

September 12, 2024

Mr. Josh Aurand
Harlem District 122
8605 N Second Street
Machesney Park, IL 61115
VIA EMAIL

**RE: D122 Olson School and Harlem MS
Parking Lot Repairs**

Dear Mr. Aurand,

Thank you for considering Arc Design Resources as a direct hire to design and manage the pavement rehab needs at the Harlem School District. Based on our recent site visit, we understand the scope of this project to be the replacement of the west parking lot at Harlem Middle School and the west parking lot at Olson Elementary School. We have toured the site and reviewed the existing conditions with staff to determine a scope of work. Our proposal is as follows:

Topographic Survey

We will need to obtain current survey data of the reconstruction areas to become the base map for our design needs. Our fee covers both schools..

Pavement Cores

To confirm the base course depth of the pavements, we are proposing to obtain some random pavement cores of the current asphalt and stone base thickness. Many times, people think the reason for a pavement failure is due to the top surface, but an insufficient base course can cause premature failures and we should find out the existing condition to help reduce surprises in the field once construction starts. We can do this work in-house as long as temperatures are above freezing (due to need for water). We propose to obtain 8 cores at the middle school and 6 cores at Olson.

Construction Documents

We will prepare plans and specifications for bidding and construction of the parking lots. Due to the similar nature of the work, both sites will be combined as one project. Bid specifications will follow IDOT standard specification format that the local contractors are familiar with from roadway projects. The basic project scope is to remove and replace the existing HMA surface, repair any poor drainage, restripe and open up to the public. Our plans will typically include:

- Layout options to review striping and parking at Harlem MS
- General Notes and details
- Existing Conditions and Removal Plans
- Layout Plans
- Grading and Drainage Plans
- Site Erosion Control Plans
- Storm water calculations and memo for each school
- Coordination with City of Loves Park or Village of Machesney Park and address review comments

Permitting and Bidding

Added to our scope will be obtaining the necessary permit from the Regional Office of Education, and then preparing the necessary bid documents to send this out to general contractors and solicit bids. This work has been handled by the architect in the past. Our scope includes:

- Obtain ROE permit for the work
- Prepare bid specifications and provisions

- Assist Harlem with an advertisement for bids
- Arrange a pre-bid meeting with interested contractors
- Handle the bidding process (solicitation, issue addendums, attend bid opening)

Construction Guidance

Based on recent project experience with you and your staff, we propose part-time construction guidance work for the summer of 2025 during the course of construction. NOTE: we have expanded our scope slightly to account for our direct involvement in the project without an architect. Included in our scope is:

- Preconstruction kickoff meeting attendance
- Shop drawing review for Civil/site items
- In office coordination to provide RFI response to questions
- Four Intermediate site visits or job meetings TO EACH SCHOOL as needed to assist with construction progress
- Review Pay applications
- Obtain final ROE signoff
- Final punchlist site visit and memo at completion of project

Fees for Services

For the above scope items our proposed fees are as follows:

\$ 5,400.00	Topographic Survey
\$ 2,000.00	Pavement Cores
\$18,500.00	Construction Documents
\$ 2,400.00	ROE permit and Bidding
<u>\$ 4,900.00</u>	<u>Construction Guidance</u>
\$33,200.00	Total Fee

Additional Services

The following would be considered as additional services and require additional compensation to our firm if performed or managed by our office:

1. Construction Staking – we intend to quote this work directly to the contractor during the bid process.
2. Materials Testing – during construction we can coordinate material testing for the asphalt paving but the costs would be additional for an independent testing firm. We estimate that for this project, a budget of \$4,000 should be adequate if you want to include testing controls with the construction management.
3. Landscape plans are not anticipated. We will restore disturbed areas with seed and blanket.

Arc Design Resources, Inc. can schedule the field work upon receipt of your notice to proceed. If this proposal is acceptable to you, please acknowledge by signing and returning a copy of the enclosed agreement for services. Alternatively, you can issue a purchase order for this work. We carry professional liability insurance and will issue you a certificate at your request. Please call if you have questions. This proposal is valid for 30 days.

Sincerely,



Jeffrey S. Linkenheld, P.E.
Project Manager