$149,433 for the park construction project, second by Commissioner ORTEGA. President DOLAN repeated the motion and asked if there were any questions, none were raised. A roll call vote was taken with Commissioners FRASIER, ORTEGA, KNUDSON, McGRATH and DOLAN voting yes.

The Board reviewed bids for the roof repairs at the Community Center. Commissioner FRASIER suggested completing the job in one phase instead of two to ensure no leaks and to only need to mobilize once. Executive Director RESNICK said she would check

with the low bidder to ensure they could complete the entire job this year. Commissioner McGRATH moved to authorize the Executive Director to execute a contract for the repairs of the Mundelein Community Center roof in the best interest of the District with all work not to exceed \$150,159, second by Commissioner ORTEGA. A roll call vote was taken with Commissioners McGRATH, ORTEGA, FRASIER, KNUDSON, and DOLAN voting yes.

**Board Business**

Commissioner FRASIER complimented Marketing Manager Christa Lawrence on the new marketing strategy for the Art Festival of having the sticker on the Chicago Tribune was very good.

There being no further business, Commissioner ORTEGA moved to adjourn at 7:32 p.m. second by Commissioner McGRATH. The motion was unanimously approved.

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Secretary

**MUNDELEIN PARK AND RECREATION DISTRICT BOARD OF  
PARK COMMISSIONERS, MUNDELEIN, LAKE COUNTY, ILLINOIS  
HELD MONDAY, SEPTEMBER 11, 2018 AT 6:00 P.M. AT THE  
MUNDELEIN COMMUNITY CENTER ADMINISTRATION OFFICES,  
1401 NORTH MIDLOTHIAN ROAD, MUNDELEIN, ILLINOIS**

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A Special Meeting of the Board of Park Commissioners of the Mundelein Park and Recreation District, Mundelein, Lake County, Illinois, was called to order at 6:00 p.m. by President DOLAN.

He then directed the Secretary to call the roll. Commissioners DOLAN, FRASIER, KNUDSON, McGRATH and ORTEGA were present. Staff present included Director RESNICK, Superintendent of Buildings & Grounds SOLBERG, Golf Operations Manager BROLLEY, Superintendent of Business Services & Technology ERICKSON, Golf Course Superintendent DORUFF, Human Resource Manager NITTI, Community Center Manager LOHR, Customer Service Supervisor LEE and Grounds Maintenance Supervisor JESKE. One member of the public was present, Ron Greenberg.

Executive Director RESNICK said the purpose of the Special Meeting was to discuss long range capital planning. She shared with the group the estimated costs for capital asset replacement over the next five years. Funding sources for each year were also shared. Because the cost to replace assets was only met with the annual issuance of bonds upon retiring debt, the group discussed project priorities and funding.

The priority rankings of projects from the Strategic Plan were discussed. The Shady Lane project was ranked high and with a grant application to be submitted soon, it was determined it should move forward. The Capital Asset Replacement Plan was reviewed. Executive Director RESNICK said she felt some of the replacement values may be too high. President DOLAN suggested staff revisit the Plan and update replacement values to current pricing.

The cost of the driving range for Steeple Chase Golf Club was discussed. Some of the elements could be eliminated to reduce the cost. There would be added value to the golf course, but with a return on investment of approximately 16 years, it may not be enough to warrant the expense. Commissioner ORTEGA said as a group, it would be better to determine what was best for the community and not what was affordable. If a project was the best thing for the community, we could then determine how to pay for it.

The path through Community Park was discussed. Staff will seek input from engineers on the possibility of installing a path and determine the cost. President DOLAN suggested it could be done in stages if the cost was too high.

A new facility for the Parks Department was discussed. Community Center Manager LOHR suggested leasing space rather than building a new facility or purchasing an existing facility. Commissioner FRASIER asked how much space was needed. Superintendent of Buildings & Grounds SOLBERG thought the Department could use about 50% more space than they currently have.

The need for determining how our facilities are being used now and how they might be used in the future was discussed. It was suggested this could be a good project for an intern.

Funding was discussed. Commissioner KNUDSON said it appeared there was enough funds for replacing capital each year, but not enough funding for expansion.

Staff will develop a document detailing capital funding and needs for the next five years and present to the Board.

There being no further business, Commissioner ORTEGA moved to adjourn at 8:05 pm, second by Commissioner McGRATH. The motion was unanimously approved.

