



Revised September 15, 2016
August 25, 2016

Kelly Rajzer
Director of Parks and Recreation
Village of Romeoville
900 West Romeo Road
Romeoville, Illinois 60446

RE: Discovery Park – Soccer Program / Permitting / Bidding / Construction

Dear Kelly,

Congratulations on receipt of your OSLAD award announcement! Thank you again for asking Hitchcock Design Group to submit this proposal for the continued evolution of the Discovery Park Project. We appreciate the opportunity to continue our work with you and the Village of Romeoville!

Project Understanding

Based on our discussions and the meeting held on August 22, 2016 with Robinson Engineering, and yourself, we understand that you would like to advance Phase I & II of the newly refined schematic design including elements identified in the OSLAD grant application as well as the buildout of the remaining soccer, detention, trails, and parking for a total project budget of **\$2,600,000**. The project should now include the following proposed improvements:

- Soccer (2 lit, 3 unlit, Full size) – Pending Budget
- Parking Lot (full build out)
- Sand Volleyball Court (2)
- Overlook
- Interpretive Signage
- Basketball Court (3 half court)
- Bean Bag Toss Games (2)
- Landscape Restoration and Detention
- Entrance Drive
- Trail System
- Planting Along Highpoint Drive Extension

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Naperville, Illinois 60540
630.961.1787

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Other elements that need to be accommodated, but are not a part of this phase include; the playground, shelter, concession / restroom, and maintenance building.

Outside of this proposal, we will continue to work alongside Robinson Engineering who will be responsible for Civil Engineering, Geotechnical Investigation, and Electrical Engineering aspects of the project. We will act as the project prime consultant and will collaborate seamlessly with them.

The Highpoint Drive Extension Project will be required to provide access to Discovery Park. The scope of work including roadway, sidewalk, curb, sewer, and water line extensions for this project is not included in the overall budget or scope defined within. We understand that this will be a separate Public Works project designed simultaneously. We will collaborate with Public Works and Robinson Engineering to merge the two projects where they meet. We have included the required street tree planting and seed restoration design for the road project within our scope.

Scope of Services

Since we are already near completion with the previously approved plan, the main tasks at hand are to bring the new or newly placed elements up to the same level of design documentation as the rest of the project and to validate the costs against the new budget.

Once the validation is complete with the new elements merged into the project, we will advance the Construction Documentation Phase preparing, documents that are suitable for permitting, bidding and construction.



Not previously in our scope, we will now complete the permitting phase, represent you during bidding, and following the construction contract award to a general contractor, we will administer the construction process for the overall project. We have included irrigation design as an optional service for your consideration. Please see the Scope of Services for our step-by-step approach.

Professional Fees

Based on the Scope of Services, the fees to complete the work as outlined are as follows:

Final Design Services:

Design Validation / Construction Documentation Update Phase	Fixed Fee: \$9,800
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Permitting Phase & Bidding Phase	Fixed Fee: \$10,300
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Construction Phase:	Fixed Fee: \$23,700
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Total Professional Service Fees:	\$43,800
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Optional: Irrigation Design (see attached proposal, no markup)	\$12,300
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Reimbursable expenses (printing and mileage) will be invoiced in addition to the professional service fees. We recommend setting aside \$1,500 for these expenses.

Project Team

I will be responsible for managing our work and coordinating with you and Robinson Engineering throughout the process. Other members of our Recreation Studio will participate as needed in order to advance the work in a timely way.

If you find this proposal acceptable, we will forward our standard contract amendment for your review and signature.

Thank you again for the opportunity to continue working with you and the Village of Romeoville. If you have any questions or wish to discuss this proposal further, please do not hesitate to call.

Sincerely,
Hitchcock Design Group

Eric Hornig
Principal

cc: Bill Inman, Hitchcock Design Group

Enclosures: Scope of Services



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ACCEPTANCE

Unless specifically described in this Amendment, all other terms and conditions of the Agreement remain in effect. Please sign and return this Amendment Number 1. A countersigned agreement will be returned to you. This agreement may be modified or withdrawn unless written authorization to proceed has been received within 30 days.

Accepted: _____
Village of Romeoville

Accepted: _____
Eric Hornig, Principal
Hitchcock Design Group

