

February 28, 2022

Town of Munster
Parks and Recreation Department
1005 Ridge Road
Munster, IN 46321
ATTN: Mark Heintz, CPRP

RE: Request for Proposal for Architectural/Engineering Services for the
Centennial Park Golf Course Pro Shop Facility
Due: March 3, 2022 at 2:00 p.m. (CST).

Thank you for inviting us to present our Qualifications for services for this project. We have read and we understand your project requirements and have assembled a team that will fit your objectives. We shall provide the scope of services, including Phase 1 and Phase 2, that meets the Project requirements.

The team we have assembled has the capability and experience to provide the Phase 1 design and construction administration services as well as the Phase 2 evaluating your existing facilities, providing recommendations on maximizing facility capabilities, and providing schematic level plans and other presentation materials. We are familiar with working with multiple stakeholders as well as with parks and recreation departments. The **WDi** Team has provided similar services for both public and private sector clients for more than twenty-six (26) years.

As you review our information, please note:

- ✓ **WDi** is an award winning, Indiana based, **W/MBE** architectural and interior design firm;
- ✓ We have successfully completed work in Northwest Indiana;
- ✓ Our team has extensive relevant past experience and;
- ✓ Our present workload will permit us to begin work immediately.

Our proposed team of professionals offers ample experience to meet project requirements. We have reviewed the project objectives and are comfortable with our ability to meet your service needs and timeline.

WDi's Principal Architect, Daryl Williams-Dotson, will serve as the sole principal-of-contact for management, including all contract and financial matters.

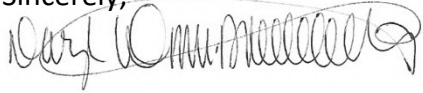
Our entire team, consisting of the following firms, will work to deliver outstanding architectural and engineering services.

- ✓ **WDi Architecture Inc.**, Indianapolis IN for Architectural planning and design and production of deliverables
- ✓ **Hitchcock Design Group**, Indianapolis IN – Site Improvements, Site Civil, and Amenities
- ✓ **Homburg Engineering Inc.**, Plainfield IN - Structural Design

✓ **Mill Creek Design, Inc.**, Indianapolis, IN – MEP, Fire Suppression, and Technology

We believe you will find our qualifications in order to be considered for this assignment. We very much look forward to hearing from you and would like to thank you for considering our team.

Sincerely,



Ms. Daryl Williams-Dotson, AIA, ULI, IIDA

WDi Authorized Signature

Daryl_wd@wdiarchitecture.com

317-251-6172

Centennial Park Golf Course Pro Shop Facility 2-Team Structure



WDi is a 26-year-old, award winning, Architectural firm with the experience and talent to manage and coordinate all types of architectural assignments from the earliest programming, feasibility design, space planning and conceptual phases through the final delivery of the completed facility. We have served as the primary Architect on projects with budgets ranging from a few thousand dollars up to more than \$21 million. Regardless of the project size we devote appropriate time and attention to a successful delivery.

We provide professional services that will meet or exceed common professional practices.

Throughout our history, WDi has been honored by the number of clients who returned to us when they needed further Architectural services. Our work has been recognized by our clients and peers for its constructability and sustainable designs as well as its meticulous attention to detail. Our portfolio and design approach demonstrate high quality architectural planning and design services for a wide variety of projects.

The following is a Partial List of Repeat Clients:

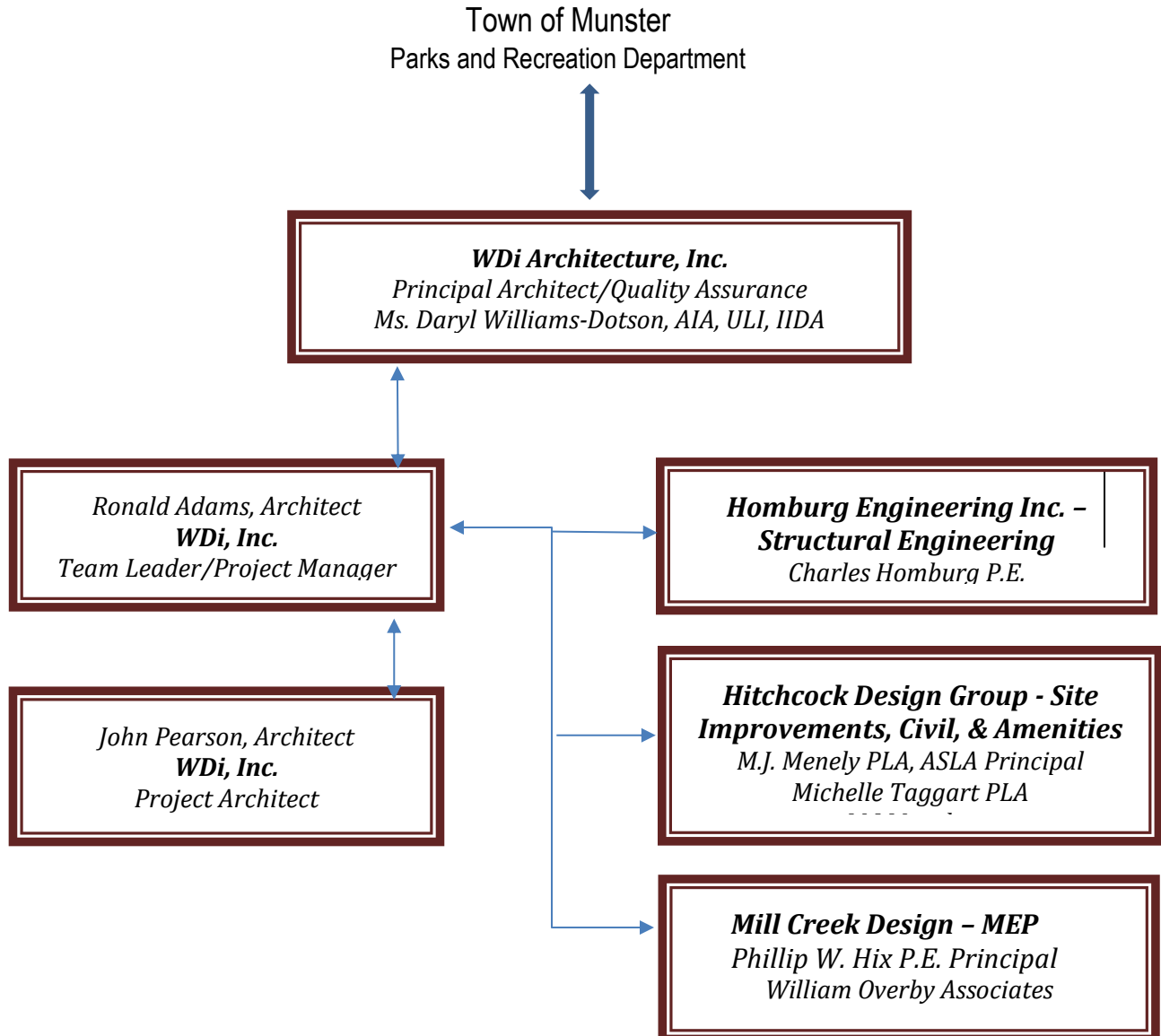
- ✓ Indiana Department of Natural Resources (DNR)
- ✓ Indy Parks & Recreation
- ✓ Indianapolis Public Schools (IPS)
- ✓ Indianapolis International Airport Authority
- ✓ Beech Grove City Schools
- ✓ Eskenazi Health

COMPANY INFORMATION

Company Name: WDI Architecture, Inc. Established: December 5, 1995 CAGE Code 1S1X1					
Principal: Ms. Daryl Williams-Dotson, 317-251-6172, daryl_wd@WDIarchitecture.com Home Office: 15 West 28 th Street, Indianapolis, Indiana 46208					
Business Category: 100%/SBE – Small Business Enterprise, SAM-Small Business Administration & WOSB, 100% M/WBE –City of Indianapolis, and State of Indiana 100%/W/MBE					
Professional License Architect: Indiana # AR1013001 Professional License Interior Designer: Indiana # R1000463					
Professional Liability Insurance: \$1,000,000.00 / \$2,000,000.00 with \$3,000,000.00 umbrella (No Claims)					
NAICS	541310, 541410 & 541350	DUNS Number	007590839	Federal EIN	35-1971490

ORGANIZATION CHART

Centennial Park Golf Course Pro Shop



Proposed Team Member Responsibilities

Not only do we have an adequate number of direct employees to manage any number of projects that might arise, this project will have a licensed professional assigned with ample manpower and support to provide a high level of service. Our Team includes the best professionals for the variety and multitude of diverse disciplines required for this Services solicitation.

