



ENGINEERING RESOURCE ASSOCIATES, INC.
Consulting Engineers, Scientists & Surveyors

April 3, 2013

Mr. Rob Sperl, Director of Planning
Wheaton Park District
Park Services Center
1000 Manchester Road
Wheaton, IL 60187

SUBJECT: Proposal for Professional Civil Engineering Services
Arrowhead Golf Club Course Restrooms
Wheaton Park District

Dear Mr. Sperl:

Engineering Resource Associates, Inc. (ERA) is pleased to submit this proposal for site civil engineering and permitting assistance services for two new restroom facilities at the Arrowhead Golf Course located along Butterfield Road in unincorporated DuPage County. The proposal is based upon your request for proposal, our knowledge of the project site and our experience on similar projects.

PROJECT UNDERSTANDING

The Wheaton Park District is planning construct two new restroom facilities along the Arrowhead Golf Course for the convenience of its patrons. The restroom serving the south and east courses is proposed for an area near the East 15 Hole tee and the South Hole 6 tee. The restroom to serve the west course is proposed near the north end of Hole 4 and 8 and just south of Hole 7. Each restroom location improvement will include a pre-fabricated restroom structure, a potable water connection and a sanitary septic field system. The project is proposed to be bid as a single project by a single general contractor. The improvements do not anticipate impacts to stormwater management permitting requirements, regulatory wetland areas or Special Flood Hazard Areas (SFHA).

The pre-fabricated restroom structures will be permitted with the County Building Department through the contractor as part of a specification based construction contract. An electrical service connection is anticipated for each location to be supplied from available power through existing Park District facilities. For the purpose of this proposal both restroom buildings are assumed to be identical. The Wheaton Park District now desires to engage the services of an engineering firm to provide civil engineering and assist with permitting services for the Arrowhead Golf Club Course Restrooms Project.

SCOPE OF SERVICES

ERA will provide engineering services in accordance with the following work plan.

- 1. Coordination/Meetings** - ERA will coordinate and collaborate with Park District and DuPage County staff throughout the project. ERA will attend the kick-off meeting, a pre-application meeting and a progress meeting with Park District staff. ERA will coordinate the progress of design and permitting efforts through email and phone conversations with various stakeholders throughout the project. Additional meetings, if requested will be considered additional services.

www.eraconsultants.com

Warrenville
3s701 West Avenue, Suite 150
Warrenville, IL 60555
T 630.393.3060
F 630.393.2152

Geneva
501 West State Street, Suite 203
Geneva, IL 60134
T 630.262.8689
F 630.262.8698

Chicago
10 South Riverside Plaza, Suite 1800
Chicago, IL 60606
T 312.683.0110
F 312.474.6099

Champaign
3002 Crossing Court
Champaign, IL 61822
T 217.351.6268
F 217.355.1902

2. **Code and Existing Conditions Review**– ERA will visit the project site with the District staff to identify potential restroom locations and verify the accuracy of the existing conditions information. Applicable federal, state and local code requirements will be reviewed and become the basis for design, permitting and scheduling decisions on the project. A summary of code items will be prepared.
3. **Wetland Determination** – ERA will review the proposed restroom locations to determine any nearby regulatory wetland conditions and perform a Wetland Determination report for submittal to Du Page County. It is anticipated that wetland and wetland buffer areas will be avoided for the project.
4. **Concept Design/Preliminary Engineering** – Various alternative pre-fabricated structures, structure locations and types of sewer and water service connection routings will be evaluated and presented to the Park District staff for consideration. Options for water service will be considered. Upon receiving input from the District on a specific direction, ERA will finalize the preliminary engineering and provide budgetary project costs into a final deliverable report and exhibit for use in presenting to the Park board for consideration.
5. **Soil Testing, Septic Design and Supplemental Survey** –ERA will review the soil analysis and preliminary design and determine the appropriate location for soil borings to be performed for the pre-fabricated restroom structures. Additionally, ERA will perform a supplemental topographic survey in the location near the proposed restrooms and septic fields. According to this information, the septic design consultant will prepare the final Septic Design Plan. ERA will utilize the overall existing topographic information and the supplemental survey in order to prepare base plans for the final set of construction documents.
6. **Final Engineering and Construction Documents** – This task includes the preparation of a final engineering site plan set and specifications for the Arrowhead Golf Course Restroom Facilities Project. This will be based on the concept site plan approved by the Park District. It is anticipated that a set of plans will be submitted for review at the 75% (Permit Set) and 99% (Bid Set) completion phase. A Final set of construction documents (For Construction) will be prepared based upon items that may need to be addressed through addenda. Anticipated plan sheets include:
 - *Cover Sheet*
 - *Existing Conditions Plan*
 - *Geometric and Utility Plan* – This sheet will include the building location and offset dimensions, walkway/path dimensions, the new sanitary and water service connections and other miscellaneous features.
 - *Septic Design Plan* – This plan will include the two anticipated septic systems necessary for permitting through the Du Page County Health Department.
 - *Grading and Soil Erosion and Sedimentation Control Plan (SWPPP)* –This sheet will show the proposed contours, spot grades, building floor elevations, drainage features and erosion control measures.
 - *Electrical Service Connection Plan* – This plan will indicate the overall electrical cable size and routing associated with the electrical service for each restroom location originating from an existing park district facility.
 - *Landscape Plan* – This Plan will be prepared by the Park District and incorporated into the construction documents.
 - *Construction Details and General Notes* – includes general notes and details required by the permitting agencies.

