

September 12, 2024

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

**RE: Harlem D122 Baseball Fields
New Varsity Backstop and Fence**

Dear Josh;

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 installation of a new backstop for the varsity baseball field, along with new protective fencing closer to the home plate area to provide better protection from foul balls. As part of our work, we will look at future planning for a similar setup at the JV field that will eventually open the area near the concession building for additional visitor seating. 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 obtain a current survey of the concessions area and both diamonds out to the infields to properly align the proposed backstop. We will also survey out to the driveway in case there is a need for access path improvements. This work will allow for proper planning for both fields, as well as design for the varsity field.

Construction Documents

We will prepare plans and specifications for bidding and construction of the new varsity fence and backstop. Our plans will typically include:

- Concept Planning for future master plan of both fields
- General Notes and details
- Existing Conditions and Removal Plan
- Layout Plan
- Grading and Drainage Plan
- Associated baseball field details including backstops, fencing, etc.
- Site Erosion Control Plan
- Coordination with Village of Machesney for site plan approval 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
- Five Intermediate site visits or job meetings 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:

\$ 1,900.00	Topographic Survey
\$ 7,800.00	Construction Documents
\$ 2,400.00	ROE permit and Bidding
<u>\$ 3,900.00</u>	<u>Construction Guidance</u>
\$16,000.00	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 \$2,000 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