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Secretary

CAPITOL OFFICE:  
321 STATE CAPITOL BUILDING  
SPRINGFIELD, ILLINOIS 62706  
PHONE: (217) 782-8181  
FAX: (217) 782-4450

ILLINOIS STATE SENATE



DISTRICT OFFICE:  
100 SOUTH GREENLEAF STREET  
GURNEE, ILLINOIS 60031  
PHONE: (847) 623-3006  
FAX: (847) 623-3306

**TERRY LINK**  
ASSISTANT MAJORITY LEADER  
STATE SENATOR • 30TH DISTRICT

September 4, 2018

Margaret Resnick  
Mundelein Park District  
1401 N. Midlothian Road  
Mundelein, IL 60060

Dear Ms. Resnick,

I would like to congratulate the Mundelein Park & Recreation District and Knauz Automotive Group on receiving the "Best of the Best" statewide award for the Best Friend of Illinois Parks in the Mid-Sized Business category. The Park District and Knauz must be honored to win this prestigious award. This is another fine example between government and the private sector in delivering services to the public.

Additionally, I would like to congratulate the Mundelein Park & Recreation District and Paul Lohr on receiving the "Best of the Best" statewide award in the good sportsmanship category. It is a great honor to receive an award that recognizes the wonderful staff/volunteers of your amazing park district.

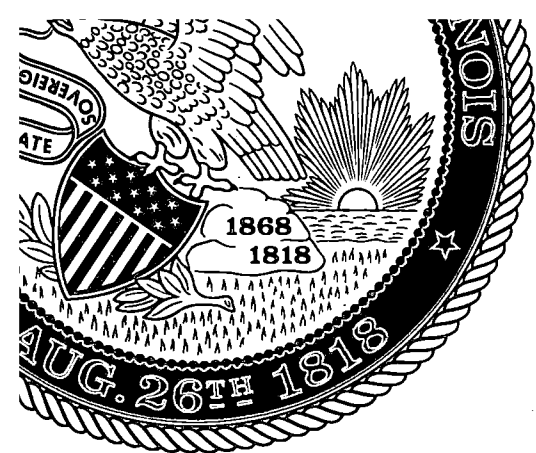
I am proud to support the superb effort of the Mundelein Park & Recreation District. If I can be of any further assistance to you, please feel free to contact me or my district office staff.

Sincerely,

A handwritten signature in black ink, appearing to read "Terry Link".

Terry Link  
State Senator  
30th District





**CAROL SENTE**  
**STATE REPRESENTATIVE • 59TH DISTRICT**

September 12, 2018

**DISTRICT OFFICE:**  
3050 N. MAIN ST.  
BUFFALO, IL 60089  
P: 847.478.9909  
F: 847.383.5706  
RESENTE@GMAIL.COM  
WWW.RESENTE.COM

Ms. Margaret Resnick  
Executive Director  
Mundelein Park & Recreation District  
1401 N. Midlothian Rd.  
Mundelein, IL 60060

**SPRINGFIELD OFFICE:**  
272-S STRATTON BLDG.  
SPRINGFIELD, IL 62706  
P: 217.782.0499  
F: 217.524.0443  
WWW.ILGA.GOV

Dear Margaret,

Congratulations to the Mundelein Park & Recreation District on your upcoming "Best of the Best" statewide awards from the Illinois Association of Park Districts in both the best friend of Illinois parks-mid-sized business category and the good sportsmanship category. Your partnership with Knauz Automotive Group and other area businesses has allowed you to continue the special events you offer to the public. Similarly, the outstanding efforts of citizen volunteers like Paul Lohr, who coaches youth athletics, highlight how the involvement of one person can impact so many. I know that these are very prestigious awards and you should be proud of the work you do to enrich our community. The extraordinary efforts of the Mundelein Park & Recreation District serve as an inspiration to those you serve, their families, and to other organizations working to improve the lives of all of our citizens. I am particularly thrilled that you will be receiving these awards as our local park districts are near and dear to my heart.

I would like to support your efforts and look forward to working with you on community issues and State legislation. I wish you continued success in all future endeavors. If my office or I can be of any service or assistance to you, please do not hesitate to contact me at 847-478-9909.

Congratulations once again!

Sincerely,

A handwritten signature in black ink, appearing to read "C. Sente".

