



May 9, 2018

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

RE: Flyers Corridor – Final Design and Engineering Services, Construction Phase Services

Dear Dawn,

Thank you for asking Hitchcock Design Group to submit this proposal for the Flyers Corridor Final Design and Engineering Services. We appreciate the opportunity to work with the Village and Lewis University to advance this important corridor improvement project.

Project Understanding

We understand that the Village of Romeoville and Lewis University have approved the Preliminary Design for the Flyers Corridor improvements. The improvements are a collaborative effort between the Village and University to enhance the Route 53 corridor from Airport Road to Renwick Road as a gateway to the Village and University.

The design is intended to beautify and apply the Lewis University Flyers brand along the corridor. The improvements include entry monuments, screen walls, fencing, signage, a pedestrian walkway, landscape, planted medians, lighting and banners. Burial of overhead utilities is also included as a separate project.

The budget for the first phase of improvements is approximately \$2 million, not including the burial of the overhead utilities. The total cost of the improvements could exceed the phase 1 budget; however, the Village and University would like to complete Final Design, Engineering and Permitting for all the improvements at this time to simplify the implementation of future improvements as funds become available.

Now that the Preliminary Design has been approved and ComEd has determined the scope, schedule and budget for the utility burial, the Village and University are ready to advance the Final Design and Engineering of the corridor improvements suitable for permitting, bidding and construction.

Scope of Services

We propose to complete Final Design and Engineering services and Construction Phase services as summarized below and described in greater detail in the attached Scope of Services.

Based on the approved Preliminary Design, we will prepare Design Development and Construction Documents for the proposed improvements. During Design Development, we will add further detail to the proposed improvements, update the construction cost opinion, and finalize the strategy for permitting and construction. We will prepare local permit documents for items located outside of the IDOT right-of-way for approval by the Village and University, and we will coordinate with Robinson Engineering to prepare the permit documents for items located within the IDOT right-of-way. Once the plans are approved for permit by the various agencies, we will complete the final construction documents that will be used to competitively bid and construct the improvements.

We will also provide important Construction Phase services including Administration, Observation and Contract Close-out at our standard hourly rates. Construction Phase services will be approximately 2.5 percent of the construction value of the first phase improvements.

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Naperville, Illinois 60540
630.961.1787

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Professional Fees

We propose to complete the outlined services for the following fees:

Final Design and Engineering Services:	\$ 150,000	Fixed Fee
Construction Phase Services:	\$50,000	Hourly Not-to-Exceed estimate

In addition to the fees, we will also invoice customary reimbursable expenses such as printing, mileage and courier services not-to-exceed \$1,500.

Project Team

Bill Inman will continue to oversee our work, and I will continue to be our project manager. I will be directly responsible for routine project communications with you and rest of the project team. Other members of our design studio will participate as needed to advance the work in a timely way.

We will be responsible for the items that will be located outside of the IDOT right-of-way, and we will engage a structural engineer, electrical engineer, and an irrigation designer as needed. McClusky Engineering will provide structural engineering services related to the entry monument and sound wall foundations. Nova Engineering will provide electrical engineering for the entry monument accent lighting. FRS Design Group will provide irrigation design services for the entry monument areas to be irrigated.

Our understanding is that Robinson Engineering will be responsible for the engineering of the improvements within the IDOT right-of-way, including the median curbs and street lighting. Robinson will also prepare the IDOT permit documents. We will provide the landscape plans, including irrigation and accent lighting, for the items that fall within the IDOT right-of-way to Robinson to include with the IDOT permit documents.

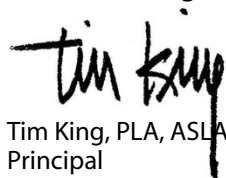
Schedule

The anticipated schedule is for ComEd to begin construction for the burial of the overhead utilities after the 2018 University fall move-in, and to complete construction prior to graduation by spring of 2019. Construction of the first phase of enhancements will follow the ComEd project, beginning in early summer of 2019, and to be completed prior to 2019 fall move-in. Additional phases will follow, depending on budget in the 2020 construction season.

The Final Design and Engineering documents will be completed during the 2nd quarter of 2018 for permitting and approval by the end of 2018. Bid documents will be finalized in the 1st quarter of 2019 to be ready for construction in the spring of 2019.

Thank you again, for the opportunity to participate on this important project.

