



May 29, 2026
Revised: July 1, 2026

Ms. Kelly Rajzer
Director of Parks and Recreation
Village of Romeoville Parks and Recreation Department
900 West Romeo Road
Romeoville, IL 60446

**Final Design and OSLAD Grant Services for Ward Property Phase I
Professional Services Proposal**

Dear Ms. Rajzer:

Wight & Company (Wight) is pleased to submit this proposal to you and the Village of Romeoville Parks and Recreation Department (RPRD) to provide Final Design and OSLAD Grant services for the Phase I improvements for the Ward Property located on Weber Road. We have prepared our proposal in the following five parts:

PROJECT UNDERSTANDING
SCOPE OF SERVICES
SCHEDULE
COMPENSATION
TERMS & CONDITIONS

PROJECT UNDERSTANDING

We understand that the Village of Romeoville Parks and Recreation Department acquired approximately eight acres of the Ward Property through the Land and Water Conservation Fund (LWCF) program in 2025. Wight previously assisted the Village with preparation of the original grant application and conceptual design efforts in 2023 for the proposed Phase 1 improvements.

The Village would now like Wight to assist with preparation of an application for the Open Space Lands Acquisition and Development Grant Program (OSLAD) through the Illinois Department of Natural Resources to support implementation of the Phase 1 improvements. OSLAD applications are due August 31, 2026 via the Amplifund online portal and the program provides up to a 50/50 matching grant for eligible projects. The proposed Phase 1 improvements include community gardens, parking improvements, a shelter, trails, native plantings, stormwater management features, reconstructed barn structure and interpretive signage.

In advance of the potential OSLAD grant, the Village would like Wight to proceed with final design and engineering services for the proposed Phase 1 improvements, which include community gardens, parking improvements, a shelter, trails, native plantings, stormwater management features, reconstructed barn structure and interpretive signage with a total budget of \$3.2M.

Wight understands that the access road serving the development from Weber Road will be designed by a separate engineering consultant under an independent project. To ensure proper integration of the proposed park improvements, Wight will require the roadway design plans, including proposed alignments and grading information, to coordinate the parking lot elevations, drainage patterns, and adjacent site grading. Wight's design will rely upon the roadway plans provided by others and will incorporate reasonable coordination efforts necessary to achieve a cohesive site design.

SCOPE OF SERVICES

Wight & Company will provide in-house landscape architecture, civil, electrical, structural, architecture and cost-estimating services. We propose to provide the following services outlined in the Project Understanding through the Scope of Services below:

A. Grant Application Phase

1. Illinois Department of Natural Resources (IDNR) Open Space Land Acquisition and Development (OSLAD) Grant
2. Determine appropriate/eligible grant amenities for IDNR/OSLAD and other funding opportunities.
3. Attend public meeting (1) – Village Board meeting for public comment to meet grant requirements
4. Facilitate discussions with IDNR Grant Administrators.
5. Prepare grant application and submit to IDNR via Amplifund.

B. Design Development Phase

1. Conduct a project Kick-off Meeting to confirm/align the basic client expectations and reach a mutual understanding of the following:
 - a. Key participants and decision-makers
 - b. Project goals and objectives
 - c. Existing conditions
 - d. Scope of work
 - e. Deliverables
 - f. Tentative project schedule
 - g. Communication and responsibility matrix
 - h. Project budget
2. Obtain Title Commitment and provide Boundary and Topographic Survey (provided by owner).
3. Investigate sub-surface site conditions and prepare Geotechnical Report and perform environmental testing (by owner).
4. Prepare an Existing Conditions Plan using aerial photography and a topographic survey.
5. Finalize the design for the following:
 - a. Site Amenities (OSLAD program)
6. Prepare Design Development Documents:
 - a. Plans
 - b. Product options
 - c. Material samples
7. Update construction cost opinion.

8. Review Design Development Documents with you up to two (2) times. Document meeting results via written meeting summary.
9. Review Design Development with jurisdictional agencies as needed.