Architectural Design (WDi Architecture Inc.)

Principal-in-Charge: Daryl Williams Dotson

Ms. Daryl Williams-Dotson, a Registered Architect and Interior Designer, will serve as the Principal Architect and Principal-in-Charge. Ms Williams-Dotson has successfully designed, assessed, and managed an assortment of building types and occupancies for more than 35 years. She will be responsible for contractual obligations, as well as, scheduling to assure that the team will meet all milestones and deadlines. Daryl will be actively involved at each phase of work to ensure the highest quality of control, best value, and assurance that all requirements are met.

Project Manager – Ronald L. Adams

Ron Adams, a Registered Architect with more than 35 years' experience, will serve as the lead Project Manager. He will work closely to keep all stake holders and team members up to date as the project develops. He has a broad range of general practice knowledge; cost estimating, feasibility studies, re-purposing reports, master planning, and design experience. He will conduct interviews with designated individuals and record meeting minutes.

Ron recently completed a review of all the buildings serving the golf courses owned by Indy Parks and Recreation which involved over 40 buildings at multiple sites. Prior to joining WDi, Ron was the Project Architect for the clubhouse, range building, and service buildings for the Stonycreek Golf Club as well as numerous clubhouses for other clients.

Project Architect – John W. Pearson

John Pearson, a Registered Architect, will serve as our Project Architect. In addition, he will review project status and periodic reports regarding the progress of the assignments. Mr. Pearson will provide project assistance and offer various design ideas in support of the vision. John's professional expertise will be to assist in developing the best possible solution for all elements of the project within the project's constraints. John offers a full range of design services such as layout analysis, design, feasibility studies, building code review, and estimates of probable cost.

Site Improvements, Site Civil, & Amenities

Hitchcock Design Group

Since 1980, Hitchcock Design Group has earned a reputation for client-focused planning and design. The Hitchcock studios, located in Naperville IL and Indianapolis IN, have produced an extensive portfolio of award-winning projects including several projects for Indy Parks and Recreation as well as others throughout Indiana, Illinois, and Wisconsin.

Hitchcock's services are carefully crafted to help recreation leaders create holistic spaces that incorporate educational, social, sustainable and purpose-driven physical elements, resulting in parks and play environments that engage the entire family. They will help you advance your mission through an imaginative, collaborative, respectful and disciplined process producing results that meet or exceed your demanding expectations.

2-Team Structure

Hitchcock's Recreation Studio concentrates exclusively on public and private recreation providers and their planning and design projects. Consequently, they understand the unique missions and interests facing recreational leaders and their related stakeholders.

Hitchcock will be designing the site improvements and site amenities and will have a major role in evaluating the existing pathways, parking, driving range, dog park, and fitness stairs.

Structural Design

Homburg Engineering Inc. Charles R. Homburg PE

Mr. Homburg has been a practicing engineer for more than 40 years, first licensed in Indiana in 1980. He has provided professional structural engineering services to building clients for new buildings, additions to buildings, and building remodels/renovations.

Bob has worked with WDi for more than 15 years.

MEP Engineering

Mill Creek Design Inc. Phillip W. Hix MEP Engineering

Phillip W. Hix and his team have been designing MEP systems for more than 23 years. They are responsible for the design of lighting, power, sound, communication, fire alarm, and signal systems for commercials, industrial, health care, parks, and educational facilities, which include field surveys and inspections.

Phillip will serve as our **Project Manager for Plumbing, Mechanical and Electrical services**. His team well versed in all HVAC systems, equipment and controls, fire protection and plumbing systems. They will design, select, schedule, size and specify Plumbing system components to include plumbing fixtures, drains, and equipment. They specify engineering system from manufacturers' data, reviews shop drawings, and provides written field reports. They understand and applies state and local building codes as related to buildings and design. In addition, they have extensive experience with HVAC systems as well as energy conservation.

Mill Creek Design has worked with WDi on numerous projects most recently completing a tricky renovation of an old dojo into a coffee shop.

Owner: **Indiana Department of Natural Resources (DNR)**

Matthew Pore, ASLA

402 W. Washington St.

Indianapolis, IN 46204

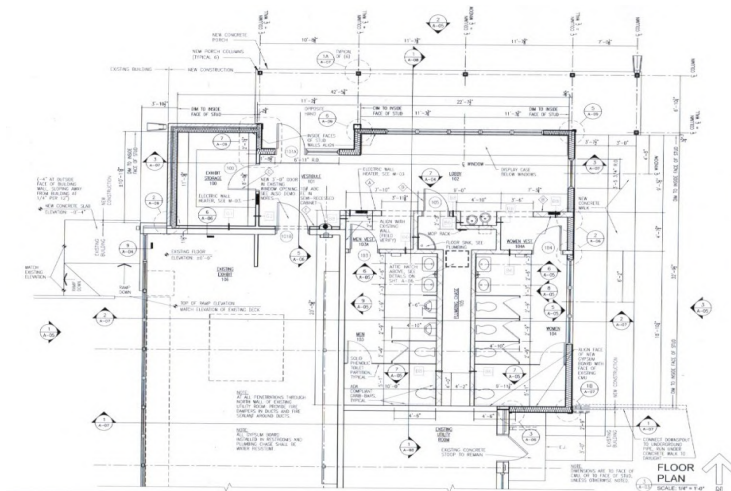
mpore@dnr.IN.gov

Project: **Brown County State Park Nature Center ADA Improvements**

1405 State Road 46 West

Nashville, IN

WDi served as the Architect for the renovation work at the Brown County Nature Building. Work included a redesign of the front entry for handicap accessibility and to enlarge the building footprint, plus adding new toilet rooms from the new entry/lobby. The work involved selective building demolition, extended structural foundation, and new lighting design, mechanical and electrical, floor finishes, wall finishes, and ceiling system. In addition, the project provided new door hardware sets and closers, ADA drinking fountains, roofing, gutters, and downspouts.



Site work included site clearing, tree removal, and other selective site demolition work, new light fixtures, ADA concrete sidewalk, relocating signage, wood fencing, and redirecting site walk paths/ramps to observation deck.

All stakeholder were in attended/engaged during the initial kick-off meeting.

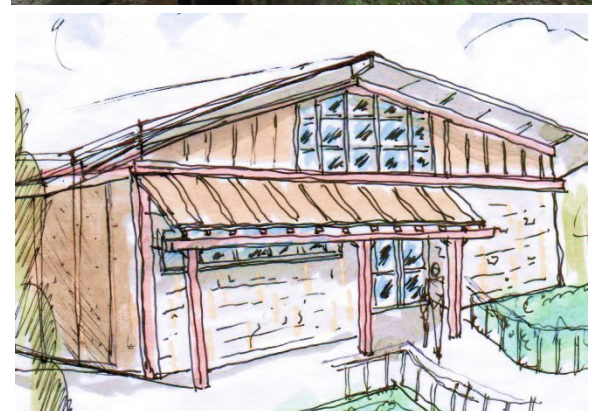
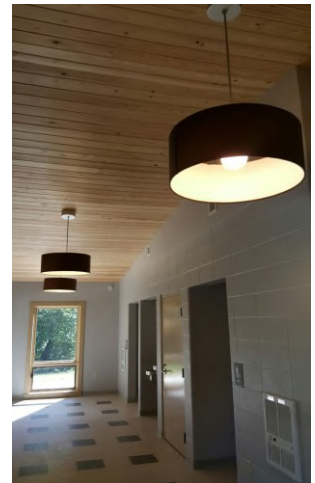
WDi Team

Daryl Williams-Dotson – Architect

John Pearson – Project Manager

Jay Heath - Job Captain

WDI Fee \$75,000.00



Owner: **Indy Parks & Recreation**
Mr. Don Colvin, Deputy Director
317.327.7031
dcolvin@indy.gov.org

Project: **Comprehensive Study of Indy Parks Golf Facilities**
Indianapolis, IN

WDi was part of a multi-discipline team commissioned to study the needs of the municipally owned golf courses and recommend the best course of future action for each course. Our assignment was to assess existing conditions of the buildings serving the thirteen (13) golf courses. **During this process, we consistently collaborated with Don Colvin, Linda Broadbent (Indy Park's director at that time) and the other team members and participated in a series of in-person and digital meetings.**

We visited each golf course with Kent Knorr from Indy Parks and examined each building serving that course. We recorded our initial observations, assessed existing conditions, and provided photographic documentation of conditions. When the staff of the various facilities were available, we spoke with them to obtain their impressions regarding the strengths of each facility and where they saw need for improvement. The oldest building in the study was thought to be about 95 years old. The newest was about three years old. The average age of the buildings was just over thirty years.

