



March 26, 2019

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

Wight & Company

wightco.com

2500 North Frontage Road

Darien, IL 60561

P 630.969.7000

F 630.969.7979

**PROFESSIONAL SERVICES PROPOSAL FOR
DEER CROSSING PARK- SITE MASONRY RENOVATION**

Dear Kelly:

Wight & Company (Wight) is pleased to submit this proposal to you and the Romeoville Parks and Recreation Department (RPRD) to provide design services to renovate the masonry walls at Deer Crossing Park. This proposal includes:

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

UNDERSTANDING

We understand the RPRD would like to repair the masonry work associated with amphitheater seat walls and playground retaining walls at Deer Crossing Park. Based on our discussions, the walls were originally installed in 2010. RPRD indicated the limestone veneer is spawling near the base of the walls in various locations. RPRD has \$100k budget for this work.

SCOPE OF SERVICES

Wight proposes to provide the following services for the site masonry renovation at Deer Crossing Park outlined in the Project Understanding through the following Scope of Services:

A. Project Understanding and Evaluation Phase

1. Conduct a project Kick-off Meeting and visit project site to review and photograph existing conditions.
2. Obtain relevant project data for the site:
 - a. As-builts/Original construction documents
3. Prepare Existing Conditions Plans.
4. Coordinate masonry contractor to review of condition and obtain remediation recommendations.

B. Construction Documents Phase

1. Prepare the documentation of the proposed design improvements:
 - a. Cover Sheet
 - b. Existing Conditions Plans

- c. Masonry Remediation Plans
 - d. Details
- 2. Prepare the project manual specifications.
 - a. Part One: Front End
 - b. Part Two: Technical
- 3. Prepare construction cost opinion.
- 4. Review Construction Documents with you. Document meeting results via written meeting summary.

C. Permitting Phase

- 1. Submit permit documents for the following permit agencies:
 - a. Building or site development permit, local municipality

D. 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.

E. 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 be review progress, approximately 3 site visits.
- 4. Provide responses to Request for Information (RFI) related to interpretation of contract documents.
- 5. Review contractor application for payments.
- 6. Review project for Final Acceptance.

SCHEDULE

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We propose to begin work on this assignment within 14 days of your authorization and anticipate approximately 30 day to complete this design work and coordination. RPRD would like the construction completed by June 10, 2019.

COMPENSATION

Wight proposes to provide the Scope of Services described in this proposal for a **Fixed Fee of Seven Thousand Five Hundred Dollars (\$7,500)**.

In addition to the professional services fees, we recommend a fixed amount of **Three Hundred Dollars (\$300)** for reimbursable expenses to be billed at direct costs plus 10%. The following is 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 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 partner with Romeoville Parks & Recreation Department and look forward to working with you on this 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
Group President, Design & Construction

Approved on Behalf of Romeoville Recreation Department

Name	Title	Date
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cc: Byron Wyny, Patty King
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