



September 28, 2021

Dr. Brian O’Keeffe, Ed.D., SFO  
Assistant Superintendent of Business Operations  
Community Unit School District 200  
130 West Park Avenue  
Wheaton, Illinois 60189

**RE: CUSD Playground Replacements and Playground Replacement Playbook**

Dear Brian,

Thank you for asking Hitchcock Design Group to submit this proposal for the two playground replacements and Replacement Playbook. We appreciate the opportunity to advance our relationship with you and your colleagues at CUSD 200.

**Project Understanding**

We understand that many of the playgrounds at the district’s elementary school need replacement. In addition, you would like to address these replacements in a structured and consistent manner. There are two school playgrounds at the top of the list, Lincoln and Johnson Elementary that will be replaced in the summer of 2022.

There is a preliminary construction budget of \$175K for each school to replace the 2-3 individual play structures and provide compliant fall attenuation. You would like to design and bid the projects between now and January of 2022, in order to allow for a construction timeline that anticipates long lead times for the equipment. Construction will start once the school year ends in May and will need to be completed before the schools open in August 2022.

In order to accomplish all three of your objectives, we have prepared a scope that will dual-track both the construction projects with the development of the playground replacement guidelines Playbook. This ‘Playbook’ will serve as a tool outlining the process, program and schedule for the replacement of the balance of the playgrounds in the district.

**Scope of Services**

To meet your objectives, we propose a process described in detail in the attached Scope of Service.

**Professional Fees**

We propose to complete the outlined services for the following fees:

Program & Analysis Phase	\$6,500
Schematic Design Phase	\$9,800
Design Development Phase	\$9,700
Construction Documentation Phase	\$4,300
Bidding & Negotiation Phase	\$3,500
Construction Phase Services	\$15,500

Playground Playbook Development	\$6,500
<b>Total</b>	<b>\$55,800</b>



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In addition to fees, we will also invoice itemized customary reimbursable expenses such as printing, mileage, and courier services at 115% of our cost.

### **Project Team**

Under the supervision of Andy Howard, Doug Fair will be our project manager, directly responsible for routine project communications with you and rest of the project team. Other members of the Naperville Studio will participate as needed in order to advance the work in a timely manner.

### **Schedule**

We can begin this assignment within 5 days of your authorization and, under normal circumstances, complete the project as portrayed in the attached project schedule.

If this proposal is acceptable, we will forward our standard Professional Services Agreement for your review and authorization to proceed.

Thanks, again, for the opportunity to participate on the playground replacement projects for CUSD 200.

Sincerely,  
**Hitchcock Design Group**

David A. Frigo, PLA, LEED BD+C  
Design Principal

Encl:        Scope of Services  
              Project Schedule  
              Standard Billing Rates

cc:            Andy Howard, Deidre Ewers, Hitchcock Design Group



## Scope of Services

### CUSD 200 Playground Replacements and Playground Replacement Playbook

#### PRELIMINARY DESIGN SERVICES

The goal for this part of the agreement is to finalize the program and reach consensus on a preliminary design approach for the proposed capital improvements and the development of a standard procedure for the systematic replacement of playgrounds district wide.

##### A. Playgrounds program and Analysis Phase

*Objective:* The objective is to confirm the project program, characteristics of the existing resources, probable permit requirements, owner/users and stakeholder interests and produce new maps and a program summary that will be the basis for further design for Lincoln and Johnson Elementary School Playgrounds.

*Process:* Specifically, the Hitchcock Design Group team will:

