

TO: Board of Commissioners  
FROM: Rob Sperl, Director of Parks and Planning  
Steve Hinchee, Superintendent of Planning  
THROUGH: Michael Benard, Executive Director  
RE: Community Center Parking Lot Engineering  
DATE: May 11, 2021

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**SUMMARY:**

At the February 2021 Buildings and Grounds meeting staff presented the option to repave the parking lot at Community Center. Through discussions at that meeting, it was decided to patch areas of immediate need and explore ways to improve the flow of traffic and possibly reduce stormwater runoff.

A Request for Proposal (RFP) was sent to four civil engineers we have prior experience with for the purposes of developing preliminary plans and estimates for these types of improvements. This information can be utilized for future budgeting purposes as well as seeking grants and donations.

The scope of work is to develop preliminary plans for improving the flow of vehicular and pedestrian traffic through the parking lot and to incorporate permeable paving or similar green infrastructure. Additionally, we advised that the district is interested in the feasibility of adding geothermal to the Community Center and/or Rice Pool. While this would be separate consultant with this expertise, we wanted to identify the potential for incorporating that technology.

Below is a summary of the proposals received.

Wight Engineering	*\$20,300
V3 Engineering	\$21,700
Cage Engineering	\$28,500

*\*Wight also included a separate \$9,000 option to conceptually explore the feasibility of geothermal and provide cost estimating. This was not provided by the other two civil engineers.*

All three firms are highly qualified and have previous experience with the district. Staff feels Wight's proposal provides the best value and the opportunity to add the geothermal consulting. The Wheaton Park District has worked with Wight Engineering on the Graf synthetic turf field and currently on the Cosley parking lot expansion.

**PREVIOUS COMMITTEE/BOARD ACTION:**

Repaving option was presented at the February 2021 Buildings & Grounds meeting.

**REVENUE OR FUNDING IMPLICATIONS:**

\$150,000 is budgeted in 2021 for Community Center priority projects.

**STAKEHOLDER PROCESS:**

Community Center staff will be engaged during the design process.

**LEGAL REVIEW:**

N/A

**ATTACHMENTS:**

Excerpts from Wight Proposal

**ALTERNATIVES:**

Services for geothermal feasibility in the amount of \$9,000 may be added to the contract after a more investigation during preliminary meetings with the consultant.

**RECOMMENDATION:**

It is recommended that the Wheaton Park District Board of Commissioners approve a contract with Wight Engineering in the amount of \$20,300 for preliminary plans and estimates for the Community Center parking lot.

## WIGHT'S METHODOLOGY

Our methodology provides a framework for ensuring the success of the Community Center Parking Lot Reconfiguration. It begins with working with you to ensure that we have a clear, comprehensive understanding of your goals for the visitor experience, pedestrian and vehicular circulation, and maintenance and phasing strategies. The foundation of our approach is a truly interactive design process, during which we will engage face-to-face or virtually with Park District staff. It is through listening first, asking clear questions, facilitating conversations, and developing an understanding of the relevant issues and needs for the Community Center Parking Lot Reconfiguration project that the appropriate functional and aesthetic approach to the parking lot can be created.

We use many methods that draw upon our recreational bank of experience to encourage client understanding of design solutions, such as selections of imagery examples to illustrate concepts and ideas; live or virtual tours of similar projects or parking lots; and graphics, drawings, and digital media.

## PROJECT APPROACH

At Wight, we feel that the exchange of ideas through active dialogue leads to new ways of discerning issues and providing solutions. It is our responsibility to ask challenging questions, explore ideas, and define new possibilities—all within the parameters of your schedule and budget. We welcome the opportunity to share our experience with you, and collaborate on innovative solutions to ensure that the Community Center Parking Lot Reconfiguration project successfully enhances the Park District's mission ***"To enhance the quality of community life through a diversity of healthy leisure pursuits and heightened appreciation for our natural world."*** In this section, we have described key components of our processes that will be used to deliver the scope of services outlined in the RFP. We believe these processes enhance the quality of our services and provide greater value to the Park District.

### PROJECT UNDERSTANDING & PROGRAMMING

Our team believes that the foundation of a successful project delivery lies in our understanding of your vision and priorities for the project. This foundation is laid in the project "kick-off" meeting, at which time we seek alignment of the basic expectations of all appropriate members of the project team. We will work closely with you to establish the planning and design parameters to ensure that the completed Community Center Parking Lot Reconfiguration is representative of your goals, direction, and target budget. This collaborative approach is the first step in our process and documents the vision, functional goals, and key milestones for the project.

