



March 22, 2018

Kelly Rajzer
Village of Romeoville
900 West Romeo Road
Romeoville, Illinois 60446

RE: Village Park Tennis Court Lighting

Dear Kelly,

Thank you for asking Hitchcock Design Group to submit this proposal for your Village Park Tennis Lighting project. We appreciate the opportunity to continue our work with you and the Village of Romeoville.

PROJECT UNDERSTANDING

Based on our discussions, we understand that the Village of Romeoville would like to replace the aging sports lighting at the tennis courts in Village Park with new poles / fixtures and provide any site improvements needed to repair the disturbance caused by construction. The project could begin anytime after May 1, 2018 and the all-inclusive budget is \$160,000.

SCOPE OF SERVICES

We will begin with a site visit to note any differences between the previous phase's final drawings and the current conditions. We will prepare a Schematic Design diagram to confirm direction and then prepare drawings suitable for coordination with a lighting vendor. We will then advance the Construction Documentation Phase to prepare documents that are suitable for bidding and construction. We will represent you during bidding, and following the construction contract award to a general contractor, we will administer the construction process.

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:

Preliminary Design Services:	
Research and Analysis Phase,	
Schematic Design Phase:	\$3,000
Final Design Services:	
Design Development Phase,	
Construction Documentation Phase,	
Bidding and Negotiation Phase:	\$11,700
Construction Phase Services:	
Construction Administration,	
Construction Observation,	
Contract Close-out:	Hourly as requested

Reimbursable expenses (printing, mileage and courier) will be invoiced in addition to the professional service fees. We recommend setting aside \$500 for these expenses.

PROJECT TEAM

I will manage our work and other members of our Recreation Studio will participate as needed to advance the work in a timely way. We have included Nova Engineering on our team for electrical engineering.

225 W. Jefferson Avenue
Naperville, Illinois 60540
630.961.1787

hitchcockdesigngroup.com



March 22, 2018
Village of Romeoville – Village Park Tennis Court Lighting
Page 2

We can begin work upon your authorization and anticipate completing our work within 30 - 45 days.

Thank you again for the opportunity to continue working with you and 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



Scope of Services

Village Park Tennis Court Lighting

PRELIMINARY DESIGN SERVICES

The goal for this part of the agreement is to finalize the program and reach consensus on a preliminary design approach for the proposed capital improvements.

A. Program and Analysis Phase

Objective: The objective is to confirm the project program, characteristics of the existing resources, probable permit requirements, owner/users and stakeholder interests and produce new maps and a program summary that will be the basis for further design.

Process: Specifically, the Hitchcock Design Group team will:

1. **[Meeting #1: Staff]** Conduct a **Kick-off and Programming Workshop** with client representatives and the other project team members confirming:
 - a. Project area ownership and access
 - b. Goals and objectives
 - c. Project team structure and responsibilities
 - d. Constituent interests and jurisdictional agencies
 - e. Available data and data gathering needs
 - f. Budgeted costs and potential revenue sources
 - g. Communications and decision-making protocol
 - h. Tentative schedule
 - i. Invoicing and payment
2. **Collect Data Previously Prepared** for the project area and the immediate surroundings including:
 - a. Local ordinances and development standards
 - b. Geo-technical reports
 - c. Topographic surveys
 - d. Boundaries, property ownership and easements
 - e. Previously prepared improvement plans
3. **Photograph the Project Area** and immediate surroundings in order to identify readily apparent physical conditions and patterns of use.
4. Prepare **Base Maps** at Appropriate Scales using the inventoried data and the boundary and topographic survey.

Deliverables: **Base Maps**

B. Schematic Design Phase

Objective: The objective is to reach consensus on the type, location, organization, scale, character and potential cost of specific capital improvements.