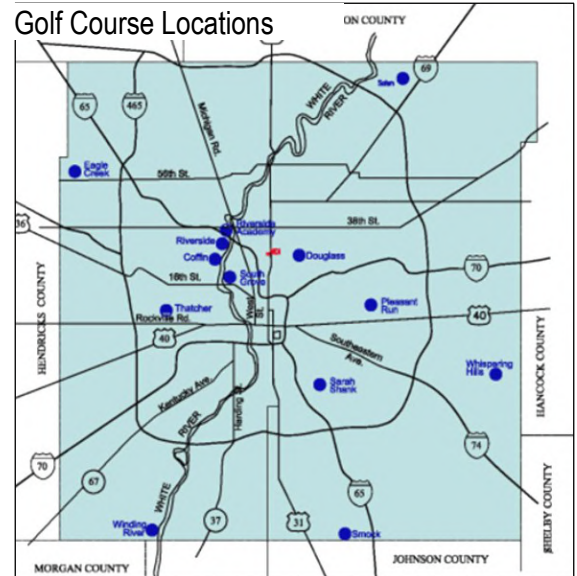
In addition to our on-site observations, we evaluated each building by studying any existing documentation such as old drawings, maintenance records, GIS data, and the like. We developed a grading rubric to assist in evaluating each facility and assembled a shopping list of work to be done and established various time periods when the work would likely need to occur along with options and budgets for the proposed work.

WDi delivered a **260-page assessment** and evaluation document covering the 42 structures within the Indy Parks Golf Course system.

WDi Team:

Daryl Williams-Dotson, Quality Control
Ronald Adams, Project Manager

WDi Fee \$42,000.00



Clubhouse at South Grove Golf Course

Sample Opinion of Probable Costs Provided Team



Opinion of Probable Costs
Indy Parks Golf Course Facilities Review

Douglas Golf Course



Site/Facility	Approximate Building Floor Area	Needed Component	Projected Capital Expenditure Needs per Period					20 Year Total Expenditure	Comments
			F	D	C	B	A		
Clubhouse	5600								
		Roof					\$50,400.00		
		Envelope					\$13,500.00		
		Restrooms	\$23,680.00	\$77,952.00					
		Finishes	\$20,000.00						
		HVAC	\$2,000.00						
		Plumbing			\$22,512.00				
		Lighting			\$16,616.00				
		Elec Distribution			\$7,504.00				
		Wiring Devices							
Cart Storage	4950								
		Roof		\$57,420.00					
		Envelope			\$4,020.00				
		Restrooms							
		Finishes							
		Heating							
		Plumbing			\$19,899.00				
		Lighting			\$5,092.00				
		Elec Distribution			\$6,566.00				
		Wiring Devices							
		total	\$45,680.00	\$135,372.00	\$82,209.00	\$0.00	\$63,900.00	\$281,481.00	

Key: A- 15 to 20 years; B - 10 to 15 years; C - 5 to 10 years; D - 3 to 5 years; F - 1 to 3 years

Site Analysis: Coffin

85

GOLF FACILITY REVIEW

Golf Course Facility Review

Category	Points Possible	Points Earned			
		Cart Storage Building	Clubhouse	Maintenance Building	Pavilion
Appearance: Is the overall appearance acceptable? Does the appearance enhance the golfing experience?	20	10	14	18	10
Functionality: Does the building suit its purpose? Does the building have all the features it needs? Does the layout enhance traffic flow through and around the building?	30	28	20	10	25
Adaptability: Can the building be easily modified to adapt to changing needs? Can the building be easily expanded?	20	15	10	15	15
Building Systems: Are the building service systems (HVAC, plumbing, power, lighting) in good condition? Is the equipment in need of replacement or near the end of its expected service life?	10	5	4	0	0
Building Envelope & Structure: Are the envelope components (roof, doors, windows, walls, etc) in good condition? Is the structural system in good condition?	10	8	8	10	8
Other Factors: Does the building comply with accessibility standards? Life Safety Code compliance? Other issues?	10	5	8	5	10
Bonus Points: Does the building have special features, historical merit, or some other factor that contributes to its usefulness?				20	
TOTALS	100	71	64	78	68

Component Replacement

Structure		Component Replacement										Comments
Description & Approximate Year Built (Addition or Renovation)		Roof	Other Envelope	Restrooms	Interior Finishes	HVAC Equipment	Plumbing Equipment	Lighting	Panels & Distribution	Wiring Devices	Others	
		None = Means the building doesn't have this component n/a = No data										
Clubhouse	1962 (1994)											See Riverside Park Master Plan
Cart Shed	1994			none	none	none	none					
Pavilion	1985			none	none	none	none		none	none		
Maintenance Building	2011			inc	inc	inc	inc	inc	inc	inc		need to complete interior
In how many years the component needs to be replaced:		A (15 to 20 years)		C (5 to 10 years)		F (1 to 3 years)						
		B (10 to 15 years)		D (3 to 5 years)								

Example Page from Final Report

Owner: **Indy Parks and Recreation**
Mr. Don Colvin, Deputy Director
317.327.7031
dcolvin@indy.gov.org

Project: **Wes Montgomery New Spray Park & Bath Facility Renovation**
3400 N Hawthorne Ln
Indianapolis, Indiana

An Award-winning Project!

WDi's community and neighborhood interaction helped to win support for the project from residents concerned about the closing of the neighborhood pool. **WDi** communicated with the neighborhood to resolve the challenge and create a genuine path that would convey pride in finding a well deserving solution and vision for the community. Several **townhall meetings** were arranged with the community and Indy Parks to confirm the desired direction/solution. This project was a successful adaptive reuse solution, from a swimming pool to water Spray Park, with community engagement every step of the way.

With the owner's limited budget, a replacement pool could not be built. The **WDi** design team suggested a better, yet economically feasible solution. We proposed a 7,600 square foot unique Water Spray Park with a jazz theme honoring the great Indianapolis jazz artist, Wes Montgomery. It has 38 individual water features mimicking a jazz band and audience, some of which play pre-programmed music, and one feature is a musical foot piano. The concrete pad has a color image of a nearly 80'-0" long guitar resembling Wes Montgomery's.



The existing bath house was renovated into an accessible toilet facility which was also designed with the jazz theme. The entire project cost was \$1.1 million, including design fees compared to an estimated cost of \$3.8 million to only replace the pool.

WDi Team

Daryl Williams-Dotson: Principal Architect

John Pearson: Project Manager

WDI Fee \$68,500.00

Owner: Indy Parks and Recreations

Indianapolis, Indiana
William Krohne
2675 S. Parkview Drive
New Palestine, Indiana 46163

Project: New Maintenance Building

Winding River Golf Course
Indianapolis Indiana

WDI Architecture, Inc was responsible for professional architectural design services for the New Maintenance Building at Winding River Golf Course. The southern comfort of Winding River Golf Course is reflected in WDI's design through the incorporation of a barn theme. This aesthetic design reflects the rolling landscape and mature trees that surround the golf course enticing golfers to notice the building without being distracted and was a response to community input.

