



## Geneva Community Unit School District 304

Donna V. Oberg - Assistant Superintendent - Business Services

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### Memorandum

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To: Kent Mutchler, Superintendent  
CC: Board of Education

From: Donna Oberg, Assistant Superintendent – Business Services

Date: December 9, 2011

Re: Authorization to Solicit Bids for the Renovation of Burgess Field

The replacement of Geneva High School's Burgess Field is scheduled to begin in May 2012. The timeline for replacement is:

#### Pre-Construction, January to May 2012

- Bid Notice for public advertisement
- Bid documents to prospective vendors
- Coordination of site logistics and construction dates with bid documents
- Bid/Scope review and recommendations
- Permitting

#### Construction, May 2012 to August 2012

The field replacement is to be completed whether it is replaced with field turf or grass turf. The field has not been rebuilt since 1994. The field does not drain properly due to broken drainage tiles, the crown is gone, and the field does not dry out which causes continuous replacement of grass.

The track requires widening to eight lanes and replacement of goal posts will also be included in the bid specifications.

The Board has accepted the donation to replace the field with field turf from Donor #1 at a special meeting on April 6, 2011 and Donor #2 at the regular Board meeting on November 14, 2011.

Please ask the board to authorize Administration to solicit bids for the renovation of Burgess Field, including track widening and goal posts, for completion in August 2012.