ERA will prepare a performance based specification for the pre-fabricated building and prepare site civil related specification applicable to this project. Additionally, an engineer's opinion of site related construction costs will be provided at the preliminary and final design phase.

7. **Permitting Assistance** – This task includes assisting the owner and the architect in the preparation of site related permits associated with this project. Anticipated permits include:



- Du Page County Health Department Sewerage Disposal permit
- Du Page County Building Permit (as coordinated with the Contractor)

Based upon the comments received from the various reviewing agencies, a revised set of plans will be prepared along with a comment response letter addressing the comments received. Payment of permit fees or review fees charged by the reviewing agency is the responsibility of the applicant and is not included in this proposal.

SUPPLEMENTAL SERVICES

Only services specifically described in this proposal are included in our scope of work. The following services are not anticipated based upon our understanding of the project. However, should the circumstances change and the work is required, we are available to amend the contract for an additional agreed upon fee.

- Boundary Survey
- Easement Preparation
- Wetland Mitigation and Delineation Services
- Landscape Design
- Zoning or Variance approval proceedings
- Floodplain Analysis or Modeling
- Design of Detention Modifications
- Design of Stormwater Best Management Practices
- Design of Offsite utilities or roadways
- Structural Design
- Public Sanitary Sewer Connection
- Interior Mechanical/Electrical/Plumbing Design
- Photometric / Area Lighting Design
- Construction Observation
- Construction Layout
- Preparation for and attendance to meetings beyond those described above.

FEE SCHEDULE

Fees for engineering services described in this proposal are proposed on a lump sum basis in accordance with the following schedule. Invoices will be prepared monthly according to the task and percentage of completion:

Base Services

<u>Task</u>	<u>Fee</u>
Coordination/Meetings	\$ 875
Code and Existing Conditions Review	\$ 1,275
Wetland Determination	\$ 750
Concept Design/Preliminary Engineering	\$ 1,725
Supplemental Survey and Base Plan Preparation	\$ 2,250
Final Engineering and Construction Documents	\$ 5,125
Permitting Assistance	\$ 500
Subtotal:	\$ 12,500
Carl's Septic (Septic Design Consultant)	\$ 3,000
Rubino Engineering (Soil Boring)	\$ 2,250
Total:	\$ 17,750



Direct costs including printing, copies, shipping, mileage, etc. will be charged at the actual rate incurred plus no markup. Direct costs will be invoiced in addition to the base services shown above. Fees for services beyond the scope of this proposal are compensated for on an hourly basis in accordance with the scheduled hourly rates shown in Exhibit 2.

We appreciate the opportunity to submit this proposal and trust that it meets with your approval. If acceptable, please sign the proposal where indicated below and return one (1) copy for our files. Receipt of executed proposal will serve as authorization to proceed with the project. The attached General Terms and Conditions are expressly incorporated into and are an integral part of this proposal for engineering services.

If you have any questions, please contact me at 630.393.3060 or jmayer@eraconsultants.com.

Sincerely,
ENGINEERING RESOURCE ASSOCIATES, INC.

A handwritten signature in black ink that reads "John F. Mayer". The signature is written in a cursive, flowing style.

John F. Mayer, P.E., C.F.M.
Project Manager



Exhibit 1

Acceptance & Authorization Form – April 3, 2013
Arrowhead Golf Club Course Restrooms

Engineering Resource Associates, Inc.

Wheaton Park District

John F. Mayer

Authorized Signature

[Signature]

Authorized Signature

John F. Mayer, Project Manager
Printed Name and Title

Michael Bernard Executive Director
Printed Name and Title

3S701 West Avenue
Suite 150
Warrenville, Illinois 60555
630-393-3060 t, 630-393-2152 f

4-22-13

Date

Please Provide Contact Information:

Mailing Address:

(please provide street address for UPS deliveries)

Telephone & Facsimile Numbers:

Email Address:

INVOICES should be sent via:

Email USPS Mail Email & USPS Mail

If different than above address,
invoices should be addressed to:

Attn:

Invoice Email Address (if different than above)



Exhibit 2

ENGINEERING RESOURCE ASSOCIATES, INC.**CHARGES FOR PROFESSIONAL SERVICES
JANUARY 1, 2013 THROUGH DECEMBER 31, 2013**

<i>Staff Category</i>	<i>Hourly Rate</i>
Professional Engineer VI	\$175.00
Professional Engineer V	\$170.00
Professional Engineer IV	\$154.00
Professional Engineer III	\$120.00
Professional Engineer II	\$110.00
Professional Engineer I	\$85.00
Staff Engineer III	\$85.00
Staff Engineer II	\$78.00
Staff Engineer I	\$70.00
Engineering Intern II	\$42.00
Engineering Intern I	\$28.00
Engineering Technician V	\$95.00
Engineering Technician IV	\$80.00
Engineering Technician III	\$65.00
Engineering Technician II	\$42.00
Engineering Technician I	\$23.00
Environmental Director	\$153.00
Environmental Specialist III	\$85.00
Environmental Specialist II	\$82.00
Environmental Specialist I	\$67.00
Professional Surveyor II	\$130.00
Professional Surveyor I	\$110.00
Surveyor V	\$80.00
Surveyor IV	\$75.00
Surveyor III	\$60.00
Surveyor II	\$50.00
Surveyor I	\$35.00
Administrative Director	\$125.00
Administrative Staff IV	\$73.00
Administrative Staff III	\$65.00
Administrative Staff II	\$55.00
Administrative Staff I	\$50.00
Structural Engineer VI	\$175.00
Structural Engineer III	\$98.00

DIRECT COSTS

Direct Costs will be billed at their actual rate with (0%) percent mark up.

