



## LAKE BLUFF SCHOOL DISTRICT 65

**TO:** Board of Education  
Dr. Lisa Leali, Superintendent

**FROM:** Jay Kahn, Chief School Business Official

**DATE:** March 16, 2026

**RE:** LBES Parking Lot – Professional & Engineering Services

### **Recommendation**

Administration recommends that the Board approve the attached professional and engineering services agreement with Wight & Co. for the design and construction management of new parking lots Lake Bluff Elementary School in the amount of \$42,000. This approval is for the Wight contract only. A separate approval will be needed for construction.

### **Background**

Both the main elementary parking lot and the bus loop/northeast lot are aging and starting to need frequent repairs. They were identified in our most recent facility assessment as having 3-5 years of useful life remaining with a projected replacement cost of \$600 thousand.

### **Current Situation**

Though this project would not take place until the summer of 2027, at the earliest, we would like to start assessing the soil conditions and generate several options to consider for planning purposes. The condition of the soil will have a large impact on the cost of the project, and the potential availability of sales tax revenue for capital projects may impact design choices.



February 26, 2026

Mr. Jay Kahn  
Director of Finance & Operations/CSBO  
Lake Bluff School District 65  
121 E Sheridan Place  
Lake Bluff, Illinois 60044

**Lake Bluff Elementary School Parking Lot Project  
2026 Maintenance Projects  
Professional Services Proposal**

Dear Mr. Kahn:

Wight & Company (Wight) is pleased to submit this proposal to provide Design and Engineering Services for the 2026-27 Parking Lot Replacement Project at Lake Bluff School District 65 Elementary School Campus.

This proposal includes the following four (4) parts:

PROJECT UNDERSTANDING  
SCOPE OF SERVICES  
SCHEDULE  
COMPENSATION

**PROJECT UNDERSTANDING**

It is our understanding that Lake Bluff School District 65 would like to address parking lot removal and replacement work at the Lake Bluff Elementary School Campus. The work scope will need to be finalized with you but should closely align with our previous conversations on the subject and site observations documented as part of the Updated Facility Assessment Study (dated September 2025).

**SCOPE OF SERVICES**

**Basic Services - Parking Lot Improvements:**

Meetings and Coordination

- Kickoff Meeting with District
- Meetings with District and School staff to coordinate design
- Preliminary Engineering Review Meetings
- Final Engineering Review Meetings
- General Coordination Meetings

Conceptual Engineering Documents

This phase includes research and formulation of a comprehensive list of site constraints and issues and regulatory design requirements. We will focus on design decisions so that we can have a clear

understanding of the project cost and alignment with the established budget. The following tasks to be performed in this phase include, but are not limited to the following:

- Coordinate and meet with Project Team
- Provide Conceptual design scope for budget approval
- Coordinate and meet with the Village of Lake Bluff
- Site Visits:
  - To investigate existing conditions and their relationships with proposed elements
  - To determine condition of existing infrastructure
- Geotechnical report, soil borings, and CCDD testing (by District, Wight will solicit proposals)
- Topographic and Boundary survey (by District, Wight will solicit proposals)
- Conceptual Design Plans
- Cost Budget Estimate

#### Final Engineering Documents

During this phase of the project, we propose to prepare 95% construction document review submittals for review and approval by the District and will coordinate the necessary permit submittals at the appropriate stage of completion based on overall project schedule parameters. Upon permit authority review and approval, we will prepare an Issued For Bidding (100% complete) set of plans and specifications. All documents will be prepared to the necessary level to allow for permitting approval, public bidding and construction of the project scope. During this phase we will also update the project cost estimate to maintain alignment with the project budget. We will prepare the project manuals with all technical specifications and coordinate with the District to incorporate the District's supplemental conditions and any standard front-end bidding forms and documents for two (2) separate bid packages; one (1) for each school.

Following are typical deliverables that will be presented for review and approval:

- Final Engineering Plan Documents
  - Existing Conditions
  - Demolition Plan
  - Site Plan
  - Grading & Drainage Plan
  - Utility Plan
  - Civil Engineering Details

#### Permitting, Bidding, and Construction Phase

During this phase of work, we will take an active role in the acquisition of permits, and upon substantial completion of construction documents, we will submit plans and permit applications to all necessary jurisdictional bodies, including:

- Illinois Environmental Protection Agency (IEPA)
  - NPDES Permit
- Illinois Historic Preservation Agency (IHPA)
- Illinois Department of Natural Resources (IDNR) - threatened and endangered species
- Village of Lake Bluff– engineering review/stormwater permit as required
- Regional Office of Education Building Permits

Throughout the construction process we will perform the standard professional services required, including the following:

- Attend pre-construction meeting
- Review of contractor's application for payment to evaluate whether the work has progressed to the point indicated in the application
- Review of contractor's submittals, including shop drawings, product data and samples for conformance with the contract documents
- Provide responses to Requests for Information (RFIs) related to interpretation of the contract documents
- Perform a Substantial Completion inspection and prepare a punch list for work to be completed
- Wight to perform final review and issue statement of completion
- On-site observation at intervals appropriate to the stage of the contractor operations to become generally familiar with and to keep the owner informed about the progress and quality of the work completed

The above scope of services does not include the following:

- Analysis, design or specifications for any off-site improvements, including but not limited to: lift station modifications, sanitary sewer 'upsizing', and storm sewer 'upsizing' or extensions beyond the site boundary
- The analysis and design of compensatory storage for floodplain/floodways, if required.
- Photometric design and wiring
- Improvements beyond the project limits
- Zoning Entitlements and/or public hearings if required
- Continuous construction observation, construction management, or construction staking
- Permitting fees. The owner or contractor will pay filing and other fees required for permitting.
- Topographic Survey (BY OTHERS)
- Geotechnical Reports / Borings / CCDD (BY OTHERS)
- Survey of the future as-built information or producing record drawings for project
- Additional bid packages
- Construction material testing (BY OTHERS)

## **SCHEDULE**

We understand that it is desired that full construction drawings and specifications are targeted for completion by the first week of December 2026. Implementation for this assignment may require a phased approach and occur during the summers of 2027 and 2028.

Wight is prepared to start the work on this project upon receipt of a fully executed proposal. We will endeavor to meet this schedule and will keep the District fully apprised of our progress as we go.

## **COMPENSATION**

Wight & Company proposes a fee for our efforts to perform Basic Services associated with design, documentation, bidding, and construction administration activities in conjunction with our standing

service agreement dated 10/14/12 and for a fixed fee \$42,000.00. For additional services beyond those described above, a mutually agreeable rate will be determined prior to commencing with the additional service. Additional services will not be performed without prior authorization.

Invoicing will be developed based on effort completed to date and submitted at the end of the month. Reimbursable expenses for direct costs incurred will be in addition to our professional service costs. Qualifying items will be invoiced at the direct cost incurred. For the type of work being conducted we anticipate direct costs to be for outside printing services and mileage. We recommend that Two Thousand Dollars (\$2,000.00) be budgeted for these items.

Thank you for the opportunity to submit this fee proposal to assist you with this service. We look forward to a successful process and the continued opportunity of partnering with Lake Bluff School District 65.

Respectfully submitted,

Wight & Company



Craig Siepka, Licensed Architect  
Vice President, Design Principal



Jason Dwyer AIA, LEED AP  
President, Design & Construction

Approved by:

\_\_\_\_\_  
Signature

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Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title