



PROPOSAL FOR DESIGN SERVICES

ROMEOVILLE SKATEPARK

VILLAGE OF ROMEOVILLE | ROMEOVILLE, ILLINOIS

NOVEMBER 21, 2023

EXHIBIT A – SCOPE OF WORK

PROJECT DESCRIPTION

The Village of Romeoville, IL (Client) seeks professional design services for the development of a concrete skatepark at Volunteer Park in Romeoville, Illinois.

PHASE 1 – DESIGN DEVELOPMENT

Task 1.1 Project Kick-Off Meeting – Spohn Ranch and the Client will kick-off the project via an in-person meeting. We will review the project goals, project schedule and points of coordination.

- Task 1.1 Deliverable
 - Meeting Minutes (PDF)

Task 1.2 Information Gathering & Review – During the Project Kick-Off Meeting, Spohn Ranch and the Client will take stock of existing site data, studies and any other information pertinent to the project and project site. We will review existing information and work with the Client to collect additional information as necessary. The site information typically required to begin design work is as follows:

- Site survey (AutoCAD)
- As-built drawings
- Geotechnical report
- Any master plan design work or future improvements planned for the site
- Any local, state or federal design requirements

Task 1.3 Site Walkthrough – Spohn Ranch and the Client will conduct a site walkthrough to review existing conditions, photograph the site and discuss opportunities and constraints.

- Task 1.3 Deliverable
 - Walkthrough Minutes (PDF)

Task 1.4 Public Input Meeting #1 – Spohn Ranch will lead a public meeting to collect design input from the community.

- Task 1.4 Deliverable
 - Meeting Flyer (JPEG)
 - Meeting Minutes (PDF)

Task 1.5 Public Input Survey – Spohn Ranch will create an online survey to collect design input from the community.

- Task 1.5 Deliverable
 - Online Survey (URL)

Task 1.6 75% Design Development – Incorporating feedback from Public Input Meeting #1, Spohn Ranch will prepare two (2) alternate conceptual designs. Conceptual designs will address footprint, access, circulation, spacing, elevations and terrain sections, but not detail the specific dimensions of every obstacle.



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- Task 1.6 Deliverable
 - 3D Renderings (JPEG)
 - Labeled & Scaled 2D Site Plans (PDF)
 - Construction Cost Estimates (PDF)
 - 2D Bases (AutoCAD)

Task 1.7 Public Input Meeting #2 – Spohn Ranch will lead a public meeting to present 75% Design Development and solicit feedback.

- Task 1.7 Deliverable
 - Meeting Flyer (JPEG)
 - Meeting Minutes (PDF)

Task 1.8 95% Design Development – Incorporating feedback from Public Input Meeting #2, Spohn Ranch will refine the preferred conceptual design to a 95% Design Development level.

- Task 1.8 Deliverable
 - 3D Renderings (JPEG)
 - Labeled & Scaled 2D Site Plan (PDF)
 - Construction Cost Estimate (PDF)
 - 2D Base (AutoCAD)

Task 1.9 Public Input Meeting #3 – Spohn Ranch will lead a public meeting to present 95% Design Development and solicit feedback.

- Task 1.9 Deliverable
 - Meeting Flyer (JPEG)
 - Meeting Minutes (PDF)

Task 1.10 100% Design Development – Incorporating feedback from Public Input Meeting #3, Spohn Ranch will refine the preferred conceptual design to a 100% Design Development level.

- Task 1.10 Deliverable
 - 3D Renderings (JPEG)
 - Labeled & Scaled 2D Site Plan (PDF)
 - Construction Cost Estimate (PDF)
 - 2D Base (AutoCAD)

PHASE 2 – ENGINEERING DOCUMENTS

Task 2.1 Engineering Documents Kick-Off Meeting – Spohn Ranch will lead a virtual meeting with the Client to review 100% Design Development, special requirements and points of coordination.

- Task 2.1 Deliverable
 - Meeting Minutes (PDF)



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Task 2.2 85% Engineering Documents – Spohn Ranch will prepare professional engineering documents detailing the site improvements.

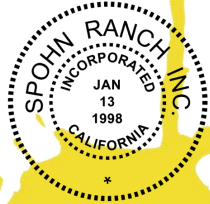
- Task 2.2 Deliverable (PDF & AutoCAD)
 - Title Sheet
 - Erosion & Sediment Control Plan
 - Demolition Plan
 - Information Plan
 - 3D Perspective
 - Layout Plan
 - Steel Plan
 - Color Plan
 - Jointing Plan
 - Grading & Drainage Plan
 - Sections
 - Construction Details
 - Technical Specifications

Task 2.3 85% Engineering Documents Review Meeting – The Client will review the 85% Engineering Documents submittal and prepare redline comments. Spohn Ranch will lead a virtual meeting with the Client to review the redline comments and identify actions necessary to address the comments.

- Task 2.3 Deliverable
 - Meeting Minutes (PDF)

Task 2.4 100% Engineering Documents – Spohn Ranch will incorporate feedback from the 85% Engineering Documents Review Meeting and prepare a 100% Engineering Documents submittal sealed by a IL-licensed structural engineer.

- Task 2.4 Deliverable
 - 100% Engineering Documents (PDF & AutoCAD)



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EXHIBIT B – PROJECT FEES

Fees for services described in Exhibit A shall be incurred and paid pursuant to the following schedule:

PHASE 1 – DESIGN DEVELOPMENT

TASK:	FEE:
PUBLIC INPUT MEETINGS (3 @ \$2,000.00/MEETING)	\$6,000.00
DRAFTING, 3D MODELING & RENDERING	\$17,500.00
COST ESTIMATING	\$1,500.00
MISCELLANEOUS PROJECT MANAGEMENT & COORDINATION	\$2,000.00
TOTAL FEES:	\$27,000.00

PHASE 2 – ENGINEERING DOCUMENTS

TASK:	FEE:
DRAFTING	\$10,000.00
TECHNICAL SPECIFICATIONS	\$1,500.00
COST ESTIMATING	\$1,000.00
STRUCTURAL ENGINEERING	\$2,500.00
CIVIL ENGINEERING	\$6,000.00
MISCELLANEOUS PROJECT MANAGEMENT & COORDINATION	\$2,000.00
TOTAL FEES:	\$23,000.00

- Reimbursable expenses (travel, printing, etc.) are included in the above fees
- Fees do not include any work not expressly described in Exhibit A
- Fees assume Spohn's standard terms and conditions incorporated into subsequent agreement



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EXHIBIT C – PROJECT LOCATION



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