1. **[Meeting #1: District and School Staff]** Conduct a Kick-off and Programming Workshop with client representatives and the other project team members confirming:
  - a. Project area ownership and access
  - b. Goals and objectives
  - c. Project team structure and responsibilities
  - d. Constituent interests and jurisdictional agencies
  - e. Available data and data gathering needs
  - f. Budgeted costs and potential revenue sources
  - g. Communications and decision-making protocol
  - h. Tentative schedule
2. Identify Jurisdictional Interests by discussing the project with representatives of appropriate constituent and regulatory groups including:
  - a. Municipality / Park District
  - b. County
  - c. Illinois State Board of Education (ISBE)
3. Collect Data for the project area and the immediate surroundings including:
  - a. Local ordinances and development standards
  - b. Aerial photography
  - c. Previous playground assessments / plans
4. Photograph the Project Areas and immediate surroundings in order to identify readily apparent physical conditions and patterns of use.
5. Secure Pricing to Provide a **Boundary and Topographic Survey** from qualified professional land surveyors, establishing horizontal and vertical ground control and locating natural features and manmade improvements including:



- a. Property lines
  - b. Rights-of-way
  - c. Easements
  - d. Property ownership
  - e. Benchmarks visible from project
  - f. Contours at one-foot intervals
  - g. Jurisdictional wetlands
  - h. Wetland delineation flags
  - i. Normal water level, at time of survey, including:
  - j. Tagged and numbered trees, 4" caliper and larger
  - k. Aboveground and underground water, storm and sanitary utilities including size, type, structures, grates and inverts (based on available utility atlases)
  - l. Aboveground and underground power and communication utilities
  - m. Buildings and other structures
  - n. Curbs, walks, roadways, drives, lights, signals and fencing
6. Prepare Base Maps at Appropriate Scales using the inventoried data and the boundary and topographic survey.
  7. Perform an Additional Site Visits to verify the relative accuracy of the compiled base map information.
  8. **[Meeting #2: Public]** For each school, conduct a Community Input Meeting in a facility designated by you, gather input from attendees regarding the elements that the community would like to have in this project and prepare **Meeting Minutes**.
  9. Prepare a written **Project Program** that includes:
    - a. Administrative considerations (approvals, process)
    - b. Project design program
    - c. Jurisdictional factors
    - d. Budget information
    - e. Project Schedule
    - f. Running list of project issues and action items
  10. Review the Program and Analysis by forwarding the written Project Program and discussing with client representatives and other project team members.

*Deliverables:* **Meeting Minutes, Project Program** (pdf files)

#### **B. Schematic Design Phase**

*Objective:* The objective is to reach consensus on the type, location, organization, scale, character and potential cost of specific capital improvements.

*Process:* Following your approval of the Program and Analysis Phase, the Hitchcock Design Group team will:



1. Prepare Two (2) **Schematic Design Alternatives** illustrating site geometry and the scale, type and organization of the project elements including:
  - a. Pedestrian circulation features
  - b. Site improvements including:
    - i. Playground Equipment
    - ii. Fall attenuation surfacing and edge restraint
    - iii. Site furnishings (benches, trash receptacles, bike racks, etc.
  - c. Landscape improvements
  - d. Fencing, if required
  - e. Grading and drainage
2. Prepare the **Schematic Design Documents** including:
  - a. Plan view drawings at an appropriate scale
  - b. Representative photographs from other projects
3. **[Meeting #3: Staff]** Present to Schematic Design document for input and selection of a preferred direction.
4. Refine the **Preferred Schematic Design** documents per meeting input.
5. Prepare a preliminary **Construction Cost Opinion** using recognized systems and unit costs in the Construction Specification Institute format.
6. Coordinate with up to three (3) Select Manufacturers for the items designated to be manufactured that can be competitively shopped, forwarding schematic plan, cost information and design criteria to and request the preparation of equipment options, presentation boards and a materials list in accordance with our criteria.
7. **[Meetings #4: Staff]** Review the Preferred Schematic Design Documents with you. Prepare **Meeting Summaries** of discussions and update the **Project Program** following each meeting.

**Deliverables: Schematic Design Alternates, Preferred Schematic Design, Construction Cost Opinion, Meeting Summaries, Updated Project Program** (pdf files)

### **C. Playground Playbook Development**

**Objective:** Prepare a systematic approach manual for the facility and program evaluation, redesign, bidding and construction of district playground facilities.

