



September 27, 2021

Dr. Brian O'Keefe, SFO, CSBO  
Community Unit District 200  
130 West Park Ave  
Wheaton, IL 60189

RE: District 200 Playground Renovations

Dear Dr. O'Keefe,

Thank you for the opportunity for Maria and I to meet with the District and present Upland Design Ltd.'s professional services for the upcoming projects. We are excited to present this proposal to assist the School District with playground renovations to create play spaces that are inclusive, engaging, and accessible for the entire community. Working closely with District staff, a reference book to guide future planning will also be prepared. A scope of services follows which includes design, community input, construction documents, public bidding, construction administration and the creation of a "playbook". The two 2022 projects include playground renovations at District 200's Johnson and Lincoln Elementary Schools.

We expect to begin work upon notice to proceed with the goal of having both projects completed for the beginning of school instruction in August of 2022. With the current challenges in manufacturing, we will continue to keep you up to date on information that could affect the timelines and budgets. If you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in black ink that reads "Michelle Kelly". The signature is fluid and cursive.

Michelle Kelly, PLA, CPSI  
Principal Landscape Architect

# **District 200 Playground Projects for 2022**

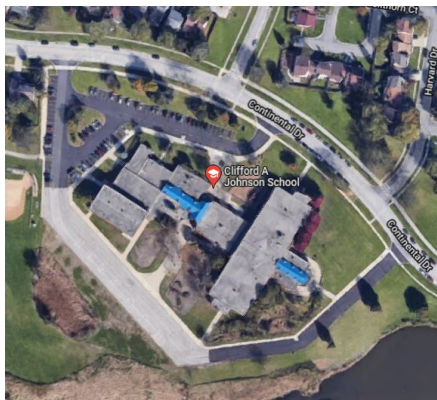
## **Community Unit School District 200**

9/24/2021

**Overview:** The Community Unit School District 200 has determined that renovations are necessary at the District's elementary school playgrounds. Playground audits have been completed and two school sites have been identified as priority projects for 2022 renovation, Johnson, and Lincoln Elementary Schools. The tentative budget is \$175,000 for each playground. Budget review and confirmation will take place during design.

**Project Scope:** Upland Design Ltd proposes to accomplish the following work items to assist the School District with the renovation of the two playgrounds. Illinois Licensed Surveyor, Prairie Land Survey, will provide topographic surveys for each playground site. These will not cover non-playground areas but will include areas in need of renovation for an accessible route to the nearest building entry. An approximate timeline is included within each phase of the project.

### **Johnson Elementary: 2S700 Continental Drive Warrenville IL 60555**



The Johnson Elementary playgrounds are over 32 years old and ready for renovation. The School District would like to update the playground with all new play equipment for 5–12-year-old kids and address accessibility issues. Playground surfacing has been engineered wood fiber (EWF). The School District may wish to review an EWF and rubber option during design. The three areas will all be renovated.



### **Lincoln Elementary: 630 Dawes Avenue Wheaton, IL 60189**



The Lincoln Elementary playgrounds are over 28 years old and ready for renovation. The School District would like to update the two playground areas with all new play equipment for 5-12 year olds and address accessibility issues. Playground surfacing has been engineered wood fiber (EWF). The School District may wish to review an EWF and rubber option during design. Both areas will be renovated.



Both Lincoln and Johnson Playground Renovations will include the following:

- New playground structures: 5–12-year-old age range
- New concrete curb and accessible concrete entry ramp for each playground
- Replace surfacing in playgrounds
- Install new seating with benches
- Install new drainage systems where directed by the School District (if needed)
- Accessible route from the school building to the playground (if needed)
- Proposed designs will meet current ADA, CPSC and ASTM standards

Our team will review potential implementation models from public bidding to cooperative purchase. The two projects can be bid so that the School District can choose one contractor for each project site – or one contractor for both with a discount to be part of the bid form. The School District will most likely purchase play equipment directly through a joint community purchasing program to assist with the schedule.

### **Site Visits and Surveys/Concept Plans and Equipment Choices October 2021**

Upland Design will have an Illinois Registered Land Surveyor, Prairie Land Survey, prepare a topographic survey for the playground areas at each site. The land immediately surrounding the playgrounds including asphalt painted games will be included while buildings and parking lots will not be surveyed. The surveys will be used as a base for planning and construction document preparation. Upland will then create preliminary budgets for each school based on the \$175,000 budget.

**Kick-Off Meetings:** The Upland team will meet on site with District representatives to visit each playground with the survey in hand. Photos will be taken. The School District will share the playground audits for each site with the design team. Upland will bring along play manufacturer catalogs from a number of vendors and will share preliminary budgets for each school. We will have a discussion of the equipment quality, vendor accountability and assistance as well as pricing of the different manufacturers with the District. The goal will be to move toward choosing 2-3 manufacturers for the District to work with moving forward. Input from the District on elements to be included or not included in future playground will also be completed. Review of the budgets will also be had. (1 site meeting)

**Concept Planning:** Based on the input from the kick-off meeting, Upland Design Ltd will prepare one layout plan with three equipment concepts for each school. The budgets will be updated for each site. The play equipment options will be prepared in 3-D format as well as plan view.

