



June 11, 2025

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 – Master Plan and OSLAD Grant Writing Services  
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 master planning and grant writing services for Muirhead Springs Forest Preserve located in Hampshire, IL. This proposal includes:

UNDERSTANDING  
SCOPE OF SERVICES  
SCHEDULE  
COMPENSATION  
TERMS & CONDITIONS

**UNDERSTANDING**

First, thank you for selecting Wight & Company to support the Forest Preserve District of Kane County with master planning and grant writing services. Based on your RFQ and our recent conversations, we understand the significant environmental success of the wetland mitigation bank at Muirhead Springs Forest Preserve, which has led to the return and flourishing of numerous bird species—including several state and federally listed endangered and threatened species. This ecological achievement has generated widespread interest, particularly among the birding community, creating the need to thoughtfully balance public access with the protection of sensitive wetland habitats. The proposed observation platform and associated site improvements are a critical next step in sustaining the health of this ecosystem while offering inclusive and responsible access for visitors of all abilities.

Our team is excited about collaborating with the FPDKC to develop conceptual plans for an ADA-compliant wildlife observation deck, accessible trail connections, a shade structure, and other grant-eligible amenities. The preliminary program will be refined through input from staff, the Board, and the community. This consensus-building phase is essential to shaping a shared vision for improvements at Muirhead Springs and for grant funding.

Following the conceptual design process, we will finalize the preferred master plan and assist with securing additional funding through the Illinois Department of Natural Resources (IDNR) Open Space Land Acquisition and Development (OSLAD) grant program. The FY2026 application is due on September 30, 2025. This cycle includes \$35 million in available funds, with a maximum grant of \$600,000 for development projects, requiring a 50% local match. Based on initial discussions with District staff, the anticipated project budget is between \$1.2 million and \$1.5 million.

## SCOPE OF SERVICES

Wight proposes to provide the following services outlined in the Understanding through the Scope of Services below:

### A. Project Understanding

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. Project budget
2. Obtain relevant project data for the site:
  - a. Aerial photography
  - b. Plat/Topographic survey, if available
  - c. Deed
  - d. Copy of previous grant applications
  - e. GIS Data
3. Visit project site to review and photograph existing conditions and confirm base information.
4. Prepare Existing Conditions Plan using aerial photography, GIS and survey, if available.

### B. Master Plan Phase

1. Develop Design Concepts for preserve.
2. Prepare construction cost estimate.
3. Review Conceptual Design Documents with you up to two (2) times. Document meeting results via written meeting summary.
4. Present preferred conceptual plan to board as requested
5. Conduct Conceptual Design Input Session via Community Meeting, as required by OSLAD
6. Finalize Conceptual Plan with phasing strategies.

### C. Grant Application Phase

1. Illinois Department of Natural Resources (IDNR) Open Space Land Acquisition and Development (OSLAD) Grant
  - a. Determine appropriate/eligible grant amenities for IDNR/OSLAD and other funding opportunities.
  - b. Facilitate discussions with IDNR Grant Administrators.
  - c. Prepare grant application and submit to IDNR via Amplifund.

## SCHEDULE

We propose to begin work on this assignment upon your approval. We will prepare a detailed project schedule for your review.

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

|   |             |
|---|-------------|
| Project Understanding and Master Plan Phase:      | \$16,500.00 |
| Grant Application Phase:                          | \$7,500.00  |
| Additional Community Input Meeting (as requested) | \$1,500.00  |

In addition to the professional services fees, we recommend a fixed amount of Five Hundred Dollars (\$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

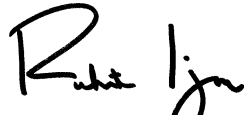
The terms and conditions will be pursuant to an agreement mutually agreeable to the parties. Wight will invoice monthly based on a percentage of the work completed and payment will be due in accordance with the Local Government Prompt Payment Act.

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 conceptual design and grant writing effort.

If this proposal meets your approval, please sign a 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. Ijames, PLA  
Director of Parks & Recreation



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

Approved by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Title

Cc: Patty King, Wight & Company