**Process:** The Hitchcock Design Group team will:

1. **[Meeting #5: Staff]** Meet with you to develop/confirm requirements and processes to be included in the playbook manual including:
  - a. Surveys and other base information
  - b. Design program
  - c. Project budget and funding sources
  - d. Consensus development, reviews, and approval
  - e. Project schedule
  - f. Required deliverables



- g. Unique school / site considerations
2. Prepare **Preliminary Text and Tables / Schedules** for playbook content, based on the agreed elements above.
3. **[Meeting #6: Staff]** Review preliminary item with you.
4. Revised playbook content.
5. Prepare playbook formatting and support graphics.
6. Assemble a **Preliminary Playbook Draft** in booklet format.
7. **[Meeting #7: Staff]** Review preliminary draft with you.
8. Make revisions per review input, prepare **Final Playbook**.
9. **[Meeting #8: Board, 1/26/22]** Present the final Playbook to the School Board.

*Deliverables:* **Preliminary Text and Tables/Schedules, Preliminary Playbook Draft** (pdf files), **Final Playbook** (pdf and Adobe files)

## FINAL DESIGN SERVICES

### A. Design Development Phase

*Objective:* The objective is to reach consensus with the client and jurisdictional authorities on the final design, probable cost and construction strategy for the proposed improvements.

*Process:* Following your review of the Schematic Design Phase, the Hitchcock Design Group team will:

1. Finalize the Design including size, horizontal and vertical geometry, structure, materials and finish, as appropriate, for the proposed improvements including:
  - a. Pedestrian circulation features
  - b. Site improvements including:
    - i. Playground Equipment
    - ii. Fall attenuation surfacing and edge restraint
    - iii. Site furnishings (benches, trash receptacles, bike racks, etc.
  - c. Landscape improvements
  - d. Fencing, if required
  - e. Grading and drainage
2. Prepare the **Design Development Documents** including:
  - a. Existing conditions information
  - b. Plan view drawings
  - c. Descriptive supplemental drawings
  - d. Technical specifications



- e. Product data
  - f. Material samples
3. Prepare a summary of estimated quantities and Update the **Construction Cost Opinion**.
  4. **[Meetings #9: Staff]** Review the Design Development Documents with you at the 100% completion milestones. Prepare **Meeting Minutes** of discussions following each meeting.

**Deliverables: Design Development Documents, Construction Cost Opinion, Meeting Summaries, updated Project Program**

### **B. Construction Documentation Phase**

**Objective:** The objective is to produce the final drawings, specifications, quantity schedules, project manual and other bid documents that will be used to competitively bid and construct the improvements.

**Process:** Following approval of the Design Development Phase, the Hitchcock Design Group team will:

1. Finalize the **Bid Documents** that will be used to bid and construct the improvements including:
  - a. Digital construction drawings
    - i. Cover sheet, notes and legend
    - ii. Existing conditions plans
    - iii. Site preparation plans
    - iv. Grading and drainage plans
    - v. Storm Water Pollution Prevention plans (SWPPP)
    - vi. Utility plans
    - vii. Layout and materials plans
    - viii. Landscape plans
    - ix. Site construction details
2. Finalize the **Project Manual** that will be used to bid and construct the improvements including:
  - i. General and Supplementary Conditions
  - ii. Technical specifications
3. Prepare a summary of estimated quantities and Update the **Construction Cost Opinion**.
4. **[Meetings #10: Staff]** Review the Construction Documents with you at 100% completion milestones. Prepare **Meeting Summaries** of discussions and update the **Project Program** following each meeting.
5. Make revisions and perform internal Quality Management Review of the Bid Documents.

**Deliverables: Bid Documents, Project Manual, Construction Cost Opinion, Meeting Summaries, updated Project Program**

### **C. Permitting Phase**

**Objective:** The objective is to obtain the required permits.



*Process:* Following approval of the Construction Documentation Phase, the Hitchcock Design Group team will:

We are assuming that no permits will be required, and you will have the plans reviewed by the ISBE, if required. We can perform any permitting activities, if required, at our hourly rates.

#### **D. Bidding and Negotiation Phase**

*Objective:* The objective is to help the client select a qualified contractor to construct the improvements.

