

WAUKEGAN **P**ARK DISTRICT

MEMORANDUM

TO: Jay Lerner
Executive Director

FROM: Quincy Bejster
Director of Parks

RE: Upland Design Ltd. Proposal for Dugdale Park Renovation Development and
Construction Phase Services

DATE: February 8, 2024

At the February 13, 2024, Board of Commissioners Board Meeting, staff recommends the acceptance of the attached proposal from Upland Design Ltd. for the Dugdale Park Renovation Development and Construction Phase Services.

The total estimated professional fees are \$135,000.00 and include the following scope of services:

| | |
|------------------------|-----------------|
| Design Services | \$97,900 |
| Architectural Services | \$13,800 |
| Engineering Services | <u>\$23,300</u> |
| | \$135,000 |

The detailed proposal is attached.

The Professional Service Fees for the Dugdale Park Renovations are included in the FY 2024/25 CIP Budget.

Thank you.

QB/kdb

Project Scope: Upland Design Ltd has put a team of consultants together to undertake the development of construction documents, permitting, bidding and construction administration for this great project. The team is as follows:

- Upland Design Ltd: Project Lead and Landscape Architects
- Legat Architects: Restroom Building Renovation
- IMEG: Civil Engineering & Electrical Engineering

An approximate timeline is indicated at the end of the scope, and actual dates will be set to accommodate Park District needs. The project is to be implemented through public bidding and construction by a general contractor. The outdoor electrical items are optional items that can be added to the project by the Park District during Design Development or during Construction Documents.

Survey and Soil Borings: A topographic survey was completed by IMEG in November 2022 for the Park District. This will be the base plan for the design development and construction documents.

Soil borings will be performed for the shelter location, the rear of the existing parking lot, and near one location of the ball field lighting. Upland Design will work with the Park District to obtain a quote for these services once the final locations have been identified.

Design Development Plans and Review Meeting

The design team will prepare design development plans based on the updated Master Plan from 2023. The plans will include detailed layout of amenities - listing of site furniture, play equipment, and fitness equipment with color choices. Three dimensional images of the playground will be prepared with color choices. An updated cost estimate will be prepared based on current estimates. A meeting will be held with the Park District team to review plans and the updated costs. (1 virtual meeting)

Construction Plans, Specifications and Bid Proposal

Based on the approved design development plans, the Upland Design team will prepare a set of construction plans, specifications and bid proposal for public bidding. Construction documents will address the following:

- Existing Conditions and Removal
- Layout
- Grading, BMP/Stormwater and Drainage
- Restroom-Shelter Building Plans & Elevations
- Utilities: Electric, Water and Sanitary Sewer
- Soil Erosion Control
- Landscape Plantings & Restoration
- Construction Details
- General and Technical Specifications
- Bid Proposal Form

The specifications will cover each area of construction. A review meeting at 50% and 95% complete construction documents will take place with Waukegan Park District staff. An updated estimate of construction costs will be updated for each review meeting. The design team will create a list of potential deduct/add alternate items for the project. Comments from the meetings will be incorporated into the documents. (1 virtual meeting, 1 in person meeting)

Restroom-Shelter Building

Renovation of the existing restroom building is to be included. An initial site visit to review building interiors will be made by the team. This will include ADA clearances and layout. The existing sanitary, water and electrical connections to buildings will remain in place. (1 in person meeting)

Legat Architects will develop a renovation scope of elements along with costs to be reviewed during design development. The list of items to be reviewed includes the following:

- Demolition of the toilet room building interior finishes including toilet partitions and exterior windows. No interior walls will be demolished.
- Replacement of existing plumbing fixtures in place. No relocation of plumbing will be required.
- Review open ceiling for any modifications
- New poured epoxy floors
- New exterior windows
- Develop an alternate proposal for recladding the exterior walls.

The Waukegan Park District will guide the design team on the chosen elements to be included in the bid package since all the items together may be more than the allotted budget. Once chosen, the elements will be included as part of the bid package. Electrical and mechanical building renovation elements are not included.

Electrical Engineering

Shelter electrical

- 1) Design new power distribution, lighting, and grounding and bonding for a pre-manufactured shelter.
- 2) Prepare an opinion of probable construction cost for electrical systems.
- 3) Prepare contract documents that are suitable for bidding, permit, and construction purposes, including drawings and specifications.
- 4) Respond to permit comments and revise documents as required.
- 5) Respond to contractor questions and prepare revised documents as required.
- 6) Review shop drawing submittals for items requested in the contract documents.

Option 1: Review and evaluate the existing service

- 1) Review the existing electrical service and power distribution serving the park.
- 2) Prepare a short report outlining recommendations with an opinion of probable construction cost. The design of the recommended items is not included in this proposal.

Option 2: Baseball field lighting

- 1) Design the removal and replacement of sports lighting poles, luminaires, and controls. The luminaires and controls may be reused. The design will be based on Impact Sports Lighting. Photometric performance (field illumination and uniformity, property line cut-offs, etc.) will be prepared by IMEG and verified/documented by the lighting vendor using their proposed fixtures.
- 2) Design any changes of the existing wiring serving sports lighting for the new pole configuration.
- 3) Design grounding and lightning protection at lighting poles.
- 4) It is assumed that the electrical service to the site and power distribution equipment (panels, transformers, etc.) supplying the lighting can be re-used. The design of upgrades for these items is not included in this proposal.
- 5) Prepare an opinion of probable construction cost for electrical systems.
- 6) Prepare contract documents that are suitable for bidding, permit, and construction purposes, including drawings and specifications.
- 7) Respond to permit comments and revise documents as required.

