



June 2, 2026

Revised: June 9, 2026

Ms. Jennifer Rooks-Lopez  
Director of Planning and Land Protection  
Forest Preserve District of Kane County  
1996 S. Kirk Road, Suite 320  
Geneva, IL 60134

**Muirhead Springs Forest Preserve Wildlife Overlook – Final Design & Engineering  
Professional Services Proposal**

Dear Ms. Rooks-Lopez:

Wight & Company (Wight) is pleased to submit this proposal to you and the Forest Preserve District of Kane County (FPDKC) to provide final design & engineering services for Muirhead Springs Forest Preserve Wildlife Overlook located in Hampshire, IL. This proposal includes:

UNDERSTANDING  
SCOPE OF SERVICES  
SCHEDULE  
COMPENSATION  
TERMS & CONDITIONS

UNDERSTANDING

First, congratulations! We understand the IDNR notified the Forest Preserve District of Kane County as a recipient of a \$600K OSLAD grant for the Muirhead Springs Forest Preserve Wildlife Overlook project in January 2026. Based on the grant application strategy and the FPDKC matching funds, the total project budget is \$2,001,400. FPDKC would like Wight to finalize the design, develop construction documents suitable for permitting and bidding, and administer construction via general contractor. The project program includes:

- Shelter
- Wildlife Observation Deck
- Trail
- Outdoor Classroom
- Interpretive Signage w/ Native Plants

SCOPE OF SERVICES

Wight & Company will provide in-house landscape architecture, civil engineering, structural engineering and cost-estimating services. We propose to provide the following services outlined in the Project Understanding through the Scope of Services below:

A. Project Understanding 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. Conduct Wetland Delineation and obtain jurisdictional determination from USACE (provided by owner).
3. Investigate sub-surface site conditions and prepare Geotechnical Report summarizing (provided by owner):
  - a. Unsuitable soils
  - b. Existing material types, depths and bearing capacity
4. Obtain ALTA Title Commitment and provide Boundary and Topographic Survey (provided by owner).
5. Review Meeting with staff to confirm for Project Understanding Phase.

B. Design Development Phase

1. Based on the approved conceptual plans prepared in September 2025, we will finalize the design for the following:
  - a. Site Amenities:
    - i. Shelter
    - ii. Wildlife Observation Deck
    - iii. Trail
    - iv. Outdoor Classroom
    - v. Interpretive Signage w/ Native Plants
  - b. Landscape
  - c. Grading and Utilities
  - d. Structural
2. Prepare Design Development Documents:
  - a. Plans
  - b. Product options
  - c. Material samples
3. Update construction cost opinion.
4. Review Design Development Documents with you up to two (2) times. Document meeting results via written meeting summary.
5. Review Design Development with jurisdictional agencies as needed.
6. Review Design Development Documents with your Board of Commissioners for comment and approval.

C. Construction Documents Phase

1. Prepare the documentation of the proposed design improvements:
  - a. Cover Sheet
  - b. Existing Conditions Plans
  - c. Demolition Plans
  - d. Storm Water Pollution Prevention Plans
  - e. Grading and Utilities Plans
  - f. Layout and Materials Plans
  - g. Structural Plans
  - h. Landscape Plans
  - i. Details
2. Prepare the project manual specifications.
  - a. Part One: Front End
  - b. Part Two: Technical
3. Update construction cost opinion.
4. Review Construction Documents with you up to two (2) times. Document meeting results via written meeting summary.

D. Permitting Phase

1. Submit permit documents for the following permit agencies:
  - a. Building or site development permit (Kane County)
  - b. Storm water permit (Kane County)
  - c. National Pollutant Discharge Elimination System (NPDES) permit
  - d. Soil and Water Conservation District
2. Attend review meetings, as required by reviewing agencies.
3. Revise permit submittals one time during the review process, as required by reviewing agencies.

E. Bidding and Negotiation Phase

1. Upload Bid set to reproduction plan room website for distribution and tracking (by owner-Bonfire).
2. Administer pre-bid meeting with prospective bidders to discuss scope and answer questions.
3. Respond to request for information (RFI) and issue addenda as needed to clarify bid documents.
4. Attend bid opening and summarize bid results (by owner).
5. Conduct reference checks for low bidder, as needed.
6. Prepare bid recommendation letter.

F. Construction Phase

1. Prepare the AIA-A101-2017 Standard Form of Agreement Between Owner and Contractor (by owner).
2. Attend the Pre-construction meeting with you and contractor to discuss the following:
  - a. Construction schedule
  - b. Submittals
  - c. Communications
  - d. Payment procedures
  - e. Contractor and Owner responsibilities
3. Perform site visits at intervals appropriate to the stage of the contractor's operations to review progress, approximately every two weeks (12 visits total).
4. Provide responses to Request for Information (RFI) related to interpretation of contract documents.
5. Review contractor application for payments.
6. Review contractor submittals and shop drawings for conformance with contract documents.
7. Perform Substantial Completion inspection and prepare punch list for work to be completed prior to final acceptance.
8. Review project for Final Acceptance.

G. Occupancy, Closeout and Evaluation Phase

1. Review site prior to the One-Year Warranty to latent concerns or items that require further attention of the contractor.
2. Review and submit required closeout permit documents as required by jurisdictional agencies.

H. Additional Services (Not included in this proposal)

1. Services not specified in the scope of services will be considered additional services. Prior to any additional services work, we will discuss additional services with the client for written authorization to proceed.
2. Services of sub-consultants not indicated in the scope of services.
3. Services required due to unforeseen site conditions or circumstances beyond the control of the project team.
4. Documentation of multi-phased or segregated contract bid sets.
5. Services requested after Final Acceptance of Contractor's work.

SCHEDULE

We propose to begin work on this assignment upon your approval. We will prepare a detailed project schedule for your review based on the tentative draft schedule below:

- Contract Approval: July 14, 2026
- Design Development: August-September 2026
- Construction Documents: September-October 2026
- Permitting: November 2026
- Bidding: December 2026
- Construction: April-August 2027

COMPENSATION

Wight proposes to provide the Scope of Services described in this proposal for **Fixed Fee of \$178,00**

In addition to the professional services fees, we recommend a fixed amount of Five Hundred Dollars (\$1,500.00) for reimbursable expenses to be billed at direct costs. 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

The terms and conditions will be pursuant to an agreement mutually agreeable to the parties. Wight will invoice monthly based on a percentage of the work completed and payment will be due in accordance with the Local Government Prompt Payment Act.

We thank you for the opportunity to continue our work with the Forest Preserve District of Kane County and look forward to working with you on this design & engineering effort.

If this proposal meets your approval, please sign and return to us via email. 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, Shawn Benson, Ania Szulc, Wight & Company