*Process:* Following your approval, the Hitchcock Design Group team will:

1. Place Bidding Documents in Online Digital Plan Room for bidding distribution and Management.
2. **Recommend Reputable Contractors** for your consideration.
3. Help you advertise the bid letting by preparing **Legal Notice** for your use in publicizing the bid.
4. **[Meeting #11: Staff / Prospective Bidders]** Conduct a Pre-Bid Meeting for interested bidders.
5. Answer Questions and Issue **Written Addenda**, when appropriate, to all bidders regarding changes to or clarifications of the Contract Documents.
6. **[Meeting #12: Staff / Prospective Bidders]** Attend the bid opening and record the results.
7. Prepare a **Bid Tabulation** spreadsheet.
8. Perform Reference Checks for the apparent low bidder's references.
9. Issue a **Bid Results Summary Letter**.
10. **[Meeting # 13: Board, 1/26/22]** Present the bid results to the Board for approval to award a construction contract.

*Deliverables:* **Bidding Documents, Legal Notice, Addenda, Bid Tabulation, Results Summary Letter, Meeting Summaries**

#### **CONSTRUCTION PHASE SERVICES**

The goal for this part of the engagement is to help the client get the improvements constructed. Following award of the work to a Contractor, Hitchcock Design Group will provide these Construction Services until Final Acceptance of the work, or until 60 days after Substantial Completion of the work, whichever occurs first.

#### **A. Construction Administration**

*Objective:* The objective is to help you finalize and administer your construction contract with the Contractor.





*Process:* Following your award of the work to a Contractor, the Hitchcock Design Group team will provide these Construction Services until Final Acceptance of the work, or until 60 days after Substantial Completion of the work, whichever occurs first:

1. Prepare **For Construction Documents**, based on the outcome of the bidding phase.
2. Help you prepare an **Owner / Contractor Agreement**.
3. **[Construction Meeting #1: Staff / Contractor]** Conduct a **Pre-Construction Meeting** with you and the Contractor to review:
  - a. Contractor mobilization and staging
  - b. Contractor schedules
  - c. Contractor submittals
  - d. Responsibilities
  - e. Communications
  - f. Payment procedures
4. **Issue Interpretations or Clarifications** of the Contract Documents when requested by: you or the Contractor.
5. Prepare recommendations for construction **Change Orders**, as requested by:
  - a. You, because of a change that you wish to make to the scope of the Contractor's work
  - b. The Contractor because of the discovery of job site conditions that were concealed or unknown when the Owner / Contractor Agreement was executed, as approved by you
6. **Review Submittals and Shop Drawings**, product data and material samples which the Contractor is required to submit for the limited purpose of determining their general conformance with the design concept and information contained in the Contract Documents.
7. **Review Testing Procedures** and data provided by independent testing services.
8. Prepare written **Payment Recommendations** upon review of Contractor's monthly payout applications.

*Deliverables:* **For Construction Documents, Owner / Contractor Agreement, Clarifications, Change Orders, Submittal Review, Testing Review, Payment Recommendations** (pdf files)

#### **A. Construction Observation**

*Objective:* The objective is to become familiarized with the progress and quality of the Contractor's work and to determine if the work is proceeding in general conformance with the Contract Documents.

*Process:* During construction, we will:

1. **[Construction Meetings #2 - #11: Staff / Contractor]** Assuming a 10-week construction period, **participate in Site Meetings** every (2) weeks, per playground, (ten (10) total progress meetings budgeted) with you and the contractor to become familiarized with the progress and quality of



the Contractor's work and to determine if the work is proceeding in general conformance with the Contract Documents.

2. **Prepare Field Reports** of the progress meetings at the site with you and the Contractor.

*Deliverables:* **Field Reports**

#### **B. Contract Close-out**

*Objective:* The objective is to help the client close out its construction contract with the Contractor.

