



February 23, 2022 (revised March 1, 2022)

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

**Century Park – Schematic Design through Construction Administration
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 design services for the redevelopment of Century Park located on Taylor Road. We have prepared our proposal in the following five parts:

- UNDERSTANDING
- SCOPE OF SERVICES
- SCHEDULE
- COMPENSATION
- TERMS & CONDITIONS

UNDERSTANDING

It is our understanding the Village would like to redevelop Century Park. The original park and current playground environment was installed in 1999 as a part of an OSLAD project. The modular play structure and swings has reached its useful life according to state standards. The Village has budgeted \$475,000 for this project.

Civil Engineering and the topographic survey will be performed by Robinson Engineering and contracted directly with the Village.

SCOPE OF SERVICES

Wight proposes to provide professional design/engineering services for Schematic Design Phase through Construction Phase services during the construction phase of the project for Century Park outlined in the Understanding through the following Scope of Service:

- A. Project Understanding and Programming Phase
 - 1. Conduct a project Kick-off Meeting to 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. Project budget
 2. Obtain relevant project data for the site:
 - a. Local ordinances
 - b. Aerial photography
 3. Obtain Topographic Survey (provided by owner/Robinson Engineering).
 4. Visit project site to review and photograph existing conditions and confirm survey information.
 5. Prepare Existing Conditions Plan using aerial photography and topographic survey.
 6. Identify permitting requirements with jurisdictional agencies (Robinson Engineering).
 7. Confirm site programming opportunities.
- B. Schematic Design Phase
1. Develop Schematic Design Concepts for:
 - a. Site Amenities:
 - i. Playground Environment
 - b. Landscape
 - c. Grading and Utilities (Robinson Engineering)
 2. Prepare construction cost estimate.
 3. Review Schematic Design Documents with RPRD one (1) time. Document meeting results via written meeting summary.
- C. Construction Documents Phase
1. Prepare the documentation of the proposed design improvements:
 - a. Cover Sheet
 - b. Existing Conditions Plans
 - c. Demolition Plans
 - d. Coordinate Storm Water Pollution Prevention Plans (provided by Robinson Engineering)
 - e. Coordinate Grading and Utilities Plans (provided by Robinson Engineering)
 - f. Layout and Materials Plans
 - g. Landscape Plans
 - h. Details
 2. Prepare the project manual specifications.
 - a. Part One: Front End
 - b. Part Two: Technical
 3. Prepare construction cost estimate.
 4. Review Construction Documents with RPRD up to two (2) times. Document meeting results via written meeting summary.
- D. Permitting Phase
1. Assist with submitting permit documents for the following permit agencies:
 - a. Building or site development permit, local municipality (by Robinson Engineering)

2. Revise permit submittals one time during the review process, as required by reviewing agencies.

E. Bidding and Negotiation Phase

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

F. Construction Phase

1. Prepare the AIA A101-2017 Standard Form of Agreement Between Owner and Contractor.
2. Attend the Pre-construction meeting with you and 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 (6 site visits total).
4. Provide responses to Request for Information (RFI) related to 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 punch list for work to be completed prior to final acceptance.
8. Review 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. Prior to 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 control of the project team.
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 upon your authorization and anticipate approximately 60-90 days to complete the design work.

COMPENSATION

Wight proposes to provide the Scope of Services described in this proposal for a Fixed Fee of Thirty-One Thousand Two Hundred Dollars (\$31,200.00).

Reimbursable expenses including reproduction, deliveries and mileage will be invoiced in addition to the professional services estimated at Eight Hundred Dollars (\$800.00).

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 partnering relationship with the Romeoville Parks and Recreation Department and look forward to working with you on this design effort. If this proposal meets your approval, please sign one copy and return it 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