

TO: Board of Commissioners
FROM: Rob Sperl, Director of Parks and Planning
Steve Hinchee, Superintendent of Planning
THROUGH: Michael Benard, Executive Director
RE: Central Athletic Complex Parking Lot – Civil Engineering
DATE: March 20, 2024



SUMMARY:

The condition of the parking lots at the Central Athletic Complex necessitates repair/ replacement work. Traditionally we have considered permeable pavers as an alternate to replacement with asphalt. The city is currently considering changes to stormwater fees that may factor into this decision later in the year. The lot in the northeast corner of the site was previously converted to permeable pavers. We will also look at reconfiguring a portion of the existing lot. Depending on the final scope of work, the engineering of the site could become more involved considering the previous work done related to stormwater.

Engineering Resource Associates (ERA) has performed civil engineering services in the past at this location and is familiar with the stormwater issues. Staff requested a proposal from ERA to evaluate and report on various options for repair and replacement of the parking lots. The proposal also outlines services needed to design and permit the selected option.

PREVIOUS COMMITTEE/BOARD ACTION:

N/A

REVENUE OR FUNDING IMPLICATIONS:

Account: 40-000-000-57-5701-0000	District-wide Asphalt	Budget: \$250,000
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STAKEHOLDER PROCESS:

A report of options will be presented to the board for discussion. Staff will be consulted for scheduling construction work.

LEGAL REVIEW:

Legal counsel will be engaged to prepare our standard agreement.

ATTACHMENTS:

ERA proposal

ALTERNATIVES:

N/A

RECOMMENDATION:

It is recommended that the Wheaton Park District Board of Commissioner’s approve a contract with Engineering Resource Associates in the amount of \$28,830 for civil engineering services related to the Central Athletic Complex, \$3,200 for a stormwater detention report if needed, and up to \$1,000 for reimbursable expenses.



Sent via email to shinchee@wheatonparks.org

February 15, 2024

Mr. Steve Hinchee
Superintendent of Planning
Wheaton Park District
1000 Manchester Road
Wheaton, IL 60187

SUBJECT: Letter Proposal for Professional Civil Engineering Services
Central Athletic Complex Parking Lots Improvements (500 S. Naperville Road)

Dear Mr. Hinchee:

Engineering Resource Associates, Inc. (ERA) is pleased to submit this proposal for site civil engineering and permitting assistance services for the rehabilitation of the existing parking lots and stairway improvements. The site is located at 500 S. Naperville Road, Wheaton, Illinois, west of Naperville Road, at the intersection of Indiana Street. The proposal is based upon your request for proposal, our knowledge of the project and our experience on similar projects.

PROJECT UNDERSTANDING

Wheaton Park District (District) desires to resurface the main parking lot and the two parking lots identified as Alternate 1 and Alternate 2 as indicated on the District's exhibit labeled "Exhibit 1 Central Athletic Complex Parking Lots" (See attached Exhibit 1). Each of the parking lots will be evaluated for the cost and benefits of utilizing permeable pavers vs. asphalt. Once this information is reviewed by the District a decision will be made to provide directions to ERA for final design and engineering.

In addition, the District requested a review of the parking lot configuration in order to maximize the number of spaces. Alternate 1 parking lot will be assessed for reconfiguration to provide additional parking spaces and efficient traffic flow. ERA will provide concepts for the District's review and final acceptance. ERA will meet with the District at this stage to confirm the District's direction for the proposed layout and scope of work for each parking lot. Once approved, a summary of the layout and the scope of work will be submitted to the District and will be the basis for the construction documents.

The sidewalks located adjacent to the existing parking lots will be evaluated and replaced if necessary. The stairs in the northwest corner of the main parking lot will be evaluated for current accessibility standards. Attention to construction staging will be incorporated into the engineering plans to minimize impacts to the facilities' programs. Once the preliminary layout is approved, the engineering plans will be prepared for bidding and construction.