Carol Sente  
State Representative  
59<sup>th</sup> District

# MUNDELEIN PARK & RECREATION DISTRICT

1401 N. Midlothian Road • Mundelein, IL. 60060 • (847) 566-0650 • Fax (847) 566-8557



**MUNDELEIN  
COMMUNITY CENTER**  
1401 North Midlothian Road  
(847) 566-0650

**BAREFOOT BAY  
FAMILY AQUATIC CENTER**  
1461 North Midlothian Road  
(847) 566-8661

**BIG & LITTLE CHILD  
DEVELOPMENT CENTER**  
1401 North Midlothian Road  
(847) 388-5440

**DIAMOND LAKE  
RECREATION CENTER**  
1016 Diamond Lake Road  
(847) 566-5650

**THE REGENT CENTER**  
1200 Regent Drive  
(847) 566-4790

**PARK VIEW HEALTH  
& FITNESS CENTER**  
1401 North Midlothian Road  
(847) 388-5430

**STEEPLE CHASE  
GOLF CLUB**  
200 North La Vista Drive  
(847) 949-8900

September 13, 2018

Mr. Bill Grinnell  
Highway Commissioner  
Fremont Township  
22376 West Erhard Road  
Mundelein, IL 60060

Dear Bill:

Thank you for all of your Department's help on the Wilderness Pond South project. We were all so impressed with the skill and professionalism of Herb Riedel, Brian Spencer, Sean Krauth, Tony Nett and Mike O'Kelly. Not only was the work they performed great, they were so fast and efficient. You have a great crew!

Having Fremont Township, Village of Mundelein, Mundelein Park & Recreation District and the amazing volunteer work from Tori Trauscht work together on this project was such a benefit to our community. Without your assistance, this project could not have been completed.

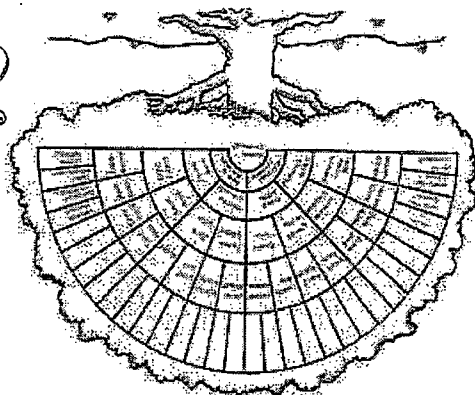
Again, thank you so much for your help. I hope we get to work together on another project some time.

Sincerely,

Margaret Resnick  
Executive Director



Thank  
you



Just a short note to say  
"Thank You" for letting the  
Lake County Genealogical Society  
have this monthly meeting  
at your place in Mendocino.  
We have enjoyed the years we  
used the building.

Thank you again

Sandra A. Holst, Secretary  
Lake County Genealogical Society

**MEETING REMINDER**  
**MONDAY, OCTOBER 8, 2018**

**7:00 pm Committee Meeting**  
**7:30 pm Regular Board Meeting**

**Action Items**

1. Award Contract for Regent Center Bathroom Remodel
2. Approve Memorandum of Understanding Village and Lake County

**Updates**

1. MCC Solar Panels
2. Tax Appeals
3. Legal Symposium
4. Executive Session

**Action Items**

As part of the 2018 Budget and Workplan, the bathrooms and lobby of the Regent Center will be remodeled. Staff has met with Brown & Root who is able to complete the work for \$84,939.29. There is \$86,000 in the budget for this work. We are able to work with Brown & Root because we are members of the National Joint Purchasing program and all trades have been publically bid.

*Staff recommends awarding a contract to Brown & Root in an amount not to exceed \$84,939.29.*

The Village of Mundelein has a Memorandum of Understanding with the Lake County Health Department regarding designated areas for medication distribution in the event of a public emergency. The only current sight in their agreement is Mundelein High School. The Village has asked that we be a part of the MOU so they can utilize the Mundelein Community Center if necessary.

*Staff recommends agreeing to the Memorandum of Understanding with the village of Mundelein and Lake County Health Department allowing for the use of the Mundelein Community Center for medication distribution in the event of an emergency.*

**Updates**

We are still discussing the installation of solar panels on the roof at the Mundelein Community Center. Our attorney has given some feedback that was shared with the vendor.

One tax appeal was received for 54 Washington Blvd. They are requesting a \$347,439 reduction in their assessment. This will be handled by the County.

