

MEMORANDUM NO. M17-081

**TO:** Building & Grounds  
**From:** Dean R. Bostrom, Executive Director  
Craig Talsma, Deputy Director/Dir of A&F  
Dustin Hugen, Director of Parks and Facilities Services  
Gary Buczkowski, Director of Planning & Development  
**RE:** Building Roof Repairs  
**DATE:** July 12, 2017

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**Background:**

Over the past 25 years the Hoffman Estates Park District has constructed and/or developed outstanding recreation centers that served the Hoffman Estates and surrounding communities. Over this period, upgrades and improvements have been made to the interior spaces and to some of the mechanical systems that support the operations conducted within these facilities.

Certain assets, such as roofs, exterior walls, and mechanical equipment, have been difficult to evaluate and easier in nature to try and extend their useful lives as they often do not directly impact our customers or their activities. As we approach the end of their life cycles and continue to evaluate areas where we have extended those life expectancies, more attention is needed so as not to impact operational efficiencies.

The district currently maintains approximately 218,000 square feet of roof and 158,000 square feet of exterior roof systems at six different facility locations. Understanding HEPD staff lacks experience in maintaining and evaluating these systems, the District contracted with an outside evaluator. *Inspect Inc.* from Minneapolis, MN was identified as a knowledgeable resource and was commissioned to evaluate five out of the six roof systems throughout the District.

This initial roof assessment was done in late spring 2017 and the report was presented to staff in June. Staff is still evaluating these initial results and plans to incorporate the findings into our multi-year Capital Asset Management Plan (CAMP).

**Implications:**

Currently a number of roof leaks were identified by the consultant. The first task recommended by the consultant was to repair certain "significant" areas to minimize future repair costs. To be assured the best chance of success, according to the consultant, this work should be done by a qualified experienced roofer. It has been estimated that these one-time repairs at all locations could be completed for a cost not to exceed \$24,500.

Due to the nature of the problems (punctures in particular) finding the source of these leaks is a time consuming process. Not knowing the extent of working hours needed to accomplish this task, staff has acquired three proposals from qualified roofing

contractors for time and materials. Olsson Roofing was \$100 per man hour, while Sullivan Roofing was \$108 per man hour and Riddiford Roofing was \$118 per man hour for roof repairs plus materials. Olsson and Sullivan Roofing have a 10% markup on materials while Riddiford has a 12% markup on materials.

The roof repairs would be completed prior to the 2017 winter season. These repairs are unbudgeted in 2017; however, staff believes additional savings within the Maintenance Department of the General Fund will offset these costs.

**Recommendation:**

Staff recommends that the B&G Committee recommend to the full Board authorization to expend an amount up to \$24,500 for required roof repairs at District facilities to be performed by Olssen Roofing.