



April 19, 2022

Mr. Rob Sperl, CPRE  
Director of Parks and Planning  
Wheaton Park District  
102 E. Wesley  
Wheaton, IL 60187

**Professional Services Proposal for Design Services  
Arrowhead Golf Course Parking Lot Concept Planning**

Dear Mr. Sperl:

Wight & Company (Wight) is pleased to submit this proposal to you and the Wheaton Park District (WPD) to provide Design and Engineering Services proposed improvements to the existing parking lot at Arrowhead Golf Course. This proposal includes:

UNDERSTANDING  
SCOPE OF SERVICES  
SCHEDULE  
COMPENSATION  
TERMS & CONDITIONS

UNDERSTANDING

We understand the WPD would like Wight to investigate parking lot improvement options at Arrowhead Golf Course, including the feasibility of various maintenance improvements (mill & overlay, partial replacement, and/or full replacement) along with cost budgets. It is our understanding that WPD may also want to look at opportunities to add additional parking with minor improvements and/or ADA improvements, possibly permeable pavers depending on impacts to cost, stormwater, etc. Scope will also include new geotechnical pavement cores and CCDD testing for future design & construction.

SCOPE OF SERVICES

Wight proposes to provide design and engineering services for the Arrowhead Golf Course Parking Lot outlined in the Project Understanding through the following Scope of Service:

**A. Engineering Scope**

**1. Project Understanding & Programming Phase**

- a. Conduct a project Kick-off Meeting to align the basic client expectations and reach a mutual understanding of the following:
  - i. Key participants and decision-makers
  - ii. Project goals and objectives
  - iii. Existing conditions
  - iv. Scope of Work
  - v. Deliverables
  - vi. Project Schedule

- b. Obtain Relevant project data for the site
  - i. Zoning and land-use designation
  - ii. Local ordinances
  - iii. Aerial photography
  - iv. Existing topographic and design plans (provided by the Park District).
- c. Visit project site to review and photograph existing conditions

## 2. Conceptual Design Phase

- a. Develop Design Concepts (one to three) concepts depending on agreed scope.
  - i. Site Parking Lot
  - ii. Parking Lot improvements (added parking where feasible).
  - iii. Pedestrian / ADA improvements (as directed by client).
- b. Prepare construction cost opinion.
- c. Review Concept Design documents with Wheaton Park District (two times).  
Document meeting results via written meeting summary.
- d. Review Conceptual Design with jurisdictional agencies as needed
  - i. City of Wheaton.
- e. Summarize findings in a written report and provide recommendations.

## B. Geotechnical Scope

### 1. Pavement Cores

- a. Field investigation will consist of eleven (11) soil borings drilled to depths of approximately 3 feet or refusal throughout the requested pavements. Soils encountered will be sampled at 2.5-foot intervals for the first ten feet and 5.0-foot intervals thereafter in general accordance with the ASTM requirements for Standard Penetration Test. Representative soil samples will be collected from each sample interval for visual classification and/or laboratory testing. The borings will be drilled using a Truck-mounted drill rig or hand augers. The pavement cores will be cored using a diamond-bit core barrel attached to a pickup truck. The locations of the soil borings will be identified by the client or CGMT representative and will be based on rig accessibility to those locations and the limits of the site. Upon completion of drilling operations, groundwater readings will be obtained; the borings will be backfilled with soil cuttings and capped with asphalt cold patch or non-shrink grout in areas of existing pavements.

### 2. Analysis and Report

- a. Analyze collected field and laboratory data and prepare a report of our findings. The final geotechnical report would include general information on site geology, descriptions of existing soil conditions, and additional information consisting of but not limited to:
  - o Settlement Issues
  - o Suitability of soils to support pavements and utilities or for reuse as new fill
  - o Geotechnical-Related Construction Issues
  - o Pavement Soil-Related Design Parameters

o Short-term Water Table Elevations

3. CCDD

- a. The Illinois EPA enacted regulations regarding Professional Engineer certification of construction and demolition debris (C&D), which calls for such certification that the waste stream is suitable for use in a landfill. As such, the engineer completes forms indicating that sufficient testing and analysis has been performed on the waste stream and the materials considered to be potentially impacted have been determined to be non-hazardous. Assumed Potential Impacted Property” (PIP) evaluation of streets to be potentially impacted (PIP) due to various dump requirements, from our experience with the regulations, a laboratory analysis shall be completed on one (1) selected samples for pH, Pesticides, PCBs, RCRA Metals, Cyanide, SVOC, VOCs. These parameters are performed by the an IEPA-accredited sub-laboratory. Although the new regulations do cite the IEPA Tiered Approach to Correction Objective Target Analyte List (TACO-TAL) as an example of possible contaminants that can be evaluations, the regulations do not explicitly require such comprehensive testing and analysis for the full suite of IEPA-listed contaminants and appear to provide the engineer to determine the appropriate amounts of test. Upon completion of the laboratory testing data, We will analyze compare to the chemical detection limits utilized for analyses are in accordance with IEPA Title 35, Subtitle G, Chapter 1, Subchapter f, Part 742, Subpart G, Tier 1 and Appendix B, Table B for soil evaluation. The tests performed on the samples will be presented in a report and letter to include a copy of the IEPA form 663, if the material is found to be within appropriate limits. If the laboratory analysis indicate the samples do not meet their respective Maximum Allowable Concentrations of Chemical Constituents, additional testing and sampling will be required to dispose the waste stream and the materials in a Subtitle D Landfill. CGMT will provide recommendations as to the options available to the Owner including steps required in connection with disposal at a Subtitle D landfill.

C. 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

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SCHEDULE

We propose to begin work on this assignment upon your authorization. We will prepare a detailed project schedule for your review and input during the initial project kick-off meeting. In general, the proposal is based on the following overall schedule:

- Contract Award: May 2022
- Site Assessment, Concept Plans, Budgets: June 2022
- Final Recommendations and Budgets: July/August 2022

## COMPENSATION

Wight & Company proposes to perform these professional services listed in the Scope of Services for the Engineering Scope for a Fixed Fee of \$6,500.00. Wight & Company proposes to perform the Geotechnical Scope for a fixed Fee of \$4,500.00.

In addition to the professional services fees, we will invoice reimbursable expenses at direct costs and estimated at \$500.00. The following is 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.

## 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 Wheaton Park District and look forward to working with you on this design and engineering 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



Shawn M. Benson, PE  
Director of Land Development



Jason Dwyer, AIA, LEED AP  
President, Design & Construction

Approved by:



Signature

Michael Bernard

Printed Name

5/23/2022

Date

Executive Director

Title

cc Bob Ijams – Wight & Company