The IAPD Legal Symposium will be held Thursday, November 8<sup>th</sup> in Oak Brook. Please let me know if you'd like to attend.

I am requesting an Executive Session to discuss Real Estate.

Mundelein Park District

Attention: Matt LaPorte

Date: 9/12/18

Project No: MPD-01-18

Subject: Regent Center bathroom renovation

Contract: Job Order Contracting Services

Mr. LaPorte,

Contingent upon receipt of a signed delivery order to formally obligate KBR, this transmits our proposal to accomplish the subject work, inclusive of the attached proposed scope of work and cost estimate.

This work is limited to remove tile floor and drywall, remove and replace toilet and partitions and replace, new counters, sinks, tile flooring, wall tile, painting, ceiling tiles, and walk off tile in the lobby.

No other work is implied or covered by this proposal.

Sincerely,



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Gregory Frer  
Project Leader

Attachments: Cost Summary Sheet  
Scope of work  
Proposal cost details



**Brown & Root**

**Forged from the Past. Engineered for the Future.**

Contract #:R160402  
Job Order #: MPD-01-18

Brown and Root  
Proposal Cover

2400 Bluff Creek Dr.  
Columbia Missouri, 65201  
Phone: 573.441.0365  
Fax: 573.441.0364

**PROJECT DATA:**

RFP #                   MPD-01-18  
Subject:                Cost Estimate  
Title:                   Regent Center bathroom renovation

Location:              Mundelein Park District  
Date:                   September 12, 2018

**COST DATA:**

(2018 RS Means Facilities Construction Cost Data)

Base work:	Total RS Means Bare Cost Pricing	\$70,290.71
	<b>DuPage County Coefficient           1.2084</b>	<b>\$84,939.29</b>
	<b>Total Direct Cost</b>	<b>\$84,939.29</b>
	Subtotal	\$0.00
	<b>GRAND TOTAL</b>	<b>\$84,939.29</b>

**PERFORMANCE DATA:**

Construction Performance Period:           **42 Calendar Days From NTP**  
Write Subcontracts:                           **5 Calendar Days From NTP**  
Submittals:                                     **5 Calendar Days From NTP**

Weather Restrictions: **According to NOAA per NIPA DuPage County General Conditions**  
Other Restrictions: **NONE**

**SUPPORTING DATA:**

A. Scope Of Work  
B. Detailed List of Prepriced Items



## SCOPE OF WORK

**DATE:** 9/12/18  
**RFP No:** MPD-01-18  
**TITLE:** Regent Center bathroom renovation

1.0 In accordance with Brown and Root JOC Specifications, the Mundelein Park District and General and Special Conditions, State and Local Building Codes, the contractor shall furnish all labor, materials, tools, supervision, equipment, transportation, insurances, overhead, and all other items of expense or service necessary for and incidental to construction of this project as indicated on the provided drawings and specifications.

Contract General and Special Conditions are located within the contract Master Agreement.

ALL QUESTIONS OR CONCERNS ARE TO BE DIRECTED TO BROWN AND ROOT VIA Greg Frer at [greg.frer@BrownandRoot.com](mailto:greg.frer@BrownandRoot.com) or by calling 312-617-7570. Contractors are not to inquire or seek information from Architects, Consultants or Mundelein Park District personnel. All questions or concerns are to be addressed via RFI to Brown and Root.

The work includes but is not limited to the following:

Work will be conducted under normal business hours during the week.

### GENERAL NOTES:

- 1.0.1 After the issuance of a Notice-to-Proceed (NTP) and a signed contract from Brown and Root, subcontractors shall submit for approval all required submittals as listed in the provided submittal log of the project specification, and/or paragraph 3.0 of this document, prior to the purchasing and installation of such items.
- 1.0.2 Prior to the commencement of any work all subcontractors shall submit to Brown and Root their individual progress schedule for approval and for the incorporation into a Master Progress Schedule to be provided to the client for tracking purposes.
- 1.0.3 All contractors will provide Brown and Root with a scope clarification letter that explicitly identifies the task included in their base and or alternate bids where applicable. All contractors will provide Brown and Root with a list of lower tier subcontractors, material suppliers, and employees expected to perform work under their supervision during this project. All contractors will provide Brown and Root with an itemized breakdown of labor and equipment rates to be used if change orders are to be processed and issued.
- 1.0.4 Permits are required on this project but paid by the village.
- 1.0.5 Safety plans shall consider all possible work activities, appropriate safety considerations, and all OSHA and Brown and Root safety rules and regulations. Each contractor must have a current Safety Plan on file with Brown and Root prior to commencing work.

## SCOPE OF WORK

**DATE:** 9/12/18

**RFP No:** MPD-01-18

**TITLE:** Regent Center bathroom renovation

- 1.0.6 Subcontractor shall provide a daily report to Brown and Root at the beginning of the following business day. Brown and Root will provide blank forms to subcontractor to be filled out if necessary.
- 1.0.7 **Daily clean-up is mandatory. Each trade is responsible for the clean up of associated debris.** Remove all debris from the building and place in either an approved on-site dumpster or to an approved landfill located off the owner's property. No owner trash receptacles shall be used at any time during the performance of the requested work by the subcontractor. All hallways, stairwells, corridors and elevators will be cleaned daily where construction traffic is evident.
- 1.0.8 Subcontractor is responsible for the protection of Mundelein Park District facilities and services during demolition and construction. Any Mundelein Park District property, facilities or services damaged during demolition or construction activities it is the sole responsibility of the Subcontractor to restore these to like or better condition at no additional cost to Mundelein Park District or Brown and Root.
- 1.0.9 Unforeseen Site Conditions encountered by the subcontractor are to be brought to the immediate attention of Brown and Root Project Management Staff. Upon notification, an onsite meeting with Mundelein Park District and Brown and Root Staff will be held to evaluate the situation and determine the appropriate methods and costs associated to remedy the condition. The subcontractor will be allowed an opportunity to price the additional work if needed. It is the responsibility of each performing contractor to receive a Change Order Proposal Request, initiated either by Brown and Root or at the request of the performing contractor, followed by a Change Order Proposal and an approved Change Order prior to commencing work. Failure to comply with this directive will result in the nullification of any Change Order Proposal or Change Order Request for additional work. Unauthorized additional work will not be compensated.
- 1.0.10 Security, safety and storage of all materials and equipment are the sole responsibility of the subcontractor. If an on-site storage container or area is approved, Brown and Root and Mundelein Park District assume no responsibility for the protection or security of the container, storage area or the contents therein.
- 1.0.11 The subcontractor will coordinate access to the property through Brown and Root, and the subcontractor shall not make any type of arrangements with Mundelein Park District personnel.
- 1.0.12 Arrangement for parking and/or parking permitting is the responsibility of the subcontractor. The subcontractor shall verify parking conditions of the project site prior to bid. Parking in the rear of the building.

## SCOPE OF WORK

**DATE:** 9/12/18  
**RFP No:** MPD-01-18  
**TITLE:** Regent Center bathroom renovation

### 1.1 FINISHES 09000 INCLUDING BUT NOT LIMITED TO:

- 1.1.1 Provide and lay/hang visqueen as needed.
- 1.1.2 Provide labor and tools to carefully remove for reinstall later, privacy partitions, grab bars and toilet paper dispensers.
- 1.1.3 Remove and discard ceiling tiles, paper towel dispensers, floor tile (including from wall edge in foyer to both bathroom doors and wall tile, drywall compete down to the studs, countertops, sinks, mirrors, soap dispensers and discard.
- 1.1.4 Provide and install dense board for the first 4' from the floor for the wall tile and 5/8" green board drywall for the remaining. Drywall to be taped and sanded to a level four finish up to the ceiling grid.
- 1.1.5 Provide and install wall tile and wall accent color tile approximately 700SF 4 1/4"x4 1/4" wall tile with finish Schluter strips and grouted, color and style TBD. Wall tile will be installed from the floor up to 4' high on the wall and as per manufacturers recommendation.
- 1.1.6 Provide and install 3/4" cement board on the floor glued and screwed and troweled to accept new floor tile.
- 1.1.7 Provide and install approximately 600SF 12" x 12" floor tile in bathrooms and in the 4'x14' foyer area, grouted, with color accent similar to page 7, will submit substitute in larger size tile. Install per manufactures recommendation.
- 1.1.8 Prime new drywall and apply two (2) finish coats, Sherwin Williams semi-gloss paint, promar 200, zero VOC, color TBD or as indicated on page 7 in the bathrooms and foyer area.
- 1.1.9 Sand and prep existing ceiling grid and paint the grid white. Provide and install new ceiling tiles in the bathroom and foyer with Menards ACP, Genesis 2'x4' tile, white, as indicated on page 7, or substitute.
- 1.1.10 Provide and install two (2) new HVAC diffusers, similar to existing, one in each bathroom.
- 1.1.11 Provide and install two (2) new automatic soap dispensers, garbage containers, and mirrors, one in each bath room and indicated on page 7, may substitute.
- 1.1.12 Remove any garbage or debris from the job site and provide a construction clean on the area.
- 1.1.13 Scarify ceramic tile in the foyer and rear hallway, add floor lever/filler and provide and install walkoff/shoe scrubber carpeted floor tile over the existing ceramic. Tile will butt to the existing wood shoe unless requested to be removed prior to installation then we will butt the tile to the wall.