**School District Review Meeting:** The plans, equipment choices and cost estimates will be reviewed with the School District staff via web conference. The staff will choose which equipment options will go to the school community for final selection. The options can be for the play equipment, or it can be for the equipment colors as the District decides. (1 web meeting)

### **School Community Online Survey**

Upland will prepare images for an online survey for each school. Upland will set up the survey or will allow the District to set it up if the District has a format they wish to use. The District will share online surveys for each school's playground options with the school communities. We suggest one open ended question be a part of the survey to allow the community to give additional input. We will create a summary of the survey and final recommendations for each

School playground. This will be shared with the district via email for District review and final direction.

### **Construction Plans, Specifications and Bid Process      November 2021- January 2022**

Based on the selected equipment, Upland Design will prepare a set of construction plans, specifications and bid proposal for public bidding. The two projects will be prepared as two plan sets and one specification book with a bid proposal form. The Bid Proposal will include line items for each school project separately and a discount line item if all two projects are awarded to one contractor. Construction documents will address the following:

- Existing Conditions and Removal
- Layout of Accessible Route and Access Ramps
- Site Furniture and Play Equipment
- Grading and Drainage
- Proposed Landscape Restoration
- Construction Details
- General and Technical Specifications
- Bid Proposal Form

The specifications will cover each area of construction. A review meeting at 95% complete construction documents will take place with School District staff. An updated estimate of construction costs will be available for review at this meeting. Comments from this meeting will be incorporated into the documents. (1 in-person meeting)

**Permits:** Since these are School District projects, no permits will be prepared for local jurisdictions. IEPA NOI will not be required as each project disturbance is less than one acre. If the project scope expands or it is later found that additional permits are required, additional professional scope and associated fees will be discussed with the School District.

**Bidding:** The bid documents will be distributed through an online plan room via Accurate Reprographics online portal system. Both digital and paper copies are available as requested by bidders. Upland Design Ltd will contact contractors and will be available to answer questions during bidding, will be present at the bid opening, check bids for math accuracy, and review the bids with staff. The School District will place the legal ad in a local paper and perform any other procedure as required by local purchasing policies. If necessary, references will be contacted, and a bid summary letter delivered. (1 bid opening meeting)

### **Construction Observation      June-August 2022**

Upon award of a contract, Upland Design staff will make five total site visits to each site. School District staff will make additional site visits during construction. At project completion, the final site visit will be a walk through with District staff in order to develop a punch list. Upland Design will be available by phone to answer questions, review pay applications and submittals. (5 site visits per site)

The Firm shall have the authority to act on behalf of the Owner only to the extent provided in this Agreement. The Firm shall not have control over, charge of, or responsibility for construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the construction work, nor shall the Firm be responsible for the Contractor's failure to perform the construction work in accordance with the requirements of the Contract Documents.

**Playground Planning Playbook**

The School District would like to have a “Playbook” to guide future playground renovations. Upland Design Ltd will create the playbook during the 2021-2022 planning process alongside District staff. The playbook will contain the following information:

1. Federal and State guidelines, standards and law that shall be followed for all playground design including internet location of this information to confirm any updates each year.
2. Planning process and milestones
3. A general month to month planning and construction timeline
4. Design guidance and checklist for high quality school age play environments
5. A review of the current playground audits and general schedule for playground replacements year by year

The final book will be submitted to the School District in draft format for comment via email. Once comments are addressed, the final book will be shared in PDF format and if desired publishing software format.

**Professional Fees**

The following professional lump sum fees include both Upland Deign Ltd and Prairie Land Surveying. Reimbursable items as listed below are not included in the lump sum fee.

Playbook for Future Planning	\$ 3,000
Johnson Elementary	\$13,875
<u>Lincoln Elementary School</u>	<u>\$13,875</u>
<b>Total Fees:</b>	<b>\$30,750</b>

**Estimated Reimbursable Costs:**

Reimbursable items will include postage, delivery, plotting and printing of drawings at the direct cost to Upland Design Ltd and mileage reimbursement at the current IRS reimbursement rate.

If the project budget (\$175,000) is increased by the School District by more than 10%, then additional fee will be discussed with the School District prior to moving forward to determine if additional fees is warranted.

If the District requests additional services, the following rates apply:

Hourly Billing Rates:

Principal Landscape Architect	\$ 166/hour
Staff Landscape Architect/Designer	\$ 145/hour
Landscape Designer	\$ 128/hour
Admin	\$ 88/hour
Land Surveyor	\$ 100/hour