Process: Following your approval of the Program and Analysis Phase, the Hitchcock Design Group team will:

1. Prepare **Schematic Design Alternatives** illustrating site geometry and the scale, type and organization of the project elements including:
 - a. Sports Light Locations



- b. Site restoration elements
- c. Landscape improvements
- 2. Prepare **Preliminary Engineering Recommendations** including:
 - a. Electrical
- 3. Prepare the **Schematic Design Documents** including:
 - a. Plan view diagram at an appropriate scale
- 4. **Coordinate with Manufacturers** for the items lighting to confirm budget.

Deliverables: **Schematic Design Diagram**

FINAL DESIGN SERVICES

B. Construction Documentation Phase

Objective: The objective is to produce the final drawings, specifications, quantity schedules, project manual and other bid documents that will be used to competitively bid and construct the improvements.

Process: Following approval of the Design Development Phase, the Hitchcock Design Group team will:

- 1. **Finalize the Graphic Documentation** that will be used to bid and construct the improvements including:
 - a. Digital construction drawings
 - i. Cover sheet, notes and legend
 - ii. Existing conditions / Site preparation plan
 - iii. Layout and materials plan
 - iv. Planting plan
 - v. Site construction details
 - vi. Electrical plan
 - vii. Electrical details
- 2. **Finalize the Written Documentation** that will be used to bid and construct the improvements including:
 - i. General and Supplementary Conditions
 - ii. Technical specifications
- 3. Prepare a summary of estimated quantities and a **Construction Cost Opinion**.
- 4. **[Meeting #2: Staff]** Review the Construction Documents with you at 75% completion milestones. Prepare written summary of discussions.
- 5. Perform internal **Quality Management Review** of the Construction Documents.

Deliverables: **Construction Drawings, Construction Specifications, Construction Cost Opinion, Meeting Summary**

C. Bidding and Negotiation Phase

Objective: The objective is to help the client select a qualified contractor to construct the improvements.

Process: Following your approval, the Hitchcock Design Group team will:



1. **Place Bidding Documents in Online Digital Plan Room** for bidding distribution and Management.
2. **Recommend Reputable Contractors** for your consideration.
3. Help you advertise the bid letting by preparing **Legal Notice** for your use in publicizing the bid.
4. **Answer Questions and Issue Written Addenda**, when appropriate, to all bidders regarding changes to or clarifications of the Contract Documents.
5. **[Meeting #3: Staff / Prospective Bidders] Attend the bid opening** and record the results.
6. **Prepare a Bid Tabulation** spreadsheet.
7. **Perform Reference Checks** for the apparent low bidder's references.
8. **Issue a Bid Results Summary Letter.**

Deliverables: **Bidding Documents, Legal Notice, Addenda, Bid Tabulation, Results Summary Letter, Meeting Summaries**

CONSTRUCTION PHASE SERVICES (HOURLY AS REQUESTED)

The goal for this part of the engagement is to help the client get the improvements constructed. Following award of the work to a Contractor, Hitchcock Design Group will provide these Construction Services until Final Acceptance of the work, or until 60 days after Substantial Completion of the work, whichever occurs first.

A. Construction Administration

Objective: The objective is to help you finalize and administer your construction contract with the Contractor.

Process: Following your award of the work to a Contractor, the Hitchcock Design Group team will provide these Construction Services until Final Acceptance of the work, or until 60 days after Substantial Completion of the work, whichever occurs first:

1. Help you prepare an **Owner / Contractor Agreement**.
2. **[Construction Meeting #1: Staff / Contractor]** Conduct a **Pre-Construction Meeting** with you and the Contractor to review:
 - a. Contractor mobilization and staging
 - b. Contractor schedules
 - c. Contractor submittals
 - d. Responsibilities
 - e. Communications
 - f. Payment procedures
3. **Issue Interpretations or Clarifications** of the Contract Documents when requested by: you or the Contractor.
4. Prepare recommendations for construction **Change Orders**, as requested by:
 - a. You, because of a change that you wish to make to the scope of the Contractor's work
 - b. The Contractor because of the discovery of job site conditions that were concealed or unknown when the Owner / Contractor Agreement was executed, as approved by you



5. **Review Submittals and Shop Drawings**, product data and material samples which the Contractor is required to submit for the limited purpose of determining their general conformance with the design concept and information contained in the Contract Documents.
6. **Review Testing Procedures** and data provided by independent testing services.
7. Prepare written **Payment Recommendations** upon review of Contractor's monthly payout applications.