#### A. Project Understanding & 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. Communication and responsibility matrix
2. Obtain relevant project data for the site:
  - a. Zoning and land-use designation
  - b. Local ordinances
  - c. Aerial photography
  - d. Topographic and boundary surveys (provided by Park District)
  - e. Tree Inventory (provided by Park District)
3. Conduct Traffic Study (KLOA, Inc.)
  - a. Professional Transportation Operations Engineer to assist with traffic study and concept development
  - b. Conduct spot counts at two to three locations to obtain peak weekday PM and Saturday traffic
  - c. Review internal traffic counts and circulation
  - d. Will assist with traffic concept plans, circulation, and impacts and provide recommendations

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.

### **CONCEPTUAL DESIGN & GRANT ASSISTANCE**

Wight will begin the Conceptual Design process by translating the written program of needs and operations into conceptual diagrams for the parking lot, focusing on vehicular and pedestrian circulation, drainage, materials, and phasing strategies. We will generate alternative plan options and, with your input, quickly evaluate the relative features, advantages, and disadvantages of each option. We encourage Park District staff to participate in these discussions to assure that we are creating effective solutions to improve the overall experience of the site. As we develop the concepts, we will continuously evaluate the projects costs to make sure the project aligns with the Park District's parameters. We will review the design and engineering concepts with the appropriate jurisdictional agencies prior to finalizing the preferred concept and estimate. We understand grant funding is critical for the capital development of the parking renovation. Throughout the project duration, we will help identify potential grant opportunities that align with the project program and application timeline for this work. For the appropriate grant programs, we will provide the required graphics and cost data, and review project data and narratives authored by the Park District. Additional grant assistance can be provided as requested as an additional service.

#### **B. Conceptual Design Phase**

1. Develop Design Concepts (minimum of 2) for:
  - a. Site Amenities:
    - i. Parking Lot
    - ii. Pedestrian Circulation
  - b. Landscape
  - c. Grading and Utilities
2. Prepare construction cost opinion.
3. Review Concept Design Documents with you, up to two (2) times. Document meeting results via written meeting summary.
4. Review Conceptual Design with jurisdictional agencies as needed.
  - a. City of Wheaton
5. Summarize findings in written report.

#### **C. Geothermal System for Building Heating and Cooling**

1. Evaluate the existing parking lot area for drilling geothermal wells to provide cooling and heating for the facility, which includes determining depth of bore holes and number of wells.
2. Will utilize existing available data in areas around the facility for ground thermal conductivity to determine soil properties for cooling and heating capabilities provided by the geothermal system.
3. Provide construction cost opinion for geothermal system.

#### **D. Grant Assistance**

1. Identify potential grant assistance programs based on the eligibility and project improvements.
2. Provide supplemental plans and cost estimates as required for grant submittals.
3. Review narrative information authored by the Park District.
4. Full grant preparation services can be provided as an additional fee, based on the specific grant program.

#### **E. 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. If no thermal conductivity data is available, drilling of a bore hole on the property will be required to verify this information. This cost is not included in this proposal.
5. Determining the cooling and heating requirement of the existing facility is not included as part of this proposal.

## PROJECT SCHEDULE

Throughout our 82 years in business, Wight has partnered with our clients to ensure that projects are successfully completed within the budget and schedule criteria, without sacrificing the quality that you and your community require. Please see chart below outlining the approximate schedule for the Community Center Parking Lot Reconfiguration.

	2021				
	APR	MAY	JUN	JUL	AUG
<b>Firm Selection/Contract Approval</b>					
<b>Project Understanding &amp; Programming</b>					
<b>Conceptual Design</b>					
<b>Grant Assistance</b>					

## COST PROPOSAL

Based on the outlined Scope of Services described in this proposal, Wight & Company proposes the following Fixed Fee:

<b>CIVIL ENGINEER, LANDSCAPE ARCHITECTURE + COST ESTIMATING</b>	<b>FEE</b>
Project Understanding/Programming Phase	
Conceptual Design & Grant Assistance	
<b>Total Fixed Fee</b>	<b>\$14,900</b>

<b>REIMBURSABLE EXPENSES/SUB-CONSULTANTS</b>	<b>FEE</b>
Traffic Study (KLOA, Inc.)	\$5,000
Reimbursable Expenses	\$400
<b>Total</b>	<b>\$5,400</b>

The following is a list of typical reimbursable expenses:

- CAD plots, printing, color reproductions, and delivery costs of drawings and reports.
- Supplies, materials, and costs related to specific reports and presentations.
- Travel at current IRS established reimbursement rate.

<b>MECHANICAL ENGINEERING + COST ESTIMATING</b>	<b>FEE</b>
Conceptual Geothermal System Feasibility + Cost Estimating	\$9,000