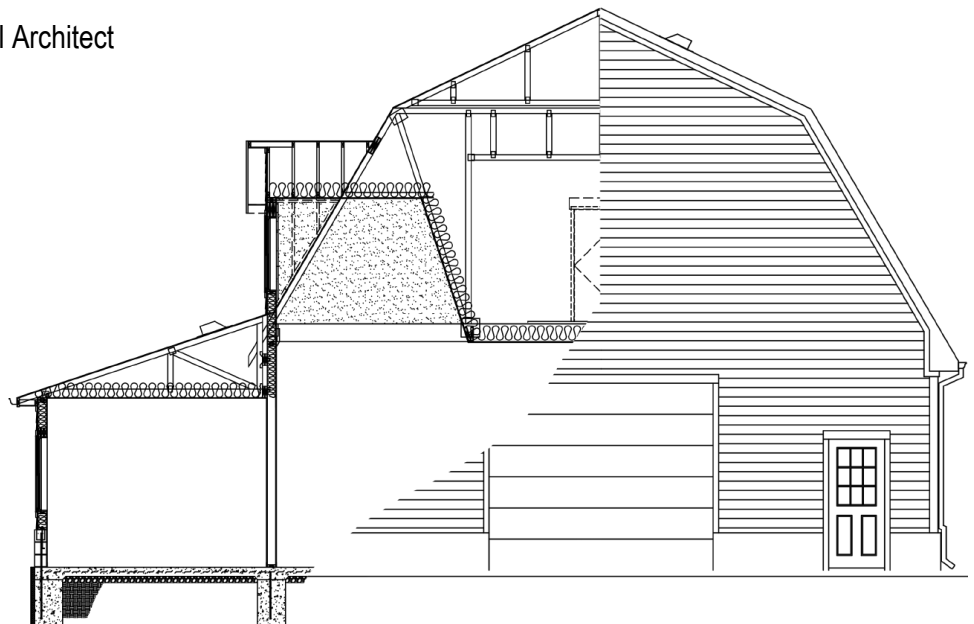
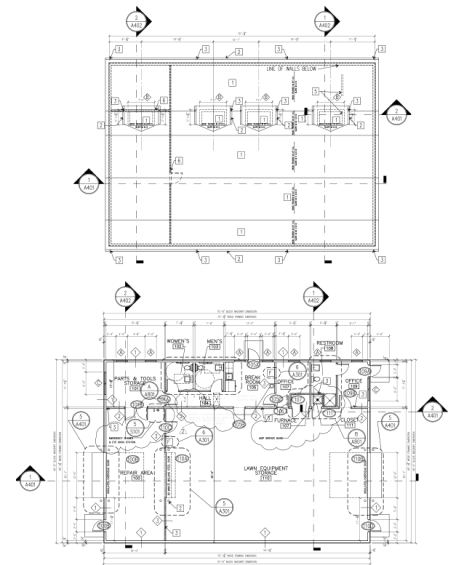
The building is a single story, 3,440 square foot "hybrid" that combines an office, golf cart storage, and repair facility into one structure. The multi-purpose building disguised as a barn also provides relief to staff in the form of a break room. **WDI** managed to unite a unique package of several functions into one clever **framework of design based on the specific requirements of Winding River.**

WDi Team

Daryl Williams-Dotson: Principal Architect

John Pearson: Project Manager

WDI Fee \$52,000.00



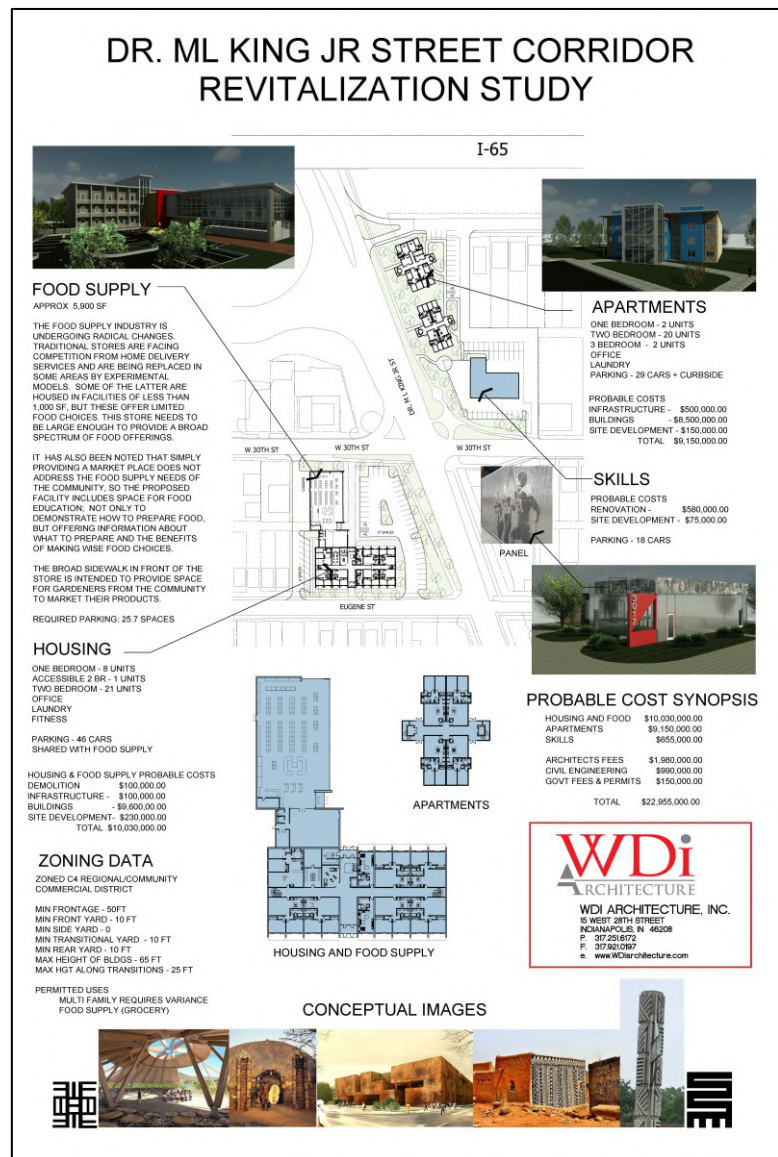
Client: Indiana Housing Authority
Indianapolis, Indiana

Project: Dr ML King Jr Street Corridor Revitalization Study
30th St & Dr Martin Luther King Jr Street
Indianapolis IN

WDi Architecture Inc. was one of three Architects asked to participate in this study. Initially we developed approaches for a larger portion of ML King Jr Street, but as the study progressed each of the Architects was asked to concentrate on a specific area of the corridor.

WDi was asked to concentrate on developing a scheme for the northern portion of the corridor and address housing and food supply needs. In addition, we were asked to see what could be done to convert the vacant "Mustang Ranch" building to address the need for skills development.

This is an example of a presentation that **WDi** prepared for the client that illustrates our assessment, programming, design, and conceptual presentation work.



WDi Team

Daryl Williams Dotson: Principal Architect

Ronald Adams: Project Manager

WDi Fee \$30,000.00

OTHER RECENT PROJECTS OF INTEREST:

Other Golf and Parks & Recreation Related Projects

Spring Mill Inn Pool Area ADA Improvements – Mitchell IN
Reconfiguring restrooms and creating a ramp from the dining room level to the pool level.

Stokely Field Press Building Replacement – Indianapolis IN
Replacing an outdated press building with a new facility at the Reuben F. Glick Little League Center.

Sarah Shank Golf Course Maintenance Building – Indianapolis IN
An award-winning design for replacing an outdated maintenance building with new construction.