Sincerely,
Hitchcock Design Group



Tim King, PLA, ASLA
Principal

Encl: Scope of Services
 Standard Hourly Rates
 Preliminary Schedule



Scope of Services

PRELIMINARY DESIGN SERVICES

Completed

FINAL DESIGN AND ENGINEERING SERVICES

A. Design Development (Pre-final Engineering)

Objective: Reach consensus with the Village and University on the final design, probable cost and implementation strategy for the proposed improvements. Obtain construction permits from the appropriate jurisdictional agencies.

Process: Specifically, based on the approved Preliminary Design, HDG will:

1. Prepare **Design Development Documents** illustrating the final size, horizontal and vertical geometry, structure, materials, finishes, and supporting calculations, as appropriate, for the proposed improvements.

Items located outside of the IDOT right-of-way, including:

- a. Entry feature located at Airport Road
- b. Screen wall including University branding located across from the University main entrance and fencing along pre-cast factory frontage
- c. Landscape located outside of the IDOT right-of-way on both sides of Route 53
- d. Pedestrian walkway from Airport Road to University main entrance
- b. Accent lighting at the University main entrance and Airport Road gateway areas
- c. Irrigation at the University main entrance and Airport Road gateway areas

Items located within the IDOT right-of-way, including:

- a. Pole mounted electronic message board entry sign located at the NW corner of Renwick Road
 - b. Landscape located within the IDOT right-of-way on both sides of Route 53
 - c. Planted medians at Airport Road and University entrance areas
 - d. Combination street and pedestrian lighting at Airport Road, Lewis Entry, and Renwick Road gateway areas
 - e. Banners and banner poles at Airport Road, Lewis Entry, and Renwick Road gateway areas
 - d. Accent lighting at the University main entrance and Airport Road gateway areas located within the IDOT right-of-way
 - e. Irrigation at the University main entrance and Airport Road gateway areas located within the IDOT right-of-way
2. Collect and review **Product Data** and **Material Samples**. Prepare **Outline Specifications**, including the products, materials and finishes of each component or system.
 3. Prepare a summary of quantities and updated **Construction Cost Opinion**.
 4. Prepare a **Construction Strategy Memorandum** summarizing:
 - a. Construction phasing
 - b. Required permits
 - c. Construction delivery method
 - d. Village, University and HDG roles during construction
 - e. Public relations plan



5. (Mtg #1) Review the Design Development Document work-in-progress with Village and University representatives (50% review).
6. Revise the Design Development Documents and previously prepared Presentation Exhibits, as may be required.
7. Prepare **Local Permit Documents** including the applications, drawings and supporting calculations that are required to secure the following construction permits anticipated for the proposed improvements:
 - a. Lewis University approvals
 - b. Village of Romeoville approvals
8. Coordinate with Robinson Engineering who will prepare **IDOT Permit Documents** including the applications, drawings and supporting calculations that are required to secure the IDOT permits anticipated for the proposed improvements.
9. (Mtg#2) Review the revised Design Development Documents and Permit Documents with Village and University representatives (75% review).
10. For items located outside of the IDOT right-of-way, submit Permit Documents to Lewis University and the Village of Romeoville for review and approval.
11. For items located within the IDOT right-of-way, submit plans to Robinson Engineering who will incorporate them into their Permit Documents and submit to IDOT for review and approval.
12. Revise the Permit Documents to facilitate jurisdictional approvals and permit(s). Prepare a disposition of comments and resubmit as required.

Deliverables: **Design Development Documents** (DWG and PDF files); **Product Data, Material Samples, and Outline Specifications; Construction Cost Opinion** (letter sized PDF files); **Construction Strategy Memorandum** (letter sized PDF files); **Local Permit Documents** (DWG and PDF files); **IDOT Permit Documents** (DWG and PDF files)

B. Construction Documents (Final Engineering)

Objective: Produce the final Construction Drawings and Project Specifications that will be used to construct the specified improvements.

Process: Specifically, following approval of the Design Development documents, HDG will:

1. For items located outside of the IDOT right-of-way, finalize and submit the graphic **Construction Drawings** including:
 - a. Project identification and general information
 - b. Notes, index and standards
 - c. Summary of estimated quantities
 - d. Alignment, ties and bench marks
 - e. Typical sections
 - f. Maintenance of traffic
 - g. Erosion and sedimentation control
 - h. Existing conditions and removals
 - i. Grading
 - j. Geometric layout and materials
 - k. Planting
 - l. Irrigation
 - m. Signage and wayfinding