C. Construction Documents Phase

1. Prepare the documentation of the proposed design improvements:
 - a. Cover Sheet
 - b. Existing Conditions Plans
 - c. Demolition Plans
 - d. Storm Water Pollution Prevention Plans
 - e. Grading and Utilities Plans
 - f. Layout and Materials Plans
 - g. Architectural and Structural Plans
 - h. Electrical Plans
 - i. Landscape Plans
 - j. Details
2. Prepare the project manual specifications.
 - a. Part One: Front End
 - b. Part Two: Technical
3. Update construction cost opinion.
4. Review Construction Documents with you up to two (2) times. Document meeting results via written meeting summary.

D. Permitting Phase

1. Submit permit documents for the following permit agencies:
 - a. Building or site development permit, local municipality
 - b. National Pollutant Discharge Elimination System (NPDES) permit
2. Revise permit submittals once during the review process, as reviewing agencies require.

E. Bidding & Negotiation Phase

1. Upload Bid set to the reproduction plan room website for distribution and tracking.
2. Respond to requests for information (RFI) and issue addenda to clarify bid documents.
3. Attend bid opening and summarize bid results.
4. Conduct reference checks for low bidders, as needed.
5. Prepare a bid recommendation letter.

F. Construction Phase

1. Prepare the AIA-A101-2017 Standard Agreement Form between the Owner and Contractor.
2. Attend the Pre-construction meeting with you and the contractor to discuss the following:
 - a. Construction Schedule
 - b. Submittals
 - c. Communications
 - d. Payment procedures
 - e. Contractor and Owner Responsibilities
3. Perform site visits at intervals appropriate to the stage of the contractor's operations to review progress approximately every two weeks (12 visits total).

4. Respond to Request for Information (RFI) related to the interpretation of contract documents.
5. Review contractor application for payments.
6. Review contractor submittals and shop drawings for conformance with contract documents.
7. Perform Substantial Completion inspection and prepare a punch list for work to be completed before final acceptance.
8. Review the project for Final Acceptance.

G. Additional Services (*Not included in this proposal*)

1. Services not specified in the scope of services will be considered additional services. Before any additional services work, we will discuss additional services with the client for written authorization to proceed.
2. Services of sub-consultants not indicated in the scope of services.
3. Services required due to unforeseen site conditions or circumstances beyond the project team's control.
4. Documentation of multi-phased or segregated contract bid sets.
5. Services requested after Final Acceptance of Contractor's work.

SCHEDULE

We propose to begin work on this assignment in July 2026, targeting bidding during December of 2026 for a May 2027 construction start (contingent on OSLAD award and Village budgeting). We will prepare a detailed project schedule for your review and input during the initial project kick-off meeting.

COMPENSATION

Wight proposes to provide the Scope of Services described in this proposal for a Fixed Fee of:

Grant Application Phase:	\$6,500
Design Development Phase, Construction Documents Phase, Permitting Phase, Bidding & Negotiation Phase and Construction Phase (8%):	<u>\$256,000</u>
Total Fee: \$262,500	

In addition to the professional services fees, we will invoice reimbursable expenses at direct costs estimated at \$1500.

The following is a list of typical reimbursable expenses:

- CAD plots, printing, color reproductions, and delivery costs of drawings and reports.
- Supplies, materials, and costs related to specific reports and presentations.
- Travel at the current IRS-established reimbursement rate.

TERMS & CONDITIONS

This proposal assumes the terms and conditions outlined in the AIA Document B101-2017, "Standard Form of Agreement between Owner and Architect." Wight will invoice monthly based on a percentage of the work completed, and payment will be due in 30 days (or in accordance with the Illinois Prompt Payment Act).

We thank you for the opportunity to continue our relationship with the Romeoville Recreation Department and look forward to working with you on this design effort. If this proposal meets your approval, please sign and email back to us. If you have any questions regarding this proposal, please do not hesitate to contact us.

Respectfully submitted,

WIGHT & COMPANY



Robert S. Ijams, PLA
Director of Parks & Recreation



Jason Dwyer, AIA, LEED AP
President, Design & Construction

Approved by:

Signature

Date

Printed Name

Title

cc Patty King, Shawn Benson, Wight & Company