SCOPE OF SERVICES

ERA will provide civil engineering services for the project in accordance with the following work plan:

1. *Meetings/Coordination/Project Administration* – ERA will meet up to four times with the District to discuss the project:
 - 1.1 *Project kick-off meeting*

WARRENVILLE	CHICAGO	CHAMPAIGN	MILWAUKEE
3S701 West Avenue, Ste 150 Warrenville, IL 60555 ☎ (630) 393-3060	10 S. Riverside Plaza, Ste 875 Chicago, IL 60606 ☎ (312) 474-7841	2416 Galen Drive Champaign, IL 61821 ☎ (217) 351-6268	342 N. Water Street, Ste 600 Milwaukee, WI 53202 ☎ (414) 238-9189

- 1.2 Project layout review meeting
- 1.3 75% Progress review meeting
- 1.4 95% Progress review meeting

ERA will coordinate with the City of Wheaton (City) staff and utility companies to review/discuss relevant issues and identify requirements for the project.

ERA will internally administer the project between departments, coordinate schedules, perform QA/QC reviews, and provide progress updates to the Park District.

2. *Data Gathering* –ERA will acquire available information from various sources including the following items:
 - 2.1. Review as-built drawings provided by District and plats of surveys data
 - 2.2. Request private utility atlases from utility companies
 - 2.3. Request public utility atlases from City
 - 2.4. County tax maps and aerials
3. *Permeable Pavers vs. Asphalt Evaluation* – ERA will provide a proposed estimate of construction costs analysis for the use of Permeable Pavers vs. Asphalt parking lots. This information will be presented in report form and broken out as Main Parking Lot, Alternate 1 Parking Lot, and Alternate 2 Parking Lot.
4. *Topographic Measurement and Base Plan* – *Topographic measurement will include the areas identified with the dashed red lines as indicated on Exhibit 1 Central Athletic Complex Parking Lots. The topographic measurements will be completed by ERA and combined with the utility atlas information and as-built information from others to form one base plan drawing. This drawing will be the basis for planning and alternative designs and construction documents.*
5. *Site Planning* – ERA will work together with the District to collaborate on two viable alternatives to Alternate Parking Lot 1 reconfiguration including budgetary cost opinions. Once the final layout is approved by the District. ERA will utilize the approved layout for the preparation of the engineering drawings.
6. *Stormwater Detention Design/Management Report* – *If the approved concept layout results in the need for stormwater detention, this task includes the effort required to design, prepare plans, prepare the stormwater management report, and permit the detention facility.*
7. *Engineering Design and Construction Documents* – An engineered site plan will be prepared based upon the approved concept plan. The plans and construction specifications will be prepared on standard 24" by 36" plan sheets according to the District's standard format. At 75% (Permit), 95% (Final) and 100% (Bid/Construction) completion Plan sets will be prepared and distributed. The following plan sheets are anticipated:
 - 7.1. Cover Sheet and Location Map
 - 7.2. General Notes
 - 7.3. Existing Conditions & Demolition
 - 7.4. Layout
 - 7.5. Utility and Geometry
 - 7.6. Grading and Erosion Control
 - 7.7. Landscaping Restoration
 - 7.8. Construction Details

An Engineer's Opinion of Construction Costs will be updated and included for the 75%, 95% and 100% submittal. The project will be let under a single contract. Parking

Lot Alternate 1 and Parking Lot Alternate 2 will be broken into two alternates for bidding purposes.

8. *Permitting Assistance** – ERA will assist the District in the preparation of the permit application(s). This task includes the work necessary to prepare the initial submittal and one plan revision to address the various agency comments. The project will include all the parking lots under a single permit submittal. Permits anticipated for this project include:
- 8.1. City of Wheaton Site Development Permit
 - 8.2. IEPA NOI and Stormwater Pollution Prevention Plan

*These tasks include one (1) revision to the plans based on permit comments from review agencies. Any additional revisions, changes, or modifications of the plan except as specifically noted are not included. Due to the nature of the governmental review process, the exact scope of final engineering services is unknown until the review agencies complete their review of the submitted documents. Time relating to the revisions of engineering plans based on regulatory agency review is unknown and uncertain at this time and if any, will be invoiced extra on an hourly basis based on actual work performed on the project.