- 8) Respond to contractor questions and prepare revised documents as required.
- 9) Review shop drawing submittals for items requested in the contract documents.
- 10) Conduct one job site observation during construction, plus one final job site observation at the end of the construction period.

Permits: Permits submittals will be prepared and submitted for the following:

- o Village of Waukegan Building Permit: The plans will be submitted to the City for a building permit.
- o IEPA NOI SWPP Permit: Submitted Online
- o Lake County UDO Watershed Permit – IMEG will prepare and submit a watershed development permit application and stormwater report for the proposed improvements. It is anticipated that this will include documentation of BMP calculations (Runoff Volume Reduction measures), storm sewer calculations, summary narrative of existing conditions, summary of proposed conditions, floodplain maps, and wetland maps.

It is assumed that the site improvements (disturbed area) will remain under 3.0 acres and the new impervious area will remain under 1.0 acre, and therefore detention will not be required. Detention design is not included in the base scope of services. 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 Park District. No work is proposed in floodplain nor wetland areas for this project.

Bidding

The Park District will coordinate and handle the bidding process. The bid documents will be distributed through a digital platform, who will provide both digital and paper copies as requested by bidders. Upland Design will contact contractors with an invitation to bid and the District will place the legal ad in a local paper and perform any other procedure as required by local purchasing policies. The Park District will attend the bid opening and review submitted bids. Upland Design will be available to answer questions during bidding and prepare any addendum if needed.

Contract Preparation: The Park District will prepare construction contracts with the selected contractor.

Construction Administration

Upon award of the contract, the Park District staff will complete daily coordination and site visits during construction. The Park District staff will engage Upland Design as needed and will assist with the following items when requested. All Construction Administration work by the design team will be at current hourly rates:

- Review and assist with contractor field orders, change orders and clarifications.
- Contractor submittals will be reviewed by Upland Design Ltd prior to forwarding to the Park District.
- Pay applications or Certified Payroll will not be reviewed or retained by Upland Design Ltd.
- Upland Design will perform Construction Observation Site Visits as requested. In addition, we are available at project completion to make a walk through with District staff to develop a punch list.
- Review and comment on contractor provided closeout documents including warranties, manuals, and as-built drawings.

The Firm and its subconsultants 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.

Timeline:

| Description | Dates |
|----------------------------|-------------------------------------|
| Kick-off Meeting | March - April 2024 |
| Design Development Meeting | May 2024 |
| 50% CDs Meeting | June 2024 |
| 95% CDs Meeting | July 2024 |
| 100% | August 2024. |
| Permitting | August - October 2024 |
| Bid | November - December 2024 |
| Board Approval Meeting | January 2025 |
| Construction | March 1, 2025 to September 30, 2025 |

Professional Fees

The following professional fees are lump sum for the work described in for professional services by Upland Design Ltd along the subconsultants as listed below:

| | | |
|--|---------------------------------|-----------|
| Upland Design Ltd: Project Lead and Landscape Architects | | \$ 97,900 |
| DD / CD | \$ 86,900 | |
| Permit | \$ 4,500 | |
| Bidding | \$ 1,500 | |
| Construction Admin | \$ 5,000 (hourly not to exceed) | |
| Legat Architects: Restroom Building Renovation | | \$ 13,800 |
| DD / CD | \$ 12,500 | |
| Permit | \$ 800 | |
| Bidding | \$ 500 | |
| IMEG Corp: Civil Engineering | | \$ 12,500 |
| DD / CD | \$ 10,500 | |
| Permit | \$ 2,000 | |
| IMEG Corp: Electrical Engineer at Shelter | | \$ 10,800 |
| DD / CD | \$ 9,300 | |
| Permit | \$ 1,500 | |

Total \$135,000

Construction Administration at Hourly Rates

All construction administration tasks beyond the hourly not to exceed above will be undertaken as requested by the Park District and charged at the design teams hourly rates.

Optional Electrical (scope and fee to be reviewed if accepted)

#1 Electrical Review and Evaluate Service: \$8,000

#2 Electrical for New Ball Field Lighting: \$29,000

(\$26,000 for IMEG and \$3,000 for Upland)

Reimbursable Items: Items beyond the professional fees will include postage, printing of drawings along with mileage reimbursement. These will be invoiced to the Park District at Upland Design's direct cost without mark-up. Mileage reimbursement will be at current IRS rates. Permits fees will be paid for directly by the Park District.

Excluded Services: Scope of services set forth in pages 1-4 are included in this agreement. Excluded services include but are not limited the following The Firm and sub-consultants will not be responsible for the following: Hydrologic/hydraulic modeling the floodplain/floodway, wetland mitigation, archeological services, environmental testing, subsurface conditions and material testing, boundary survey, construction layout; construction scheduling; construction work; work-site safety, labor negotiations, permit fees or court appearances as part of these services.

Hazardous Materials: The scope of the Firm's services for this Agreement does not include any responsibility for detection, remediation, accidental release, or services relating to waste, oil, asbestos, lead, or other hazardous materials, as defined by Federal, State, and local laws or regulations. Design team shall have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials in any form at the project site nor the restroom building, including but not limited to asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances.