

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

Monday, April 11, 2016

7:30 p.m.

AGENDA

Call To Order:

Pledge of Allegiance:

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

Approval of Minutes: Committee Meeting March 28, 2016
Regular Meeting March 28, 2016

Approval of Disbursements: Warrants = 033016, 040516, \$ 306,088.64
040816, 041116

Financials:

Correspondence:

Old Business:

New Business:

1. ADA Sidewalk Work at Kracklauer and Memorial Parks - Award Contract

Board Business:

Service Anniversaries: Bill Brolley 2000 (16); Ron Doruff 1998 (18);
Linda Miller 2015 (1); Rose Nudo-Semsak 2008 (8);
Diane Woo 2004 (12); Steve Yeazell 1999 (17)

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)

Visitors:

Adjournment:

Mundelein Park & Recreation District
Committee of the Whole
March 28, 2016

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 p.m. by President KNUDSON.

Present were Commissioners DOLAN, FRASIER, KNUDSON, McGRATH and ORTEGA. Staff present included Executive Director RESNICK, Superintendent of Recreation KIPP, Golf Operations Manager BROLLEY, Golf Course Superintendent DORUFF, Superintendent of Parks SOLBERG and Business Manager MILLER.

Executive Director RESNICK informed the Board that several pieces of equipment in the Parks Department were no longer needed and staff is recommended they be sold. She explained they may be sold to Car Max or at auction, depending on the amount quoted. President KNUDSON asked how the manner of sale would be determined. Superintendent of Parks SOLBERG said he will research the value of the pick-up trucks and if CarMax offers that amount or higher, we will utilize their services. If they do not, we will go to auction. Commissioner FRASIER suggested getting a quote from CarMax then putting the trucks up for auction with a minimum bid of the CarMax price.

The Board reviewed the sealcoating bids. Executive Director RESNICK explained staff over estimated the cost in the budget and all the bids are well under budget. Staff is recommending the contract be awarded to the low bidder, who has a good reputation and references.

Executive Director RESNICK updated the Board on the changes to the Village's TIF District. They will be releasing four properties this year, keeping the TIF properties east of the railroad tracks in the TIF 1 and creating a new TIF 2 that will include the properties west of the railroad tracks in addition to several more. This new TIF will expire in 23 years. The Village will share a portion of the surplus from the new TIF when the first TIF expires.

As requested by the Board, a company that manages geese populations will make a presentation during the regular meeting.

The group that has been serving free lunches at Hickory and Hanrahan Parks has requested a gazebo be installed at Hickory. They have agreed to pay for all materials and the Park District will cover the labor costs.

The Committee meeting adjourned at 7:30 p.m.

Secretary

**MUNDELEIN PARK AND RECREATION DISTRICT BOARD OF
PARK COMMISSIONERS, MUNDELEIN, LAKE COUNTY, ILLINOIS
HELD MONDAY, MARCH 28, 2016 AT 7:30 P.M. AT THE
MUNDELEIN COMMUNITY CENTER ADMINISTRATION OFFICES,
1401 NORTH MIDLOTHIAN ROAD, MUNDELEIN, ILLINOIS**

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 KNUDSON 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, Superintendent of Recreation KIPP, Golf Operations Manager BROLLEY, Golf Course Superintendent DORUFF, Superintendent of Parks SOLBERG, and Business Manager MILLER.

Commissioner McGRATH moved to approve the minutes of the Committee Meeting, Regular Meeting and Executive Session from March 14, 2016, second by Commissioner FRASIER. President KNUDSON repeated the motion and asked if there were any corrections or additions and none were made. A voice vote was taken with all voting yes.

Commissioner FRASIER moved to approve Warrants 031616, 032216, 032316, 032416 and 032816 in the amount of \$266,396.82, second by Commissioner DOLAN. President KNUDSON repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners FRASIER, DOLAN, McGRATH, ORTEGA and KNUDSON voting yes.

Commissioner DOLAN moved to approve Warrant 032916 in the amount of \$104.66, second by Commissioner FRASIER. President KNUDSON repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners DOLAN, FRASIER, ORTEGA and KNUDSON voting yes. Commissioner McGRATH recused himself.

Commissioner DOLAN moved to place the February financials on file, second by Commissioner FRASIER. President KNUDSON repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners DOLAN, FRASIER, McGRATH, ORTEGA and KNUDSON voting yes.

President KNUDSON said staff determined several pieces of equipment in the Parks Department were no longer useful and could be disposed of. Commissioner ORTEGA moved to declare the following as surplus and available for sale; 2000 GMC 2500 Pick-Up Truck, 2000 GMC 2500 Pick-Up Truck, 1997 Ford F350 Dump Truck, 1978 Snobird Snowmobile Trailer and 1986 Ideal Flatbed Trailer, second by Commissioner McGRATH.

President KNUDSON repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners ORTEGA, McGRATH, DOLAN, FRAISER and KNUDSON voting yes.

President KNUDSON said staff had prepared and advertised bid specifications for the sealcoat work at several locations. The results of the bid were reviewed by the Board. Commissioner DOLAN moved to award a contract to Chicagoland Paving of Lake Zurich in an amount not to exceed \$9,905.00 for sealcoating at Ambria, Community, Memorial, Noll and Clearbrook parks, second by Commissioner FRASIER. President KNUDSON repeated the motion and asked if there were any questions, none were raised. A roll call vote was taken with Commissioners DOLAN, FRASIER, McGRATH, ORTEGA and KNUSON voting yes.

A presentation was given by Andy Murray and Sue Hagberg of Another Wild Goose Chase. They explained the process and benefits of using their firm to manage the geese population on the golf course. The Board had several questions and agreed this would be beneficial for Steeple Chase.

Commissioner DOLAN asked if the Park District had applied for a Power Play Grant. He had been informed that due to great demand, IAPD increased the amount available by \$20,000. Executive Director RESNICK said we did not apply for a grant this year.

Staff Reports

Golf

Golf Operations Manager BROLLEY informed the Board there were over 100 golfers this past Saturday. Commissioner ORTEGA asked about the difficulty of hiring cooks. BROLLEY said he was getting a number of applications, but they either don't return phone calls or show up for interviews. President KNUDSON asked if there was any feedback about the construction of the hitting cages. BROLLEY said guests have expressed their excitement about the new feature. Commissioner FRASIER asked that the ball washers be put out earlier this year. Golf Course Superintendent DORUFF asked if he felt more than two were needed. It was agreed two more should be purchased. Commissioner ORTEGA asked about moving the trees from the nursery. Golf Course Superintendent DORUFF said they may begin moving them as early as next week. President KNUDSON asked if there were any updates on the Emerald Ash problems. Golf Course Superintendent DORUFF said we are in a good position and our chemical representative said we could even back off a little. He said the new procedure for injecting the trees is much faster and will save time.

Parks

Commissioner DOLAN asked about the garden plots. Superintendent of Parks SOLBERG said they would be tilled next week. President KNUDSON asked about the playground inspection checklist. Superintendent of Parks SOLBERG explained there are two sets of guidelines the Park District follows for playground safety. Commissioner McGRATH asked if there was much coyote activity. Superintendent of Parks SOLBERG said staff has seen some.

Recreation

Commissioner McGRATH said he's heard good feedback on the egg hunt. President KNUDSON commented on the increase in non-resident early bird passes sold for Barefoot Bay. Superintendent of Recreation KIPP said the reason was not completely known. Executive Director RESNICK said posts were "boosted" on Facebook and this may have had an impact.

Business Services

Commissioner DOLAN asked if the draft of the audit was received. Business Manager MILLER said it was and it was clean.

There being no further business, Commissioner ORTEGA moved to adjourn at 8:39 p.m. second by Commissioner McGRATH. The motion was unanimously approved.

Secretary

**MEETING REMINDER
MONDAY, APRIL 11, 2016**

**7:00 p.m. Committee Meeting
7:30 p.m. Regular Board Meeting**

Action Items

Old Business

New Business

1. ADA Sidewalk Work at Kracklauer and Memorial Parks – Award Contract

Updates

1. Board Access to Network
2. Succession Plan Review
3. Resident Input Meeting

New Business

Staff has worked with KBR developing specs for work to be done at the Kracklauer Park building entrance and sidewalk along the parking lot at Memorial Park. Both of these projects are to make the area accessible and fall under our ADA work. As a member of the National Intergovernmental Purchasing Alliance (NIPA) we can work with KBR without going out to bid since they have been awarded a contract by NIPA as low bidder. KBR did the work for us at the entrance to Diamond Lake Beach a few years ago and we were very happy with the work.

Staff recommends approving a contract with KBR to replace the entrance to Kracklauer Dance Studio and the sidewalk along the western edge of the parking lot at Memorial Park to make both areas accessible in compliance with the Americans with Disabilities Act. Contract not to exceed \$32,962.35

Updates

Currently on our website anyone can access our Ordinance Code Book, Budget, and CAFR. I was asked about other manuals, such as our Personnel Policy, Administrative Manual or Board Manual. For these you need access to our network. If the Board is interested, we can probably set you up. Linda Miller and I are meeting with Unified Concepts on Monday to discuss a number of things and I will inquire about this also. I don't believe these documents need to be on our website.

It has been several years since the Board reviewed the Succession Plan. I would like to schedule another meeting on the Strategic Plan (should only be an hour or two) and at that time will include the Succession Plan review and discussion on the District's Mission Statement.

There seems to be a little interest in holding an Open House to solicit resident input. Staff is planning on an Open House in early Summer to engage our Hispanic residents. If the Board is interested, we could incorporate the resident input session into this. Another idea was to hold this forum at the Beach or Steeple Chase to try to entice more people to attend.



Final Estimate
 Greg Frer
 KBR
 CP-001-12 - 2012 DuPage County, IL IPA JOC - Basic Contract Year -
 1/01/2012 to 12/31/2012
 Concrete Work - MPD-01-016

Estimator: Greg Frer **Concrete Work**

Division Summary (MF04)	
01 - General Requirements	\$1,983.92
02 - Existing Conditions	\$3,862.61
03 - Concrete	\$17,148.83
04 - Masonry	
05 - Metals	
06 - Wood, Plastics, and Composites	
07 - Thermal and Moisture Protection	
08 - Openings	
09 - Finishes	
10 - Specialties	
11 - Equipment	
12 - Furnishings	
13 - Special Construction	
14 - Conveying Equipment	
21 - Fire Suppression	
22 - Plumbing	
23 - Heating, Ventilating, and Air-Conditioning (HVAC)	
Totalling Components	
Subtotal	\$27,277.68
2012 DuPage County, IL IPA JOC Standard (20.8400%)	\$5,684.67
Priced/Non-Priced	
Total Priced Items:	28
Total Non-Priced Items:	0
	28
MF04 Total (Without totalling components)	\$27,277.68

Material, Labor, and Equipment Totals (No Totalling Components)	
Material:	\$8,117.00
Labor:	\$14,042.45
Equipment:	\$5,118.23
Other:	\$0.00
Labourhours:	303.52
Green Line Items:4	\$2,069.52

Grand Total **\$32,962.35**

Final Estimate

Estimator: Greg Frer Concrete Work

Item	Description	UM	Quantity	Unit Cost	Total	Book
01 - General Requirements						
1	01-54-33-20-0350-1 Hourly operating cost for earthwork equipment rental, without operators, excavator, gradall type, truck mounted, 3 ton @ 15' radius, 5/8 C.Y. capacity 8 hours for operating costs for the gradeall.	Ea.	8.0000	\$48.75	\$390.00	RSM166FAC E, B P
2	01-54-33-20-1200-1 Hourly operating cost for earthwork equipment rental, without operators, compactor, manually guided 2-drum vibratory smooth roller, 7.5 H.P. Hourly operating cost.	Ea.	8.0000	\$7.35	\$58.80	RSM166FAC E, B P
3	01-54-33-20-4890-1 Hourly operating cost for earthwork equipment rental, without operators, skid steer loader, wheeled, 1 C.Y., 78 H.P., diesel Hourly operating costs, 16 hours because machine will not be used full time.	Ea.	16.0000	\$20.20	\$323.20	RSM166FAC E, B P
4	01-54-36-50-1150 Mobilization, up to 25 mile haul distance, 50 miles round trip for mobilization or demobilization crew, small equipment, equipment up to 70 H.P., on flatbed trailer behind pickup truck Line item is for mobilizing and demobilizing bobcat and compactor, two locations.	Ea.	8.0000	\$130.50	\$1,044.00	RSM12FAC L, E, B P
5	01-56-16-10-0070 Dust barriers, temporary, accessories, caution tape Caution tape.	C.L.F.	1.0000	\$3.92	\$3.92	RSM166FAC M, L, B P
6	01-56-23-10-0850 Barricades, stock units, traffic cones, PVC, 28" high Cones for pedestrian safety.	Ea.	8.0000	\$20.50	\$164.00	RSM166FAC M, B P
01 - General Requirements Total \$1,983.92						
02 - Existing Conditions						
7	02-41-19-19-3080 Selective demolition, rubbish handling, the following are to be added to the demolition prices. Loading and trucking, including 2 mile haul, machine loading Line item is for hauling broken concrete into dump truck. Total removal is about 21.9CYDS x 1.50% for swell factor because broken concrete thrown into a truck creates a lot of air space--32.85.	C.Y.	32.8500	\$17.70	\$581.45	RSM166FAC L, E, B P
8	02-41-19-20-0100 Selective demolition, dump charges, typical urban city, tipping fees only, building construction materials The line item is charges for concrete removed. The is about 21.9CY of concrete converted to CF =691 x 150 pounds per CF is 88695	Ton	44.3400	\$74.00	\$3,281.16	RSM166FAC M, B P
02 - Existing Conditions Total \$3,862.61						
03 - Concrete						
9	03-05-05-10-0070 Selective demolition, concrete, excludes shoring, bracing, saw or torch cutting, loading, hauling, dumping, break into small pieces, reinforcing more than 2% of cross Break up existing concrete.	C.Y.	21.9000	\$220.50	\$4,828.95	RSM166FAC L, E, B P
10	03-05-05-10-1910 Selective demolition, concrete, minimum labor/equipment charge Misc hand demo near door around pole etc.	Job	1.0000	\$879.00	\$879.00	RSM166FAC L, E, B P

Final Estimate

Concrete Work

Estimator: Greg Frer

03 - Concrete

Item	Description	UM	Quantity	Unit Cost	Total	Book
11 03-05-13-25-1050	Aggregate, sand and stone, loaded at pit, stone, 3/4" to 1-1/2" New crushed stone for the ramp and walkway is about 2.75 CYDS x 17% added for loose stone not compacted.	C.Y.	3.2200	\$36.00	\$115.92	RSM16eFAC M, B
12 03-05-13-25-1050-1200	Aggregate, for trucking 30 mile round trip, add to the above (Modified using Delivery charge for the stone.	C.Y.	3.2200	\$21.60	\$69.55	RSM16eFAC L, E, B
13 03-11-13-65-2000	Forms in place, slab on grade, includes erecting, bracing, stripping and cleaning, curb forms, wood, 6" to 12" high, on grade, 1 use SFCA is contact area, there is approximately 396 square feet for the curb forms and sidewalk forms. 175 both sides for the sidewalk, four edges for the ADA ramps, around the flag pole and the face of the curb and new side walk at other facility.	SFCA	396.0000	\$9.44	\$3,738.24	RSM16eFAC M, L, B
14 03-15-16-30-2140	Expansion joints, concrete expansion joint, recycled paper and fiber, 1/2" x 6" Expansion material.	L.F.	185.0000	\$1.42	\$262.70	RSM16eFAC Gm, M, L, B
15 03-21-05-75-0100	Splicing reinforcing bars, including holding bars in place while splicing, standard, self-aligning type, taper threaded, #4 bars Bars are 10' length, line item is for splicing together. About 875 LF / 10 = 87.5	Ea.	89.0000	\$13.05	\$1,161.45	RSM16eFAC Gm, M, L, B
16 03-21-11-60-0102	Reinforcing in place, 50 to 60 ton lots, A615 Grade 60, includes labor, excludes material cost, to install accessories, beams and girders, #3 to #7 install rebar, #4 bar in concrete.	Lb.	587.0000	\$1.01	\$592.87	RSM16eFAC Gm, M, L, B
17 03-21-11-60-2750	Reinforcing in place, dowel caps, impalement protective, plastic, #4 to #9 Edge caps on the dowels.	Ea.	25.0000	\$2.72	\$68.00	RSM16eFAC M, L, B
18 03-22-11-10-0100	Plain welded wire fabric, ASTM 185, sheets, includes labor, excludes material cost, to install accessories, 6 x 6 - W1.4 x W1.4 (10 x 10) 21 lbs. per C.S.F. Line item is for mesh reinforcement in the concrete sidewalk, CSF mean 100 SF.	C.S.F.	1.4000	\$37.50	\$52.50	RSM16eFAC Gm, M, L, B
19 03-31-13-35-0200	Heavyweight concrete, ready mix, delivered, includes local aggregate, sand, portland cement Type I, and water, excludes all additives and treatments, 3500 3500 PSI concrete for the project, both sites.	C.Y.	19.5000	\$110.00	\$2,145.00	RSM16eFAC M, B
20 03-31-13-35-0200-1000	Heavyweight concrete, ready mix, for high early strength, Portland cement Type III, add (Modified using 03-31-13-35-1000) Concrete additive.	C.Y.	19.5000	\$11.00	\$214.50	RSM16eFAC M, B
21 03-31-13-35-0200-1430	Heavyweight concrete, ready mix, for retarder, add (Modified using Concrete additive.	C.Y.	19.5000	\$3.23	\$62.99	RSM16eFAC M, B
22 03-31-13-70-9000	Placing concrete, minimum labor/equipment charge Line item is for labor to place concrete for multiple pours.	Job	1.0000	\$981.50	\$981.50	RSM16eFAC L, E, B
23 03-35-13-30-0200	Finishing floors, high tolerance, finishing of fresh concrete flatwork requires that concrete first be placed, struck off and consolidated, basic finishing for various unspecified flatwork, bull float, manual float and manual steel trowel Line item is for hand trowl and finishing the concrete on knee boards and control lines.	S.F.	1,663.0000	\$0.82	\$1,363.66	RSM16eFAC L, B

Final Estimate

Concrete Work

Estimator: Greg Frer

03 - Concrete

Item	Description	UM	Quantity	Unit Cost	Total	Book
24	03-81-13-50-0590 Concrete floor/slab cutting, minimum labor/equipment charge Saw cutting concrete for demolition.	Job	1.0000	\$612.00	\$612.00	RSM166FAC L, E, B

03 - Concrete Total \$17,148.83

32 - Exterior Improvements

25	32-12-16-13-0380 Plant-mix asphalt paving, for large paved areas, excluding hauling costs, wearing course, 2" thick Asphalt patch.	S.Y.	16.0000	\$9.47	\$151.52	RSM166FAC M, L, E, B
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32 - Exterior Improvements Total \$151.52

Alternate

26	01-54-33-20-0350-2 Rent per day for earthwork equipment rental, without operators, excavator, gradall type, truck mounted, 3 ton @ 15' radius, 5/8 C.Y. capacity Gradall rental for moving concrete into trucks for two days. I have added 8 machine will not be used full time) per hour as indicated in the means book for an equipment operator, 8 x 48.90 = 391.20 / 2 =	Ea.	2.0000	\$1,015.60	\$2,031.20	CUSTOM L, E, B
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27	01-54-33-20-1200-2 Rent per day for earthwork equipment rental, without operators, compactor, manually guided 2-drum vibratory smooth roller, 7.5 H.P. Compactor for and rock, I have added 8 hours for an operator at 48.90 per hour as indicated in the means book for an equipment	Ea.	1.0000	\$588.20	\$588.20	CUSTOM L, E, B
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28	01-54-33-20-4890-2 Rent per day for earthwork equipment rental, without operators, skid steer loader, wheeled, 1 C.Y., 78 H.P., diesel Bobcat rental for moving material around site for three days. I have added 16 hours for an operator at 48.90 per hour as indicated in the means book for an equipment operator. 48.90 x 16 = 782.40 / 3 = 260.80	Ea.	3.0000	\$503.80	\$1,511.40	CUSTOM L, E, B
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Alternate Total

