



October 21, 2021

Mr. Ian Wade  
Capital Projects Manager  
City of Aurora  
77 South Broadway Avenue  
Aurora, IL 60505

**Master Plan Services for Phillips Park and Zoo  
Professional Services Proposal**

Dear Mr. Wade:

Wight & Company (Wight) is pleased to submit this proposal to you and the City of Aurora (City) to provide master planning services for the renovation of Phillips Park and Zoo. This proposal includes:

UNDERSTANDING  
SCOPE OF SERVICES  
SCHEDULE  
COMPENSATION  
TERMS & CONDITIONS

**UNDERSTANDING**

We understand the City would like to develop a new park master plan for Phillips Park and the Zoo to develop a road map for improvements over the next 10 years. Based on the RFQ, the preliminary program included adding, converting, or reconfiguring exhibits at the Zoo and new sporting facilities, infrastructure, restrooms, pavilions, and parking lots within the park.

In order to develop a new park master plan, we will first facilitate a project kick-off meeting with City Staff to discuss goals and objectives of the project, conduct an initial site investigation, evaluate the program and fees, and assess the existing facilities. We will then solicit input via meetings and surveys from staff and residents to help determine the appropriate program strategy for the site. This key "consensus building" step will establish the overall vision for Park and Zoo and help guide the design team as we develop conceptual options for review with staff and council. Based on staff feedback, we will finalize the concepts and associated costs and then prepare the finalized master plan approach with phasing strategies for review by the residents and approval by the City.

**SCOPE OF SERVICES**

Wight & Company will provide architecture, landscape architecture, MEP and structural engineering and cost estimating services. WBK Engineering will provide civil engineering while Berry Dunn will evaluate programs and fee structure. We propose to provide the following services outlined in the Understanding through the Scope of Service below:

- A. Project Understanding, Assessment, Engagement and Programming Phase
  - 1. Conduct a project Kick-off Meeting to align the basic client expectations and reach a mutual understanding of the following:

- a. Key participants and decision-makers
  - b. Project goals and objectives
  - c. Existing conditions
  - d. Scope of work
  - e. Deliverables
  - f. Tentative project schedule
  - g. Communication and responsibility matrix
  - h. Project budget
2. Obtain relevant project data for the site:
  - a. Zoning and land-use designation
  - b. Local ordinances
  - c. Aerial photography
  - d. Topographic and boundary surveys (provided by City)
  - e. Geo-technical reports, if available
  - f. National Wetland Inventory Map (NWI)
  - g. Flood Insurance Rate Map (FIRM)
3. Visit project site to review and photograph existing conditions and confirm survey information.
4. Review existing planning documents, budgets, revenue, and expense history, working relationships with outside entities and IGA's (provided by City).
5. Prepare Existing Conditions Plan using aerial photography and topographic survey.
6. Identify permitting requirements with jurisdictional agencies.
7. Facility Assessment for Architectural/structural components (general condition, life expectancy, watertightness, and determination of observable structural concerns):
  - a. Mechanical / Electrical / Plumbing / Fire Protection (general condition, adequacy, life expectancy and degree of obsolescence).
  - b. Site/Civil (general condition of site surfaces including asphalt paving, concrete sidewalks, utility structures and landscaping.
  - c. General Accessibility Elements (not meant to take the place of any ADA audit or life safety inspection)
  - d. Systems Narrative: At the conclusion of our on-site walk-thru review of the building, we will develop a narrative report to include a brief description of the major building systems with our opinions and recommendations for proposed maintenance, repair, or replacement as required.
8. Evaluate program offerings and fee structure to provide guidance and context for potential revenue growth opportunities.
9. Develop Online Engagement Platform (Microsite) to communicate project information, solicit input from residents, invite users to attend input sessions and participate in surveys.
10. Conduct Program Input Sessions: Wight will facilitate in-person and virtual input sessions, utilizing *Zoom Video Conferencing* or *Facebook Live* to communicate and present project information. Ideas, comments, priorities, and voting will be tracked from participants in real-time with use of smart phone.
  - a. Community Open House
  - b. Stakeholder Groups

- c. City Staff
  - d. City Council
  - 11. Community Survey: Prepare and facilitate survey questions to obtain input on the program needs utilizing online survey platform and City database.
  - 12. Based on preliminary input, prepare project programming document.
  - 13. Review Meeting with staff to confirm for Project Understanding, Assessment and Programming Phase.
- B. Conceptual Design and Master Planning Phase
- 1. Based on the Assessment and Input received, we will develop conceptual options for Phillips Park and Zoo for:
    - a. Zoo Exhibits
      - i. Additions, renovations and conversions for animal exhibits, interpretive areas, and operations.
    - b. Park amenities
      - i. Supports facilities (restrooms, maintenance, etc.)
      - ii. Active amenities (sports, play, etc.)
      - iii. Passive amenities (shelters, trails, open space, etc.)
    - c. Overall
      - i. Vehicular circulation and parking
      - ii. Pedestrian circulation (trails, plazas and gathering spaces).
      - iii. Landscape
    - d. Infrastructure
      - i. Mechanical, electrical, and plumbing (replacements, additional and proposed)
      - ii. Grading, utilities, and storm water management
  - 2. Prepare construction cost opinion.
  - 3. Identify potential grant opportunities.
  - 4. Provide recommendations on future programs and fee structure.
  - 5. Review Conceptual Design Documents with you up to two (2) times. Document meeting results via written meeting summary.
  - 6. Review Conceptual Designs with jurisdictional agencies as needed.
  - 7. Review Conceptual Design Documents with your City Council for comment and approval.
  - 8. Conduct Conceptual Design Input Session:
    - a. Community Open House
    - b. Stakeholder Groups
  - 9. Based on overall input and staff direction, we will finalize the conceptual design documents and prepare the overall Master Plan document, including summaries of the comprehensive findings, preferred concepts, programming and fee strategies phasing approach, grant opportunities and cost opinions.

## SCHEDULE

We propose to begin work on this assignment upon your authorization and anticipate 4-5 months to complete this work. We will prepare a detailed project schedule for your review and input during the initial project kick-off meeting.

## COMPENSATION

Wight proposes to provide the Scope of Services described in this proposal for Fixed Fee of:

Project Understanding, Assessment, Engagement and Programming Phase: \$56,650

Conceptual Design and Master Plan Phase: \$62,150

Total Fixed Fee: \$118,800

In addition to the professional services fees, we will invoice reimbursable expenses at direct costs plus 10% and capped at \$800.00. The following is 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 current IRS established reimbursement rate.

## 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 begin our partnering relationship with the City of Aurora and look forward to working with you on this master planning 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 us.

Respectfully submitted,  
WIGHT & COMPANY



Robert S. Ijams, PLA  
Director of Parks & Recreation



Jason Dwyer, AIA, LEED AP  
President, Design & Construction

Approved by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Title

cc Patty King, Ania Szulc, Wight & Company