Deliverables: **Owner / Contractor Agreement, Clarifications, Change Orders, Submittal Review, Testing Review, Payment Recommendations**

A. Construction Observation

Objective: The objective is to become familiarized with the progress and quality of the Contractor's work and to determine if the work is proceeding in general conformance with the Contract Documents.

Process: During construction, we will:

1. **[Construction Meetings #2 - #3: Staff / Contractor]** Assuming a one (1) month construction period, **participate in Site Meetings** every two (2) total progress meetings budgeted) with you and the contractor to become familiarized with the progress and quality of the Contractor's work and to determine if the work is proceeding in general conformance with the Contract Documents.
2. **Prepare Field Reports** of the progress meetings at the site with you and the Contractor.

Deliverables: **Field Reports**

B. Contract Close-out

Objective: The objective is to help the client close out its construction contract with the Contractor.

Process: After the Contractor notifies the client that the work is Substantially Complete, Hitchcock Design Group will:

1. **[Construction Meeting #4: Staff / Contractor]** Participate in one (1) site visit to conduct a walk through and **prepare a Punch List** upon substantial completion of the construction of the work documented by us.
2. **Review Contract Close-out Submittals** required as provided by the Contractor, such as but not limited to:
 - a. Operating and maintenance manuals
 - b. As-built record drawings
 - c. Labor and material lien waivers
 - d. Payment applications
3. **Prepare Final Payment Recommendations** regarding the Contractor's request for acceptance of substantially and finally completed work.

Deliverables: **Punch List, Closeout Submittal Review, Final Payment Recommendation**



GENERAL PROJECT ADMINISTRATION

We will manage the performance of our own work throughout the term of the contract by providing the following services:

A. Communications

2. Schedule, create agendas and summarize the highlights of periodic meetings
1. Rehearse, attend and present at public forums identified
2. Collect and disseminate communications from other parties
3. Periodically inform your representative about our progress

B. Schedules

1. Create, periodically update and distribute the project schedule
2. Coordinate the activities of our staff and our consultants

C. Staffing

1. Select and assign staff members and consultants to appropriate tasks and services
2. Prepare and administer consultant agreements

D. File Maintenance

1. Establish and maintain appropriate correspondence, financial, drawing and data files
2. Obtain appropriate insurance certificates from consultants
3. Maintain appropriate time and expense records

ADDITIONAL SERVICES

We may provide additional services, at your approval that are not included in the Basic Services, such as:

1. Revisions to previously-completed and approved phases of the Basic Services
2. The services of additional consultants not specified in the proposal documents
3. Meetings with you or presentations to other parties not specified in the Basic Services
4. Detailed quantity estimates and construction cost opinions using data or formats other than our own
5. Detailed written summaries of our work or our recommendations
6. Services rendered after the time limitations set forth in this contract
7. Services required due to the discovery of concealed conditions, actions of others, or other circumstances beyond our control
8. Services required to restart the project if you suspend our work at your convenience for more than 90 days during the performance of our services
9. Preparation of segregated or multiple contract bid sets or more than one Owner / Contractor agreement
10. Services rendered after Final Acceptance of the Contractor's work or services rendered more than 60 days after Substantial Completion of the Contractor's work

AUTHORIZATION

Services or meetings not specified in this scope of services will be considered additional services. If circumstances arise during our performance of the outlined services that we believe require additional services, we will promptly notify you about the nature, extent and probable additional cost of the additional services, and perform only such additional services following your written authorization.