- n. Electrical and lighting
 - o. Utilities
 - p. Construction details
2. For items located within the IDOT right-of-way, finalize and submit the graphic **Construction Drawings** to Robinson Engineering to incorporate into their Construction Document set, including:
 - a. Notes, index and standards
 - b. Summary of estimated quantities
 - c. Typical sections
 - d. Existing conditions and removals
 - e. Grading
 - f. Geometric layout and materials
 - g. Planting
 - h. Irrigation
 - i. Accent lighting
 - j. Construction details
 3. Prepare and submit the written **Project Specifications and Special Provisions** including:
 - a. Introductory information
 - b. Bidding requirements
 - c. Contracting requirements
 - d. General requirements
 - e. Technical specifications
 4. Update and submit the **Construction Cost Opinion** and **Schedule**.
 5. (Mtg #3) Review the Construction Documents with Village staff and University representatives (90% review).
 6. Finalize the Construction Documents as required.
 7. (Mtg #4) Review the final Construction Documents with Village staff and University representatives (100% review).
 8. Make minor revisions, stamp and resubmit, as may be required.

Deliverables: **Construction Drawings** (DWG and PDF files); **Project Specifications and Special Provisions, Construction Cost Opinion** and **Schedule** (letter sized PDF files)

C. Bidding and Negotiation

Objective: Help select and engage a qualified Contractor to construct the improvements.

Process: Following approval of the Construction Documents, HDG will:

1. Prepare and submit **Bid Documents** including:
 - a. Advertisement and Invitation to Bid
 - b. Project Manual including Instructions to Bidders, Bid forms and sample Contract
 - c. Construction Drawings
2. Prepare a **Contractor Invitation List** identifying reputable contractors for consideration.
3. Help the Village coordinate Construction Document and Bid Document printing, and help advertise and coordinate the bid letting.



4. Conduct a pre-bid meeting for interested bidders and issue a written **Pre-bid Meeting Summary** to all participants.
5. Issue written **Bid Addenda**, when appropriate, to all bidders regarding changes to or clarifications of the Construction Documents or Bid Documents.
6. Review the bids, tabulate the results and issue a **Bid Tabulation** and **Award Recommendation**.
7. Prepare and submit the Owner/Contractor Agreement to staff and the low bidder.
8. Meet with staff and the successful bidder to negotiate the final contract.

Deliverables: **Bid Documents, Contractor Invitation List, Pre-bid Meeting Summary, Bid Addenda, Bid Tabulation and Award Recommendation** (letter sized PDF files)

CONSTRUCTION SERVICES

A. Administration

Objective: Until final acceptance of completed Work, or until 60 days after the Certificate of Substantial Completion is issued, whichever occurs first, help staff interpret and administer the Contract Documents (both the Owner/Contractor Agreement and the Construction Documents) with the Contractor.

Process: Specifically, following the execution of the Owner/Contractor Agreement, HDG will:

1. Participate in a pre-construction meeting with staff and the Contractor to review:
 - a. Contractor mobilization and logistics
 - b. Temporary measures
 - c. Contractor schedules
 - d. Contractor submittals
 - e. Village/City, HDG and Contractor responsibilities
 - f. Communications protocol
 - g. Testing, Submittal, Requests for Information, and Change Order processes
 - h. Payment procedures
 - i. Contract Close-out procedures
2. Assist the staff to engage an independent testing service to provide required materials testing.
3. Following staff approval, issue a **Notice to Proceed** to the Contractor authorizing the commencement of construction.
4. Visit local nurseries with the Contractor to select certain, specified plant materials.
5. Observe the Work, at intervals appropriate to the stage of construction, 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.
6. Coincidental with periodic observations, participate in progress meetings at the site with staff and the Contractor to review:
 - a. Progress of the Work
 - b. Contractor schedules
 - c. Contractor submittals, requests and proposals