South Bend Police Department Headquarters Re-roofing

WDi studied the condition of 115,000 sf of existing roof and provided recommendations for addressing issues. We then prepared contract documents for the work and assisted Owner with negotiations. Work is getting underway at this time. Project Budget: \$1,700,000.00 / Fee: 54,000.00



Marion County Community Justice Center Sheriff's Offices

WDi was the Architect of Record for the development of the interior architecture of the Sheriff's Offices. The 83,000 square foot building accommodates the administrative offices for the Sheriff, department heads, and support staff including personal offices, conference rooms, work rooms, break rooms, dining area, and evidence, file, and storage areas. Fee: 345,000.00



Madam C. J. Walker Theatre Complex Renovation

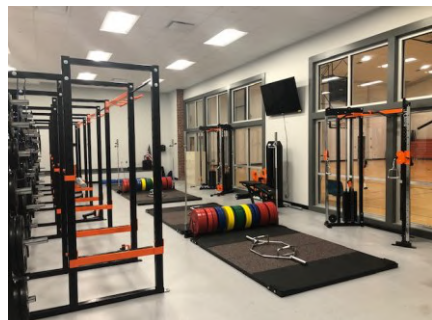
WDi was part of the Design Team and charged primarily with designing the renovation of the public areas and office and classroom areas of the building.

The 50,000 square foot building once served as the world headquarters for the Madam C. J. Walker Company, as well as an entertainment, business, and commercial hub in Indianapolis. Fee: \$286,000.00



**Capital Needs Assessments and Facility Improvements
Beech Grove City Schools**

WDi Architecture, Inc., served as the Architect-of-Record for four capital improvement projects at three school buildings in Beech Grove, Indiana. For these projects we first collected a "wish list" of improvements and assisted the school system to prioritize the needs to optimize the use of available funds before preparing Bidding and Contract Documents. Fee: \$34,000.00





Stonebridge Country Club

LOCATION

Aurora, Illinois

CLIENT

Aurora Venture

STATUS

Complete

AWARDS

Silver Key Award –
Mixed Use, Home
Builders Association
of Chicago, 1993



Stonebridge Country Club is the focus of the exclusive Stonebridge golf course community in west suburban Aurora, Illinois. The developer chose Hitchcock Design Group to create the perfect setting for this premier clubhouse and recreation complex. The site plan easily accommodates the specialized circulation requirements of the clubhouse while preserving the stately, mature trees that dominate the property. The landscape is enhanced by generous brick and flagstone-trimmed patios that overlook the golf course. The design for the signature "stone bridge," which backdrops the 18th green, has been widely used for television and print promotion of the annual Ameritech Senior Open.



Whisper Creek Golf Club at Sun City

LOCATION

Huntley, Illinois

CLIENT

Del Webb Corporation
/ Pulte Corporation

CONTACT

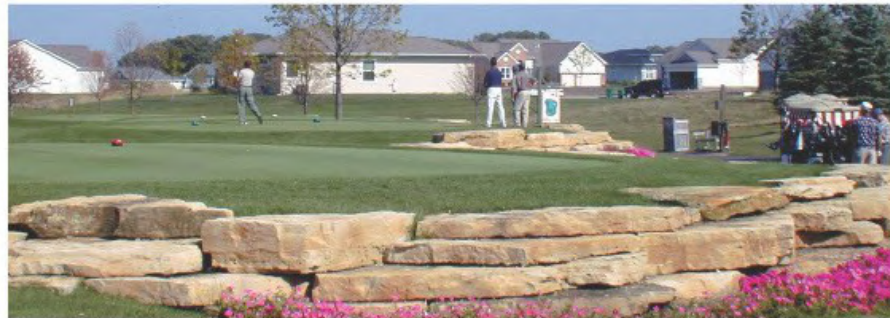
Dave Reitz,
Area Land Manager
847.841.3583

STATUS

Complete

DESIGN TEAM

Greg Nash Design



As part of their extensive site planning work at Del Webb Sun City, Hitchcock Design Group was asked to design the clubhouse site plan and landscaping for Whisper Creek Golf Club at Sun City. Site planning included signage, vehicular circulation, parking, clubhouse location, golf cart staging area, patio design and landscaping. Natural stone retaining walls were integrated throughout the course to provide a rich aesthetic and integrate the course with the rest of the Sun City community. Pedestrian circulation was designed throughout the clubhouse, staging areas and course to ensure connectivity and usability by golfers.



Wynstone Golf Club

LOCATION

North Barrington,
Illinois

CLIENT

Jack Nicklaus
Development
Corporation

STATUS

Complete

SIZE

750 acres

CONSTRUCTION

BUDGET

\$240,000



Jack Nicklaus Development Corporation's first residential community in Illinois, The Wynstone Golf Club in North Barrington is an exemplary model of prestige. Hitchcock Design Group planned the entryway, community park and boulevard landscape, as well as the planting, fencing, and grading for the clubhouse, common area, sales office, pool and racquet facilities. The stone-and-shingle Wynstone Clubhouse, set against a backdrop of lakes, marshes, ornamental fencing and stone pillars, reflects the classic tradition and unprecedented elegance of the 750-acre Wynstone Community. The generous use of flowers and broad expanses of lawn, amidst existing Oak trees, maintains a warm and comfortable residential atmosphere.



Tripton Park

LOCATION
North Vernon, Indiana

CLIENT
The City of North
Vernon

CONTACT
Shawn Gerkin
Clerk / Treasurer
812.346.5907

STATUS
Complete

SIZE
44 acres

**CONSTRUCTION
BUDGET**
\$2,300,000

DESIGN TEAM
Cripe;
Katahdin Engineering;
Loftus Engineering



The City of North Vernon engaged Hitchcock Design Group to further develop a design concept that was created by a local community group, prepare construction documents, assist with bidding and provide construction phase services for a new city park. The goal of this park was to provide programmable open space to the community and amenities including an outdoor amphitheater, two miles of paved trails, a playground focused on accessibility, adult exercise area, park shelters, and restroom building. Hitchcock Design Group worked very closely with the community group to help them realize their vision for a new community park.



PRINCIPAL ARCHITECT

Daryl Williams-Dotson AIA, NCARB, IIDA

As principal architect of WDi Architecture, Inc., Daryl provides management and leadership to the team. She has extensive project experience with space planning, master planning, design and construction of high-performance sustainable buildings, and research data for sustainable solutions. As well as experience and working knowledge to perform constructability and building assembly review. She is actively involved in, project programming, planning, design, and implementation of all projects.

Education

Bachelor of Architecture, 1984, Southern University
Cornell University, 2021 Women in leadership program

Licenses/Certifications/Training

State of Indiana - Architect #AR10100103
State of Indiana – Interior Designer # R1000463
Ivy Tech 'White Belt' Management Training
AC/C Tech Certificate Energy Conservation Program

Memberships

American Institute of Architects (AIA)
National Council of Architectural Registration Boards (NCARB)
Mid-States Development Council (MSDC)
Urban Land Institute (ULI) Member
HIMBYHER Charter School – Arts Committee/Board Member

Profession Awards & Affiliations

23rd Annual Reynolds Aluminum Prize for Best Original Design
Midwest Construction Best of 2008 Honor Award in Architecture
A Monumental Affair Honor Award in Architecture IAA AOC/EOC
2009 Monumental Affair Award in Architecture IAA Garage/GCT
NMBCD 2019 National Minority Business Council B2B SPEND Class I

Relevant Project Experience

- Comprehensive Master Study for the City of Indianapolis Parks and Recreation - Associate Architect
- Brown County State Park Nature Center ADA Improvements, Nashville IN, - Architect of Record
- Wes Montgomery New Spray Park and Bath Facility Renovation, Indy parks & Recreation - Architect of Record
- Dr ML King Jr Street Corridor Revitalization Study - Architect
- Wayfinding Improvements Virginia Avenue Parking Garage - Capital Improvements Board of Marion County – Architect
- IPS #49 William Penn Cafeteria Expansion, Indianapolis IN – Architect of Record



PROJECT MANAGER

Ronald L. Adams R. A.

Ron has more than 35 years architectural experience with a broad range of general practice and knowledge. As a project manager, Ron is responsible for many different types of architectural assignments involving all areas of work from programming and planning through construction administration.

Ron excels in working efficiently in preparing repurposing studies, master plans, design and contract documents as well as coordinating with other team members. He has a broad range of general practice knowledge.

While with another architectural firm, Ron was the Project Architect for all the buildings at Stony Creek Golf Club in Noblesville Indiana as well as several other clubhouses and similar facilities. He also has experience within the Municipal, Commercial, Historic Preservation and/or Adaptive Re-use, Residential, Hospitality, and Healthcare markets.

