



May 31, 2017

Dawn Caldwell
Assistant Village Manager
Village of Romeoville
1050 West Romeo Road
Romeoville, Illinois 60446

**RE: Flyer's Corridor Beautification and Branding
Schematic Design**

Dear Dawn,

Thank you for asking Hitchcock Design Group to submit this Schematic Design proposal for the Flyer's Corridor Beautification and Branding project. We appreciate the opportunity to continue our work with you, the Village of Romeoville and Lewis University!

PROJECT UNDERSTANDING

Now that the Master Plan has been ratified by the Village of Romeoville (VR) and Lewis University (LU) decision makers, all parties agree that the next step is to conduct detailed Schematic Design work, including:

- Develop detailed base information between Renwick and Airport Roads (approximately 6,200 linear feet)
- Engage VR and LU in a three-month Schematic Design process to finalize the scale, style and material-makeup of all Master Plan elements
- Engage VR's Village Engineer in transportation-related design and preliminary IDOT permitting analysis
- Develop a Schematic Design drawing package to guide final design and engineering
- Calculate specific quantities and costs for all proposed improvements, incorporate transportation-related design elements, ComEd costs and a refined phasing approach
- Update presentation graphics to reflect final Schematic Design

221 W. Jefferson Avenue
Naperville, Illinois 60540
630.961.1787

hitchcockdesigngroup.com

VR will lead the project and LU will contribute to the cost. Once the Schematic Design Phase is complete, the deliverables will become the basis for the business agreement between VR and LU, and the road map for final design, engineering and construction of the first, and future, phases of work.

This will be the second-step toward achieving the goal of delivering the Phase I built-work in 2019:

- | | |
|-----------------------------------|--|
| • Master Plan; | February 2017 – May 2017 (completed) |
| • <i>Schematic Design Phase</i> ; | <i>July 2017 - September 2017 (3-months)</i> |
| • Final Design and Engineering; | October 2017 - January 2018 (4-months) |
| • IDOT Permitting; | February 2018 – July 2018 (6-months) |
| • Bidding and award; | August 2018 - September 2018 (2-months) |
| • Construction; | October 2018 – May 2019 |

The above preliminary schedule assumes the ComEd engineering and applicable utility relocation work is accomplished by October 2018.

SCOPE OF SERVICES

We will first work with VR and Robinson Engineering to establish accurate base information for the Route 53 corridor between Renwick and Airport Roads. This may require some miscellaneous survey work, but it is not our intention to survey the entire corridor for this phase of the project.

Concurrently, our design team will begin detailed schematic design for all hardscape and landscape elements, creating drawing sheets at appropriate scales to document and quantify the proposed



May 31, 2017
Village of Romeoville and Lewis University
Page 2

improvements. Preliminary construction detailing will be prepared to help solidify each project component, and enable cost-calculations.

We will facilitate a series of up to four meetings over the 12-week Schematic Design phase to review, refine and advance the Schematic Design deliverables with VR and LU. At each review meeting, we will bring an updated Schematic Design package, including cost information and schedule updates.

Once we near the end of Schematic Design, our team will update the presentation drawings (similar to what we prepared during the Master Plan Phase), which will be suitable for informing VR and LU Trustees about the character of the proposed corridor enhancements.

PROFESSIONAL FEES

Based on the above scope description, the fees to complete this work will be as follows:

Schematic Design Phase:	\$64,500
-------------------------	----------

We understand that this cost will be shared between the Village of Romeoville and Lewis University. To avoid two contractual relationships for this initial design study, we will invoice and receive payment from the Village of Romeoville for the full amount, and trust that you will seek reimbursement from Lewis University.

We have included the time and expenses HDG incurred since the Master Plan scope expired in the above fee, including deliverable refinement, printing/mounting presentation graphics, meeting with Illini Precast and making presentations to the Lewis University Facilities Committee and Board.

Reimbursable expenses will be invoiced in addition to the professional service fees, but will be minimal unless professional printing is requested. Please include up to \$2,000 in your budget.

We also recommend that you budget for up to \$30,000 in miscellaneous survey work and civil/transportation consultation.

PROJECT TEAM

Tim King will manage Hitchcock Design Group's work. Tim will be assisted by several talented designers and technicians within our Naperville Studios to complete this work in accordance with the above schedule. I will continue to participate in design strategies and key-meetings between VR and LU throughout the process.

If you find this proposal acceptable please initial this document and scan back to HDG. The terms of our retainer-contract with VR will apply, as usual.

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

Sincerely,
Hitchcock Design Group

Bill Inman
Principal | Senior Vice President