



September 17, 2025

Mr. Curt Saindon
Assistant Superintendent for Business Services/ CSBO
Woodridge School District 68
7925 Janes Ave.
Woodridge, Illinois 60517

**Woodridge School District 68
Summer 2026 Projects
Professional Services Proposal_REV 1**

Dear Mr. Saindon:

Wight & Company (Wight) is pleased to submit this proposal for professional services to Woodridge School District 68 (District) at various District schools located in Woodridge, Illinois. We have prepared our proposal in the following parts:

PROJECT UNDERSTANDING
SCOPE OF SERVICES
SCHEDULE
COMPENSATION
TERMS & CONDITIONS

PROJECT UNDERSTANDING

Based on conversations with the District, Wight understands that the District is interested in preparing design documents at various schools, which are to be completed for the start of the 2026/2027 school year. Work is proposed at Edgewood Elementary (Edgewood), William F. Murphy Elementary (Murphy), John L. Siple Elementary (Siple), and Willow Creek Elementary (Willow Creek), with potential work at Thomas Jefferson Jr. High (JJH), Goodrich Elementary, and Meadowview Elementary (Meadowview). The project will include a total of five (5) assignments outlined below and graphic representation provided in the enclosed plan exhibit developed in conjunction with the District following the August Board meeting:

Assignment #1 – Spandrel panel Replacement at Edgewood: It is understood that this assignment will include the replacement of existing exterior spandrel panels at the existing curtainwall systems at the Staff Lounge, Classroom, and Learning Resource Center. It is assumed the existing structure is in good condition and replacement of existing framing members and curtainwall system framing will not be required. A budget of \$50,000-\$75,000 has been allocated for this assignment as of the date of this proposal.

Assignment #2 – Door and Door Frame Replacements at Siple and Willow Creek: It is our understanding that the District will determine which specific doors and frames are to be replaced. Material and hardware will match the District standards. A budget of \$250,000-\$275,000 has been allocated for this assignment as of the date of this proposal.

Assignment #3 – Teachers’ Lounge Renovations at Edgewood: It is our understanding the District would like to update and refresh the interiors of the existing Teachers’ Lounge. The final scope of work for this assignment will be determined. A budget of \$50,000-\$75,000 has been allocated for this assignment as of the date of this proposal.

Assignment #4 – Teachers’ Lounge, Main Office Renovations, and Classroom Ceiling Replacement at Murphy: It is our understanding that the District would like to update and refresh the interiors of the existing Teachers’ Lounge; renovate the existing Main Office, and replace selective classroom ceilings. The final scope of work for this assignment will be determined. A budget of \$350,000-\$425,000 has been allocated for this assignment as of the date of this proposal.

Assignment #5 – Districtwide Toilet Room Renovations: It is our understanding that the District will provide a list of selected toilet rooms to be renovated. The final scope of work will be determined based on the field walk-through and discussions with the District. A budget of \$500,000-\$750,000 has been allocated for this assignment as of the date of this proposal.

Additionally, it is understood that any environmental services to remove asbestos-containing materials related to the contemplated scope of work shall be managed by the District and shall be addressed outside of this proposal by the District’s consultant.

For purposes of this project proposal, the District has assumed a construction budget for the assignments described above to be between \$1.0 million - \$1.6 million. It is understood that this cost does not include any abatement, furniture, equipment, fees, or any other owner soft costs.

SCOPE OF SERVICES

Basic Services:

Contract Documents

- A maximum of three (3) site walk-through/meetings to develop the final scope of work for assignments outlined above under Project Understanding.
- Wight shall prepare design documents (plans and specifications) depicting work related to the assignments. These will include architectural, structural, mechanical, and electrical as required to implement the assignments.
- A maximum of two (2) review/coordination meetings with you and your staff during the design documentation period.
 - One (1) meeting shall be an in-depth meeting with you and staff to understand the entire contract document set.

Permitting

- Wight shall coordinate and prepare permit documents as required by the State Board of Education.

Bidding

- Wight shall assist in the bidding process, answering RFI’s, and help with scope reviews (if required by CM) with the low bidder to assure the intended scope of work is fully covered.

Contract Administration

- Wight shall review all shop drawings, samples, and product data, as required.
- Wight will answer all RFI’s as they relate to this project.

- Wight will attend in-person/virtually regular scheduled OACM Meetings, planned by the CM.
- Wight will visit the site four (4) times during the construction period for observation of the construction, beyond the scheduled OACM Meetings.
- Wight will also prepare a final punch list at the end of the construction and assist with project closeout.

Additional Services:

Additional services may be provided following execution of this Agreement. Upon recognizing the need to perform the following Additional Services, Wight shall notify the District. Compensation for these services will be completed on a time and material basis at standard hourly billing rates, or at a negotiated cost upon the District's written authorization to proceed:

- Services necessitated by a change in the Initial Information, previous instructions, or approvals given.
- Presentations or preparation of materials for presentations to the municipality or agency.
- Services necessitated by the discovery of unforeseen conditions after completion of the design documents.
- Changing or editing previously prepared design documents is necessitated by the enactment or revision of codes, laws, regulations, or official interpretations.
- Environmental (asbestos abatement) testing, design, bid documents, and project management.
- Construction management of individual trade contracts during the construction phase.

SCHEDULE

Wight proposes to begin work on this assignment within one (1) week of your authorization. We anticipate this work to begin in September 2025, pending Board approval. Below is the anticipated project schedule:

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|--|-------------------------------|
| ▪ Board Approval of Proposal | September 22, 2025 |
| ▪ Project kickoff meeting | Pending Project Authorization |
| ▪ In-progress Design Meeting | mid-October 2025 |
| ▪ Construction Document Page-turn | October 27, 2025 |
| ▪ Issued for bid drawings to Construction Manager (CM) | October 31, 2025 |
| ▪ Bid drawings hit the street | Early November 2025 |
| ▪ Board approval | December 15, 2025 |

Construction is anticipated to commence in the Summer of 2026 and be substantially complete for the start of the 2026/2027 school year.

COMPENSATION

Basic Services

Wight & Company proposes a percentage of construction cost-based fee of 9.00% for our efforts to perform basic services associated with design documentation, bidding, and construction administration activities as defined above, but not less than Ninety Thousand Dollars (\$90,000.00).

Once the construction amount is defined and before the start of construction activity, we propose to fix our fee based on the awarded construction value after bidding in accordance with the AIA definition for

Cost of Work. The costs include alternates that the School District has agreed to include in the bid documents. If any alternate(s) are not accepted by the School District, Wight & Company's fees shall be limited to eighty percent (80%) of the total fee due for the alternate design.

Architectural Reimbursable Expenses

In addition to the professional service fee, Wight recommends an allowance be reserved for reimbursable expenses associated with this proposal of One Thousand Dollars (\$1,000.00). Reimbursable expenses will be billed at direct cost plus 10%. The following is a 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 the current IRS-established reimbursement rate

Additional Services

For additional services beyond those described above, a mutually agreeable rate will be determined before commencing with the additional service. Additional services will not be performed without prior authorization.

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 partner with Woodridge School District 68 and look forward to working with you on this 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 Laura Batterberry at (630) 739-6963.

Respectfully submitted,

Wight & Company


Laura Batterberry
Principal, Director of Architecture


Jason Dwyer, AIA, LEED AP
President Design & Construction

Approved by:

Signature

Date

Printed Name

Title