### 1.2 Plumbing 22000 INCLUDING BUT NOT LIMITED TO:

- 1.2.1. Remove and set aside toilets and urinals for reinstall after floor is complete. Raised flanged rings will be needed to be installed due to 3/4" cement board laid before the tile. Reuse flush valves.
- 1.2.2. Remove and reinstall as needed grab bars, if additional are needed, Bobrick SS to match existing will be purchased and indicated on page 7.

## SCOPE OF WORK

**DATE:** 9/12/18

**RFP No:** MPD-01-18

**TITLE:** Regent Center bathroom renovation

- 1.2.3. Provide and install two (2) quartz countertops, polished, Riverbank, N-93 produced by Daltile as indicated on page 7.
- 1.2.4. Provide and install a total of four (4) sinks, Kohler Archer model K2355-O, white, as specific on page 7. Provide and install associated pipes and ADA pads on trap lines.
- 1.2.5. Provide and install a total of four (4) faucets, Sloan Royal Optima, polished chrome, including sensor as specific on page 7.
- 1.2.6. Carefully remove existing water fountains in the foyer and turn over to the park district. Provide and install a single unit, if wall plumbing is concealed, Elkay bi-level double bubbler water cooler/fountain ADA approved with bottle fill.

### 1.3 Electrical 26000

#### INCLUDING BUT NOT LIMITED TO:

- 1.3.1. Remove and replace receptacles and lights switches, color of devices TBD. Light switches to have device mounted motion sensor.
- 1.3.2. Remove existing and provide and install four (4) new LED 2'x4' or 2'x2' (3000K) drop in lights depending on output wattage, two in each bathroom.
- 1.3.3. Remove and re-install emergency lights, one in each bathroom.
- 1.3.4. Remove and discard over mirror lights and provide and install two (2) new lights, over the mirrors, one in each bathroom. New light to be LED (3000K). Light to be Tech Lighting stain nickel as indicated on page 7, or similar.
- 1.3.5. Provide and install ¾ conduit, connectors, wires and all termination and run two homerun circuits for the new hand dryers.
- 1.3.6. Provide and install two (2) Bobrick series hand dryers, location TBD or similar.

## 2 DRAWINGS, SKETCHES, AND SPECIFICATIONS:

- 2.2 Clarifications/Special Considerations: No lead or asbestos removal or encapsulation is included in this scope of work. No removal or replacement of base/shoe in the lobby other than the new tile base. Wall paper or glass accent tiles wall in the lobby is not included in this scope of work. Performance bond is not included on this project.
- 2.3 New bathroom fixtures purchased and installed will meet ADA requirements but the layout may not. Existing toilets will need to be checked for ADA height requirement.
- 2.4 Salvageable/Repairable Materials for Reuse: As specified in the provided specification and drawings.
- 2.5 Submittal Requirements: As required in the provided project specification submittals log, paragraph 1.0.1 of this document, and paragraph 3.0 of this document.
- 2.6 Schedules: All applicable trades shall provide a complete and accurate Progress Schedule to Brown and Root staff within five (5) business days upon receipt of a signed contract with Brown and Root. Progress Schedule shall reflect actual work in place completion dates to include long lead time and delivery of specialized equipment and material.
- 2.7 Supervisory of Construction: All applicable trades shall provide the name and phone number (cell number) of the on-site superintendent responsible for all on-going work activities as well as a list of all persons scheduled to perform work on site.