- d. Other observations and clarifications
- 7. Review and issue **Submittal Review Memoranda** and maintain a **Submittal Review Log** for shop drawings, product data, material samples and tests which the Contractor is required to submit, but only for the limited purpose of determining their general conformance with the design concept expressed in the Contract Documents. HDG is entitled to rely on the adequacy of the information provided by other design professionals engaged by the Contractor or independently engaged by the Village to prepare such submittals. HDG's review does not include:
 - a. The accuracy or thoroughness of details such as quantities, dimensions, weights or gauges
 - b. The appropriateness of fabrication or installation processes
 - c. Coordination of the Work, with other trades
 - d. Safety precautions
- 8. Maintain a **Request for Information Log** of Contractor requests for information about the Contract Documents, and with reasonable promptness, prepare **Supplemental Instructions** that interpret, clarify or modify the Contract Documents including supplemental:
 - a. Information
 - b. Drawings
 - c. Specifications
- 9. Review Contractor Change Order requests with reasonable promptness, issue **Requests for Proposal**, and prepare, process, and maintain a **Change Order Log** for Village approved **Change Orders** for changes to the Work including minor changes to the Work that do not impact the Contract Time or Contract Sum or other changes that may impact the Contract Time or Contract Sum including:
 - a. Village initiated changes to the scope of work
 - b. Additional work required as a result of the discovery of unknown or concealed site conditions at the time the Owner/Contractor Agreement was executed
 - c. Supplemental Instructions
- 10. Based on periodic observations of the Work, review the Contractor's periodic Application for Payment and prepare a **Certificate for Payment** indicating that to the best of HDG's knowledge and belief the Contractor has completed the Work represented in the application subject to:
 - a. subsequent review of the Work in conformance with the Contract Documents
 - b. the results of subsequent tests and observations
 - c. the correction of minor deviations from the Contract Documents prior to completion

Deliverable: Notice to Proceed, Submittal Review Memoranda, Submittal Review Log, Request for Information Log, Supplemental Instructions, Requests for Proposal, Change Order Log, Change Orders, Certificates for Payment (letter sized PDF files)

B. Contract Close-out

Objective: Help staff close out the Owner/Contractor Agreement with the Contractor.

Process: Specifically, after the Contractor notifies the Village that the Work is substantially complete, HDG will:

- 1. Review and process the Contractor's request for acceptance of substantially completed Work including:
 - a. Observation of the Work to determine the date of Substantial Completion
 - b. If acceptable, issuance of a **Certificate of Substantial Completion**
 - c. Review the Contractor's list of remaining Work



- d. If necessary, preparation of a **Punch List** of deficient or incomplete Work
2. Confirm and submit to staff the balance of the Contract Sum, including amounts retained for final completion and/or correction of any deficient Work.
3. Review and submit to Village the required submittals to be provided by the Contractor, such as, but not limited to:
 - e. Operating and maintenance manuals
 - f. As-built record drawings
 - g. Labor and material lien waivers
 - h. Release of surety, if any
 - i. Contractor's final Application for Payment
4. Review and process the Contractor's final Application for Payment and acceptance of completed work including:
 - a. Observation of the Work with staff to determine conformance with the Contract Documents and completion of the Punch List
 - b. Issuance of the final **Certificate for Payment**

Deliverables: **Certificate of Substantial Completion, Punch List, Certificate for Payment** (letter sized PDF files)

GENERAL PROJECT ADMINISTRATION

In addition to the services outlined above, HDG will administer the performance of its own work throughout the term of the contract by providing the following services:

A. Communications

1. Schedule, create agendas and summarize the highlights of periodic meetings
2. Rehearse, attend and present at public forums identified
3. Collect and disseminate communications from other parties
4. 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

OPTIONAL, ADDITIONAL SERVICES

Services or meetings not specified in this scope of services will be considered Additional Services. If circumstances arise during HDG's performance of the outlined services that require additional services, HDG will promptly notify Client about the nature, extent and probable additional cost of the Additional Services, and perform only such Additional Services following Client's written authorization.



Preliminary Schedule

Phase	Duration
Final Design and Engineering	
Design Development (Pre-final)	May – Jul 2018
Village and Lewis permit submittal - approval	Aug - Oct 2018
IDOT permit submittal - approval	Aug 2018 – Jan 2019
Construction Documents (Final)	Sep 2018 – Jan 2019
Bidding and Negotiation	Feb 2019 – March 2019
Construction	
Construction Phase 1	May – August 2019
Overhead Utility Burial	
ComEd Final Design and Engineering	May – Jul 2018
IDOT permits	Jul - Aug 2018
Construction	Sep 2018 – May 2019

Under normal circumstances, the Hitchcock Design Group team prefers to advance the proposed Scope of Services in a continuous and timely manner in general conformance with this preliminary schedule. However, because of many factors that we cannot control, such as illness, third party actions and political considerations, it is impossible for us to guarantee completion of these services by a specific date. We will update this schedule, from time to time, as the project advances in order to reflect the most recent information.



Standard Billing Rates and Expenses

Effective April 28, 2018

Billing Rates

Senior Principal	\$255
Principal	\$185
Senior Associate	\$145
Associate	\$120
Junior Associate	\$100

Expenses

In addition to our standard hourly rates, we invoice qualified sub-consultant fees, travel and reproduction expenses at 115% of our cost. We will invoice mileage in personal or company-owned cars at 115% of the current IRS reimbursement rate.