Education

Bachelor of Science, Architecture, University of Cincinnati
Mechanical Engineering courses, Purdue University

Licenses/Certifications/Training

State of Indiana #AR00032809

Relevant Project Experience

- Comprehensive Master Study for the City of Indianapolis Parks and Recreation, Golf Course Facilities - Assessment and Probable Costs -Project Manager/Architect
- Reuse Recommendations for a Shopping Plaza Site, Indianapolis Indiana - Site Assessment and Probable Costs - Project Manager
- Stony Creek Golf Club – Clubhouse & Pro-shop, Driving Range Building, Midcourse Shelter, Maintenance Building, Chemical Storage Building - Project Manager/Architect
- North Harbor Clubhouse Expansion and Renovation, Cicero IN- Project Manager/Architect
- Johnson Farm Recreational Camp, Hiram OH – Main Pavilion, Shelters, Restroom and Shower Buildings, and Amphitheater - Project Manager
- Dr ML King Jr Street Corridor Revitalization Study - Project Manager



PROJECT ARCHITECT

John W. Pearson AIA, NCARB

John's architectural experience emphasizes a broad range of general practice knowledge regarding new construction and the renovation of existing structures, and includes experience working as an in-house Architect for a university physical plant design department. Building types that John has designed includes recreational facilities, commercial offices; light industrial, educational and health care facilities. John also has experience in working with public parks and playgrounds, fire stations and town halls. John has provided clients with a full range of design services such as site design, specification writing, code review and conceptual design through to construction documents.

As a project architect, John's responsibilities include programming, code review, cost estimating, project tracking and budgeting, management, troubleshooting, quality control, and crisis management.

Education

Bachelor of Architecture, 2001, Ball State University
Bachelor of Science, Environmental Design, 2000, Ball State

Licenses/Certifications/Training

State of Indiana #AR19500064
State of Kentucky#5868
State of West Virginia #501179
State of Ohio #0513791

Memberships

American Institute of Architects (AIA)
National Council of Architectural Registration Boards (NCARB)
Indianapolis Professional Association (IPA)
Indiana Society of Architects (ISA)

Relevant Project Experience

- Martin University Student Center Feasibility and Facilities Evaluation Study - Project Manager
- Martin University Library Feasibility Study - Project Architect
- Addition to Douglass Park Family Center - Project Manager.
- Wes Montgomery New Spray Park & Toilet Facility Renovation. - Project Architect
- Brown County State Park Nature Center ADA Improvements, Nashville IN, - Project Architect
- Sarah Shank Golf Course Maintenance Building, Indianapolis, IN – Project Manager

STRUCTURAL ENGINEER

Charles R. Homburg, P.E.

Homburg Engineering, Inc.

4880 Mimosa Dr, Plainfield, IN 46168

Telephone number: 317-520-3430

Email address: info@homburgengineering.com

Homburg Engineering, Inc. was established March 1, 2010 to provide structural engineering services related to the design and construction of buildings.

Summary of Qualifications:

Mr. Homburg has been a practicing engineer for 41 years, first licensed in Indiana in 1980. He has provided professional civil and structural engineering services to building clients for new buildings, additions to buildings and building remodels/renovations. Representative projects would include specialty structural engineer for Purdue University NW Athletic Complex; structural engineer for Tippecanoe County Highway Maintenance Building; building structural engineering services and foundation only engineering services with premanufactured metal buildings.

Engineering Employment Experience:

2010 to present: President, Homburg Engineering, Inc.

1987 to 2010: Secretary, Vice President, Argo Consulting Engineers, Inc. 1978 to 1987:

Project Engineer, Project Manager, Everett I Brown Company 1976 to 1978:

Engineer in Training, Bohlen Meyer and Gibson

Education:

1976 Graduate of Purdue University, West Lafayette, Indiana Bachelors of Science Degree in Civil Engineering

Licensing:

Licensed Professional Engineer Indiana license number 18939.

Additional state licensure includes Kentucky, Michigan, Wisconsin, Ohio, and Mississippi.

Affiliations:

American Society of Civil Engineers since 1976

American Institute of Steel Construction

Optimist International: Service Club providing opportunities for children in our community. Mr. Homburg is a former treasurer of the Optimist Club of North Side Indianapolis, Inc. and the North Side Indianapolis Youth Club, Inc. These clubs operate a 5-acre park in Broad Ripple, a near north side community park in Indianapolis, Indiana, that includes a youth baseball diamond and children's playground equipment.

SITE IMPROVEMENTS AND AMENITIES

Hitchcock Design Group.



M.J. Meneley, PLA, ASLA Principal



M.J.'s experience includes a focus on real estate development, higher education, and healthcare projects as well as a broad range of additional experience in community site planning, urban design, and estate design. Over a 20+ year career, M.J. has developed design skills that provide value to each project, large or small, by being creative yet practical and maintainable. As Design Principal of HDG's Indianapolis Studio, M.J. helps to guide design direction on a variety of project types across several markets. M.J. is a resident of Indianapolis and an avid sketcher. He is skilled at setting the overall concept for project sites and helping clients realize the potential of each respective site.

EDUCATION

Bachelor of Landscape
Architecture, Ball
State University, 1996

REGISTRATION

Licensed Landscape
Architect: State
of Indiana

LEED Accredited
Professional

AFFILIATIONS

American Society of Landscape Architects Indiana Park and
Recreation Association National Recreation and Park
Association Society for College and University Planning Urban
Land Institute

RELEVANT EXPERIENCE

Indianapolis, Indiana Crown Hill Cemetery Planting, Indianapolis, Indiana
Dubarry Park Improvements, Indianapolis, Indiana
Garfield Park Improvements, Indianapolis, Indiana
Grosvenor Square Master Plan, London, England*
Haughville Park Improvements, Indianapolis, Indiana
Indianapolis Zoo Flights of Fancy Exhibit Site, Indianapolis, Indiana*
Indianapolis Zoo International Orangutan Center Plaza, Indianapolis, Indiana*
Juan Solomon Park Improvements, Indianapolis, Indiana
Lindner Family Tennis Center, Mason, Ohio*
Millersville at Fall Creek Valley, Indianapolis, Indiana
NCAA Headquarters, Indianapolis, Indiana
Reconnecting Our Waterways White River Committee, Indianapolis, Indiana
Richmond Rose Garden, Richmond, Indiana
Society for the Four Arts, Palm Beach, Florida*
South 10th Street Park, Richmond, Indiana*
Thatcher Park Improvements, Indianapolis, Indiana
Vincennes Riverfront Trail, Vincennes, Indiana*

MEP, LIFE SAFETY, AND TECHNOLOGY

PROJECT MANAGER

Phillip W. Hix, PE

Phil has accumulated over 23 years of experience. He has a special talent for putting together a complete and detailed project which can be easily understood and built by a general contractor. He has extensive experience in design and construction administration for electrical power, distribution, emergency power system, building security, security systems, fire alarm, and data/telecommunications. He ensures coordination of various control/life safety/IT systems within work areas. In addition, he has security design experience with electronics, perimeter security, as well as work with the cost estimator to establish equipment life-cycle cost analysis. Bill has provided clients with a full range of engineering services including specification writing, code review, and conceptual design through to construction documents.

As the MEP project manager, Phil's responsibilities include quoting jobs, code review, cost estimating, project tracking, troubleshooting, quality control, and crisis management.