\$4,130.80

Estimate Grand Total

32,962.35

Contract #: CP-001-12
Job Order #: MPD-01-16

KBR
Industrial Services - On Call Construction
Proposal Cover Sheet

860 Champions Drive
Columbia Missouri, 65201
Phone: 573.441.0365
Fax: 573.441.0364

PROJECT DATA:

RFP # MPD-01-16
Subject: Cost Estimate
Title: Concrete Work

Location: Mundelein Park District
1401 N. Midlothian Road, IL, 60060
Date: March 28, 2016

COST DATA:

(2012) RS Means Facilities Construction Cost Data)

Total RS Means Bare Cost Pricing \$27,277.68

Subtotal \$27,277.68

DuPage County Coefficient 1.2084 \$32,962.35

Revisions (if needed) \$0.00

Total Direct Cost \$32,962.35

Non Prepriced Line Items

Subtotal \$0.00

x Non Prepriced Coefficient 0.25 0.00

Non Prepriced Subtotal \$0.00

GRAND TOTAL \$32,962.35

PERFORMANCE DATA:

Construction Performance Period: 30 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

Mundelein Park District

Attention: **Derek Solberg**

Date: 28 Mar 16

Project No: MPD-01-16

Subject: Concrete Replacement Work

Contract: Job Order Contracting Services

Mr. Solberg,

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 the removal of existing walkway and curbs and replace with new concrete and asphalt repairs at the Seymour location and remove curb and concrete sidewalk, replace curb and sidewalk, add two ADA ramps with tactical strips.

No other work is implied or covered by this proposal.

Sincerely,



Gregory Frer
Project Leader

Attachments: Cost Summary Sheet
Scope of work
Proposal cost details

KBR

Industrial Services, On Call Construction

SCOPE OF WORK

DATE: 3/28/16
RFP No: MPD-01-16
TITLE: Concrete work

- 1.0 In accordance with KBR 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 KBR VIA Greg Frer at greg.frer@kbr.com or by calling 630-391-8828. 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 KBR.

The work includes but is not limited to the following:

- Work will be conducted under normal business hours during the week.
- KBR will remove all debris and/or spoil material off site via dumpsters/dump trucks to be provided by KBR.

GENERAL NOTES:

- 1.0.1 After the issuance of a Notice-to-Proceed (NTP) and a signed contract from KBR, 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 any and all subcontractors shall submit to KBR 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 KBR with a scope clarification letter that explicitly identifies the task included in their base and or alternate bids where applicable. All contractors will provide KBR 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 KBR with an itemized breakdown of labor and equipment rates to be used if change orders are to be processed and issued.
- 1.0.4 The village will issue the permit if needed.
- 1.0.5 Safety plans shall consider all possible work activities, appropriate safety considerations, and all OSHA and KBR safety rules and regulations. Each contractor must have a current Safety Plan on file with KBR prior to commencing work.

SCOPE OF WORK

DATE: 3/28/16
RFP No: MPD-01-16
TITLE: Concrete work

- 1.0.6 Subcontractor shall provide a daily report to KBR at the beginning of the following business day. KBR 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 of 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 the 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 the Mundelein Park District or KBR.
- 1.0.9 Unforeseen Site Conditions encountered by the subcontractor are to be brought to the immediate attention of KBR Project Management Staff. Upon notification, an on site meeting with the Mundelein Park District and KBR 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 KBR 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, KBR and the 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 KBR, and the subcontractor shall not make any type of arrangements with the 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.

SCOPE OF WORK

DATE: 3/28/16
RFP No: MPD-01-16
TITLE: Concrete work

Demolition: 02000-Seymour Location

Included but not limited to:

- 1.1.1 Provide affixed temporary caution tape and/or hi-visible snow fencing to remain in effect through-out the project for safety.
- 1.1.2 Saw cut the road asphalt (approximately 150 SF) as needed for simplified removal of existing concrete material and/or concrete.
- 1.1.3 Jack hammer or remove via mechanical means the curb and existing concrete walkways, approximately 130SF for removal.
- 1.1.4 Remove all concrete and curb and remove from the premises.
- 1.1.5 Remove any miscellaneous mesh or rebar reinforcement or expansion material remaining.