SERVICES NOT INCLUDED

Only services specifically described in this proposal are included in our scope of work. The following are specifically excluded, although they may be added as a contract amendment at a future date for an agreed additional fee.

- Meetings, except as specifically noted
- Presentation at Public Meetings
- Boundary Plat of Survey
- Stormwater Management Report, except as noted
- Permit Fees
- Wetland Mitigation and Delineation Services
- Tree Species and Condition Survey
- Landscape Design
- Variance Procedures
- Design of Sanitary and Water Services
- Floodplain Analysis or Modeling
- Traffic Planning and Analysis
- Design of Offsite utilities or roadways
- Structural Design
- Architectural Services
- Geotechnical Engineering
- CCDD Testing and Documentation
- LEED Criteria and Design
- Photometric and Lighting Design
- Irrigation Design
- Plat of Easements
- Construction Observation
- Construction Layout
- Bidding Assistance
- As-Built Survey, Record Drawings, or As-Built Mark ups

SCHEDULE

ERA has the qualified staff and resources available to fully staff the project for the duration of the anticipated schedule. ERA will assign staff resources required in order to have permitted bid documents completed by late fall 2024. The work described above is anticipated to be performed according to the schedule outlined below. If the project schedule or scope of services changes, ERA has additional staff and resources available to accommodate the project schedule. Delays beyond six months in the schedule may result in the increase in hourly rates associated with ERA standard billing rates. The milestone tasks described below reflect the anticipated schedule for this project.

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|---|---------------|
| 1. Project Kick-off | April 2024 |
| 2. Data Gathering and Base Plan Preparation | May 2024 |
| 3. Topographic Measurement | May 2024 |
| 4. Permeable Pavers vs. Asphalt Evaluation | May 2024 |
| 5. Prepare Alternative Layout Concepts | June 2024 |
| 6. Submit 75% Final Engineering Plans | August 2024 |
| 7. Submit Permit Documents | August 2024 |
| 8. Submit 95% Final Engineering Plans | October 2024 |
| 9. Resubmit Permit Documents | October 2024 |
| 10. Submit 100% Bid Documents | November 2024 |

SCHEDULE OF FEES

ERA is pleased to submit this Schedule of Fees to perform the work as described in our proposal.

WORK ITEM	FEE
Meetings/Coordination/Project Administration	\$ 4,500
Data Gathering	\$ 1,000
Permeable Pavers vs. Asphalt Evaluation	\$ 1,500
Topographic Measurement and Base Plan	\$ 5,900
Site Planning	\$ 2,100
Engineering Design and Construction Documents	\$ 11,000
Permitting Assistance	\$ 2,500
Subtotal:	\$ 28,500
ERA Direct Costs	\$ 330
Total:	\$ 28,830
X. Stormwater Detention Design/Management Report	\$ 3,200

The costs associated with the base services included in this proposal will be billed at an hourly basis, not-to-exceed fee of \$28,830 based upon the provided schedule.

Direct costs/reimbursable expenses including printing costs, mileage and postage will be charged at the actual rate incurred plus 0.0 (%) zero percent. Fees for services beyond the scope of this proposal are compensated for on an hourly basis in accordance with the scheduled hourly rates.

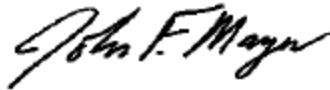
We appreciate the opportunity to submit this proposal and trust that it meets with your approval. If acceptable, please sign the proposal where indicated below and return one (1) copy for our files. Receipt of the executed proposal will serve as authorization to proceed with the project. The attached 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.



John F. Mayer, P.E., C.F.M.
Principal



Exhibit 1 - Central Athletic Complex Parking Lots