Education

Bachelor of Engineering, 2001, Purdue University

Relevant Project Experience

- Martin University Student Center Feasibility and Facilities Evaluation Study - Project Manager
- Coffin Golf Course, Indianapolis, Indiana
- South Grove Golf Course, Indianapolis, Indiana
- Plum Creek Golf Course, Carmel, Indiana

5 - References

1. CONTACT PERSON: Mr. Don Colvin, Parks & Recreation Deputy Director
PROJECTS: Indy Parks Golf Study, Wes Montgomery Splash Pad
ADDRESS: 2901 South Keystone Ave, Indianapolis, IN 46203
TELEPHONE: 317.327.7031
EMAIL ADDRESS: dcolvin@indy.gov.org

2. CONTRACT PERSON: Dr. Tomas A. Keeley, Director of Business & Personnel
PROJECT: Beech Grove City Schools: Renovations, Assessment Studies
ADDRESS: 5334 Hornet Avenue, Beech Grove, IN 46107
TELEPHONE: 317.788.4481
EMAIL ADDRESS: tkeeley@bgcs.k12.in.us

3. CONTACT PERSON: Mr. Daniel C. Kloc, Director; Facilities Planning & Mgmt.
PROJECT: Eskenazi health Sidney & Lois Eskenazi Hospital
ADDRESS: 720 Eskenazi Avenue, Indianapolis, IN 46202
TELEPHONE: 317.880.4944
EMAIL ADDRESS: daniel.kloc@eskenazihealth.edu

4. CONTACT PERSON: Ms. Leslie Biek, P.E.; Assistant City Engineer
PROJECT: City of South Bend Division of Engineering
ADDRESS: 227 W. Jefferson Boulevard, South Bend, IN 46601
TELEPHONE: 574.235.5933
EMAIL ADDRESS: Lbiek@southbendin.gov

WDi's Methods for Services

Our experience has taught us that each client and each project has a unique set of characteristics and that no one approach is appropriate for all. Therefore, we try to tailor our approach to those unique sets of characteristics.

Project Initiation: As we have done for other similar assignments, our first step will be to get acquainted with the stake holders. At a kick-off meeting, we will introduce the key members of our team, discuss scheduling and establish important milestones, define communication methods and contact information to keep all stakeholders informed and engaged, and identify each team member's responsibilities.



Our services begin by developing an understanding of our clients' vision, programmatic needs and feasibility of the proposed endeavor. We take great pride in our ability to listen to our clients and ask questions in order to reach a mutual understanding and propose timely solutions. As this process is underway, we also endeavor to understand as much as we can about the physical constraints impacting the project. We need to assemble as much information as we can about all the factors that will influence the design including the positive and negative attributes of the existing facilities.



Where existing facilities are involved (in your case, pathways, parking, driving range, dog park, fitness stairs, and existing park clubhouse) we carefully review the existing construction and systems and try to acquire copies of any old drawings, maintenance data, and any other documents that might be available and useful to supplement our observations.



Conceptual Plans (Visioning): As we begin to develop a more thorough understanding of the project we will prepare sketches, diagrams, and other documents that we can use as discussion tools with the stakeholders to help refine the design. With each presentation we ask the client to take some time to review the presentation and to provide feedback.

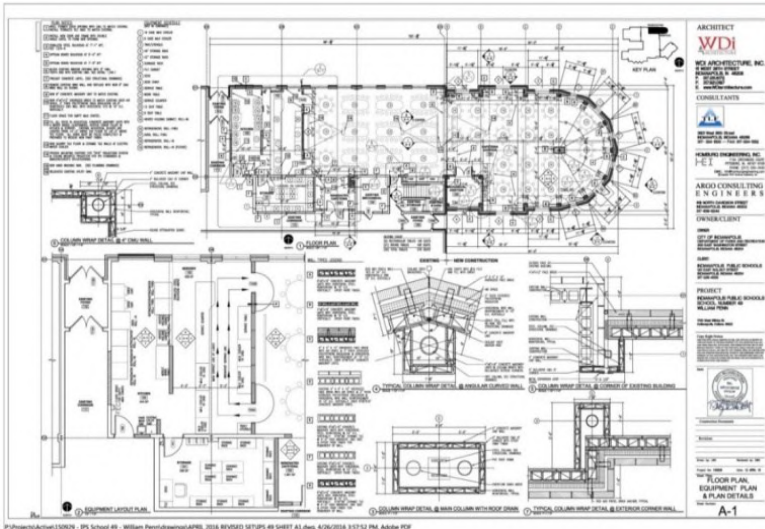
Community Engagement: We recommend providing an opportunity for interested parties from the community to see the direction the project is heading and giving them a structured forum to provide input, after we have established a basic working concept and have generated some ideas of what the new facility might be. We will participate in this event to obtain impressions first hand.

Delivery Method: Once we feel that we have an understanding of the size and complexity of the project, we will initiate discussions about the optimum delivery system, unless the Owner has already determined a method they prefer. WDi is experienced with working within the

6 - Proposal

traditional design-bid-build method as well as negotiated contracts, construction management, and construction manager at risk approaches.

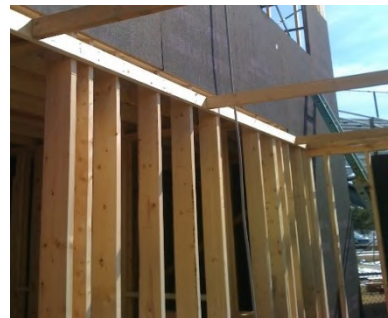
We incorporate stakeholder comments into more defined documents for another round of presentation, review, and comment, further refining our work. This allows us to make any needed adjustments to the design until we reach a point where the stakeholders can approve the design.



as appropriate. Written within the specifications we will layout site conditions, staging, and directives regarding, utilization of temporary utility services.

Contractor Selection: Unless the Owner elects otherwise, we participate in the contractor selection process, whether that process is bidding or negotiations or some other means. We will answer questions regarding the intent of our documents, review proposed substitutions, and, when appropriate, issue modifications to the documents. We will also offer our opinion as to the suitability of a particular bidder, material, or product, if there is a question.

Construction Administration: During construction we prefer to visit the site about every other week depending on progress. We promptly report our observations and any instructions given at the site. We are always ready to answer any questions from the client or builder and when needed, will issue directives and supplementary instructions and respond to requests for information. We will also review the builder's requests for payment, proposed change orders for appropriateness, shop drawings and other submittals, mockups, and the like.



As the project nears completion, we, with the Owner, will review the work and issue a list of work that needs to be completed, corrected, or is otherwise not ready for acceptance. When all the items listed in this report have been corrected, we will issue a formal acceptance document establishing the dates for the beginning of warranties and guarantees. During this period, we

6 - Proposal

also assist in the assembling of the operation and maintenance data, record documents, and other closeout submittals.

Regarding Phase I & Phase II, we anticipate the Phases taking place simultaneously, to orchestrate a smooth transition within spaces, upon occupancy.

Based on our experience with similar projects, we envision the following:

- **Design Options** – we always prepare multiple options for the design so that you know all good ideas have been explored and you are optimizing your value through the selected project design.
- **Cost Control** – the construction market in the last two years has seen wild swings. We will develop a cost model and update it to reflect changes in the schemes.
- **Sustainability** – We are committed to including appropriate sustainable approaches in the project that we know would be appropriate use of “green” strategies that can help you control operating costs.
- **Functionality and Durability** – Constructability that can function well and be durable to stand against the tough conditions.
- **Security** – Good design can enhance security efforts.
- **Design Appearance** – Design can have a strong impact on the look and pride of the community.
- **Code Standards** – meeting the Construction Standards will be important. Our team is familiar with these and will help achieve compliance.

And finally, we expect that we and all the other team members will feel proud to have been part of another highly successful project. Our hourly rates are included in section 7.

