

TO: Board of Commissioners  
FROM: Rob Sperl, Director of Parks and Planning  
Steve Hinchee, Superintendent of Planning  
THROUGH: Michael Benard, Executive Director  
RE: Cosley Zoo Parking Expansion Engineering  
DATE: September 30, 2020



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**SUMMARY:**

Previous master planning and market study identified a shortage of parking as the primary obstacle to growing membership and attendance at Cosley Zoo. Additional property was acquired on the east side of Gary Ave. for the purpose of building additional parking facilities. 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. These can be utilized to seek grants and donations.

The scope of work is to develop preliminary plans with the goal of increasing capacity by 250 spaces. This was illustrated in the 2015 master plan developed by zoo master planning consultant, Ace Torre. The plans shall account for all current building and code regulations necessary to construct such a facility. Street crossing solutions, both short term (e.g. at grade) and long term (e.g. overpass), are to be accounted for in the designs. The City of Wheaton’s recent traffic study was identified as information to be considered for this planning.

Below is a summary of the proposals received.

Wight Engineering	\$24,700
Christopher B. Burke Engineering LTD.	*\$28,700
Cage Engineering	*\$42,300
V3 Engineering	\$45,300

*\*Fee does not include wetland delineation*

The Wheaton Park District has worked with Wight Engineering on Graf Park artificial turf field. Their proposal outlines several projects similar in scope to the proposed zoo parking expansion. Their cost proposal identified a \$9,000 “professional bonus discount”. \$9,800 represents their fee with the remaining majority being subconsultants for surveying, wetland delineations and soil boring.

**PREVIOUS COMMITTEE/BOARD ACTION:**

Cosley Foundation approved at their September meeting

**REVENUE OR FUNDING IMPLICATIONS:**

This initial study is proposed to be paid by the Cosley Foundation.

**STAKEHOLDER PROCESS:**

Cosley Zoo staff will be included in the design process and regular progress updates will be provided to the Cosley Foundation. All efforts will be made to be good neighbors to the residents around the zoo as we move through the design process.

**LEGAL REVIEW:**

N/A

**ATTACHMENTS:**

Master Plan Concept from Torre Design Group  
Excerpts from Wight Proposal

**ALTERNATIVES:**

N/A

**RECOMMENDATION:**

It is recommended that the Wheaton Park District Board of Commissioner's allow staff to proceed with preliminary plans and estimates for the Cosley Zoo parking lot expansion with Wight in an amount not to exceed \$24,700.



## WIGHT'S METHODOLOGY

Our methodology provides a framework for ensuring the success of the Cosley Zoo Parking Expansion. 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 Cosley Zoo 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 Cosley Zoo Parking Expansion project successfully enhances the Zoo's mission *"To create connections between people and animals that will inspire lifelong conservation of the 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 Cosley Zoo Parking Expansion 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
  - e. Geo-Technical reports
  - f. National Wetland Inventory (NWI)
  - g. Flood Insurance Rate Map (FIRM)
  - h. Tree Inventory (provided by Park District)
  - i. Traffic Study (provided by Park District)
  - j. Overpass Pedestrian Crossing Feasibility Study (provided by Park District)
3. Conduct Wetland Delineation. (Bollinger Environmental, Inc.)
4. Investigate sub-surface site conditions and prepare Geo-technical Report. (ECS Midwest, LLC)
5. Obtain ALTA Title Commitment and provide Boundary and Topographic Survey. (Civil & Environmental Consultants, Inc.)

6. Determine Base Flood Elevations and Floodway.
7. Visit project site to review and photograph existing conditions and confirm survey information.
8. Prepare Existing Conditions Plan using aerial photography and topographic survey.
9. 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, environmental impacts (floodplain and wetlands), 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, while keeping in mind the adjacencies of the Zoo, Gary Avenue, Winfield Creek and the residents. 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 Zoo. 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 expansion. 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
    - iii. Street crossing (at grade vs. overpass/underpass)
  - b. Landscape:
    - i. Parking Lot
    - ii. Pedestrian Circulation
    - iii. Street crossing (at grade vs. overpass/underpass)
      - a. Short-term strategy
      - b. Long-term strategy
  - 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. Prepare Conceptual Stormwater Analysis, including requirements as necessary for Site Runoff Storage (Detention), Post Construction Best Management Practices, Floodplain impacts, etc.
5. Review Conceptual Design with jurisdictional agencies as needed.
  - a. City of Wheaton
  - b. DuPage County
  - c. DuPage County Division of Transportation (DOT)
  - d. US Army Corps of Engineers (USACE) wetland permit
6. Summarize findings in written report.

#### **C. 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.

#### **D. 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.



## COST PROPOSAL

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

PHASE	FEE
Project Understanding/Programming Phase	\$3,900
Conceptual Design & Grant Assistance	\$14,900
Professional Bonus Discount	-\$9,000
<b>Total Fixed Fee</b>	<b>\$9,800</b>

REIMBURSABLE EXPENSES/SUB-CONSULTANTS	FEE
Boundary & Topographic Survey (Civil & Environmental Consultants, Inc.) SEE ATTACHED / PG. 27	\$7,200
Wetland Delineation (Bollinger)	\$2,250
Soil Borings (ECS Midwest, LLC) SEE ATTACHED / PG. 28	\$5,050
Reimbursable Expenses	\$400
<b>Total</b>	<b>\$14,900</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.