## SCOPE OF WORK

**DATE:** 9/12/18  
**RFP No:** MPD-01-18  
**TITLE:** Regent Center bathroom renovation

2.8 Drawings and Sketches: As required by the provided specification in Division 1 General Requirements.

2.9 Extra Stock of Material: Paint, ceramic and ceiling tile,

### 3 SUBMITTALS:

#### **Finishes Submittals – Including but not limited to:**

- 3.1.1 Paint fandeck, ceramic tile floor, wall, accent tile color, ceiling tile, water fountain countertop, faucet, sinks, lights, hand dryers.
- 3.1.2 Safety Plan-MSDS for adhesive
- 3.1.3 Schedule of Values
- 3.1.4 Progress schedule
- 3.1.5 Certified payroll submitted weekly
- 3.1.6 List of lower-tier subcontractors (if applicable)
- 3.1.7 List of material suppliers
- 3.1.8 Itemized breakdown of labor and equipment rates
- 3.1.9 Items listed in submittal log of project specification
- 3.1.10 Closeout documents – warranty letters

### 4.0 Project Documents:

- 4.1 **Project Specifications– Architectural design supplied by MPD by Smart Space Design, December 1, 2015, revised 2-2018VK and for contract marked up version for finishes Brown & Root dated 12 Sep 18.**
- 4.2 **Architectural Documents – Same as above in specifications.**
- 4.3 **Plumbing and Fire Protection Documents –None**
- 4.4 **Mechanical Documents – None**
- 4.5 **Electrical Documents – None**



Fire Department



## MEMORANDUM

To: Margaret Resnick  
From: Chief Bill Lark  
Date: September 27, 2018  
Re: Medication Point of Distribution MOU

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The Lake County Health Department has an initiative to partner with local jurisdictions in providing potentially life-saving medications to the public in case of a public health emergency. While working with the Village of Mundelein, Park View Health & Fitness Center at 1401 N Midlothian Rd fits the criteria needed to successfully serve our community in this capacity.

The health department would like to execute an agreement with the village to include the use of the Park View Health & Fitness Center if we ever must dispense emergency medications to the public. This agreement will only be activated when there is a proclaimed public health emergency. We would request use of basic items such as tables and chairs, bathrooms, and parking. Signs, medications, forms and specific operational supplies will be provided by LCHD. Here is a list of the basic requirements for us to be effective.

- Accessibility within 24-hour notice
- Large, open operating space with a minimum of 4,200 square feet
- Inside space to queue lines
- Secured area for medication storage during operations
- Phone and Internet accessibility
- Roadway access for trucks
- Loading dock or area to receive standard pallets
- On-site parking for staff and visitors
- Tornado and fire safety plans
- Heat and air conditioning
- Available restrooms
- ADA facility compliance

## MEMORANDUM

To: Chief Eric Guenther

Cc: Deputy Chief Monahan *[Signature]*

From: Sergeant Paul Dempsey *20-234*

Date: Friday, September 14, 2018

Re: Park District Report –August 2018

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There were three (3) calls for service in the area parks during the reporting period, which is slightly lower than normal with park district activity during this time of year. The calls were minor in nature which included two property damage accidents and a suspicious circumstance report.

There were a total of 54 park checks initiated by the patrol officers during this month. There were no patterns or crime trends discovered during this month. The numbers of calls and checks were consistent with the nicer weather and the increase in use of the parks.

The following gives more detail about the calls during the reporting period:

- On 08/01/18, Officer Stadler responded to Community Park for a suspicious circumstance report. Complainant heard voices coming from the Barefoot Bay area. Officer Staler located two male subjects laying on the ground by the pool. Both subjects were placed under arrest for criminal trespass to stated supported property and unlawful conducting relating to alcohol.
- On 08/07/18, Officer Callas responded to the Parkview Fitness Center for a property damage accident. Subject was parking his vehicle and accidentally struck an unoccupied parked vehicle.
- On 08/31/18, Officer Hall responded to Kracklauer Park for a property damage accident. Subject lost control of his vehicle while driving through the McDonald's Lot, went over a curb, into a fence continued through the grass into a sitting bench and came to a rest in landscaping bushes near the Mundelein Park District building.

Officers will continue to perform walk-throughs at Park View for community building efforts, especially during open gym hours. In addition, they will continue to perform park checks at the various parks.

I have attached a copy of the August 2018 Park District reports for your review.

Please contact me if you have any questions.

Courage. Pride. Commitment.