Timeline

Phase I & Phase II: While there are many factors that determine a project timeline, such as weather and delivery delays, a typical time line for a project of this scope might look like this:

Investigation/Programming Phase (Includes time to acquire (Owner Provided) survey and geotechnical reports)	6-8 weeks after Notice to Proceed
Schematic Design Phase	4 weeks
Design Development Phase	4 weeks
Construction Document Production	6-8 weeks
Constructor Selection	4-5 weeks
Construction	36-48 weeks
Project Closeout	4 weeks

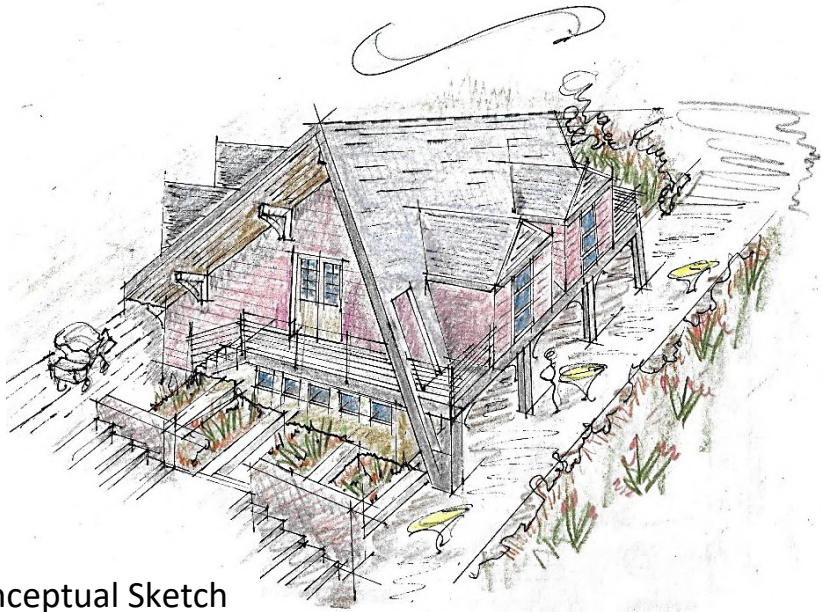
Design Concepts



With steeply sloped roofs and wide horizontal bands and large windows, the buildings at Centennial Park provide a strong visual identity. Since it will be difficult for any new building of lesser scope to complete with this image, we recommend developing an approach which reflects and compliments the existing rather than trying to compete with it.



The following sketches represent some thoughts that occurred to us after visiting the site and reading the RFP. However, we feel it is likely we will see things differently once we have had a chance to meet with the various stakeholders and receive community input and have developed a better understanding of your vision.



Conceptual Sketch

Centennial Park Golf Course Pro Shop Facility

7 - Design Concepts



The above 'sample images' are included to raise mindful prospective of what can be, if desired, in the layout of the space. Programmatic analysis of your (catch basin) audience, an understanding of measurable goals, and budget will influence the design and layout. With this in mind, you can provide a design that will work for your specific audience.



Site Option One

This site might lend itself to a two-story building which could take advantage of and help to accommodate the marked change in elevation from the parking lot to the level of the course.



Site Option Two

This is a single-story building that will entail replacing the vending structure.

8 - Financial

Construction Cost

There is a simple formula to determining construction cost - Scope X Quality = Cost. However, at this stage all the information we have is the building is anticipated to contain 4,000 to 7,000 square feet and provide space for general storage, washroom facilities, and a food/beverage area. We would anticipate you will also want some sales/display area for golf equipment and other paraphernalia and collecting user fees.

The national average cost for a golf clubhouse ranges from about \$300.00/sf to over \$700.00/sf.

However, a municipal golf course facility usually does not provide the high-end finishes or elaborate amenities found at private courses. Furthermore, nine-hole courses tend to have smaller clubhouses/pro-shops with more rudimentary food and beverage service than full courses. And in your case, some features, such as meeting rooms, can be accommodated elsewhere.

The cart storage area will likely have minimal finishes and HVAC and there may not be a need for a large amount of additional parking.

As a rule of thumb, landscaping takes up to 6.8% of the overall construction budget. As for this site work may include concrete steps, landscape contours, outdoor structures such as porches, and other outdoor aesthetic features.

These factors lead us to believe you should expect a construction cost of about \$2,100,000.00 to \$2,500,000.00 for Phase 1, although it could be less depending on the exact scope determined during the design process. Our proposed Site Option 1 can be more costly than 2.

Design Fees

Phase 1 Pro Shop- Our design fee for Architectural/Engineering Services will be **10%** of the final construction cost. This can be adjusted once the precise scope has been determined.

Phase 2 Existing Clubhouse Building footprint - Our design fee for Architectural Services will be **10% of the final construction cost or hourly** if the scope of work is difficult to define. This can be adjusted or determined once the precise scope has been set.

Services include:

- Architectural design, planning, programming, conceptual design, cost estimating, and project management.
- Landscape design, planning, site Improvements, drainage, and amenities.
- Structural Design and planning.
- Engineering design; mechanical, electrical, fire suppression, and technology.

Our proposed basic fee of 10% does not include professionally produced renderings, models, or other special presentation materials, nor Site Surveys or Soils Investigations.

Other Consulting Fees: Unless they are already available, it will be necessary to obtain a site survey and a geotechnical report. WDi can assist you in obtaining these important services.

8 - Financial

2022 Hourly Compensation by Position	
WDi Architectural	
Principal Architect - Ms. Daryl Williams-Dotson - Registered Architect	\$195.00
Project Architect/Manager - Registered Architect	\$175.00
Construction Administration Services - Registered Architect	\$155.00
Senior Production Manager - Non-Registered Professional	\$145.00
Revit/CAD Technician	\$105.00
Administrative Assistant	\$ 85.00
Consultants	
Hitchcock Senior Principal	\$245.00
Hitchcock Principal	\$205.00
Hitchcock Senior Associate	\$155.00
Hitchcock Associate	\$125.00
Hitchcock Junior Associate	\$105.00
Homburg Structural Engineer/Manager/Administrative	\$125.00
Mill Creek Design, MEP Engineer/Manager/Administrative	\$125.00

Reimbursable expenses will include:

- Printing and duplication of documents and presentation materials for Owner's use.
- Presentation deliverables
- Filing fees for plan reviews by state and local jurisdictions
- Courier & Postage
- Unusual travel expenses

Cost of Construction

The area's zoning and geography will affect the construction costs per square foot. The location of the building has a significant driving factor for construction costs. It affects up to 70% of the overall construction costs.

Finishes tremendously drive up the costs. High-grade finishes cost way higher than lower or mid-grade options. Exterior finishes account for 15% of the construction costs, these include walls, roofing, and windows. Interior finishes include insulation, flooring, cabinets and countertops, lighting, and other appliances. These are among the most expensive project costs taking up 29.1% of the total costs.

Major systems in a project account for electrical installations, plumbing, and HVAC (Heating, Ventilation, and Air Conditioning). There is no fixed percentage for the cost of major systems in a project as the cost varies with the scope and complexity of the project. Except for fixtures, plumbing takes up to 4.3% of the construction costs, whereas electrical installations take up 4.2% of the costs. HVAC takes up an overall of 4.4%, which totals up to 12.9% of the construction costs. The cost of utilities on smaller projects varies, and the average percentage cost in smaller projects is 8.5%. Also, having no direct access to utilities can drive cost as well.

The programming phase will serve to define the scope, fees, and projected costs.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/25/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Walker Professional Insurance PO BOX 55 Carmel IN 46082		CONTACT NAME: Holly Gill-Gaither PHONE (A/C, No, Ext): (317) 759-9321 E-MAIL ADDRESS: Holly@WalkerProfessional.com FAX (A/C, No):	
INSURED WDI Architecture, Inc. 15 West 28th Street Indianapolis IN 46208		INSURER(S) AFFORDING COVERAGE INSURER A: Travelers Property Casualty Company of America INSURER B: The Phoenix Ins Co INSURER C: Great American Insurance Group INSURER D: INSURER E: INSURER F:	
		NAIC # 25674 25623	

COVERAGES**CERTIFICATE NUMBER:** 21-22 Master**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			680-7S3426217-21-47	11/09/2021	11/09/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			680-7S3426217-21-47	11/09/2021	11/09/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CUP-7S342719-21-47	11/09/2021	11/09/2022	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	UB-7S342652-21-47-G	11/09/2021	11/09/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional Liability (Claims Made Form)			DPPE439237	11/09/2021	11/09/2022	Per Claim Limit \$2,000,000 Aggregate Limit \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

General Liability, Automobile Liability and Umbrella Liability provides for additional insured when agreed by written contract or agreement. General Liability, Automobile Liability and Umbrella Liability is provided on a primary, non-contributory basis when agreed by written contract or agreement. General Liability, Automobile Liability, Workers Compensation, and Umbrella Liability include a waiver of subrogation when agreed by written contract or agreement. Umbrella is follow form per the terms of the policy. 30 days notice of cancellation, except for non-payment, shall be provided to the certificate holder. General Liability includes Contractual Liability per the terms of the policy. Umbrella liability does NOT extend over professional liability. Waiver of subrogation is provided on the Professional Liability policy in favor of the insured's client only if required by written contract.

CERTIFICATE HOLDER**CANCELLATION**

	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.