Concrete: 03000

Included but not limited to:

- 1.2.1 All work is to be performed with-in the guidelines and specifications of IDOT regulations.
- 1.2.2 Provide and place forms as needed to form and place 3500PSI air-entrained concrete curb and gutter flattened and pitched towards storm drain where previously removed. Provide a broom finish and control joints as required.
- 1.2.3 Provide and install #4 rebar for strength.
- 1.2.4 Provide and install ½" expansion material where concrete butts to the building.
- 1.2.5 Provide and place 3500PSI air-entrained concrete where existing concrete was removed on SK2 dated 28 Mar 16. Concrete will be sloped towards the parking lot and hand trowel control joints at 4' on center 1" deep. Concrete shall have a broom finish. Provide and install one (1) detectable warning ADA tactile strip end of the sidewalk. No name stamping is allowed.
- 1.2.6 Provide and place asphalt patch where was previously removed.

Demolition: 02000-Memorial Park

Included but not limited to:

- 1.3.1 Provide affixed temporary caution tape and/or hi-visible snow fencing to remain in effect through-out the project for safety.
- 1.3.2 Saw cut the road asphalt as needed for simplified removal of existing curb.
- 1.3.3 Jack hammer or remove via mechanical means the curb, asphalt, and sidewalk approximately 1225SF and remove from the premises as shown on SK4 dated 28 Mar 16. Additionally, remove the concrete around the pole memorial.
- 1.3.4 Remove any miscellaneous mesh or rebar reinforcement or expansion material remaining.

Concrete: 03000

Included but not limited to:

- 1.4.1 All work is to be performed with-in the guidelines and specifications of IDOT regulations.
- 1.4.2 Add 4" stone, CA-6, compacted where the soil was removed between the existing curb and sidewalk.
- 1.4.3 Provide forms and labor as needed to form and place with 3500PSI air-entrained concrete, about 7" high flat faced curb with #4 rebar.

SCOPE OF WORK

DATE: 3/28/16
RFP No: MPD-01-16
TITLE: Concrete work

- 1.4.4 Provide forms and labor as needed to form and place with 3500PSI air-entrained concrete, 6' W x 175' L monolithic pour with the curb and includes add the concrete around the pole memorial. Concrete to have #4 continuous rebar and hand troweled control joints every 4', 1" deep as shown on SK5 dated 28 Mar 16. Side walk is to slope in both directions no more than 5% towards two (2) ADA entrance ramps as shown on SK3 dated 28 Mar 16.
- 1.4.5 Form and place 3500PSI air-entrained ADA concrete ramps with #4 continuous rebar and hand troweled control joints every 4', 1" deep and provide and install one (1) for each ramp detectable warning ADA tactile strip end of the sidewalk as shown on SK3 dated 28 Mar 16.
- 1.4.6 All concrete shall have a broom finish. No name stamping is allowed.

2.0 DRAWINGS, SKETCHES, AND SPECIFICATIONS:

- 2.1 Clarifications/Special Considerations: It is assumed the existing concrete for removal is currently 4" thick.
- 2.2 Salvageable/Repairable Materials for Reuse: As specified in the provided specification and drawings
- 2.3 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.
- 2.4 Schedules: All applicable trades shall provide a complete and accurate Progress Schedule to KBR staff within five (5) business days upon receipt of a signed contract with KBR. Progress Schedule shall reflect actual work in place completion dates to include long lead time and delivery of specialized equipment and material.
- 2.5 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.
- 2.6 Drawings and Sketches: As required by the provided specification in Division 1 General Requirements.
- 2.7 Extra Stock of Material: N/A

3.0 SUBMITTALS:

- 3.1 **Concrete Submittals – Including but not limited to:**
 - 3.1.1 Concrete mix design, ADA markings/detectable markers.
 - 3.1.2 Safety Plan
 - 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)

SCOPE OF WORK

DATE: 3/28/16
RFP No: MPD-01-16
TITLE: Concrete work

- 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– SK1 through SK5 dated 28 Mar 16.**
- 4.2 Architectural Documents – None**
- 4.3 Plumbing and Fire Protection Documents –None**
- 4.4 Mechanical Documents – None**
- 4.5 Electrical Documents – None**