



March 25, 2021

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

**Meadowalk Park – Schematic Design through Construction Administration  
Professional Services Proposal**

Dear Ms. Rajzer:

Wight & Company (Wight) is pleased to submit this proposal to you and the Village of Romeoville Parks and Recreation Department (RPRD) to provide design services for the redevelopment of Meadowalk Park located on Honeytree Drive. We have prepared our proposal in the following six parts:

UNDERSTANDING  
SCOPE OF SERVICES  
SCHEDULE  
COMPENSATION  
BUDGET  
TERMS & CONDITIONS

**UNDERSTANDING**

It is our understanding that the Village would like to redevelop Meadowalk Park. The current playground environment, installed in 2005, includes a modular play structure and swings (two tot and two belt) and has reached its useful life according to state standards. The existing shelter was installed in 2010. The Village has budgeted \$375K for this project. Based on staff discussion the preliminary project program includes:

- Playground equipment
- Shelter
- Trail system
- Playground containment curb
- Mulch play surfacing
- Site furnishings
- Landscaping
- Lighting

Civil Engineering and the topographic survey will be performed by Robinson Engineering and contracted directly with the Village.

## SCOPE OF SERVICES

Wight proposes to provide design services to prepare schematic documents through construction administration for Rotary Park outlined in the Understanding through the following Scope of Service:

### A. Project Understanding and Programming Phase

1. Conduct a project Kick-off Meeting to align the basic client expectations and reach a mutual understanding of the following:
  - a. Key participants and decision-makers
  - b. Project goals and objectives
  - c. Existing conditions
  - d. Scope of work
  - e. Deliverables
  - f. Tentative project schedule
  - g. Project budget
2. Obtain relevant project data for the site:
  - a. Local ordinances
  - b. Aerial photography
3. Obtain Topographic Survey (provided by owner/Robinson Engineering)
4. Visit project site to review and photograph existing conditions and confirm survey information
5. Prepare Existing Conditions Plan using aerial photography and topographic survey
6. Identify permitting requirements with jurisdictional agencies (Robinson Engineering)
7. Confirm site programming opportunities

### B. Schematic Design Phase

1. Develop Schematic Design Concepts for:
  - a. Site Amenities:
    - i. Playground Environment
    - ii. Shelter
    - iii. Site Furnishings
    - iv. Walk/Trails
  - b. Landscape
  - c. Grading and Utilities (Robinson Engineering)
2. Prepare construction cost estimate.
3. Review Schematic Design Documents with you one (1) time. Document meeting results via written meeting summary.

### C. Construction Documents Phase

1. Prepare the documentation of the proposed design improvements:
  - a. Cover Sheet
  - b. Existing Conditions Plans
  - c. Demolition Plans
  - d. Storm Water Pollution Prevention Plans (Robinson Engineering)
  - e. Grading and Utilities Plans (Robinson Engineering)

- f. Layout and Materials Plans
  - g. Landscape Plans
  - h. Details
2. Prepare the project manual specifications
  - a. Part One: Front End
  - b. Part Two: Technical
3. Prepare construction cost estimate
4. Review Construction Documents with you up to two (2) times. Document meeting results via written meeting summary.

D. Permitting Phase

1. Submit permit documents for the following permit agencies:
  - a. Building or site development permit, local municipality (Robinson Engineering)
2. Revise permit submittals one (1) time during the review process, as required by reviewing agencies.

E. 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

F. 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 every two weeks (6 site visits total).
4. Provide responses to Request for Information (RFI) related to interpretation of contract documents
5. Review contractor application for payments
6. Review contractor submittals and shop drawings for conformance with contract documents
7. Perform Substantial Completion inspection and prepare punch list for work to be completed prior to Final Acceptance
8. Review project for Final Acceptance

G. Additional Services (Not included in this proposal)

1. Services not specified in the Scope of Services will be considered additional services. Prior to any additional services work, we will discuss additional services with the client for written authorization to proceed.
2. Services of sub-consultants not indicated in the Scope of Services.
3. Services required due to unforeseen site conditions or circumstances beyond the control of the project team.
4. Documentation of multi-phased or segregated contract bid sets.
5. Services requested after Final Acceptance of Contractor's work.

SCHEDULE

We propose to begin work on this assignment upon your authorization and anticipate approximately 60-90 days to complete the design work.

COMPENSATION

Wight proposes to provide the Scope of Services described in this proposal for a Fixed Fee of Twenty-Three Thousand and Nine Hundred Dollars (\$23,900.00).

Reimbursable expenses including reproduction, deliveries and mileage will be invoiced in addition to the professional services estimated at Eight Hundred Dollars (\$800.00).

BUDGET

Based on our discussion, RPRD has indicated a total budget of \$375K based on the following preliminary allocation:

Playground equipment (By Owner Purchase)	\$60,000
Shelter (By Owner Purchase)	\$18,000
Site Furnishing (By Owner Purchase)	\$10,000
Engineering/Survey (Robinson Engineering)-TBD	\$10,000
Wight & Company	\$23,900
Construction Costs	\$253,100
<b>Total Project Costs</b>	<b>\$375,000</b>

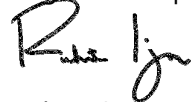
TERMS & CONDITIONS

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 continue our partnering relationship with the Romeoville Parks and Recreation Department and look forward to working with you on this design 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  
President, Design & Construction

Approved by:

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Signature

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Date

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Printed Name

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Title

cc: Patty King