*Process:* After the Contractor notifies the client that the work is Substantially Complete, Hitchcock Design Group will:

1. **[Construction Meeting #12-13: Staff / Contractor]** Participate in one (1) site visit, per playground, to conduct a walk through and prepare a **Punch List** upon substantial completion of the construction of the work documented by us.
2. **Review Contract Close-out Submittals** required as provided by the Contractor, such as but not limited to:
  - a. Operating and maintenance manuals
  - b. As-built record drawings
  - c. Labor and material lien waivers
  - d. Payment applications
3. **[Construction Meeting #14-15: Staff / Contractor]** Participate in one (1) site visit, per playground to conduct a walk through to verify completion of a punch list items and Establish **Final Acceptance**.
4. **Prepare Final Payment Recommendations** regarding the Contractor's request for acceptance of substantially and finally completed work.

*Deliverables:* **Punch List, Closeout Submittal Reviews, Final Payment Recommendation, Substantial Completion and Final Acceptance Certificates (pdf files)**

### **GENERAL PROJECT ADMINISTRATION**

We will manage the performance of our own work throughout the term of the contract by providing the following services:

#### **A. Communications**

2. Schedule, create agendas and summarize the highlights of periodic meetings
1. Rehearse, attend and present at public forums identified
2. Collect and disseminate communications from other parties
3. Periodically inform your representative about our progress

#### **B. Schedules**

1. Create, periodically update and distribute the project schedule
2. Coordinate the activities of our staff and our consultants



**C. Staffing**

1. Select and assign staff members and consultants to appropriate tasks and services
2. Prepare and administer consultant agreements

**D. File Maintenance**

1. Establish and maintain appropriate correspondence, financial, drawing and data files
2. Obtain appropriate insurance certificates from consultants
3. Maintain appropriate time and expense records

**ADDITIONAL SERVICES**

We may provide additional services, deliverables or meetings, at your approval that are not included in the Basic Services, such as:

1. Revisions to previously completed and approved phases of the Basic Services
2. The services of additional consultants not specified in the proposal documents
3. Meetings with you or presentations to other parties not specified in the Basic Services
4. Detailed quantity estimates and construction cost opinions using data or formats other than our own
5. Detailed written summaries of our work or our recommendations
6. Services rendered after the time limitations set forth in this contract
7. Services required due to the discovery of concealed conditions, actions of others, or other circumstances beyond our control
8. Services required to restart the project if you suspend our work at your convenience for more than 90 days during the performance of our services
9. Preparation of segregated or multiple contract bid sets or more than one Owner / Contractor agreement
10. Services rendered after Final Acceptance of the Contractor's work or services rendered more than 60 days after Substantial Completion of the Contractor's work

**AUTHORIZATION**

Services, deliverables or meetings not specified in this scope of services will be considered additional services. If circumstances arise during our performance of the outlined services that we believe require additional services, we will promptly notify you about the nature, extent and probable additional cost of the additional services, and perform only such additional services following your written authorization.



## Project Schedule

### CUSD 200 Playground Replacements and Playground Replacement Playbook

Date: September 28, 2021

No.	WORK ITEM	Target Completion Date	2021						2022												
			Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Playground Replacements</b>																					
1	Program & Analysis	Oct-21						■													
2	Schematic Design	Nov-21						■	■												
3	Design Development	Dec-21								■	■										
4	Bid Documents	Jan-22									■	■									
5	Bidding	Feb-22										■	★								
6	Project Construction	Aug-22												■	■	■	■	■	■	■	■
<b>Playground Replacement Playbook</b>																					
1	Program & Analysis	Jan-21						■	■												
2	Preliminary Text, Tables and Schedule	date							■	■											
3	Preliminary Playbook	date								■	■										
4	Final Playbook	date										■	★								

★ Board Committee of the Whole Presentation



## Standard Hourly Rates

### 2021 Billing Rates

Senior Principal	\$245
Principal	\$205
Senior Associate	\$155
Associate	\$125
Junior Associate	\$105

### Reimbursable Expenses

In addition to our standard hourly rates, we invoice qualified sub-consultant fees, travel, and reproduction expenses per the terms of our agreement, with mileage invoiced at the current IRS reimbursement rate.